

MISSION: To Deliver dynamic human resources to all Soldiers seeking retirement from the United States Army and Ft Bragg, North Carolina.

PLEASE READ THIS ENTIRE PACKET

THE FOLLOWING ITEMS ARE NEEDED TO
SUBMIT A REQUEST FOR RETIREMENT

1. ENTIRE 201 file to include all service time documents i.e., DD Form 4/1-4/3 or the original contract, and the 4/1 of all remaining contracts as well as any DA Form 1695 (extension documents)
2. DA Form 4187 signed by the Soldier and either a DA Form 4187-1-R Addendum or memorandum recommending approval/disapproval by a O-6.
3. Updated Enlisted Record Brief, Service Member Group Life Insurance Form and DD Form 93
4. Any prior DD 214s, National Guard (NGB 22/23) , or Chronological Statement of Retirement Points (AHRC Form 249-E)
5. Exception to policy justification (i.e., time submission; time in grade, time on station, school, E-Army U)
6. DA Form 31 (Request and Authority for PTDY/Transitional Leave)
7. PERTEMPO (Soldier Deployment History Outprocessing Report)
8. A letter of lateness for retirement request being submitted less than 9 months from retirement date. SFC and above can signed the letter of lateness; SSG and SGT must be signed by the First Sergeant or Commander.

DEPLOYED SOLDIERS

All requests will be submitted through the rear detachments.

The rear detachment will submit all required documents.

No request will be submitted via email, fax, or without all necessary documents.

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code) Commander Unit Assigned BN/BDE Endorsment will be on the DA FM4187-1-R	2. TO (Include ZIP Code) Military Personnel Division Retirement Services Office (Active Duty Retirements) Fort Bragg, NC 28310	3. FROM (Include ZIP Code) Soldier submitting packer Unit Fort Bragg, NC 28310
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Voluntary Retirement

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

I request for release from active duty and assignment on (last day of the month which retirement will be effective YYMMDD) and placed on the retirement list on the (first day of the following month YYMMDD). I will have completed over (# of years) of active Federal service as of the requested retirement date. My current ETS is (YYMMDD). I am responsible for ensuring that the physical examination is completed no more than 4 months earlier but no later than 1 month prior to my transition leave start date. I understand that enrollment in the Survivor Benefit Plan (SBP) is the only way that I can continue a portion of my retirement pay to my family upon my death. My spouse and I must receive SBP counseling no later than 30 days prior to the beginning of my transition leave. Address upon retirement: _____. I have/have not been notified of levy. I currently have (# of days) accrued leave. I do/do not plan to take transition leave and permissive TDY. I believe that I am entitled to retire at the grade of _____. I understand that HRC will make the final determination of my retirement grade. I am/am not currently on a DA Promotion or school selection list. I have/have not participated in advanced education programs, to include E-Army U. I have/have not received a bonus which incurs a service obligation. I understand that I may be required to reimburse any service obligation not fulfilled.

Authorized place of retirement: Fort Bragg, NC; Location of choice transfer activity: _____.

Phone Number (COMM & DSN): _____

Fax Number (COMM & DSN): _____

AKO E-mail Address: _____

Current UIC: _____ Did you receive a Career Status Bonus/REDUX: _____

Did you transfer your 9/11 GI Bill: _____ If yes, when: _____

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST ADVISE AND ASSIST BRIGADE (IAAB)
504TH PARACHUTE INFANTRY REGIMENT, 82ND AIRBORNE DIVISION
UNITED STATES DIVISION-CENTER
APO AE 09396

REPLY TO
ATTENTION OF:

AFVC-A

22 April 2010

MEMORANDUM FOR RECORD

SUBJECT: Letter of Lateness

1. I submitted my retirement request to HHC 1BCT in February 2010 with a requested retirement date of 31 JAN 2011. The retirement request was forwarded to 1BCT Rear Detachment in March 2010. 1BCT Rear Detachment submitted the retirement request to Fort Bragg Transition Service Office on 15 APR 2010. Through no fault of my own, and due to the late submission by 1BCT Rear Detachment, a letter of lateness is now required for inclusion with my retirement request.

UNIT: HHC 1BCT 82nd

UIC: WADAAA

NAME:

RANK: SFC

SSN:

2. Point of contact for this action is *JOHN.DOE@JOHN.DOE@US.army.mil*

John Doe

JOHN DOE
SFC, USA

JOHN DOES Unit