

OFFICER
ENLISTED
HR PROFESSIONALS

**FORT
LIBERTY
RETIREMENT
FIELD
GUIDE**

VOL 10

SOLOMON MCDUFFIE

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TO **ALL** SEPARATING SERVICEMEMBERS,

WE WOULD LIKE TO EMPHASIZE THE IMPORTANCE OF THE INSTRUCTIONS PROVIDED IN THIS GUIDE. METICULOUS ATTENTION TO THESE DIRECTIONS IS PARAMOUNT. ADHERING TO THEM WILL ENSURE EFFECTIVE SEPARATION PACKET PROCESSING AND SIGNIFICANTLY REDUCE THE LIKELIHOOD OF REJECTIONS AND DELAYS.

YOUR COOPERATION IN THIS MATTER IS NOT ONLY APPRECIATED BUT ESSENTIAL FOR THE SEAMLESS OPERATION OF OUR REVIEW AND ROUTING PROCESSES. THANK YOU FOR YOUR ATTENTION TO DETAIL AND COMMITMENT TO EXCELLENCE.

BEST REGARDS,

FORT LIBERTY MILITARY PERSONNEL DIVISION

FOR RETIRING ENLISTED

Requesting retirement is a simple 3-stage process of *Collecting the Documents* from the Fort Liberty Installation checklist, *Preparing the Documents* for submission, and *Submitting your Packet* via IPPS-A.

During the document gathering stage, you will follow the checklist to obtain .pdf digital copies of each set of documents from **IPERMS**, your admin office, career counselor and/or command team.

Once all documents are collected, you will begin to prepare them for submission. The preparation includes filling out information on memorandums, combining the documents in Adobe Acrobat PDF, and condensing the **file size below 2MB**.

The final stage of the process is submitting your packet for processing. This is a Personal Action Request, also referred to as “**PAR**”, through IPPS-A that contains a specific verbiage, requesting dates and all pertinent information.

Retirement Checklist

- ☐ Enlistment contract (DD Form 4/1, FRONT SIDE ONLY AND 4/3 IF GOING TO DEP [ARNG AND USAR Soldier not entering DEP will not have a DD Form 4/3])
- ☐ All re-enlistment contracts (DD Form 4/1 Front page only)
- ☐ All extensions – if applicable (DA Form 1695 ONLY) [FOR 4/1 AND 1695 Not in IPERMS, obtain RETAIN print-out from Career Counselor] www.hrcapps.army.mil/Portal
- ☐ Installation Retirement Services Intra-Office Worksheet
- ☐ Waiver request for Service Obligations ie: Time on Station, Promotions, Schools, etc.
- ☐ SHARP MEMO
- ☐ Absence Request/DA Form 31 for Transitional Leave and/or PTDY
- ☐ SGLI (FRONT PAGE ONLY)
- ☐ PERSTEMPO and/or Overseas Tour Credit Listing (from IPPS-A)
- ☐ ERB/SOLDIER TALENT PROFILE
- ☐ DD Form 93 (PAGES 1 AND 2 ONLY)
- ☐ Letter of Lateness **SIGNED BY LTC OR ABOVE – NO EXCEPTIONS** if request is less than 9 months from requested Retirement date).
- ☐ Assumption of Command orders if signature is not the actual Approver. Packets that are not complete will be Returned Without Action (RWOA) to the sender.



Collecting The Documents

Your enlistment contracts should be located within the service documents of your OMPF (IPERMS). All contracts: enlistments, reenlistments, and extensions are required. If you cannot find your extensions in IPERMS, contact your Career Counselor for a copy. Include **4/1, 4/2, 4/3 of initial contract** and only the **FRONT PAGE** of others. **DO NOT** include the entirety of your remaining contracts, because it is not required, and you will not be able to reduce your file to a submittable size (under 2MB) during the submission stage.



Installation Internal Data Sheet

This sheet is provided in that attachment section of this document, if you're having trouble locating it, contact your S1 for assistance.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 10, U.S.C. Chapters 61, 63, 67. PRINCIPAL PURPOSE: To initiate necessary action in the regards to voluntary retirement. ROUTINE USES: Data contained on this form is used to complete administrative action incident to retirement. Disclosure is voluntary; however, failure to disclose required information may result in a delay of Soldiers request being processed.

INSTALLATION RETIREMENT SERVICES INTERNAL DATA SHEET

RANK: _____ NAME: _____

SSN: _____ DATE OF BIRTH: _____

DUTY PHONE: _____ CELL PHONE: _____

SOCOM EMAIL: _____

ENTERPRISE EMAIL: _____

PERSONAL EMAIL: _____

UNIT 1SG NAME / PHONE: _____

CDR NAME / PHONE: _____

BN / BDE S1 NAME: _____ BN / BDE S1 PHONE: _____

CURRENT ADDRESS: _____

RETIREMENT ADDRESS: _____

NEAREST RELATIVE (NOT SPOUSE)

NAME / ADDRESS: _____

MARITAL STATUS: MARRIED ☐ SINGLE ☐ DIVORCED ☐

SPOUSE'S FULL NAME: _____

DID YOU RECEIVE THE CAREER STATUS BONUS "REDUX", (\$30,000 AT 15 YEARS TO COMPLETE 20 YEARS OF SERVICE WITH RETIRED PAY BEING REDUCED TO 40%?

