

## RETIREMENT INFORMATION SHEET

Attached are your Transition Orders, Retirement Orders, and your DD 214 Worksheet

1. If there are any discrepancies on your DD 214 worksheet, the information will be updated the day of your final out processing here at the Fort Myer Transition Center. Please ensure your ORB or ERB is updated, all updates not reflected on ORB/ERB will require documentation to make the necessary changes to your DD 214.
2. If you have any discrepancies with your orders please contact the point of contact listed on your orders.
3. JBM-HH conducts a Pre-Retirement Briefing on the first Tuesday of each month at the Community Center, Bldg. 405 from 0800-1200. This is a mandatory DA briefing if you have not attended previously.
4. Prior to your final out processing appointment you must have a Survivors Benefit Plan (SBP) Briefing and make an election. Please contact the JBM-HH Retirement Services Officer (RSO), Ms. Hocking at [usarmy.jbmhh.rso@mail.mil](mailto:usarmy.jbmhh.rso@mail.mil) to make a SBP appointment prior to your final out processing appointment.
5. Your organization S-1/HR element will need to submit a Privacy Act Statement, copy of your orders, and leave form to the Out processing/Records Section, 30 days prior to the start of your PTDY or Transition Leave to the following email address [usarmy.jbmhh.asa.mbx.hrd-clearing-papers@mail.mil](mailto:usarmy.jbmhh.asa.mbx.hrd-clearing-papers@mail.mil) or contact the Fort Myer Out Processing Section at (703) 696-0343.
6. To schedule a final out appointment please see the clerk at the front desk once you have received your signed copy of the DD Form 2656 (SBP) signed by the RSO, Ms. Hocking. Present your signed DD Form 2656 (SBP), copy of DA Form 31(s) w/control number(s), and a copy of your retirement orders to front desk clerk. Transition Center will then schedule an appointment which will be the day prior to start of your Permissive or Transitional Leave. For example: If your leave starts on Monday, Transition Center will schedule your appointment the Friday prior to the Monday. Next, you will schedule a final out appointment with the Finance Office which MUST occur before your final appointment time.
7. If you are in need of assistance at any time during your transitioning process please feel Free to contact the Fort Myer Transition Center at (703) 696-3521/3332/6361.