

PRE-RETIREMENT PROCESSING CHECKLIST (M-DAY & TECHNICIANS)

Rank: _____ Last/First Name: _____ Unit: _____

TIME FRAME

Received your 20 Year Notification of Eligibility (20 Year Letter)

- 20 YEAR NOTIFICATION OF ELIGIBILITY (20 YEAR LETTER). POC: Readiness NCO or Soldier's IPERMs Record
Upon receipt of your 20 Year Letter, you have several choices to make: (1) continue serving in the Army National Guard, (2) transfer to the Retired Reserves as a "Grey Area Retiree", (3) transfer to the Individual Ready Reserves (IRR)
- RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP). POC: Retirement Service Office. Upon being notified that you qualify for Reserve retired pay, and before reaching the age 60, you are eligible to enroll in RCSBP. You are required by law to decline or defer coverage (DD Form 2656-5) during the 90 day period beginning the day your 20 year letter is generated. Those who receive their 20 year letter and do not reply within the 90 days will be automatically enrolled, by law, for the maximum coverage of dependents listed in DEERS.

12 to 6 months prior to Retirement

- SUBMIT APPLICATION FOR RETIREMENT. (**MANDATORY**)
POC: Readiness NCO or PSNCO. They will assist you in preparing and processing your packet. Make sure that the DA Form 4187 provided indicates the effective date you want to be transferred to the Retired Reserves.
- REVIEW ALL RECORDS IN iPERMS. POC: Readiness NCO or PSNCO. Confirm the following documents are in your records: Soldier Record Board (SRB) or Officer Record Brief (ORB), DD Form 214s, Awards, DA Form 1059s, and course completion documents (40 hours or more).
- REVIEW YOUR RPAM STATEMENT (NGB23B). POC: Readiness NCO or PSNCO. Review RPAM statement for any discrepancies. Provide the unit with the following documentation: DD Form 214s, previous NGB Form 23B, DA Form 1379s, LESs, proof of completed correspondence courses prior to 15 April 2016.
- VERIFY REDUCED RETIREMENT AGE ELIGIBILITY. POC Readiness NCO or PSNCO. Soldiers that have participated in specific missions or deployments after 29 January 2008 may qualify.
- VERIFY GEORGIA MILITARY PENSION FUND ELIGIBILITY. POC: Readiness NCO or PSNCO. **Eligibility begins at age 60.** All requests must be sent by the individual retiree 90 days prior to turning age 60 to the address provided on the Georgia Military Pension Fund Application for Retirement Allowance form. Soldiers separated from the Georgia Army National Guard (GAARNG) on or after 1 July 2002 with 20 years of military service and 15 years in the GAARNG to include the last 10 consecutive years served. The form is located at www.ers.ga.gov.

6 months prior to Retirement

- ATTEND TRANSITION SEMINARS. (Various locations) POC: Retirement Services Office. Requests for attendance must be coordinated through the unit and/or MSC. *Spouses are highly encouraged to attend. Specific dates and registration are located at:*
https://ga.ng.mil/Portals/49/G1/retirement_seminars.html



SCHEDULE YOUR EXIT PHYSICAL AND DENTAL EXAM. POC: Readiness or Medical NCO.
Note: If medical issues are brought up during the physical exam and are service related, Soldiers can be seen at the VA with an approved LOD. If the medical issues are not service related, it is then the responsibility of the Soldier.



SCHEDULE VETERAN AFFAIRS APPOINTMENTS. POC: Nearest VA Office.
During Transition Seminar point of contact information will be provided for future reference

4 months prior to Retirement



REVIEW AND UPDATE LIFE INSURANCE POLICIES.
Consider Veterans Group Life Insurance. *VGLI -You must apply within one year and 120 days from discharge. However, Service members who submit their application within 120 days of discharge do not need to submit evidence of good health. Service members who apply after the 120-day period must submit evidence of good health.
<https://giosgli.prudential.com/osgli/OnlineFillableAppController/NBEnrollment>

90 to 60 days prior



PERSONNEL RECORD REVIEW. POC: Readiness NCO.
_____ Verify all prior service Statement of Service, using DD 214s, NGB Form 22s, etc.
_____ Update all Federal and State awards in IPPS-A.
_____ SGLV Form update; information will be valid for 120 days past retirement date.
_____ Update DD Form 93 with S-1. Information will be valid for 120 days past retirement date.



SUPPLY CLEARANCE. POC: Supply Sergeant.
_____ Turn in all assigned equipment and clothing.
_____ Pull clothing record from AKO account.
_____ Once cleared supply; turn in your supply clearance sheet to the unit Readiness NCO.



NOTIFY YOUR UNIT IF YOU DESIRE TO PARTICIPATE IN THE QUARTERLY RETIREMENT CEREMONY HELD AT JFHQ. POC: Readiness NCO.
Retirement Ceremonies are held quarterly. All eligible retirees are encouraged to participate.

Last drill day



SIGN OUT OF UNIT. **(MANDATORY)**. POC: Readiness NCO or PSNCO.
_____ Register for DS Logon- DS Logon is the only method for Retired/Separated Soldiers and family members, who don't have CAC cards, to access military websites on the internet.

ENJOY YOUR RETIREMENT! THANK YOU FOR YOUR SERVICE!!!!

Retirement Service Distro:

- email: ng.ga.gaarnq.list.ngga-g1-retirements@armymail.mil

Retirement Service Officer:

Ms. Zulema Williams

- phone: 678-569-5750

- email: ng.ga.gaarnq.list.ngga-g1-retirements@armymail.mil

Retirements NCOIC:

SFC Marquita St. Cyr

- phone: 678-569-5724

- email: marchelle.c.moorman.mil@army.mil

SPC Shanice Bradshaw

- phone: 678-569-5314

- email: shanice.bradshaw.mil@army.mil

Ms. Xavier Solomon

- phone: 678-569-9439

- email: xavier.c.solomon.civ@army.mil