YES ☐ NO ☐

I UNDERSTAND THAT SUBMITTING THIS REQUEST FOR RETIREMENT DOES NOT STATE THAT MY RETIREMENT HAS BEEN APPROVED.

SIGNATURE & DATE _____



SHARP Memorandum

As an enlisted servicemember, your branch is always "USA". This sheet is provided in the attachments section of the document. Contact your S1 for memorandum features such as office symbols and unit heading.

DEPARTMENT OF THE ARMY

{YOUR BATTALION}

{YOUR BRIGADE}

{FORT, STATE ZIP}

{YOUR OFFICE SYMBOL}

DATE

MEMORANDUM FOR: Commander, U S Army Human Resources Command (AHRC-OPL-R), 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122

SUBJECT: Victim of Sexual Assault Statement for Administrative Separation

1. DOD Instruction 6495.02, AR 600-20, Chapter 8, and Sexual Assault Prevention and Response Program procedures require Soldiers being administratively separated to sign a statement answering the following questions:

a. Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months YES_____ NO_____.

b. If the answer to (a.) above is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or your reporting of the sexual assault? N/A.

2. The point of contact for this action is the undersigned at commercial (xxx)xxx-xxxx.

{YOUR NAME}

{RANK, BRANCH}

{CURRENT JOB TITLE}



Projected Terminal and/or Administrative Absence Dates

Request the absences you intend to transition into retirement.

- ✓ Right click the page and click “**print**” to prompt the print page.
- ✓ Select “**Microsoft Print to PDF**”. Name the document.
- ✓ Click “**Print**” to save the document.

Print
Total: 1 sheet of paper

Printer

Microsoft Print to PDF

Copies

1

Layout

☒ Portrait

☐ Landscape

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Print

Cancel

Time

Request Absence

Cancel Absences

View/Update Requests

View/Update Requests

View/Update Requests2 rows

Administrative Absence

Approved07/24/2023 - 07/30/20237 Days

ELIGIBLE

Absence

Approved06/08/2023 - 07/07/202330 Days

NA



PERSTEMPO

You will obtain a copy of your PERSTEMPO from your S1. This report will need to be signed by you and the certifying official (S1 representative).



Soldier Talent Profile

You can retrieve your Soldier Talent Profile (STP) from Self Service window of IPPS-A.



DD Form 93

Previously administered by your S1, but now it is self-service with IPPS-A and must be done within 6 months of retirement request submission. To be safe, update it the same day you look for it.

DD FORM 93 DASHBOARD

▼ **Instructions**

Welcome to your DD Form 93 Dashboard

Your current DD Form 93 information is shown below with the actions you may take on your form(s). IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change. You are required to complete a new form, at the very least, on an annual basis. Click on **View the actual instructions on DD Form 93** to view important information about the DD Form 93 and completing each field.

Instructions to complete the online DD Form 93:

- Verify your dependent and emergency contact data below are accurate (see below if this data is incorrect).
- Click on **Start a New DD Form 93** or your last saved form. *Note:* You may save your online form at any time by clicking **Save**. Your last saved form will display on your DD Form 93 Dashboard.
- Complete each field on the online form, where applicable. Some fields are prefilled with your Defense Enrollment Eligibility Reporting System (DEERS) data. These cannot be changed (see below if this data is incorrect).
- After completing the form, click **Validate Form**. A message will display with any warnings and errors that are found. All errors must be corrected.
- If you wish to continue editing the form after it has been validated, click **Edit Form**. The form must be validated again after editing.
- If there are no errors on the form, click **Sign**. You can only digitally sign the form with your Common Access Card (CAC). After the form is signed, you can no longer make updates. If additional updates need to be made after signing the form, you must start a new form. A new form can be started and signed as often as needed. After signing the form, you may print it by clicking **Generate DD93 Form**.

*For fields 8-13, you must indicate a value. If none, select 'None' from the list.

[View the official instructions on DD Form 93](#)

Your DD Form 93s

[Start a New DD Form 93](#)



SGLV (Life Insurance)

Located on the Milconnect site at <https://milconnect-pki.dmdc.osd.mil/milconnect/>.



Preparing The Documents

Digitally signed memorandums and documents will need to be “flattened” to be attached to the packet. You can achieve this by using Microsoft Print to PDF and saving the documents under another name because an error will occur if you attempt to save it under the exact same name.

Once all items are flattened, you can select all items, right-click it and Combine files in Acrobat. Be sure to save the packet as a single PDF (which should be the default), and NOT as a PDF portfolio. You will not be able to upload a PDF portfolio.

