

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO

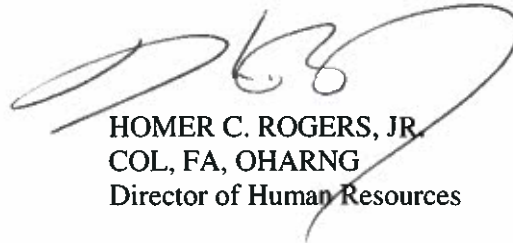
3 January 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Active Guard Reserve (AGR) Resignation and Retirement Request Acceptance

1. All AGR Soldiers must submit written requests for voluntary separation (resignation) or retirement from the AGR Program, through supervisory channels, to the AGR Office (NGOH-HRO-M). The AGR Office processes requests in accordance with applicable regulations, policies and procedures to the separation authority.
2. The Director of Human Resources (NGOH-HRO) will provide formal written acceptance of approved requests for resignation or retirement to AGR Soldiers
3. Point of contact for this correspondence is MAJ Pete Rakowsky, AGR Manager, at 614-336-4222 or peter.rakowsky@us.army.mil.

FOR THE ADJUTANT GENERAL:


HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resources

- 4 Encls
1. Retirement Request
 2. Resignation Request
 3. Retirement Acceptance
 4. Resignation Acceptance

DISTRIBUTION:

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Enclosure 1 – Retirement Request

UNIT LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

XXXXXXXX (Unit/Battalion/Directorate)

XXXXXXXX (MSC/Brigade)

FOR Human Resources Office AGR Branch (NGOH-HRO-M), 2825 West Dublin Granville Road,
Columbus, Ohio, 43235-2789

SUBJECT: Application for Retirement

1. I submit this application for retirement effective _____. (*Last day of a month*)

a. NAME:

b. SSN: XXXX (*Last 4 Digits*)

c. HOME ADDRESS:

d. UNIT OF ASSIGNMENT:

e. RETIREMENT DATE:

f. CURRENT LEAVE BALANCE:

g. LEAVE TO ACCUMULATE:

h. TOTAL LEAVE DAYS:

i. APPROXIMATE TRANSITION LEAVE DATE:

j. PCS REQUESTED:

k. BDD PROGRAM REQUESTED:

2. Point of contact for this correspondence is the undersigned at (*Phone and Email*)...

AGR Soldier Signature Block

“When Called - We Respond With Ready Units”

UNIT LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

XXXXXXXX (Unit/Battalion/Directorate)

XXXXXXXX (MSC/Brigade)

FOR Human Resources Office AGR Branch (NGOH-HRO-M), 2825 West Dublin Granville Road,
Columbus, Ohio, 43235-2789

SUBJECT: Request for Resignation from the Active Guard Reserve (AGR) Program

1. I request to resign from the AGR Program effective _____.
 - a. NAME
 - b. SSN: XXXX (Last 4 Digits)
 - c. HOME ADDRESS:
 - d. UNIT OF ASSIGNMENT:
 - e. RESIGNATION DATE:
 - f. DUTY STATUS UPON RESIGNATION: (Active or Traditional)

2. I understand that I am leaving active duty status and I must take or sell any accumulated leave prior to my resignation date. If I remain in an active status with the Army, I can retain my accumulated leave in my new assignment. (Include your plan to take or sell leave as applicable)

3. I understand that I will not be eligible to apply for another AGR tour for a period of one year after the effective date of my resignation.

4. Point of contact for this correspondence is the undersigned at (Phone and Email)...

AGR Soldier Signature Block

“When Called - We Respond With Ready Units”

Enclosure 3 – Retirement Acceptance

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NGOH-HRO

Day# Month Year#

MEMORANDUM FOR RANK First_Name Last_Name (####)

SUBJECT: Active Guard Reserve (AGR) Retirement Acceptance

1. Your request to retire from the AGR Program effective Day# Month Year# is accepted.
2. Contact the AGR office immediately to coordinate and schedule retirement separation processing requirements and appointments. The Ohio Army National Guard will publish your AGR retirement and separation orders after successful completion of final out-processing at Fort Knox, Kentucky.
3. If you want to retract your retirement request due to an extreme hardship or compassionate reasons, your request must be submitted in writing with compelling justification through your chain of command and Department of Human Resources (NGOH-HRO) to The Adjutant General (NGOH-TAG) for consideration.
4. The Adjutant General may revoke this acceptance of your retirement for critical operational requirements. *(This statement not included for non-waiverable retirements such as maximum age or maximum years)*
5. Point of contact for this correspondence is MAJ Pete Rakowsky, AGR Manager, at 614-336-4222 or peter.rakowsky@us.army.mil.

FOR THE ADJUTANT GENERAL:

HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resources

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Enclosure 4 – Resignation Acceptance

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NGOH-HRO

Day# Month Year#

MEMORANDUM FOR RANK First_Name Last_Name (#####)

SUBJECT: Active Guard Reserve (AGR) Resignation Acceptance

1. Your request for voluntary separation from the AGR Program effective Day# Month Year# is accepted.
2. In accordance with AR 135-18, you are not eligible to apply for another AGR tour until Day# Month Year#. *(1-Year after effective date of resignation)* You must take or sell all accumulated leave prior to AGR tour termination. Contact the AGR Office (NGOH-HRO-M) immediately to coordinate AGR Tour termination processing requirements.
3. Termination of AGR status does not affect your Ohio Army National Guard (OHARNG) enlistment contract or military service obligation. A subsequent request to separate from the OHARNG must be submitted through your chain of command to the G1, Personnel Branch (NGOH-PEM-PB).
4. If you want to retract your resignation, your request must be submitted in writing with compelling justification through your chain of command and Department of Human Resources (NGOH-HRO) to The Adjutant General (NGOH-TAG) for consideration.
5. The Adjutant General may revoke this acceptance of your resignation for critical operational requirements.
6. Point of contact for this correspondence is MAJ Pete Rakowsky, AGR Manager, at 614-336-4222 or peter.rakowsky@us.army.mil.

FOR THE ADJUTANT GENERAL:

HOMER C. ROGERS, JR.
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