RETIREMENT OUT-PROCESSING CHECKLIST

In Order for the United States Army Transition Point to be able to Out-Process everyone Retiring at Fort Myer you are required to make an Appointment. Before making your appointment you must have Items 1 thru 9 listed below (NO EXCEPTIONS). In order for all soldiers to be eligible to receive final pay everyone must follow these instructions.

(handwritten left margin: 80 DAYS PRIOR TO RET)

1. SF FORM 1199A (RET PAY TO BANK). Obtain this form from your Bank/Financial Institution. Ensure that your Bank Official completes and signs bottom portion of this form.	
2. Completed DA FORM 4240. (Survivor Benefit Pay – Retired Pay Data)	
3. Completed copies of DA FORM 31 (Leave)	
4. Any allotment changes – DA FORM 1341 (JUMPS)	
5. Original HEALTH and DENTAL Records (Remove and retain Dental X-rays). (Make copies for your personal use) Complete copy of both records.	
6. Original FINAL PHYSICAL Plus 5 copies of SF FORM 88 (Report of Medical Exam) and 5 copies of SF FORM 93 (Report of Medical History.	
7. VA FORM ~~2-526e~~ *21-526* Application. (VA Compensation)	
8. Orders for AWARDS and DECORATIONS not reflected in personnel records (including Orders of any Awards for last duty assignment).	
9. MARRIAGE Certificate and BIRTH Certificate of (Dependent Children only, if applicable) (Divorce decree, if applicable) (ORIGINAL AND XEROXED COPY)	
10. INSTALLATION and CLEARANCE Record (DA FORM 137 or appropriate agency clearance form).	
11. SECURITY DEBRIEFING/TRAVEL RESTRICTION STATEMENT.	
12. All addresses for the ceremony must be in by the FIRST day of the month you wish to attend.	
13. DA FORM 669 – Army Continuing Education System – You must be counseled by your Education Advisor (PL Section 1046, Title 10, US Code)	

14 SURRENDER FLT. RECORDS

PLEASE CALL AND MAKE AN APPOINTMENT BEFORE YOU COME INTO THIS OFFICE

REPORT TO TRANSITION POINT, BLDG 202, RM B-24, FORT MYER, VA

IF YOU HAVE ANY QUESTIONS PLEASE CALL: 696-3519, 20, 21

MAILING ADDRESS: Chief, USA Transition Point
ATTN: ANPE-MP-TP
Fort Myer, VA 22211