Organize

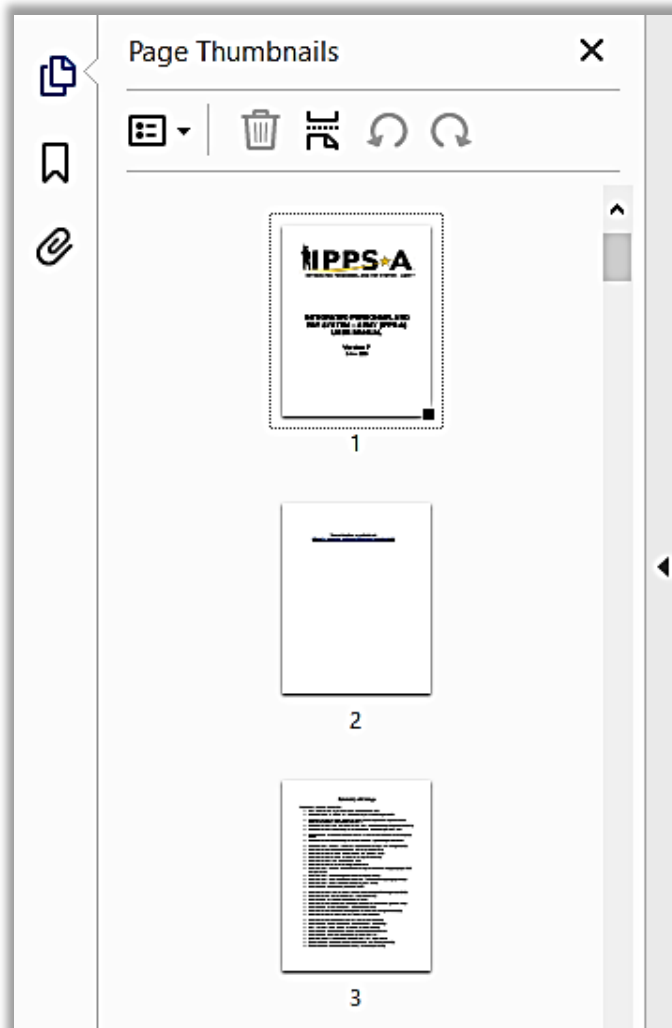
Ensure your files are organized in the order of the listed items on the Retirement Checklist.



Use the Page Thumbnail widget to arrange, add, and/or delete pages from the file.



Use the Attachment Section widget to access the embedded documents needed for your packet.

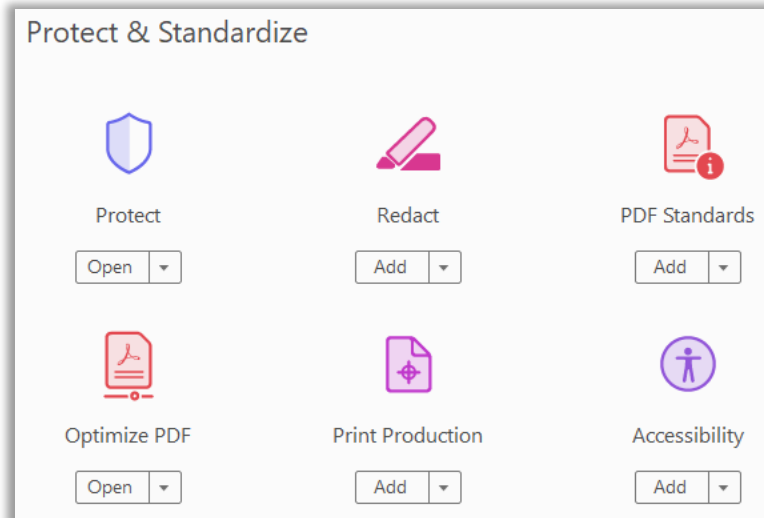




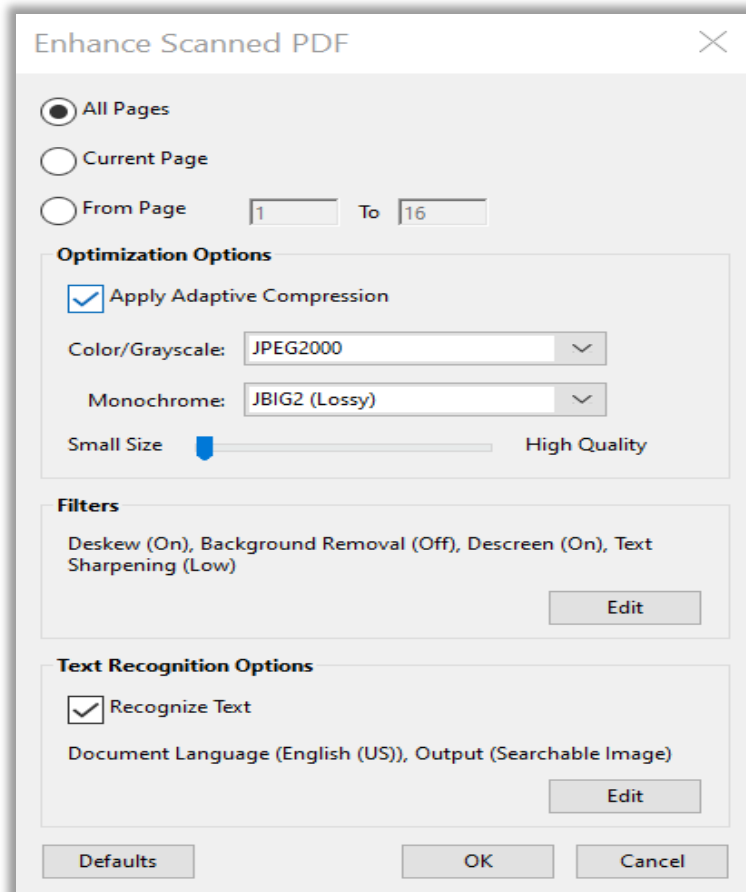
Reduce The Packet Below 2MB

The packet is complete, you'll need to reduce the size of it to 2MB or smaller. In order to do that, do not rescan the image until it is unreadable. Instead do the following:

