



U.S. ARMY GARRISON HAWAII

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

Rank/Name:	Unit:
DOD ID:	EMPL ID:
Retirement Date:	Phone:
Enterprise Email:	
BDE S1 Information: (Name/Phone/Email)	
REQUIRED DOCUMENTS	
Approved and Signed DA Form 4187/4187-1-R	Must be signed by O6 or higher
Sexual Assault Memo	Signed by Soldier
Retirement Certificate/US Flag Worksheet	Signed by Soldier
Survivor Benefit Plan Questionnaire	Signed by Soldier
Proof of Creditable Service (Not all documents will apply) DD Form 4-1,2 and 3 DD 214, Certificate of Release or Discharge from Active Duty NGB 22, ARNG Certificate of Discharge NGB 23 or 55, ARNG Retirement Points Statement DA Form 5016, Chronological Statement of Retirement Points-only Prior Reserve DA Form 1506, Statement of Service-for Computation of Length of Service for Pay Purpose	If you have NO break in service, only submit your INITIAL Enlistment contract https://www.milsuite.mil/book/groups/arng-hrp-t-retirement-services https://www.hrcapps.army.mil/Portal Must submit supporting documents w/DA1506
Proof of Command Sponsorship for Dependents PCS/Amended orders to Hawaii Command Sponsorship approval memo Early Return of Dependents (EROD) orders Birth Certificate for children born after arrival to Hawaii	(Not all documents will apply)
Soldier Talent Profile (STP)	Within 30 days of packet submission to RSO
Absence Request Form (Formerly DA31)	Must be submitted after email notification of approved retirement from RSO.
ADDITIONAL DOCUMENTS – IF APPLICABLE	
Waiver Memo (DEROS, Time in Grade, etc)	Signed by Soldier
Exception to Policy Memo-Letter of Lateness	If submitted less than 9 months from retirement date signed by O5
Qualitative Management Program (QMP) Memo	Must be signed by SM and Chain of Command
Divorce Decree, Marriage Cert, Child Birth Cert	If SM divorced, married or had a child while station in Hawaii

Guidance: AR 635-200, Chapter 12

Retirement Services Office 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**

Scan at the highest resolution (poor quality scans will be returned without action)

Scan all documents in black and white as ONE single PDF file

Do not highlight documents and no colored fonts

Subject Line must include Soldier's rank, name and type of request

As of Apr 15, 2024

H T T P S : / / H O M E . A R M Y . M I L / H A W A I I