



## 140 Wing

### June Retention Newsletter

## NEW COANG SEPARATIONS PROCESS

If you are looking to depart the 140th Wing family, for any reason, here are some things that you need to know:

- First stop is the Retention Office to discuss your separation and to gather all separation requirements
- Give yourself at least 90-120 days (minimum standard is 90 days) before your intended separation date, in order to complete all separation submission requirements
  - AFTER you have obtained approval to separate, you will be given an out-processing checklist by the Retention Manager.
- \*\*You are required to out process yourself, so please plan accordingly\*\*

## ARE YOU EXPECTING A BONUS FROM YOUR LAST REENLISTMENT??

If you reenlisted, and should be receiving a bonus and you have not yet received payment, please come see Retention.

Chances are you have not completed the requirements!