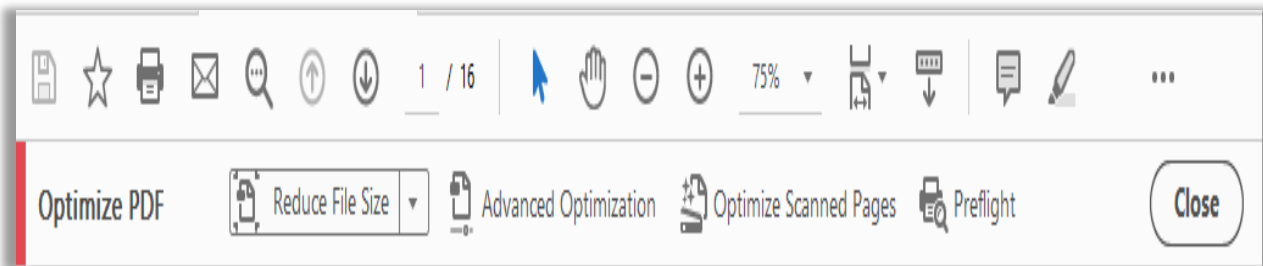
Select the "Tools" tab and open "Optimize PDF".



Select "Optimize Scanned Pages". Reduce the setting to "Small Size". Click OK.



“Reduce File Size” and save the file.



The new file should be below 2MB, you can check this by clicking on “File” and then “Properties” and locating the file size.

If you have any questions or concerns with this set of instructions, be sure to contact your S1 for assistance.

Submitting The Packet

After your packet is ready according to your S-1, upload it to a new PAR on IPPS-A using the following steps.

Creating the PAR

1. From your “Self Service” tab, select “My Personnel Action Requests”.



2. From there, you will fill in the form as described below:

A screenshot of a web form titled 'Request Details'. The form has a 'Cancel' button on the top left and a 'Continue' button on the top right. It contains three fields: '*Effective Date' with a date input showing '01/15/2039' and a calendar icon; '*Action' with a dropdown menu showing 'Admin Records Corrections'; and '*Reason' with a dropdown menu showing 'VOL Retirement REQ- Enlisted'.

3. Within the More Information” box, enter in the information from the official verbiage. This verbiage is provided in the attachments section of this document.

I request for release from active duty and assignment on (last day of the monthly which retirement will be effective YYYYMMDD) and placed on the retirement list on the (first day of the following month YYYYMMDD). I will have completed over (# of years) years of active federal service as of the requested retirement date. My current ETS is YYYYMMDD (if applicable). I am responsible for ensuring that the physical examination is completed no more than four months earlier, but no later than one (1) month prior to my start date of my transition leave. 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 leave 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-ArmyU. I have/have not received a bonus which incurs a service obligation. I understand that I may be required to reimburse any service obligation(s) not fulfilled.

Authorized place of retirement: Fort Liberty, NC

Location of choice transfer activity: _____

Phone number (COMM/DSN): _____

Fax Number (COMM/DSN): _____

Enterprise E-mail address: _____

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

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

4. Attach the packet to the Attachments section, Validate the Request and submit it.

Applicable Attachments

Maximum attachment size is 2 MB.

Attachment Type %	Optional/Required %	Number Required %	Maximum Allowed %	
Supporting Document	Optional	0	0	Add Attachment

Uploaded Attachments

There is no attachment uploaded. Please click the **Add Attachment** button above to upload an attachment.

FOR RETIRING OFFICERS

Your process is like Enlisted Servicemembers in regards of collecting preparing and submitting your packet. However, your packet will include additional memorandums.

*** Orders to Active Duty**

***Memorandum(s) from requesting Officer through Brigade Commander (or O-6 equivalent)**

*** Oath of office**

*** Any prior DD214s, DD220, NGB 22/23**

*** Chronological statement of Retirement points (DA Form 5016) only if Prior USAR/ARNG which can be located at <https://www.hrcapps.army.mil/Portal>**

*** Waiver request for outstanding Active Duty Service Obligations (ADSO's) i.e. Time on Station, Promotion, Schooling etc. Refer to AR 350-100 if applicable**

*** Absence Request for Transitional Leave and/or PTDY**

*** Sexual Assault Affidavit (SHARP) memorandum (signed by requesting Officer)**

If the answer to paragraph 1–35a(1) is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or your reporting of the sexual assault? b. The officer's General Court-Martial Convening Authority (GCMCA) or higher authority will review all administrative separations involving known victims of sexual assault and officers who answered YES to any of the questions cited on their signed statement as stated in paragraph 1–35a.

*** Tuition Assistance ADSO Memo from the Education Center**

*** PERSTEMPO and/or Overseas Tour Credit List (from E-Milpo)**

*** ORB/Soldier Talent Profile (IPPS-A)**

Collecting The Documents

Your **Orders to Active Duty**, **DA Form 71** (Oath of office), and any prior **DD214s**, **DD220** and/or **NGB 22/23** should be all be located within the service documents of your OMPF (IPERMS).

If you are prior USAR or ARNG, your **DA Form 5016** (Chronological statement of Retirement points) can be located at <https://www.hrcapps.army.mil/Portal>.

An **Installation Internal Data Sheet**, **DD93**, and **SGLV** is required. Your **STP**, **PERSTEMPO** and **Absence Request for Transition Leave** can be pulled from IPPS-A by yourself and/or your S1.

Your memorandums will include **Tuition Assistance ADSO Memo** from the Education Center, **SHARP Memo** signed by yourself, and if you have any **outstanding Active Duty Service Obligations** (ADSO's) for schooling, promotion, or Time on Station, you will need to **request a waiver**.



