

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND – EUROPE
TRANSITION CENTER

RETIREMENT APPLICATION QUESTIONNAIRE

The following information is needed to complete your Retirement Application. Upon receipt of the Retirement Application Questionnaire and requested documents, you will receive an appointment from the Transition Center to review and sign the service computation (DA Form 2339/7301-R). Submit the COMPLETED service computation and required documents to your unit S-1 to initiate the retirement PAR in IPPS-A thru USAREUR-AF G-1 to HRC for approval/denial.

The following information will be included with the Retirement Application.

Full Name _____
(Last, First Middle)

DOD ID _____ EMPL ID _____

Unit of Assignment _____

Rank/Grade _____ Date of Rank/Grade _____ PMOS _____

BASD _____ PEBD _____ DIEMS _____

I understand that I must submit this request no earlier than 24 months and no later than 9 months from my requested retirement date.

1. IAW AR 635-200 Chapter 12 (Enlisted), or AR 600-8-24 (Officer), I request **Voluntary Retirement** effective date of _____

2. Authorized Place of Retirement _____

3. Desired Place of Retirement: Current Overseas Station / Station of Choice - US Installation: _____

4. I DID / DID NOT (circle did or did not) elect to take the Career Status Bonus (CSB)

5. Mailing address after Retirement _____

6. Duty Phone _____ Personal Phone _____

7. Enterprise email address _____

I understand that I must provide ALL documents below in order to receive my Service Computation for retirement.

- ☐ **OFFICER:** Memorandum requesting Retirement
- ☐ **OFFICER:** DA 71, Active duty orders (ALL prior service documents i.e. DD 214's, NGB 22, NGB 23 and/or DA Form 5016)
- ☐ DD 93 and SGLI (current and signed)
- ☐ Signed Retirement Application Questionnaire
- ☐ Soldier Talent Profile (STP) & ORB
- ☐ Soldier for Life pre-counseling checklist (DD 2648)
- ☐ Proof of Command Sponsorship (if applicable)

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- ☐ **ENLISTED:** All service documents (enlisted contracts DD 4/1, DD 4/3, all reenlistment contracts bringing you to indefinite status, prior service documents i.e. DD 214's, NGB 22, NGB 23 and/or DA Form 5016)
- ☐ DD 93 and SGLI (current and signed)
- ☐ Signed Retirement Application Questionnaire
- ☐ Soldier Talent Profile (STP)
- ☐ Soldier for Life pre-counseling checklist (DD 2648)
- ☐ Proof of Command Sponsorship (if applicable)

Under the provisions of AR 635-200/ AR 600-8-24, I request to retire on _____. I will have completed 20 years of active service on the requested retirement date.

Soldier's Signature: _____

Company Commander's Signature: _____