AMIM-HMH-M 29 August 2022

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

SUBJECT: Voluntary Retirement – LAST NAME, FIRST NAME MI, RANK, BRANCH, XXX-XX-0000

1. I recommend approval / disapproval of COL Smith, John M. for voluntary retirement. COL Smith has satisfied all applicable service obligations and wants to pursue a career on the civilian
2. The POC for this memorandum is BDE S1 at DSN: 315-756-1234 or [john.m.smith.mil@army.mil](mailto:john.m.smith.mil@army.mil).

John M. Smith COL, AG

(Last four of SSN)