



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT CAMPBELL
BUILDING 2574 23RD STREET
FORT CAMPBELL, KY 42223-5617

AMIM-CBH-MR

16 November 2022

MEMORANDUM FOR RETIRING SOLDIERS

SUBJECT: Retirement Application Procedures

1. Retirement applications will be submitted electronically (scanned packets must have resolution of 300 dpi) by the unit S1 to the Transition Center at usarmy.campbell.transition@mail.mil. All scanned documents must be of sufficient quality as to be readable. An Assumption of Command order is required for any commander signing retirement requests in lieu of the actual commander. Note – Commanders may only recommend approval/disapproval, as the GCMCA or HRC is the approval/disapproval authority. Enlisted Soldiers request retirement using DA Form 4187. Officers request retirement using a memorandum.

a. Enlisted Soldiers will initiate their application via DA Form 4187/4187-1-R, Personnel Action (example attached), and submit through their chain of command (company, battalion, and brigade). The Unit Commander will sign the DA Form 4187 in block 12 and date block 13. Battalion and Brigade commanders will endorse by signing the DA Form 4187-1-R (Addendum). Requests may be submitted no earlier than 12 months, and no later than nine months prior to the requested retirement date. A memorandum signed by a commander in rank of O-5 or above justifying the reason for late submission is required for those requests not meeting the required nine month timeline.

b. Officers and Warrant Officers will initiate their application via memorandum (example attached) and submit through their chain of command (company, battalion, and brigade). The THRU addressee will line out and initial the THRU address line, note their recommendation (Recommend Approval or Disapproval) and date. **In addition, for the O-6 commander only, include the rank and full name in the address line of the memorandum, or provide a separate endorsement memorandum from that commander.**

c. Officer and Warrant officer retirement requests may be submitted no earlier than 12 months before the requested retirement date, and no later than nine months prior to the **projected start date of transition leave**. A memorandum signed by a commander in rank of O-5 or above justifying the reason for late submission is required for those requests not meeting the required nine month timeline.

2. Required Documentation: Retirement request, Retirement Application Checklist, Separation Order Information Sheet and most recent LES. Officers and Warrant Officers must also include a Sexual Assault Statement (example attached).

3. All Soldiers must also submit the following additional documentation if missing from iPERMS: a copy of all DD Form 214's, NGB Form 23B and NGB Form 22 (National Guard Service), or DA Form 5016 (USAR Service) in order to receive credit for any prior service. NGB Forms may or may not be in your OMPF. If not, you will need to contact your old National Guard unit or your state National Guard Headquarters. DA Form 5016 may be

found by logging into HRC's home page at www.hrc.army.mil, clicking on "My Records", logging in to the records portal and selecting "Reserve Record." Click on the link for DA Form 5016 and print out the document.

4. In addition to the retirement application procedures established by the Fort Campbell Retirement Services Office, the following guidance is provided for retirement packets for Soldiers assigned to the 101st Airborne Division (AASLT) and major subordinate commands reporting directly to 101st Airborne Division (Air Assault):

a. Applications must include a Memorandum for Record from the Soldier acknowledging the requirement to participate in the installation Retirement Ceremony the month prior to the start of their transition leave/PTDY. CSMs may be honored at their unit in lieu of standing in the Installation Retirement Ceremony.

b. Retirement applications for Command Sergeants Major (CSM) assigned to the 101st Airborne Division (Air Assault), the 101st Sustainment Brigade (SB) and separate battalions under the TRA of the 101st SB will be submitted to the Division G1 office for endorsement from the CG on the DA Form 4187-1-R prior to submission to this office. These packets must include a FC Form 6 routed thru the G1, DCSM, and CG. Once the packet is endorsed by the CG it will be returned to the unit S1 for submission to this office.

5. Retirement in lieu of PCS: Soldiers who have at least 19 years, 6 months active federal service on the date that they are notified (CAP Cycle Date) that they are on PCS assignment may request to retire in lieu of PCS. The retirement application must be submitted and approved within 30 days of assignment notification. The retirement date will not be later than 6 months of the notification date, or on the first day of the month following the month in which 20 years of active federal service is completed, whichever is later.

6. Enlisted retirement applications for SSG (P) and above and those selected for QMP/QSP will be forwarded by this office to Human Resources Command (HRC) for approval. Non-promotable SSG's and below and those who are retiring at their Retention Control Point or Mandatory Retirement Date will be approved locally. All officer retirement applications will be forwarded to HRC for approval.

7. Additional information about pre-retirement and post-retirement services and assistance can be found at <https://home.army.mil/campbell/index.php/rso>

8. Point of contact is Ms. Tyronda Ruffin at (270) 412-0832, email address tyrona.l.ruffin.civ@army.mil, Mr. Julius S. Anderson at (270)-798-3310, email address julius.s.anderson.civ@army.mil, or Ms. Betty Guthrie at 270-798-3174, email address betty.l.guthrie.civ@army.mil.

////////Original Signed/////////
JULIUS S. ANDERSON
Retirement Services Officer