

USAFMCOM**Separation & Retirement Information Sheet****1. Name (Last, First)****2. Future Mailing Address (Should be valid for 1 year after separation)****Street****City****State****ZIP****3. Cell Phone Number****4. Civilian E-Mail Address****5. Are you transferring to another service or Component (National Guard, Reserve, Title 10, Title 32, Air Force, Navy, Marines, Space Force) and will not have a break in service?****Response:****If Yes, you must provide the order to the AMPO.**

I certify that the information listed above is accurate and correct to the best of my knowledge. I further understand that the mailing address I have provided will be used for all future correspondence to include mailing of LES's and W2 tax statements and the current direct deposit information on file is correct and will be used for all payments made. I will leave this account open for a minimum of 90 days in order to allow processing of all payments. If I decide to change my direct deposit I will provide an FMS 2231 to the AMPO so payments can be processed and made to me.

6. Soldier Signature/Date