



U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

RETIREMENT SERVICES OFFICE

(BLDG 750, ROOM 122)

inbox: armyschofieldrso@mail.mil

ALCON,

With the outbreak of COVID-19 and risks of heightened exposure, the Retirement Services Office will implement digital processing of all Retirement, Unqualified Resignations (UQR), Chapters 5-16, 8, 10 and 16-2 packets via email correspondence in order to limit the amount of foot traffic within the area of operation .

Retirement and UQR packets and checklists can be accessed through the following link:

<https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/retirement-services-office>

Also attached are the checklists for Soldiers separating as Chapter 5-16 (School Drop), Chapter 8 (Pregnancy), Chapter 10 (Discharge in Lieu of Court Martial), or Chapter 16-2 (Green to Gold). Please follow the checklists for required documentation prior to submission to DHR-RSO.

Unit HR Managers should review packets for any errors, and missing/required documentation. Once complete, email the packet to RSO for further processing to DA-HRC.

Once HRC approves the Soldier's request for Retirement or Unqualified Resignation (UQR) the SM will need to submit a DA31 to RSO before orders can be published. The DA31 will need to be signed by an O6 and have a Leave Control number. If an O6 is not available to sign the DA31, then signature and assumption of command orders are required of the acting commander. PTDY dates should occur prior to the start of Transitional Leave, consecutively, with no date gaps in between.

Initial DD214 reviews for RETIRING Soldiers-

When the SM receives their retirement orders, RSO will email a copy of the DD214 Worksheet to the SM for review. Soldiers should provide a copy of any missing documentation that is not captured on the Draft DD214 worksheet to their Unit HR Managers for IPERMS uploading (Schools/ Training w/ 40 or more hours, deployments, awards, etc...). An updated copy of the DD214 will then be forwarded to the SM for review prior to the Final DD214 appointment. The Final DD214 appointment will be a face-to-face appointment with the SM and will consist of one last Final review, and Final signatures of the SM and Authorized Official. This process only applies to RETIRING Soldiers.

UQR and Chapter Soldiers will report to the Transition Office, Rm. 200 with their separation orders (issued by RSO) to schedule their DD214 appointment. Transition Office can be reached at (808) 655-0175.

[HTTPS://HOME.ARMY.MIL/HAWAII](https://home.army.mil/hawaii)



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All Survivor Benefit Plan (SBP) and Widow Counseling will still require a face-to-face with the Soldier and RSO counselor. SM who are in receipt of their retirement orders should contact the RSO office at least 60 days in advance from their Report Date to schedule a Survivors Benefit Plan (SBP) counseling, and final DD214 appointment.

Please contact our office at 808-655-1514/5384/1585 if you have any questions. Soldiers are also welcome to contact our office for individual questions as well.

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