

ENLISTED RETIREMENT CHECKLIST

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|---|--------|
| Rank/Name: | Unit: |
| Retirement Date: | Phone: |
| Enterprise Email: _____ @mail.mil | |
| BDE S1 Information: (Name/Phone/Email) | |

| REQUIRED DOCUMENTS | |
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| | Approved and Signed DA Form 4187/4187-1-R (Must be signed by O6 or higher) |
| | Retirement Certificate/US Flag Worksheet (Leave items 8 – 11 blank) |
| | Survivor Benefit Plan Questionnaire |
| | Proof of Creditable Service (Not all documents will apply) <ul style="list-style-type: none"> DD Form 4-1,2 and 3 (Note: If you have <u>NO</u> break in service, only submit your INITIAL contract) DD 214, Certificate of Release or Discharge from Active Duty NGB 22, ARNG Certificate of Discharge NGB 23, 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 |
| | Proof of Command Sponsorship for Dependents (Not all documents will apply) <ul style="list-style-type: none"> PCS/Amended orders to Hawaii Command Sponsorship approval memo Early Return of Dependents (EROD) orders Birth Certificate for children born after arrival to Hawaii |
| | SRB (Dated within 30 days of packet submission to RSO) |
| | Approved DA Form 31 with Control Number DA 31 is <u>NOT</u> required with submission of retirement packet. 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) Include supporting documents, if any |
| | ETP Memo-Letter of Lateness (signed by the first O5 (LTC) in the Soldiers chain of command) If retirement is submitted less than 9 months from retirement date |
| | Qualitative Management Program (QMP) Memo |

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>

Email: armyschofieldrso@mail.mil

- Scan at the highest resolution (poor quality scans will be returned without action)
- Do not highlight documents and no colored fonts
- Subject Line must include Soldier's rank, name and type of request
 - EXAMPLE: SFC Smith, John –Retirement Request