



REPLY TO  
ATTENTION OF

## TEXAS MILITARY FORCES

Army National Guard  
Post Office Box 5218  
Austin, Texas 78763-5218  
512-782-5001

NGTX-JHR

31 July 2013

MEMORANDUM FOR All Title 32 Active Guard Reserve (AGR) Members of the Texas Army National Guard (TXARNG)

SUBJECT: (JFTX P13-13) TXARNG Title 32 AGR Retirement Policy and Procedures

### 1. References:

- a. AR 600-8-7, Retirement Services Program, 6 June 2010.
- b. AR 600-8-24, Officer Transfers and Discharges, 13 September 2011.
- c. AR 635-200, Active Duty Enlisted Administrative Separations, 6 June 2005.
- d. AR 600-8-10, Leaves and Passes, 4 August 2011.

2. Background: We have an obligation to prepare our transitioning Soldiers for opportunities beyond their service to the TXARNG while ensuring unit readiness is maintained and ensuring proper transitions are completed between outgoing Soldiers and their replacements.

3. Applicability: All TXARNG AGR Soldiers who are within the window of retirement are subject to this policy. AGRs are eligible for retirement from Active Guard/Reserve (AGR) duty upon completion of 20 years accumulated active federal service (AFS) which includes AGR, full-time National Guard duty (FTNGD), annual training (AT), extended active duty (EAD), initial active duty for training (IADT), active duty for training (ADT), and all other types of active service under Title 10 USC or Title 32 USC 502-505.

### 4. Policy:

a. Before applying for retirement, Soldiers must be firm in their decision to retire on a certain date. An approved application for retirement may not be withdrawn by the Soldier unless it is established that retention on active duty will prevent an extreme hardship to the Soldier or their immediate family.

b. Soldiers who have an approved retirement date will continue to perform their normal duties until the start date of Transition Permissive TDY. The Soldier's chain of command will provide the Soldier the opportunities to attend all required briefings as determined by AGR Services.

c. Transition leave must be taken in a continuous period, increments are not authorized.

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d. Up to 20 days of Transition Permissive Temporary Duty (TPTDY) are authorized. The purpose of transition TPTDY is to facilitate transition into civilian life for house and job hunting. Approved periods of TPTDY must be taken in one increment (20 days straight) immediately prior to the Transition Leave start date. Approval authority is delegated to the Soldiers' Commander. Commanders must ensure that Soldiers have a need to either relocate or conduct job search activities during the requested dates of TPTDY.

5. Procedures:

a. AGR Soldiers may request retirement by submitting a written request through channels to NGTX-AGR up to 12 months prior to desired retirement date, but not later than 9 months prior to the date transition leave begins. The request must state the individual's retirement selections per NGTX-AGR How-to-Book, Chapter 4 – Voluntary Retirement. Requested retirement date must be on the last day of the month that Soldier desires to retire. Placement on the Retirement List only occurs on the first day of each month.

b. DA Form 31(s) requesting TPTDY and transition leave must be submitted with the retirement request (hard copy documents are required as the transition centers will not accept leave using the AGR Leave Tracking System).

c. Soldiers will receive written approval of the retirement request. AGR Services will contact each Soldier to provide out-processing information/timeline, to schedule them for requirement briefings, and to initiate/complete a retirement packet required for the transition point.

6. This policy is in effect for two years unless otherwise revoked, rescinded or superseded.

7. Points of Contact are the AGR Branch Chief or the AGR Manager at (512) 782-5641 or (512) 782-6845.

FOR THE ADJUTANT GENERAL:

  
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