

# AGR Curtailment Process

## For Retirement and Separation from the AGR Program

### **Retirement:**

AGR Curtailment request for Retirement, *will not require an eSSS* for submission. Members **MyPers-Retirement Application** will be routed through the Chain of Command for approval through the system.

1. Members requesting to curtail their AGR order due to Retirement, will need to complete their Retirement Application in vPC and submit their "MFR For AGR Retirement Request" to their CSS for routing
  - MFR For AGR Retirement Request can be found at <https://dod.hawaii.gov/hro/files/2023/02/MFR-For-AGR-Retirement-Request.pdf>
2. CSS will need to route members "MFR For AGR Retirement Request", with a printout of members "**Retirement – vPC Summary Sheet**" to [HQHIANG.HROAGRBbranch@us.af.mil](mailto:HQHIANG.HROAGRBbranch@us.af.mil) for processing
3. Once HRO-AGR Branch receives the AGR Curtailment package for retirement, the following actions will be processed:
  - AGR order will be modified in AROWS
  - Email notification to member for AGR Separation, with the following agencies on the email: CSS, 154FSS, 154CPTF, and 154 MDG

### **Separation from the AGR Program:**

***\*\* Copy hyperlink and paste in web browser \*\****

AGR Curtailment request for Separation from the AGR Program, will require eSSS to be routed for approval through the chain of command. Per the NGHIA TAG Authority Delegation and Signature Delegation memo, the Approval authority is HRO.

1. Members requesting to separate from the AGR program will need submit the following items to their CSS:
  - "MFR For AGR Voluntary Separation Request" can be found at: <https://dod.hawaii.gov/hro/files/2023/02/MFR-For-AGR-Voluntary-Separation-Request.pdf>
  - AGR Orders
2. CSS will package members curtailment request to include:
  - eSSS; template can be found on "CSS-Tool Box TEAMS" or "DoD Hawaii website"
  - Members completed AF2096 moving them into a DSG billet, to include CSS & Commander endorsement; the effective date of the AF2096 will be the day after members requested (curtailment) AGR order end date
  - Attach members MFR For AGR Voluntary Separation Request
  - Attach members AGR Orders
3. Once HRO receives AGR Curtailment package, the following actions will be processed:
  - AGR order will be modified in AROWS
  - Forward completed AF2096 to move member into a DSG billet, to 154FSS for processing
  - Email notification to member for AGR Separation, with the following agencies on the email: CSS, 154FSS, 154CPTF, and 154 MDG