Installation Internal Data Sheet

This sheet is provided in that attachment section of this document, if you're having trouble locating it, contact your S1 for assistance.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 10, U.S.C. Chapters 61, 63, 67. PRINCIPAL PURPOSE: To initiate necessary action in the regards to voluntary retirement. ROUTINE USES: Data contained on this form is used to complete administrative action incident to retirement. Disclosure is voluntary; however, failure to disclose required information may result in a delay of Soldiers request being processed.

INSTALLATION RETIREMENT SERVICES INTERNAL DATA SHEET

RANK: _____ NAME: _____

SSN: _____ DATE OF BIRTH: _____

DUTY PHONE: _____ CELL PHONE: _____

SOCOM EMAIL: _____

ENTERPRISE EMAIL: _____

PERSONAL EMAIL: _____

UNIT 1SG NAME / PHONE: _____

CDR NAME / PHONE: _____

BN / BDE S1 NAME: _____ BN / BDE S1 PHONE: _____

CURRENT ADDRESS: _____

RETIREMENT ADDRESS: _____

NEAREST RELATIVE (NOT SPOUSE)

NAME / ADDRESS: _____

MARITAL STATUS: MARRIED ☐ SINGLE ☐ DIVORCED ☐

SPOUSE'S FULL NAME: _____

DID YOU RECEIVE THE CAREER STATUS BONUS "REDUX", (\$30,000 AT 15 YEARS TO COMPLETE 20 YEARS OF SERVICE WITH RETIRED PAY BEING REDUCED TO 40%?

YES ☐ NO ☐

I UNDERSTAND THAT SUBMITTING THIS REQUEST FOR RETIREMENT DOES NOT STATE THAT MY RETIREMENT HAS BEEN APPROVED.

SIGNATURE & DATE _____

Active Duty Service Obligation Memorandum

This memorandum is created by The Education Center on Fort Liberty.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT BRAGG
Fort Bragg North Carolina 28310-5000

(EDUCATION CENTER OFFICER SYMBOL)

16 March 2023

MEMORADUM FOR RECORD

SUBJECT: Active Duty Service Obligation (ADSO)

1. As per AR 621-5, Army Continuing Education System, dated 28 Oct 2019 para 4-7.c(1)-4-7.c(4):
 - a. All active duty and AGR commissioned officers (covered under 10 USC or 32 USC) in ranks CW2, 2LT, and above, receiving TA incur a 2-year ADSO commencing on the end date of the last class for which TA was received.
 - b. Selected Reserve commissioned officers in ranks CW2, 2LT, and above incur a 4-year RDSO commencing on the ending date of the last class for which TA was received. Mobilized Selected Reserve officers not retained on active duty may serve an ADSO or RDSO period of service in an active drilling status within an Army Reserve Component. Duty status of a Selected Reserve officer on the class start date will determine whether ADSO or RDSO is applied.
 - c. All officers who request TA will complete Annual Virtual TA Training in the Upgraded ArmyIgnitED portal affirming the ADSO or RDSO.
 - d. HQ ACES does not have the authority to waive an ADSO or RDSO. The Assistant Secretary of the Army (Manpower and Reserve Affairs), or designee, may waive an ADSO or RDSO, subject to the needs of the Army. Officers may not eliminate an ADSO or RDSO by applying other funds or reimbursing the school or Army without HQDA approval.
2. As per the Officer's Updated ArmyIgnitED portal, Army Continuing Education System Record, **(RANK LAST FIRST NAME, XXX-XX-9999)** has not used tuition assistance or has fulfilled any existing ADSOs.
3. POC is undersigned.

(FIRST LAST NAME)
Supervisory Education Services Specialist
(POST NAME) Education Center



SHARP Memorandum

As an officer, when you sign this your signature block will include your control branch. This sheet is provided in the attachments section of the document. Contact your S1 for memorandum features such as office symbols and unit heading.

DEPARTMENT OF THE ARMY
{YOUR BATTALION}
{YOUR BRIGADE}
{FORT, STATE ZIP}

{YOUR OFFICE SYMBOL}

DATE

MEMORANDUM FOR: Commander, U S Army Human Resources Command (AHRC-OPL-R), 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122

SUBJECT: Victim of Sexual Assault Statement for Administrative Separation

1. DOD Instruction 6495.02, AR 600-20, Chapter 8, and Sexual Assault Prevention and Response Program procedures require Soldiers being administratively separated to sign a statement answering the following questions:

a. Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months YES _____ NO _____.

b. If the answer to (a.) above is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or your reporting of the sexual assault?
N/A.

2. The point of contact for this action is the undersigned at commercial (xxx)xxx-xxxx.

{YOUR NAME}
{RANK, BRANCH}
{CURRENT JOB TITLE}



Projected Terminal and/or Administrative Absence Dates

Request the absences you intend to transition into retirement.

- ✓ Right click the page and click “**print**” to prompt the print page.
- ✓ Select “**Microsoft Print to PDF**”. Name the document.
- ✓ Click “**Print**” to save the document.

