

**Retirement Withdrawal of Federal Recognition (Fed Rec) Process: To withdraw an Officer's Federally Recognized Commission due to Retirement**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Submit request to retire	Officer submits their request to retire in a memo. The memo includes the Officer's name, rank, SSN, State, para and line number, effective date, and control group.	NGR 635-100, Appendix A	Retirement Memo		
2	Receive Retirement Memo	Unit receives Retirement Memo from the Officer via hand delivery.		Retirement Memo		
3	Create Retirement Packet	<p>Unit creates Retirement Packet by pulling historical information about Officer from ATRRS, iMARC, RCAS, and SIDPERS.</p> <p>This packet includes:</p> <ul style="list-style-type: none"> <li>- 20 year letter</li> <li>- Commanders Recommendation</li> <li>- BDE/BN endorsements</li> <li>- PQR</li> <li>- DA Form 2-1</li> <li>- RPAM Statement</li> <li>- ADSO checklist</li> <li>- IMARC printout</li> <li>- ATRRS printout</li> <li>- Survivor Benefit Form (DD Form 1883 or DD Form 2656-5)</li> <li>- Officer's Retirement Memo</li> </ul>		<p>DA Form 2-1</p> <p>DD Form 1883</p> <p>DD Form 2656-5</p>	<p>ATRRS</p> <p>iMARC</p> <p>RCAS</p> <p>SIDPERS</p>	

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4	Determine eligibility?	<p>Unit determines if the Officer is eligible to retire by examining historical information about Officer.</p> <p>The following documents are checked:</p> <ul style="list-style-type: none"> <li>- 20 year letter</li> <li>- Commanders Recommendation</li> <li>- BDE/BN endorsements</li> <li>- PQR</li> <li>- DA Form 2-1</li> <li>- RPAM Statement</li> <li>- ADSO checklist</li> <li>- IMARC printout</li> <li>- ATRRS printout</li> <li>- Survivor Benefit Form (DD Form 1883 or DD Form 2656-5)</li> <li>- Officer's Retirement Memo</li> </ul>		DA Form 2-1  DD Form 1883  DD Form 2656-5	ATRRS  iMARC  RCAS  SIDPERS	
5	Return through Chain of Command	If Officer is not eligible to retire, Unit notifies Officer of ineligibility and process ends.				

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6	Send Retirement Packet	<p>If the Soldier is eligible to retire, Unit sends retirement packet to State OPM through chain of command via email.</p> <p>This packet includes:</p> <ul style="list-style-type: none"> <li>- 20 year letter</li> <li>- Commanders Recommendation</li> <li>- BDE/BN endorsements</li> <li>- PQR</li> <li>- DA Form 2-1</li> <li>- RPAM Statement</li> <li>- ADSO checklist</li> <li>- IMARC printout</li> <li>- ATRRS printout</li> <li>- Survivor Benefit Form (DD Form 1883 or DD Form 2656-5)</li> <li>- Officer's Retirement Memo</li> </ul>		DA Form 2-1  DD Form 1883  DD Form 2656-5		
7	Review Retirement Packet	State OPM receives and reviews Retirement Packet.				
8	Determine eligibility?	State OPM determines if Officer is eligible to retire.				
9	Return through Chain of Command	If Officer is not eligible to retire, Retirement Packet is returned through Chain of Command and the process ends.				
10	Approve retirement?	If Officer is determined eligible, State OPM delivers the Retirement Packet and memo to State TAG. State TAG determines to approve or disapproves the retirement by signing the memo from OPM.				

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11	Receive Resignation Memo	If State TAG disapproves, State OPM picks up the signed Resignation Memo from State TAG and emails the Resignation Memo to Unit. Unit receives Resignation Memo signed by State TAG via email and forwards the Resignation Memo to the Officer where the process ends.		Resignation Memo		
12	Cut State Separation Order and submit packet (MILPO Order System, RCAS, Fed Rec System)	State OPM cuts State Separation Orders to include separation date and characterization/separation code.	AR 135-175		Fed Rec System MILPO Order System RCAS	Varies from State to State.
13	Review Separation Packet (Fed Rec System, iPERMS)	Fed Rec Section receives a copy of the State Separation Order and documents 30 days prior effective date.  Fed Rec Section to review Separation Packet. Fed Rec checks for accurate separation code on State Orders.			Fed Rec System iPERMS	
14	Administratively complete Separation Packet?	Fed Red Section determines if the Separation Packet is administratively complete.			Fed Rec System	
15	Correct Separation Packet (Fed Rec System)	If Separation Packet is not complete, State receives the Separation Packet and corrects error.			Fed Rec System	
16	Enter Separation Effective Date (Fed Rec System)	If the Separation Packet is complete, Fed Rec Section sends the Separation Packet to Fed Rec Admin Section for review.			Fed Rec System	

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17	Review Separation Packet (Fed Rec System)	Fed Rec Administration Section reviews the Separation Packet and ensures that all names and dates are correct and all appropriate signatures have been received to ensure Federally Recognized Order will be cut properly.			Fed Rec System	
18	Administratively complete Separation Packet?	If Separation Packet is administratively complete, Fed Rec Admin Section publishes Federally Recognized Orders. If the Separation Packet is not administratively complete, State corrects Separation Packet.			Fed Rec System	
19	Correct Separation Packet (Fed Rec System)	If Separation Packet is not complete, State receives the Separation Packet and corrects error.			Fed Rec System	
20	Publish Separation of Fed Rec Order (Fed Rec System)	<p>Once complete, Fed Rec Admin Team publishes Federally Recognized Orders into Fed Rec System. Once, published, Fed Rec System emails pre-selected contacts including State, and iPERMS Section. HRH iPERMS Section adds Federally Recognized Orders to iPERMS Record.</p> <p>At this point, the Soldier's Federally Recognized Commission is officially withdrawn.</p>			Fed Rec System	

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21	Create final separation documents (iPERMS, RCAS, SIDPERS, TransProc)	<p>After receiving the Fed Rec Order, State OPM works the following to close out the record:</p> <ul style="list-style-type: none"> <li>- NGB Form 22 or DD Form 214 (depending on status)</li> <li>- RPAM</li> <li>- Retirement Certificate 55</li> <li>- Separation Certificate</li> <li>- DA Form 2-1</li> </ul> <p>State OPM sends order through the CoC to BDE/MACOM.</p> <p>Officer receives a mail copy of the NGB Form 22 and separation certificate, and DD Form 214.</p>		DA Form 2-1  DD Form 214  NGB Form 22	iPERMS  RCAS  SIDPERS  TransProc	
22	Send final Separation Order	<p>State OPM sends final Separation Order through the chain of command to BDE/MACOM.</p> <p>Unit commander closes off Officer's OER.</p>				<p>This overall process should take no longer than 200 days. After the Board is appointed, it should take no longer than 90 days to complete the remaining part of the process.</p>