** FM Retirement/Separation Checklist**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_ SSN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOS\_\_\_\_\_**

**Personal Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUIRED FORMS**

* **DD FORM 594** - Dependency Determination
* **Marriage Certificate/Birth Certificate of Youngest Child (If applicable) –** Dependency Determination
* **FMS 2231 with a Voided check** – Fast Start Direct Deposit Form
* **AF FORM 1745** – Change of Address
* **1351-2 Travel Voucher (**if applicable**)**
* **Separation/ Retirement Order**
* **Out Processing Checklist**
* **Screenshots of Pending Leave from Leave Web**

**LEAVE**

1. Please confirm current leave balance with your servicing Finance Office
2. All Permissive and Terminal Leave requests are processed and **APPROVED** in LeaveWeb **BEFORE** returning paperwork to Finance
3. Permissive leave will be done under “Type T, Rule 2”
4. If you take any portion of your Permissive Leave in conjunction with Terminal Leave, please check the box “In conjunction with Terminal Leave”
5. Leave numbers will be assigned after all leave is approved and all documents are returned to the Finance Office.

|  |  |  |
| --- | --- | --- |
| **TYPE** | **START DATE** | **END DATE** |
| *Permissive* |  |  |
| *Terminal* |  |  |

**LEAVE VERIFICATION**

1. To be completed by SMSgt Evans, Ricky LeaveWeb Administrator
2. By signing this document I attest that I have reviewed the member’s leave record and confirm all leave transactions are in LeaveWeb with none outstanding, returned, rejected or un-reconciled

Name& Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email/Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist & Instructions

Read each line and initial to confirm understanding. N/A if not applicable

1. \_\_\_\_\_ I have retrieved a copy of my DD Form 1172 for my record. This is required for civilian dependents to file a final travel voucher.
2. \_\_\_\_\_ All personal information is correct and legible
3. \_\_\_\_\_ I have completed and signed the AF Form 594 listing *all* dependents.
4. \_\_\_\_\_ All Permissive and Terminal Leave is input and APPROVED in LeaveWeb
5. \_\_\_\_\_ AGR TO DSG: I do not wish to sell my leave and would like to transfer it for use on a future tour. If not, N/A.
6. \_\_\_\_\_ I understand that I am only authorized to sell a maximum of 60 days of leave in my military career
7. \_\_\_\_\_ I understand that if the FSO’s out-processing packet is not completed and returned PRIOR to my date of separation, 45% of my final pay will be withheld to prevent overpayment in the event of a leave discrepancy. The remaining 55% will be paid by DFAS-IN in approximately 6-8 weeks with completed checklist. Not signing this statement could cause the same result.
8. \_\_\_\_\_ I understand March Finance office does NOT process my retirement pay. Please ensure you upload your DD Form 2656 to ARPC. ARPC send DFAS your retirement order with the DD Form 2656 which initiates your retirement pay. For more information, please visit <https://www.dfas.mil/retiredmilitary/apply/how-to-apply.html> .
9. \_\_\_\_\_ **I am transferring from AGR to DSG with the 163d ATKW and need to complete a new gain packet.**

Member’s Name & Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Finance Office Reviewers Information*

Reviewer’s Name & Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_