

ENLISTED RETIREMENT CHECKLIST

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

REQUIRED DOCUMENTS	
	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 4-1,2,3 (Do not send in entire packet) (Note: If you have NO 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 • ARPC 249-E, Chronological Statement of Retirement Points
	Proof of Command Sponsorship for Dependents (Not all documents will apply) <ul style="list-style-type: none"> • PCS 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)
	Approved DA Form 31 with Control Number DA 31 is NOT 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
	Exception to Policy Memo (Signed by Soldier) 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