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

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

Point of Contact
Division: Personnel Policy & Readiness Division (ARNG-HRH)

Description
The withdrawal of Federal Recognition due to retirement requires that an officer request a withdrawal of Federal Recognition through a Retirement Memo. If the Officer is eligible, ARNG-HRH Fed Rec Administrative Section will withdraw Federal Recognition orders.

Regulations and Supporting Resources
AR 135-175, Separation of Officers

NGR 635-100, Termination of Appointment and Withdrawal of Federal Recognition

Documents and Forms
DA Form 2-1, Personnel Qualification Record

DD Form 1883, Survivor Benefit Plan Election Certificate

DD Form 214, Certification of Release or Discharge From Active Duty

DD Form 2656-5, Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate

NGB Form 22, National Guard Report of Separation and Record of Service

Retirement Memo

Related Processes

Adverse Action Withdrawal of Federal Recognition (Fed Rec) Process

To withdraw an Officer's Federally Recognized Commission due to Adverse Action

Systems

Army Training Requirements and Resource System (ATRRS)

ATRRS is the Department of the Army Management Information System of record for managing student input to training. The online system integrates manpower requirements for individual training with the process by which the training base is resourced and training programs are executed. This automation support tool establishes training requirements, determines training programs, manages class schedules, allocates class quotas, makes seat reservations, and records student attendance. ATRRs supports the Training Requirements Division of the Office of the Army G1 in its Army wide mission of integrating all phases of input to training management, during peacetime and mobilization. The system supports the planning, programming, budgeting, and program execution phases of the training process and it utilized by agencies responsible for those phases.

Federal Recognition (Fed Rec) Management System

The Federal Recognition Management System provides status and progress against all actions involved with officer promotions, branch transfers, name changes, interstate transfers, reserve transfers and withdrawal of Fed Rec requests. This information is used by commanders, Soldiers, and HR Professionals to determine eligibility and qualification for HR processes such as promotions. Fed Rec orders are processed based on State requests. The Fed Rec section at NGB serves as the ARNG POC and subject matter expert for inquires pertaining to Federal Recognition matters.

Information Management and Reporting Center (iMARC)

iMARC is a web-based Intranet application that provides automated support for the management, processing and tracking of incentive and educational programs. The iMARC application has five centers of functionality that consist of Management, Administrative, Information, Reporting, and Recommendation Centers. The functionality of these centers ensures iMARC provides its users the necessary tools to manage, process, and track critical elements of the incentive and education benefit programs.

Interactive Personnel Electronic Records Management System (iPERMS)
iPERMS is a system used by Soldiers and HR professionals to maintain a secure (PKI) static record of a Soldiers OMPF. These records are accessed to show proof of medical, promotion, and award history for Soldiers which can be used Soldiers in furthering their service and career. It provides web-based access with a unified user interface that provides encrypted, end-to-end, secure, remote access to, input to, and retrieval of, documents from a Soldier's Official Military Personnel File (OMPF) and DA photo. iPERMS requires Internet Explorer 5.0 or above or Netscape 4.7 or above, though Microsoft Internet Explorer (IE) 6.0 or above is the preferred browser. Cookies and JavaScript should both be enabled in order to access iPERMS.

Military Personnel Transition Point Processing System (TRANSPROC)
TRANSPROC is part of the Installation Support Module (ISM) which is made up of standardized software applications that perform business functions at the installation level for the Army. The system is comprised of seven Web-based applications (or modules) that automate as well as integrate day-to-day installation processes using a centralized database, which contains data elements of the ISMs and various application-specific data elements unique to the individuals ISMs.

MILPO Order System
MILPO Orders, a web-based application, automates the processing of personnel orders for the Army National Guard. MILPO Orders takes the order generation from an initial personnel action request (PAR) through review of the PAR to approval and publication of an order. Designated users can Initiate a Personnel Action Requests (PAR), Route, review, and update a PAR, approve a PAR and publish orders based on that PAR, keep records of manual orders in a consolidated orders log, maintain the orders log, and generate reports. After PARs are initiated, they are routed for review to the appropriate chain of command. The final review is by the Publisher, who can publish an order from the PAR if appropriate. These orders are included in the orders logs and reports maintained in MILPO Orders. In addition to PARs, MILPO Orders allows users to record information on certain manual orders, or orders that are not published through the software. These orders are assigned numbers in sequence with the application and information on the manual orders is included in daily orders logs and the consolidated orders log. MILPO Orders also provides the following reports: Daily Orders Report, PAR Status Report, Pending Transaction Report, Statistical Report, and Orders Log Report.

Reserve Component Automation Systems (RCAS)

The Project Directorate Reserve Component Automation Systems (PD RCAS) supports the Army National Guard (ARNG) and the United States Army Reserve (USAR) by providing standardized, sustainable, supported and secure automated information solutions that contribute to the increased readiness of the Reserve Component (RC). RCAS is an integrated suite of software products and automated information systems that significantly improve the ability of RC soldiers and units to accomplish day-to-day unit administration. RCAS has been serving the soldier since the 1990's through the development and sustainment of infrastructure, hardware and readiness software products and solutions.

Standard Installation / Division Personnel System (SIDPERS)

SIDPERS is a multi-command personnel management information system. SIDPERS supports the areas of strength accounting, personnel management, information retrieval, and external interfaces.

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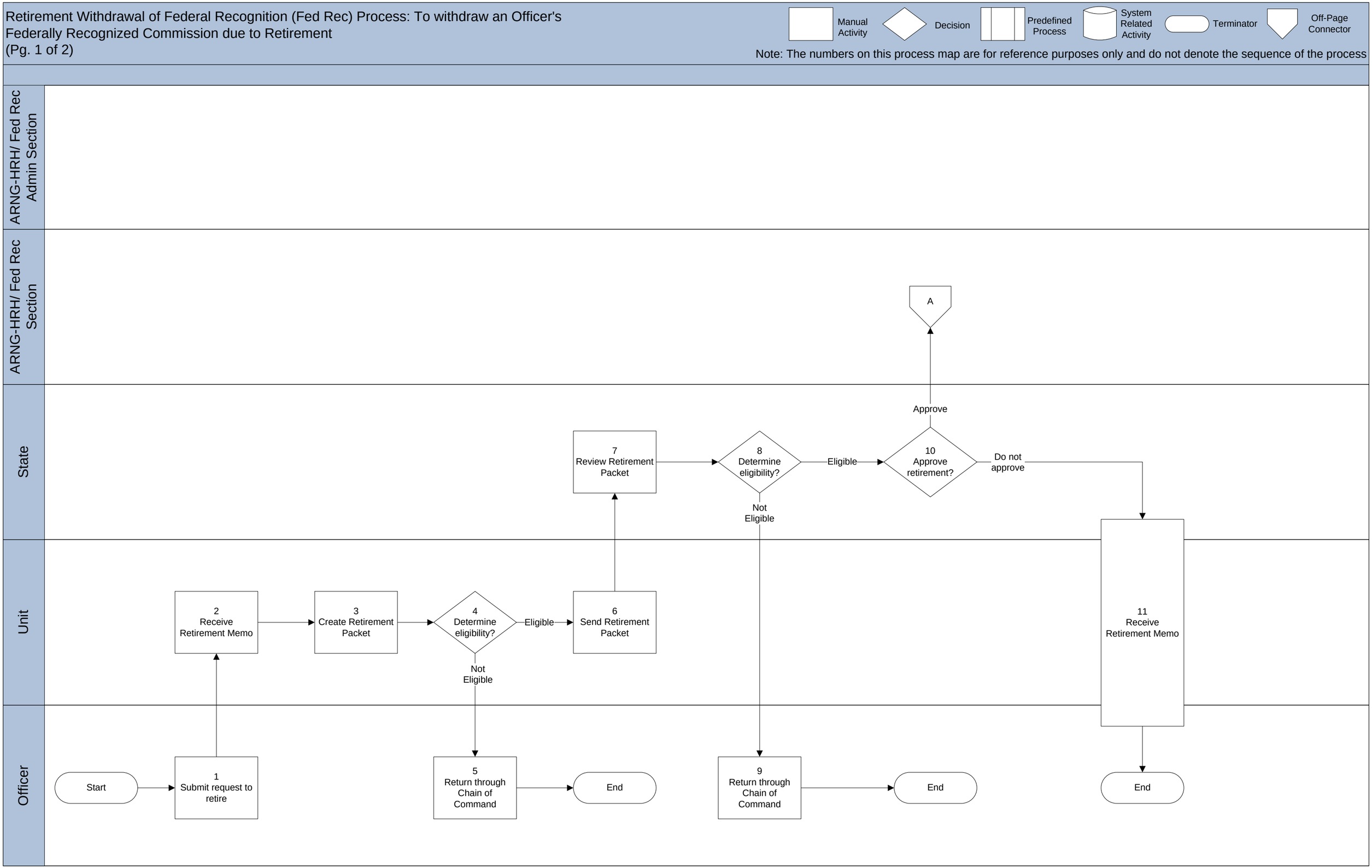