Print
Total: 1 sheet of paper

Printer

Microsoft Print to PDF

Copies

1

Layout

☒ Portrait

☐ Landscape

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Print

Cancel

Time

Request Absence

Cancel Absences

View/Update Requests

View/Update Requests

View/Update Requests

2 rows

Administrative Absence	
Approved	07/24/2023 - 07/30/2023 >
ELIGIBLE	7 Days >
Absence	
Approved	06/08/2023 - 07/07/2023 >
NA	30 Days >



PERSTEMPO

You will obtain a copy of your PERSTEMPO from your S1. This report will need to be signed by you and the certifying official (S1 representative).



Soldier Talent Profile

You can retrieve your Soldier Talent Profile (STP) from Self Service window of IPPS-A.



DD Form 93

Previously administered by your S1, but now it is self-service with IPPS-A and must be done within 6 months of retirement request submission. To be safe, update it the same day you look for it.

DD FORM 93 DASHBOARD

▼ Instructions

Welcome to your DD Form 93 Dashboard

Your current DD Form 93 information is shown below with the actions you may take on your form(s). IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change. You are required to complete a new form, at the very least, on an annual basis. Click on **View the actual instructions on DD Form 93** to view important information about the DD Form 93 and completing each field.

Instructions to complete the online DD Form 93:

- Verify your dependent and emergency contact data below are accurate (see below if this data is incorrect).
- Click on **Start a New DD Form 93** or your last saved form. *Note:* You may save your online form at any time by clicking **Save**. Your last saved form will display on your DD Form 93 Dashboard.
- Complete each field on the online form, where applicable. Some fields are prefilled with your Defense Enrollment Eligibility Reporting System (DEERS) data. These cannot be changed (see below if this data is incorrect).
- After completing the form, click **Validate Form**. A message will display with any warnings and errors that are found. All errors must be corrected.
- If you wish to continue editing the form after it has been validated, click **Edit Form**. The form must be validated again after editing.
- If there are no errors on the form, click **Sign**. You can only digitally sign the form with your Common Access Card (CAC). After the form is signed, you can no longer make updates. If additional updates need to be made after signing the form, you must start a new form. A new form can be started and signed as often as needed. After signing the form, you may print it by clicking **Generate DD93 Form**.

*For fields 8-13, you must indicate a value. If none, select 'None' from the list.

[View the official instructions on DD Form 93](#)

Your DD Form 93s

[Start a New DD Form 93](#)

SGLV (Life Insurance)

Located on the Milconnect site at <https://milconnect-pki.dmdc.osd.mil/milconnect/>. To be safe, update it the same day you look for it. Once the coverage has been updated, save a certified copy (only the first page). If the page is watermarked "NOT CERTIFIED", it is not valid.

Preparing The Documents

Digitally signed memorandums and documents will need to be “flattened” to be attached to the packet. You can achieve this by using Microsoft Print to PDF and saving the documents under another name because an error will occur if you attempt to save it under the exact same name.

Once all items are flattened, you can select all items, right-click it and Combine files in Acrobat. Be sure to save the packet as a single PDF (which should be the default), and NOT as a PDF portfolio. You will not be able to upload a PDF portfolio.

Organize

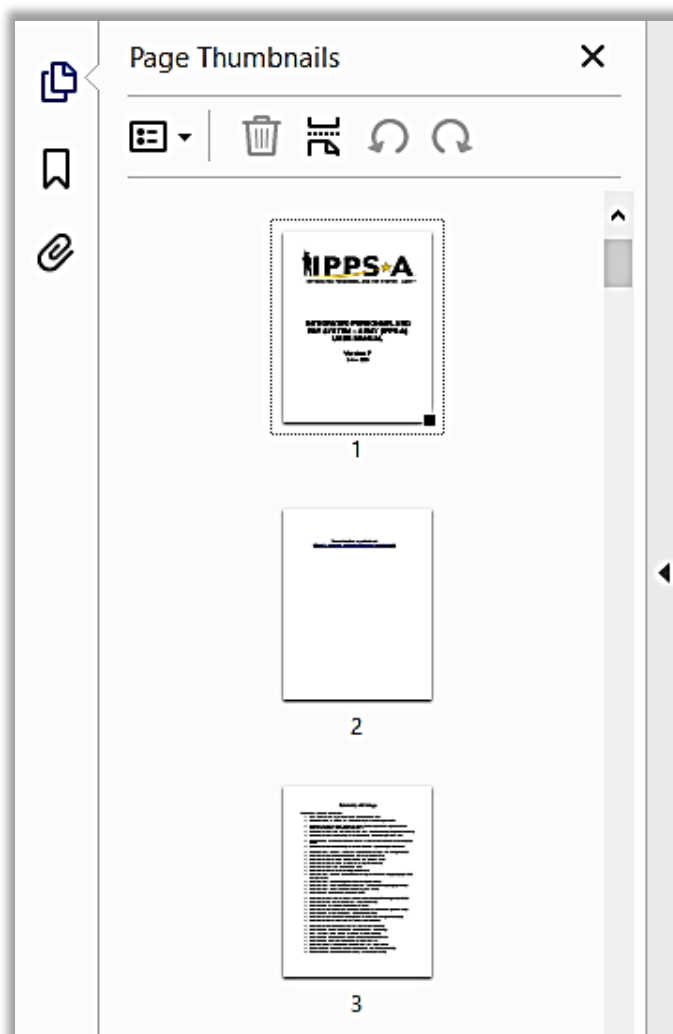
Ensure your files are organized in the order of the listed items on the Retirement Checklist.



Use the Page Thumbnail widget to arrange, add, and/or delete pages from the file.



