

## ENLISTED CHAPTER 16-2 Early Separation to Accept Commission

Name:	Unit:
Separation Date:	Phone:
Email:	@mail.mil
S1 Information: Name/Phone/Email	
Received Date:	

<input checked="" type="checkbox"/>	<b>REQUIRED DOCUMENTS</b>
	Signed DA Form 4187 <b>(Must be signed by approval authority IAW AR 635-200, Para 1-19)</b>
	Acceptance letter from the University/College
	Acceptance letter from the Professor of Military Science (PMS)
	Acceptance letter from the HRC Cadet Command <b>(Scholarship Only)</b>
	DD Form 2351 – Report of Medical Examination (DODMERB)
	DD Form 2492 – Report of Medical History (DODMERB)
	DA Form 71 – Oath of Office <b>(Direct Commission Only)</b>
	DD Form 368 – Request for Conditional Release <b>(Direct commission or inter-transfer component only)</b>
	DD 2648 – Pre-Separation/Transition Counseling and Career Readiness Standards Eform. (If applicable, provided by SFL-TAP)
	Approved DA Form 31 with Control Number. PTDY is not authorized.
	DD 4-1,2,3 (Initial Enlistment Contract) <b>(First 3 pages only)</b>
	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>
	SRB <b>(dated within 30 days)</b>

<b>SUPPORTING DOCUMENTS</b>	
	Reenlistment contracts (DD 4-1,2,3)
	DD 214, Certificate of Discharge (prior service), if applicable
	NGB 22, Certificate of Discharge (ARNG), if applicable
	AFRC 249-E-1, Retirement Points (USAR); NGB 23 (ARNG), if applicable
	Any document to show proof of military service not being credited (i.e. DD Form 220, LES, etc...)

Retirement Services Office Website:

<https://home.army.mil/hawaii/index.php/about/Garrison/directorate-human-resources/military-personnel-division/retirement-services-office>

Email: [usarmy.schofield.imcom-pacific.mbx.retirement-services@mail.mil](mailto:usarmy.schofield.imcom-pacific.mbx.retirement-services@mail.mil)