

OFFICER RETIREMENT CHECKLIST

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

REQUIRED DOCUMENTS

	Memorandum requesting for Voluntary Retirement (Signed by Soldier)
	Endorsement Memo (Signed by O6, Chief of Staff, SES or GO)
	Signed Sexual Assault Memo (Signed by Soldier)
	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"> • DA 71 (Initial Oath of Office) • Active Duty Orders • USMA/ROTC Contract • DD Form 4-1,2,3 • DD 214, Certificate of Release or Discharge from Active Duty • NGB 22, Certificate of Discharge from National Guard • 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 <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
	Exception to Policy Memo (Signed by Soldier) If retirement is submitted less than 9 months from retirement date
	Memo from HRC (MRD, SELCON, 2XNS)

Guidance: AR 600-8-24, Chapter 6

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