Use the Attachment Section widget to access the embedded documents needed for your packet.

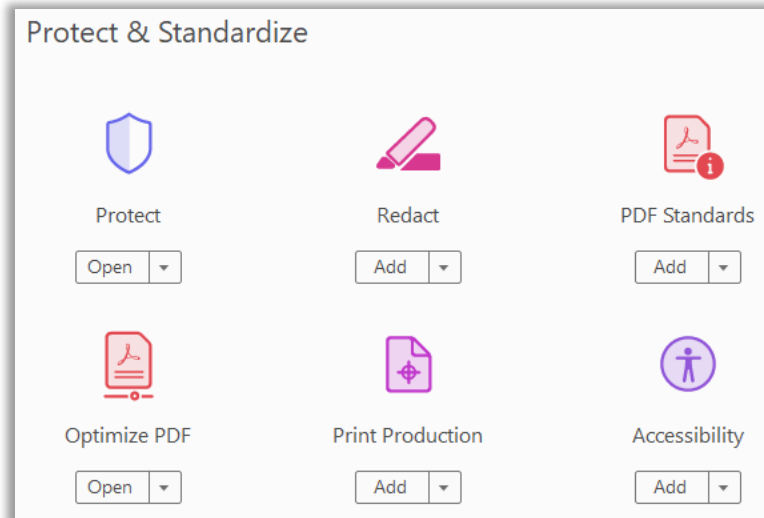




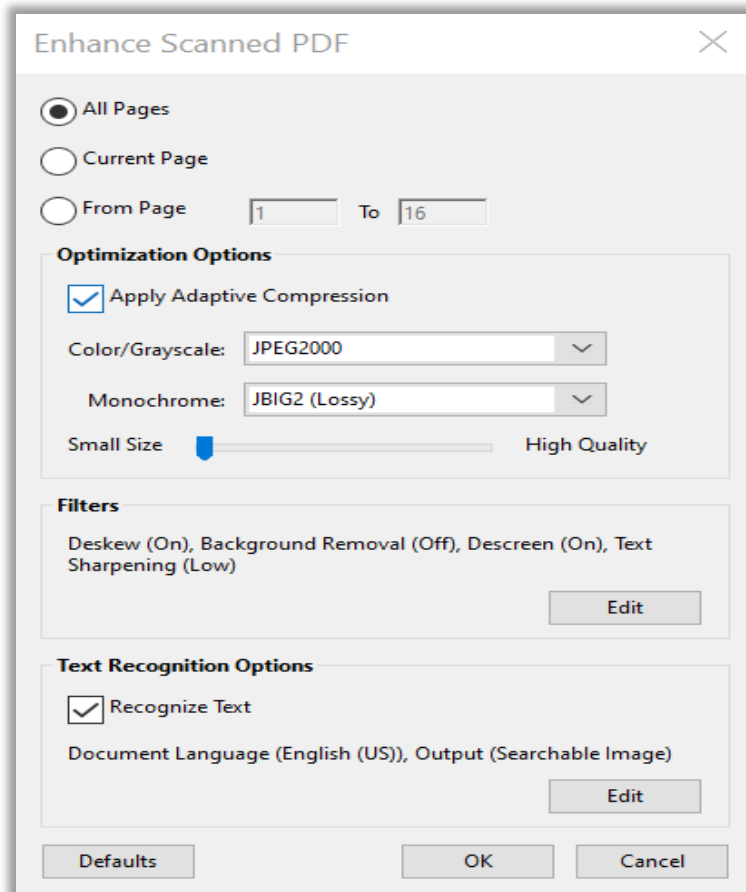
Reduce The Packet Below 2MB

The packet is complete, you'll need to reduce the size of it to 2MB or smaller. In order to do that, do not rescan the image until it is unreadable. Instead do the following:

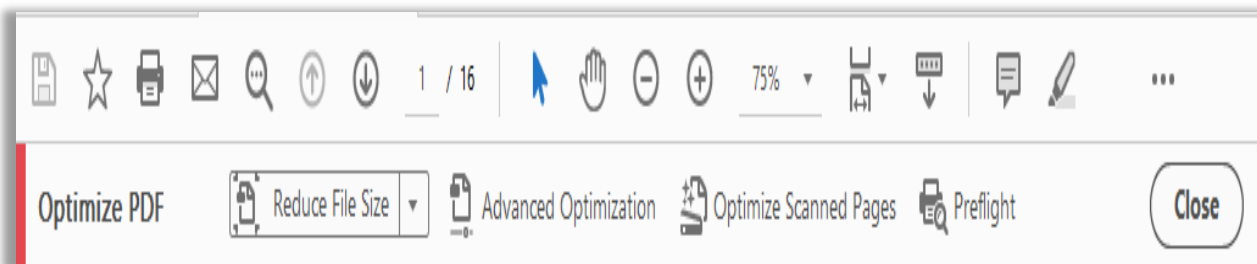
Select the "Tools" tab and open "Optimize PDF".



Select "Optimize Scanned Pages". Reduce the setting to "Small Size". Click OK.



“Reduce File Size” and save the file.



The new file should be below 2MB, you can check this by clicking on “File” and then “Properties” and locating the file size.

