

## PERSONNEL ACTION REQUEST

**AUTHORITY:** 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures; this form is subject to the Privacy Act of 1974.

**PRINCIPAL PURPOSE(S):** To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. Notice: Army Personnel System (APS) (July 18, 2019, 84 FR 34373).

For additional information see the System of Records Notice A0600-8-104 AHRC. <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf>

**ROUTINE USES:** The primary administrative tool used for several Human Resources supporting tasks including Changing duty status, Requesting personnel actions (reassignment, training, etc.), Announcing Personnel Actions (local assignment, promotion, etc.). Forms will not be disclosed outside Department of Defense (DoD) and DOD sponsored agencies.

**DISCLOSURE:** Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.

### SECTION I - SOLDIER INFORMATION

NAME (Last, First, MI) ██████████	RANK/GRADE/PMOS SFC/E7/E88N	UIC WDCSAA	DoD ID ██████████
--------------------------------------	--------------------------------	---------------	----------------------

### SECTION II - PERSONNEL ACTION INFORMATION

ACTION Admin Records Corrections	REASON VOL Retirement REQ- Enlisted	EFFECTIVE DATE 20250220
ELIGIBILITY Not Required	STATUS Approved	ORDER NUMBER

### SECTION III - PAR REMARKS

#### MORE INFORMATION

1. IAW AR 635-200, Chapter 12, I Request voluntary retirement effective on 01 FEB 2027 (must be 1st of month)
2. I understand that I must submit this request in a timely manner (NET 24 months and NLT 9 months prior to retirement date).
3. Authorized Transition Point: US Army Transition Point, USAG Daegu, APO, AP 96218
4. I have met all service remaining obligations and do not require a waiver.
5. I am currently on the DA Promotion Selection List. Sequence #803.
6. I understand that if I am currently on a DA centralized promotion list, upon approval of my retirement I will be administratively removed and will retire in the current grade held. Further, should my retirement be withdrawn, promotion list status will not be regained. (AR 635-200, 12-10)
7. I am not currently flagged per AR 600-8-2.
8. I have not been alerted for assignment instructions.
9. I did not elect to take the Career Status Bonus (CSB/Redux).
10. I am aware that I must be counseled on the Survivor Benefit Plan (SBP) and complete DD Form 2656 NLT 60 days prior to date of retirement.

### SECTION IV - APPROVALS

RANK SGT	INTERMEDIATE AUTHORITY LEWIS, ALEXIA, K	POSITION Human Resources Sergeant	UIC WDCSAA	RECOMMENDATION Recommend: Approval	DATE 20250221
-------------	--	---	---------------	---------------------------------------	------------------

#### COMMENTS

Team FYA EPS Retirements

RANK CPT	INTERMEDIATE AUTHORITY WASHINGTON, SHEVELLE, D	POSITION Human Resources (HR) Officer	UIC WDCSAA	RECOMMENDATION Recommend: Approval	DATE 20250221
-------------	---	---	---------------	---------------------------------------	------------------

#### COMMENTS

RET PKT  
1FEB27

RANK LTC	INTERMEDIATE AUTHORITY BROWN, JENNETTE, D	POSITION Army Chief of Staff G1	UIC WDCSAA	RECOMMENDATION Recommend: Approval	DATE 20250303
-------------	--	------------------------------------	---------------	---------------------------------------	------------------

#### COMMENTS

Recommend Approval. SFC Lett is currently pending HQDA Flag. By regulation his retirement request can still be processed on a case-by-case basis.

RANK SFC	INTERMEDIATE AUTHORITY MALDONADO, JEFFREY	POSITION First Sergeant (1SG)	UIC WDCSAA	RECOMMENDATION Recommend: Approval	DATE 20250304
-------------	--	----------------------------------	---------------	---------------------------------------	------------------

#### COMMENTS

Recommend Approval

RANK CPT	INTERMEDIATE AUTHORITY COSTELLO, CHRISTINA, A	POSITION Commander	UIC WDCSAA	RECOMMENDATION Recommend: Approval	DATE 20250304
-------------	--	-----------------------	---------------	---------------------------------------	------------------

COMMENTS					
Recommend approval. SM requested voluntary retirement effective 01FEB27.					
RANK	INTERMEDIATE AUTHORITY	POSITION	UIC	RECOMMENDATION	DATE
CPL	SHORT, THOMAS, A	Executive Administrative Assis	WDCSAA	Recommend: Approval	20250305
COMMENTS					
Reviewed, ready for your recommendation Sir.					
RANK	INTERMEDIATE AUTHORITY	POSITION	UIC	RECOMMENDATION	DATE
COL	KOST, WILLIAM, R	Deputy Commander	WDCSAA	Recommend: Approval	20250305
COMMENTS					
RANK	INTERMEDIATE AUTHORITY	POSITION	UIC	RECOMMENDATION	DATE
CPT	WASHINGTON, SHEVELLE, D	Human Resources (HR) Officer	WDCSAA	Recommend: Approval	20250305
COMMENTS					
FOR FURTHER PROCESSING					
RANK	INTERMEDIATE AUTHORITY	POSITION	UIC	RECOMMENDATION	DATE
SPC	CARTER, THEODORE, R	Individual Ready Reserve	W98Z0L	Recommend: Approval	20250305
COMMENTS					
RANK	INTERMEDIATE AUTHORITY	POSITION	UIC	RECOMMENDATION	DATE
	SEITZ-WARD, AMY, D			Recommend: Approval	20250407
COMMENTS					
approved					
RANK	APPROVAL AUTHORITY	POSITION	UIC	RECOMMENDATION	DATE
	BARNES, KRISTIN, B			Approved	20250407
COMMENTS					
SECTION V - ENCLOSURES					
ATTACHMENT TYPE		IPERMS DOCUMENT TYPE		DOCUMENT DATE	
Supporting Document					
Supporting Document					
Supporting Document					
Supporting Document					