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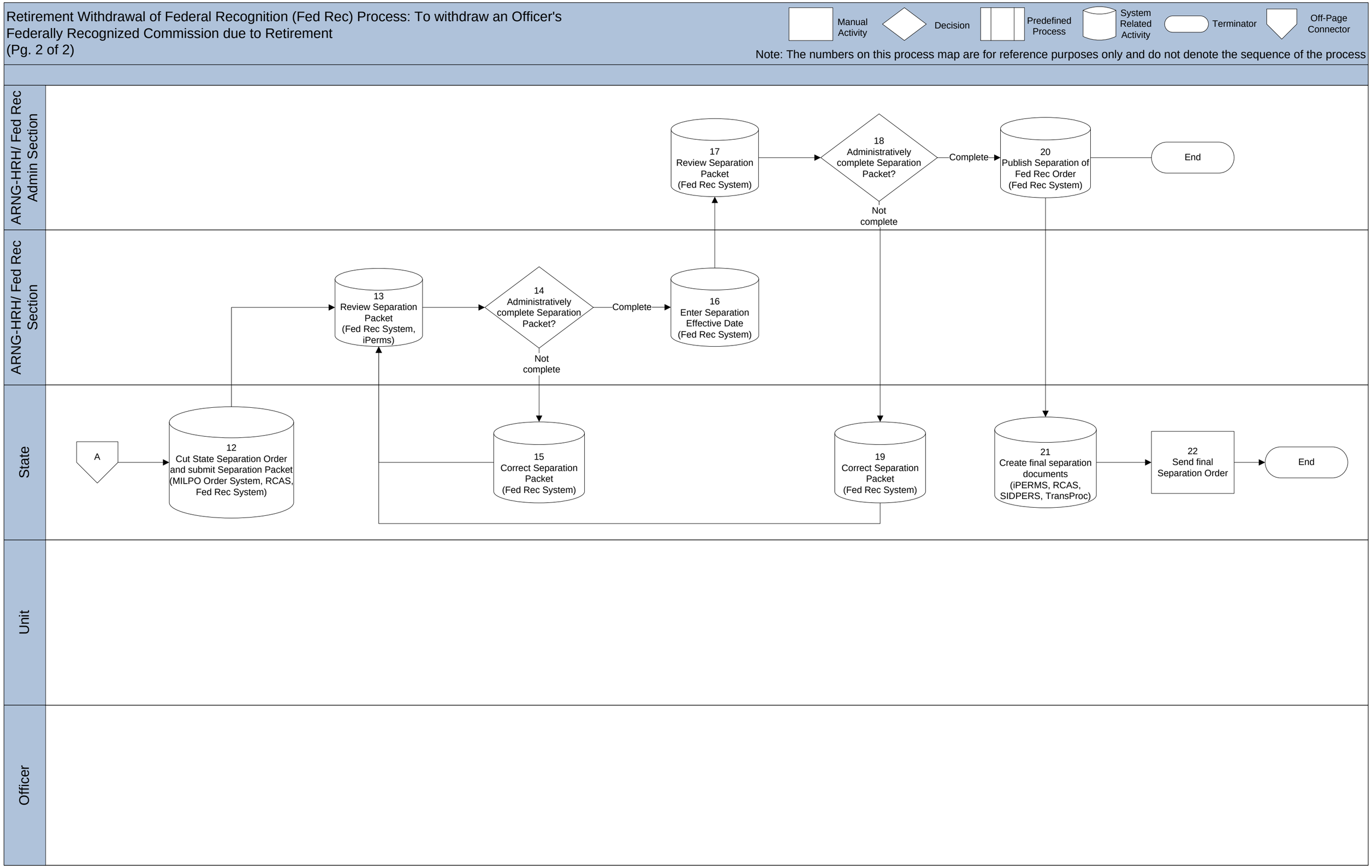

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No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Submit request to retire	Officer submits their request to retire in a memo. The memo includes the Officer's name, rank, SSN, State, 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	Unit creates Retirement Packet by pulling historical information about Officer from ATRRS, iMARC, RCAS, and SIDPERS. This packet includes: - 20 year letter - Commanders Recommendation - BDE/BN endorsements - PQR - DA Form 2-1 - RPAM Statement - ADSO checklist - IMARC printout - ATRRS printout - Survivor Benefit Form (DD Form 1883 or DD Form 2656-5) - Officer's Retirement Memo		DA Form 2-1 DD Form 1883 DD Form 2656-5	ATRRS iMARC RCAS SIDPERS	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
4	Determine eligibility?	Unit determines if the Officer is eligible to retire by examining historical information about Officer. The following documents are checked: - 20 year letter - Commanders Recommendation - BDE/BN endorsements - PQR - DA Form 2-1 - RPAM Statement - ADSO checklist - IMARC printout - ATRRS printout - Survivor Benefit Form (DD Form 1883 or DD Form 2656-5) - Officer's Retirement Memo		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.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
6	Send Retirement Packet	If the Soldier is eligible to retire, Unit sends retirement packet to State OPM through chain of command via email. This packet includes: - 20 year letter - Commanders Recommendation - BDE/BN endorsements - PQR - DA Form 2-1 - RPAM Statement - ADSO checklist - IMARC printout - ATRRS printout - Survivor Benefit Form (DD Form 1883 or DD Form 2656-5) - Officer's Retirement Memo		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.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
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	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
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)	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. At this point, the Soldier's Federally Recognized Commission is officially withdrawn.			Fed Rec System	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
21	Create final separation documents (iPERMS, RCAS, SIDPERS, TransProc)	After receiving the Fed Rec Order, State OPM works the following to close out the record: - NGB Form 22 or DD Form 214 (depending on status) - RPAM - Retirement Certificate 55 - Separation Certificate - DA Form 2-1 State OPM sends order through the CoC to BDE/MACOM. Officer receives a mail copy of the NGB Form 22 and separation certificate, and DD Form 214.		DA Form 2-1 DD Form 214 NGB Form 22	iPERMS RCAS SIDPERS TransProc	
22	Send final Separation Order	State OPM sends final Separation Order through the chain of command to BDE/MACOM. Unit commander closes off Officer's OER.				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.