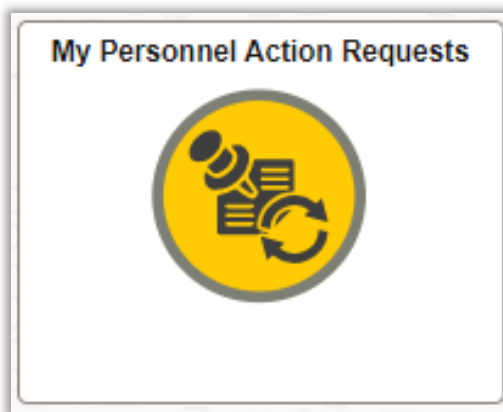
If you have any questions or concerns with this set of instructions, be sure to contact your S1 for assistance.

Submitting The Packet

After your packet is ready according to your S-1, upload it to a new PAR on IPPS-A using the following steps.

Creating the PAR

1. From your “Self Service” tab, select “My Personnel Action Requests”.



2. From there, you will fill in the form as described below:

A screenshot of a web form titled 'Request Details'. At the top left is a 'Cancel' button and at the top right is a 'Continue' button. The form contains three fields: '*Effective Date' with a date input showing '01/15/2039' and a calendar icon; '*Action' with a dropdown menu showing 'Admin Records Corrections'; and '*Reason' with a dropdown menu showing 'UQR/REFRAD'.

3. Within the More Information” box, enter in the information from the official verbiage. This verbiage is provided in the attachments section of this document.

I request for release from active duty and assignment on (last day of the monthly which retirement will be effective YYYYMMDD) and placed on the retirement list on the (first day of the following month YYYYMMDD). I will have completed over (# of years) years of active federal service as of the requested retirement date. My current ETS is YYYYMMDD (if applicable). I am responsible for ensuring that the physical examination is completed no more than four months earlier, but no later than one (1) month prior to my start date of my transition leave. 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 leave 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-ArmyU. I have/have not received a bonus which incurs a service obligation. I understand that I may be required to reimburse any service obligation(s) not fulfilled.

Authorized place of retirement: Fort Liberty, NC

Location of choice transfer activity: _____

Phone number (COMM/DSN): _____

Fax Number (COMM/DSN): _____

Enterprise E-mail address: _____

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

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

4. Attach the packet to the Attachments section, Validate the Request and submit it.

Applicable Attachments

Maximum attachment size is 2 MB.

Attachment Type %	Optional/Required %	Number Required %	Maximum Allowed %	
Supporting Document	Optional	0	0	Add Attachment

Uploaded Attachments

There is no attachment uploaded. Please click the **Add Attachment** button above to upload an attachment.

FOR THE HUMAN RESOURCES PROFESSIONAL

Reviewing and processing retirement packets is just as crucial as the submission. Though it appears straightforward, the process of reviewing is slightly more than a clerical one.



Look Closely

Begin with the checklist in hand, ensure that all required documents are attached to the packet. If not, reach out to the servicemember or servicemember's direct S1 to update their packet.

How to spot first-look pushback packets:

- ✓ PDF Portfolios
- ✓ Missing Documents
- ✓ Outdated Files

If the packet is complete, proceed to check for clerical accuracy.

- ✓ Are the forms properly filled out completely and free of spelling/grammatical errors?
- ✓ Are the memorandums signed by all required approving authorities?
- ✓ Are the requested dates reflecting the same everywhere (all docs and the PAR)?

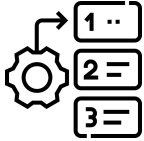
If you've made it here without any issues, ensure to double check the letterhead, office symbol, and signature blocks on the memorandums. Scan each memorandum with the intentions of finding a "Fort Bragg" on it and correct every instance of it that you find.

Every memorandum should have "Fort Liberty" at the end of the unit's address in the letterhead and anywhere else regardless of if they like the name or not.

Count the years of the contracts, ensure all 20+ years are accounted for. Any missing time is a no-go. There is an extension contract and/or DD214 explaining the break in service missing. Do not submit any further without it. TRANSPROC will not be able to generate a DD214 for the servicemember without every single day accounted for.

Check the effective dates on the DD93 and SGLV. These must be updated within six months of packet submission. Encourage the servicemember to validate a more current one anyways.

If a servicemember is submitting within 9 months of their requested retirement date, be sure to create/obtain a letter of lateness detailing why the Servicemember is requesting retirement inside of 9 months, and get it signed by the O-5/LTC Commander.



HR Pro Role of PERSTEMPO Generating

The PERSTEMPO is the only required item that the Servicemember will need you to produce for them. These steps will take you through the process:

1. Log into IPPS-A
2. Workforce Administration > PERSTEMPO Events
3. Search/Find Servicemember
4. Download their PERSTEMPO Events to Excel
5. Go to Files Tab > Print > Microsoft Print to PDF
6. Fit Sheet on One Page
7. Print to PDF
8. Open the PDF in Adobe Acrobat
9. Select the "Prepare Form" tool
10. Add a text block containing a signature block for yourself as the "HR Specialist"
11. Add a text block containing a signature block for the Servicemember
12. Add a digital signature block for the both of you
13. Sign the form in the designated signature blocks
14. Microsoft Print to PDF the form to flatten it

The form should look like this but signed by both.

Status Code	Start Date	End Date	Category	Purpose	Deployment Type	Exercise Title	Operation Title	Country

JOHN E. TEST
PV1, AG
Human Resources Specialist

SOLOMON Z. MCDUFFIE
GEN, AG
Commanding

This is it. Thank you for reading and sharing this.

Defend and serve.