

Unqualified Resignation Checklist

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

<input checked="" type="checkbox"/>	REQUIRED DOCUMENTS
	Officer's Request Memorandum
	Endorsement Memo signed by O6/Chief of Staff (Civilian equivalent is GS 15 or higher)
	Sexual Assault Memo
	Reserve Counselor's Counseling Memorandum (Corner of Ayres Avenue & Bragg Street; Trailer #14; Phone: 808-787-0214/9428)
	Proof of Command Sponsorship (One or more may apply) <ul style="list-style-type: none"> - PCS orders with list of dependents names - Approved Command Sponsored Memo - Early Return of Dependents (EROD) orders - Copy of Birth Certificate for dependents born after arrival to Hawaii and not listed on original PCS orders
	DA 71, Oath of Office
	Appointment Orders
	Orders to Active Duty
	ORB (dated within 30 days)
	Approved DA Form 31 with Control Number. PTDY is not authorized. Note: DA 31 can be submitted after notification of UQR approval.

SUPPORTING DOCUMENTS (if applicable)	
	Waiver memo (DEROS, Letter of Lateness, ADSO, etc...)
	Proof of Additional 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) • DD 214, Certificate of Release or Discharge from Active Duty • NGB 22, Certificate of Discharge from National Guard • NGB 23 (ARNG) • ARPC 249-E, Chronological Statement of Retirement Points

NOTE: Submission request must be 6-12 months prior to the requested separation date.

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
- Add Soldier's name in the subject line