

RETIREMENT CHECKLIST

usarmy.walker.id-pacific.mbx.mpd-rso@army.mil

Rank/Name:	Unit:
Retirement Date:	Phone:
Enterprise Email: @army.mil	
BDE S1 Information (Name/Phone/Email)	

DOCUMENTS REQUIRED FOR RETIREMENT REQUEST

Enlisted:

DA FORM 2339 (Enlisted)
Sexual Assault Memorandum

Officer:

Voluntary Retirement Request
Chain of Command Endorsement
DD Form 7301 Officer
Sexual Assault Memorandum
Tuition Assistance Memorandum

Both Enlisted and Officer (the following documents must be submitted to verify your service computation):

Initial Enlistment contract (DD Form 4-1 & 4-3 only)
All reenlistment contracts (DD Form 4-1 only, (if missing see your Career Counselor to obtain RETAIN screen shot))
All Oaths of extension (DA Form 1695)
Prior service DD Form 214 / NGB Form 22 / 23, DA Form 5016 (USAR), DD Form 1506, if applicable
Initial Oath of Office (DA Form 71) (Officers)
Orders to Active Duty (Officers)
Appointment Letter (Officers)
Most recent SRB / ORB / LES

DOCUMENTS TO BE SUBMITTED WITHIN 30 DAYS OF APPROVED REQUEST

PCS order to Korea
Continuation order (showing arrival date to Korea)
Command Sponsorship Memo, if applicable (All Family Members listed)
All locally initiated non-transferable Flags must be removed (with the exception of H, J, K) Approved
IPPS-A Approved Leave
POV Documents, if authorized storage
Qualitative Management Program (QMP) Memo, if applicable
SGLV (no more than 1 year old from separation date)
DD Form 93 (no more than 1 year old from separation date)
Leave balance (from Separation Finance -- Bldg 330, room 209B)
In-Country separation packet, if applicable
SBP Questionnaire (Form 62)
Retirement Certificate and U.S. Flag worksheet (Form 63)
DD Form 2648 (from Transition Assistance Program (TAP))* *Required to obtain DA 137-2, not orders or DD 214*

SOLDIERS INFORMATION

Do you have a POV in Government Storage? (If yes, where)	YES	NO
Loan repayment program?	YES	NO
Did you take the REDUX payment?	YES	NO
Are you taking terminal leave?	YES	NO
Have or will you request In-Country Separation?	YES	NO

FAMILY INFORMATION

Are you married? (If no, proceed to the next area (DD 214 Info))	YES	NO
Are you Command Sponsored?	YES	NO
Are you married to a Service Member?	YES	NO

NEXT OF KIN

Name (Last, First M.) / Relationship:

Complete Address:

DD FORM 214 INFORMATION

Mailing address after separation:

PMOS & AIT Completed (MOS / Year / Month / Day): Number of weeks:

SMOS & AIT Completed (MOS / Year / Month / Days): Number of weeks:

AMOS & AIT Completed (MOS / Year / Month / Day): Number of weeks:

Remarks:

REFERENCE AND POC INFORMATION

Reference: Enlisted AR 635-200, Chapter 12 / Officers: AR AR 600-8-24, Chapter 6

Retirement Services Office Website: <https://home.army.mil/daegu/index.php/about/Garrison/directorate-human-resources/military-personnel-division/sfl-rso>

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Enlisted Retirement

User List ID: 000000000007484

User List Name: DAEGU_MPD_RET_EPMD

Officer Retirement

User List ID: 000000000007485

User List Name: DAEGU_MPD_RET_OPMD

- Do not mark or highlight documents
- Subject Line must include Soldier's rank, name and type of request
- EXAMPLE: SFC Smith, John –Retirement Request

EMAIL SUBJECT LINE FORMAT MUST BE: Unit, SFC Smith, John –Retirement Request

Soldier Digital Signature:

Date:

S1 Digital Signature:

Date: