



**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT CAMPBELL
39 NORMANDY BOULEVARD
FORT CAMPBELL, KENTUCKY 42223-5617**

RETIREMENT APPLICATION CHECKLIST (length of service)

3 February 2020

Attach to packet:

- Original retirement request (DA Form 4187 for enlisted Soldiers, memorandum for officers) with appropriate approval signature by O-6. Approval signature must be on DA Form 4187-1-R for enlisted, or clearly annotated on memorandum for officer requests.
- Assumption of command for any approval signatures (as needed).
- Victim of sexual assault statement memorandum (officers only).
- Completed Soldier Information Sheet.
- Separation Process Checklist (this form, completed and signed).
- Completed SFL-TAP 2648E (if finalized).
- Notification letter/memorandum from HRC (only for QSP, QMP, nonselection for promotion).

Update within the appropriate system (eMILPO, iPERMS):

- Soldier Record Brief.
- Out-Processing Record Review.
- SGLI.

Verify within iPERMS – scan these with request packet if not present in iPERMS:

- All Enlistment, reenlistment and extension contract documents are present.
- All prior service documents (DD Form 214s, discharge orders, points statements) are present.

Send all separation requests to usarmy.campbell.transition@mail.mil and ensure type of action and name of Soldier is in email subject line. Please make sure full SSNs are not included in the packet, as this email does not have encryption capabilities at this time. Be sure to input DOD ID in the appropriate field of the Separation Order Information Sheet.

Send only one action request per email.

(Verifying Official-S1 NCOIC or designated representative)

FORT CAMPBELL TRANSITION CENTER RETIREMENT REQUEST PROCEDURES

All retirement requests will be sent from the unit S1 via email to usarmy.campbell.transition@mail.mil. Retirement requests can be submitted 12 months prior to requested retirement date. If submission occurs within nine months of requested retirement date, a letter of lateness signed by the requesting Soldier must accompany the packet.

SFLTAP and all Survivor Benefit Plan requirements (briefing and form submission) must be completed prior to final out. Enlistment contracts or prior service documents are not required by this office unless those documents are not in iPERMS. Scans of record reviews or ERBs/ORBs are not required documents.

Step 1. Contact the Soldier and have them bring required documents to the S1 (either physically or via email). Route the documents for approval signature, as appropriate.

Step 2. Conduct record review with the Soldier (not required if annual review was conducted within 12 months of retirement date).

Step 3. Ensure SRB (ERB/ORB) is updated.

Step 4. Use the Separation Request Checklist to verify documents are up-to-date, in iPERMS or provided to S1 by the Soldier.

Step 5. Once request approval is secured by proper authority, scan required documents together into one file (unless the size will be more than 10 MB). Order should be: Retirement Request Checklist, Separation Orders Information Sheet, and required documents. Ensure the scan is a .pdf file and is 300 dpi resolution. Make sure full SSNs are not included in packet. Use the DOD ID when possible.

Step 6. Review the scanned packet for quality to ensure all pages are legible and to make sure all required documents are present.

Step 7. Prepare the email. Send the separation packet to usarmy.campbell.transition@mail.mil. Subject line will be the type of action and the Soldier's rank and name (i.e., RET REQUEST, SFC SMITH). Cc any personnel in the chain of command or within the unit that require visibility of the request. Please send only one request per email.

Step 8. Make sure you receive an auto-reply from Transitions. Allow 1-2 days for this auto-reply to be sent. If it has not been received by the third day after sending the packet, please contact Transitions at the numbers below.

Retirement Services Hours of Operation:

M, T, W, F (0730-1530)
THURS (0900-1530)
CLOSED DAILY 1130-1200

Supervisor, Ret Svcs	Ms. Spraberry	956-3819	Retirement Services	Mr. Hemington	412-3801
Retirement Services	Ms. Ruffin	412-0832	Retirement Services	Mr. Reid	798-2712