



# U.S. ARMY GARRISON HAWAII

U.S. ARMY Installation Management Command | We are the Army's Home

Rank/Name:	Unit:	
Retirement Date:	Phone:	
Enterprise Email:	@army.mil	
BDE S1 Information: (Name/Phone/Email)		
	<b>REQUIRED DOCUMENTS</b>	
	Memorandum requesting for Voluntary Retirement	Signed by Soldier
	Endorsement Memo signed by O6/Chief of Staff (Civilian equivalent is GS 15 or higher)	Signed by O6, Chief of Staff, SES or GO
	Sexual Assault Memo	Signed by Soldier
	Retirement Certificate/US Flag Worksheet	
	Survivor Benefit Plan Questionnaire	
	Proof of Creditable Service <ul style="list-style-type: none"> <li>• DA 71, Oath of Office</li> <li>• Active Duty Orders</li> <li>• USMA/ROTC Contract</li> <li>• DD Form 4-1,2 and 3 DD 214, Certificate of Release or Discharge from Active Duty</li> <li>• NGB 22, Certificate of Discharge from National Guard</li> <li>• NGB 23/55, ARNG Retirement Points Statement</li> <li>• DA Form 5016, Chronological Statement of Retirement Points</li> <li>• DA Form 1506, Statement of Service-for Computation of Length of Service for pay Purpose</li> </ul> STP/ORB (dated within 30 days) Absence Request Form (Formerly DA 31)	<p><b>Not all documents will apply</b></p> <p>If you have <b>NO</b> break in service, only submit your <b>INITIAL</b> contract</p> <p><a href="https://www.milsuite.mil/book/groups/arng-hrp-t-retirement-services">https://www.milsuite.mil/book/groups/arng-hrp-t-retirement-services</a> <a href="https://www.hrcapps.army.mil/Portal">https://www.hrcapps.army.mil/Portal</a></p> <p>Must submit supporting documents w/DA1506</p>
	Proof of Command Sponsorship (One or more may apply) <ul style="list-style-type: none"> <li>• PCS orders with list of dependents names</li> <li>• Approved Command Sponsored Memo</li> <li>• Early Return of Dependents (EROD) orders</li> <li>• Copy of Birth Certificate for dependents born after arrival to Hawaii and not listed on original PCS orders</li> </ul>	<b>Not all documents will apply</b>
	STP/ORB (dated within 30 days)	Within 30 days of packet submission to R
	Absence Request Form (Formerly DA 31)	<b>NOT</b> required with submission of retirement packet. Must be submitted after email notification of approved retirement from RSO.
<b>SUPPORTING DOCUMENTS (if applicable)</b>		
	Waiver memo (DEROS, Letter of Lateness, ADSO, etc...)	Signed by Soldier
	Exception to Policy Memo (signed by the first O5 in the Soldier's chain of command)	If retirement is submitted less than 9 months from retirement date
	Memo from HRC (MRD, SELCON, 2XNS)	Must be signed by SM

**Guidance:** AR 600-8-24, Chapter 3 **Email :** [armyschofieldrso@army.mil](mailto:armyschofieldrso@army.mil) **WEBSITE:** <https://home.army.mil/hawaii/index.php/about/Garrison/directorate-human-resources/military-personnel-division/retirement-services-office>

See your S1 to upload request thru IPPS-A: **UDL- 00000000003427**

As of  
APR 15, 2024

**HTTPS://HOME.ARMY.MIL/HAWAII**