



## ***The Soldier for Life Army Retirement Services Office***

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The MacDill AFB – Soldier for Life Army Retirement Services Office (RSO) is located next door to the Base Commissary in the Military Retiree Activities Office. Those interested in retirement should contact their servicing Personnel Office to obtain information regarding retirement eligibility and processing requirements prior to submitting retirement applications. Soldiers and their family members will be thoroughly briefed on benefits and entitlements prior to retirement. Additionally, retired personnel are encouraged to call or visit the RSO regarding any questions or problems they may encounter with retirement processing.

### **Driving Directions:**

Military Retiree Activities Office

[2912 N. Boundary Blvd](#)

[Tampa, Florida 33621-5018](#)

*(Located next door to the Commissary)*

### **Correspondence Address:**

Military Retiree Activities Office

ATTN: SFL-Army RSO (Mr. Smith)

2912 N Boundary Blvd, Bldg 925

MacDill AFB, Florida 33621-5018

### **Telephone Number:**

Commercial: 813-828-0163

Facsimile: 813-828-3655

DSN: 968-0163

Email: [army.rso@us.af.mil](mailto:army.rso@us.af.mil)

### **Hours of Operation:**

Monday – Friday, 9 am – 3 pm, except holidays.

Walk-ins are seen from 9 am – 3 pm.

Appointments are encouraged.

### **Retiree Appreciation Day (RAD):**

Retiree Appreciation Day events are host by Fort Stewart at various locations throughout the State of Florida and Ft. Stewart, Georgia. For more information about a future RAD, please select the following links for more information about dates and locations:



### **Pre-Retirement and Survivor Benefit Plan Briefings:**

Active Duty, Reserve and Army National Guard Personnel with 20 or more years of Active Federal Service are required to attend a mandatory:

- Pre-Retirement and Survivor Benefit Plan briefings are mandatory and are scheduled not later than 120 days prior to the start of Transition Leave and/or retirement date.
- All Retirees must have an approved retirement prior to scheduling for the briefings.
- Briefings are held every second and fourth Wednesday, by appointment only, from 9 am to 12 pm.

### **Final Out-Processing Requirements:**

Please call the Army Personnel Processing Center (APPC) and the Finance Support Team to schedule final out-processing appointments before the start of Permissive TDY, Transition Leave or separation date along with the following documents:

- DD Form 2656 – Data for Payment of Retired Personnel (SBP Application)
- DD Form 2958 – Individual Retirement Plan Checklist
- DD Form 2648 – Pre-Separation Checklist
- DA Form 31 – Request and Authority for Leave
- DA Form 137-2 – Installation and Clearance Record

Army Personnel Processing Center (APPC) and Army Finance Support Team  
[7312 Royal Tern Avenue, Bldg. 1045, Tampa, Florida 33621-5419](#)

**Contact Information:**

Army Personnel Processing Center  
813-828-3002 (DSN 968)

Defense Military Pay Office  
813-828-5318 (DSN 968)

Email: [MacDill AFB - Army Personnel](#)

Email: [MacDill AFB - Army Finance](#)

*(Both offices located directly behind the Commissary Loading Dock)*

**Gray Area Retirees:**

If you have not received your retirement application within 12 months of reaching age 60, please call Human Resources Command – Customer Service [\(888\) 276-9472](#) to update your correspondence address.

Briefings will be scheduled according to your retirement date upon receipt of your retirement order from the U.S. Army Human Resources Command – Fort Knox, Kentucky. Briefings can be done in person or by phone. To request appointments by email, please click [\(Army RSO\)](#) for scheduling.

Gray Area Benefits before reaching age 60 click [Benefits Fact Sheet](#).

**ID Cards:**

ID Cards are issued by appointment only. ID cards can be issued at any Florida location closest to your place of residence. Gray Area Retirees - ID cards will be issued on your 60<sup>th</sup> Birthday or earlier for those approved for Early Drop Retirements. For a complete listing of Florida ID card locations, please select the [Rapids Appointment Scheduler](#) link. Otherwise, please call the corresponding installations to schedule appointments.

[Eglin Air Force Base](#)

- [96<sup>th</sup> Force Support Squadron – 850-882-2742](#)
- [919 Special Operations Squadron – 850-883-6459](#)

[Hialeah – 305-628-5150](#)

[Homestead Air Reserve Base 786-415-7222](#)

[Hurlburt Field 850-884-5280](#)

[Jacksonville](#)

- [Naval Air Station – 904-542-1837](#)
- [Personnel Office – 904-741-7811](#)

[Key West](#)

- [Boca Chica 305-293-3778](#)
- [Deck Personnel Office – 305-292-8442](#)

[Mayport – 904-270-7614](#)

[Miami – SOUTHCOM 305-437-2718](#)

[Milton – 850-623-7159](#)

[Miramar – 305-536-0202](#)

[Orlando](#)

- [Pass and ID Office \(Science Drive\) – 407-380-4315](#)
- [Navy Operations \(Armed Forces Drive\) – 407-240-5939](#)
- [ID Card Office \(Daetwyler Drive\) 407-650-4303](#)

[Panama City – 850-235-5525](#)

[Patrick Air Force Base – 321-494-6144](#)

[Pensacola – 850-452-3617](#)

[Sarasota – 941-361-6348](#)

[St. Augustine – 904-823-0488](#)

[St. Petersburg – 727-824-7560](#)

[Tampa](#)

- [MacDill AFB – Bldg. 411 – 813-828-6673](#)
- [MacDill AFB – Bldg. 1775 – 813-828-3086](#)
- [MacDill AFB – Bldg. 296 – 813-828-3046](#)

[West Palm Beach – 561-687-3954](#)