

A US Army officer in uniform is shown in profile, saluting with his right hand. He is wearing a dark blue service cap with a gold emblem and a gold chin strap. The background is a blurred American flag, with the stars and stripes visible. The overall tone is patriotic and formal.

# US Army Retirement Process Guide

This comprehensive guide outlines the key steps for US Army personnel preparing for retirement. It covers the entire process from initial paperwork to final benefit selections, ensuring a smooth transition from active duty to retired status. Follow these steps carefully to navigate your retirement journey successfully.

# Step 1: Request and Review Retirement Documents

1

## Request DA7301/DA2339

These forms serve as your Service Computation. They are crucial for initiating the retirement process.

2

## Gather Required Documents

Collect all necessary paperwork as outlined in the Retirement Questionnaire. This may include prior service records, awards and education.

3

## Submit Documents

Turn in all gathered documents to the Grafenwoehr Transition Center, located in Building 244, 2nd Floor, MPD office. Ensure all paperwork is complete and accurate to avoid delays.

Completing this step thoroughly sets the foundation for a smooth retirement process. Take your time to ensure all information is correct and up-to-date.

# Step 2: Submit Retirement Application via IPPS-A PAR

Once you receive your DA7301/DA2339 (Service Computation) from the Transition Center, you'll need to submit your retirement application to the Human Resources Command (HRC) through the Integrated Personnel and Pay System - Army (IPPS-A) Personnel Action Request (PAR).



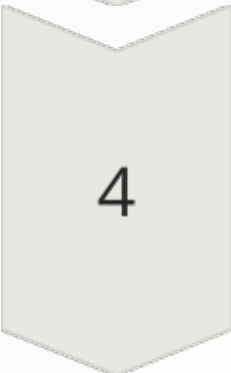
**Prepare Application Package**  
Gather the DA7301/DA2339 and all other required documents as specified by HRC.



**Consult with S1**  
Reach out to your S1 office for guidance on the submission process. They can provide valuable insights and help ensure your application is complete.



**Review Instructions**  
Carefully review PowerPoint presentation for detailed instructions on submitting your application through IPPS-A PAR.



**Submit via Approval Chain**  
Follow the approval chain in IPPS-A to submit your retirement application package to HRC for processing and approval. The Transition Center (Immediate Approver) will review and send completed packet to HRC to obtain Retirement Approval.

# Step 3: Request Separation Orders and DD214 Worksheet

After HRC approves your retirement request, you must take action to obtain your separation orders and DD214 Worksheet. These documents are critical for your transition out of active duty.

## Required Documents

- HRC approval message or PCRN number
- Approved Permissive PTDY leave (TAA/ISAA)
- Approved Terminal Leave ending on Retirement Date (last day of the month)

## Submission Process

Submit all required documents to the Transition Center office. Ensure your terminal leave end date matches your retirement date. The Transition Center will use this information to generate your separation orders and DD214 Worksheet.



# Step 4: Survivor Benefit Plan (SBP) Decision

The Survivor Benefit Plan is a crucial aspect of your retirement planning. It provides financial protection for your beneficiaries after your passing. Carefully consider your options and make an informed decision.

## Review SBP PowerPoint

This presentation provides up-to-date information on the Survivor Benefit Plan and its options.

## Complete DA Form 2656

This form is used for DFAS to process Retirement Pay and to make your SBP election. Fill it out carefully, considering your family's long-term financial needs.

## Access Additional Information

Visit the official Department of Defense website for comprehensive details on the Survivor Benefit Program: <https://militarypay.defense.gov/Benefits/Survivor-Benefit-Program/>

# Transition Center Support

The Transition Center is available to provide assistance throughout your retirement process. They can answer questions, review your paperwork, and offer guidance on various aspects of your transition.

## Location

Grafenwoehr Tower Barracks, Building  
244, Room 255

## Hours

Tuesdays, 9:00 AM - 12:00 PM and 1:00  
PM - 3:30 PM

## Services

Document review, process guidance, question answering, and general retirement transition support

Don't hesitate to visit the Transition Center during their open hours if you need assistance or have questions about any step of the retirement process.

# Calculating Your Retirement Pay

Understanding your retirement pay is crucial for financial planning. The Department of Defense provides an online calculator to help you estimate your retirement benefits.



## Access the Calculator

Visit the official DoD Final Pay Calculator:

<https://militarypay.defense.gov/Calculators/Final-Pay-Calculator/>



## Gather Information

You'll need details about your service history, rank, and years of service to use the calculator effectively.



## Estimate Benefits

The calculator will provide an estimate of your monthly retirement pay based on the information you provide.

Remember that this is an estimate. Your actual retirement pay may vary based on factors such as cost-of-living adjustments and changes in military pay scales.

# Final Steps and Recommendations

As you approach the end of your military career, keep these final recommendations in mind to ensure a smooth transition to retirement:

- Double-check all submitted paperwork for accuracy and completeness
- Stay in regular contact with your S1 office and the Transition Center for updates
- Attend any offered pre-retirement briefings or workshops
- Begin planning for post-retirement life, including employment, education, or volunteer opportunities
- Consider scheduling a final medical and dental check-up before leaving active duty
- Ensure all personal affairs, including housing and relocation plans, are in order

Remember, retirement from the US Army is a significant life change. Take advantage of all available resources and support to make this transition as smooth and successful as possible. Thank you for your service to our nation.