

SUBJECT: Army AGR Transition Processing Procedures

1. Effective immediately Active Guard Reserve (AGR) soldiers retiring from the Idaho AGR program will utilize the following steps to obtain approval from the Commanding General when requesting retirement.

a. Complete an SF 52 in accordance with TAB J SF 52 *Instructions for AGR Management*, available on the HRO Website.

http://inghro.state.id.us/Manpower_Branch/AGR_Section/AGR_Army/AGR_Army.htm

b. Approved SF 52 is forwarded to the Human Resource Office AGR Branch in order to make a determination of the Transition Leave Start Date.

(1) Transition leave start date is computed by identifying the total number of day's accrued leave, plus leave to be accrued from that day to the last day on Active Service. Permissive TDY, not to exceed 10 days, will also be added to this total. The total amount of Annual Leave and 10 days Permissive TDY is divided by 30 to equal whole months/days transition leave.

(2) Whole months are subtracted from requested retirement date to determine out processing month. Out processing at Fort Lewis is scheduled for the first full week of the month unless that week contains a Federal Holiday.

(3) Soldier will travel to Fort Lewis on Sunday, complete their retirement physical, and out process Monday-Friday traveling to home station Saturday.

(4) Sunday following their return to home station will be the first day of Transition / Terminal Leave. The soldier will be in a leave status, utilizing annual/permissive TDY without consideration of Federal Holidays, normal days off or down days until their final separation date.

2. The retiring service member will complete all DA 31's and a leave calendar to support their transition plan for presentation to their leave approval authority. (This will normally be the same approval authority who signed BLK 5, SF 52 requesting voluntary retirement)

a. Approved DA 31's and leave calendar are forwarded to retiring service member's administrative headquarters for leave control number assignment. Control numbers are required for both Annual Leave and Permissive TDY.

b. Retiring service member must provide **copies** of approved leave prior to Fort Lewis out-processing. These documents are for HRO reference only and are managed and forwarded through HRO to Military Pay by the service member's administrative headquarters. Retiring service member must also provide the **original** DA 31's for transition leave after Fort Lewis out-processing. The original documents are required as a part of the out processing packet provided to the retiring soldier prior to traveling to Fort Lewis, WA.

3. Approved SF 52, leave calendar and all DA 31's are forward by HRO- AGR Branch to the Commanding General Idaho for acceptance.

4. Leave in excess of a whole month will be used prior to final out processing IAW Chapter 4, Para 4-1, AR 600-8-10.

a. Basic Rule:

Leave will not be granted which encompasses two or more periods of absence during which a soldier is normally not required to perform duty (i.e. soldier requests leave Monday through Friday, however normal days off are Saturday and Sunday, in this situation the requested days encompass two or more scheduled days off), this is considered leave in conjunction with pass. The situation can be corrected by: requiring the soldier to perform duty on either of the two weekends, or requiring the soldier to take leave on either of the two weekends. Nevertheless, if leave is taken over a 30 day period, at least 2 weekends during the 30 days must be in a leave status. Refer to ALARACT message 241/2006 for further clarification on leave in conjunction with Holidays.

b. Retiring service members who require additional time for transition may be granted 10 additional days permissive TDY; this is not an entitlement. Additional leave will be granted on a case by case basis and is at the discretion of the leave approving authority.

5. Retiring Service members who fail to follow the above listed guidance will be charged for days not requested by the Battalion/Brigade administrative headquarters by either signing the soldier out or in using the appropriate dates and annotating corresponding dates in block 17. If this action causes a soldier to take excess leave, the soldier will be charged back for those excess days taken IAW AR 600-8-10, Chapter 12.

6. Following the Commanding General's acceptance, the retiring service member is notified by HRO. The notification will include a Retirement Counseling form, (See page 3-4 this memo). The service member will bring the retirement counseling form to the HRO-AGR Branch to sign the Application for Voluntary Retirement (DA 2339). Refer to the enclosed DA 4856 for information regarding registration with the Army Career Alumni Program (ACAP) and Transition Assistance Program (TAP).

7. POC for this action is the Army AGR Branch Manager @ ext 4215/4214.

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 22-100; the proponent agency is TRADOC

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g., performance/professional growth or event-oriented counseling, and includes the leader's facts and observations prior to the counseling.)

Your notification of intent to retire (SF 52) has been approved by the chain of command.

Retirement out-processing procedures that you will follow from this date to your retirement date.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

1. To finalize your retirement out-processing, you must make an appointment with the AGR Branch to sign your DA 2339 and backwards plan your leave calendar from your date of retirement back through out-processing in Ft Lewis.
 - a. ACAP must be completed online at https://www.acap.army.mil/transitioner/remote_clients/index.cfm prior to your appointment with the AGR Branch.
 - b. You are entitled to go through a transition assistance program (TAP) at Mt Home AFB (POC: Linda Bretz 828-2458).
 Southern Idaho: Hill AFB, UT DSN: 777-4681
 Northern Idaho: Fairchild AFB, WA DSN: 657-2246
 - c. Annual leave taken prior to out-processing must be IAW Chapter 4, AR 600-8-10. Leave taken after out-processing at Ft Lewis starts on Sunday and ends on your retirement date.
 - d. Permissive TDY (PTDY): You are entitled to 10 days, your supervisor may authorize an additional 10 days. PTDY is non-chargeable leave, at least 10 days of the entitlement should be taken after out-processing at Ft Lewis.
 - e. Ft Lewis out-processing: Travel days are Sunday and Saturday. Labs are done on Monday, your physical is either Monday or Tuesday, and Survivor Benefit Brief, Finance, and DD 214 Review are on Thursday.
 - f. Provide current copies of SGLV 8286 and DD Form 93 to AGR Branch for inclusion in your retirement packet.
2. Married service members who do not intend to provide an SBP annuity must be accompanied by their spouse. All of spouse's and/or dependent's information must be included below for ITO's and PCS orders.

Spouse's Full Name: _____ Date of Marriage: _____

Spouse's SSN: _____

Dependent's Name: _____ DOB: _____
 Dependent's Name: _____ DOB: _____

Date of Separation: _____

Declare PCS location of Personal Choice NLT: _____

Complete PCS NLT: _____

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).)

1. DA 31's supporting Transitional/Terminal leave and PTDY must have control numbers from your unit.
2. Leave taken prior to out-processing must be processed through your unit.
3. Register with ACAP at https://www.acap.army.mil/transitioner/remote_clients/index.cfm.
4. Schedule appointment with the AGR Branch at least one week prior to going to Ft Lewis for completion of retirement documents.
5. Coordinate with the Medical Detachment to get a copy of your medical/dental records to hand carry to Ft Lewis.
6. Make flight and rental car reservations for you and your spouse with Carlson Wagonlit. The AGR Branch will input your travel orders as soon as they are cut, and Carlson will confirm your flights.
7. Make lodging reservations at Ft Lewis Lodge (253) 967-2815/5051. If there are no vacancies you must make lodging reservations at the Shilo Inn (253) 475-4020 or at the Guest House International (253) 912-8900.
8. You must bring a copy of your DD 214 to the AGR Branch to close out your records after returning from Ft Lewis.
9. You must declare within 6 months of your retirement date if you wish to do a PCS and you must complete the PCS within 1 year of your retirement date.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.