



## **MacDill Air Force Base – Army Retirement Services Office**

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The MacDill AFB – Army Retirement Services Office (RSO) is located next 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. Courteous and prompt assistance is provided for all visitors. Our office is handicap accessible.

### **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: 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

### **Hours of Operation:**

Monday – Friday, 9 am – 3 pm, except holidays. Walk-ins are seen from 9 am – 3 pm.

### **Email:**

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

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

The Fort Stewart Retiree Appreciation Day (RAD) for 2013 has yet to be determined. As soon as arrangements have been made, please continue to monitor this website for future updates.

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

Active Duty (RA, RES, ARNG) – 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:**

The servicing Administrative Personnel Office will contact 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. All retiring personnel must have the following documents prior to the scheduled appointment:

- DD Form 2656 – Data for Payment of Retired Personnel (SBP Application)
- 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)

[7312 Royal Tern Avenue, Bldg 1045](#)

[Tampa, Florida 33621-5419](#)

813-828-3002 (DSN 968)

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

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

Army Finance Support Team

[2910 Royal Tern Avenue, Bldg 1047](#)

[Tampa, Florida 33621-5419](#)

813-828-7565 (DSN 968)

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

**Gray Area Retirees:**

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.

**ID Cards:**

Gray Area Retirees - ID cards will be issued on your 60<sup>th</sup> Birthday or later as a walk-in or by appointment; Active Duty personnel can obtain ID cards within one week of retirement or any time after retirement by walk-in or by appointment. For more information click [\(here\)](#) to review the MacDill ID Card Office Fact Sheet.

To schedule appointments, click the following: [\(ID Card Appointment\)](#)

To locate the nearest ID Card Office, click the following: [\(ID Card Office Locator\)](#)