

# RETIREMENT CHECKLIST

usarmy.humphreys.id-pacific.mbx.mpd-rso@army.mil

Rank/Name:

Retirement Date:

Phone number:

Enterprise Email:

@army.mil

Assigned Unit:

BDE S1 Information:  
(name/phone/email)

## DOCUMENTS REQUIRED FOR RETIREMENT REQUEST

### Enlisted:

DA FORM 2339 (Enlisted)  
Sexual Assault Memorandum

### Officer:

Voluntary Retirement Request  
Chain of Command Endorsement  
DD Form 7301 Officer  
Sexual Assault Memorandum  
Tuition Assistance Memorandum

### Both Enlisted and Officer (the following documents must be submitted to verify your service computation:

Initial Enlistment contract (DD Form 4-1 & 4-3 only)  
All reenlistment contracts (DD Form 4-1 only, if missing see your career counselor to obtain RETAIN screenshot)  
All Oaths of extension (DA Form 1695)  
Prior service DD Form 214 / NGB Form 22 / 23, DA Form 5016 (USAR), DD Form 1506, if applicable  
Initial Oath of Office (DA Form 71) (Officers)  
Orders to Active Duty (Officers)  
Appointment Letter (Officers)  
Most recent SRB / ORB/ LES  
Qualitative Management Program (QMP) / Mandatory Retirement (MRD) Memo if applicable

## DOCUMENTS TO BE SUBMITTED VIA IPPSA FOR RETIREMENT ORDER & DD-214

All locally initiated non-transferable Flags must be removed (with exception of H, J, K)  
Leave balance (from AMPO-Korea)  
IPPS-A approved leave  
PCS order to Korea  
Continuation order (reflect arrival date to RoK)  
Command Sponsorship Memo (All family members listed / verification of full time student) if applicable  
SGLV (within 1 year from separation date)  
DD Form 93 (within 1 year from separation date)  
Survivor Benefits Plan Questionnaire (Form 62)  
Retirement Certificate and US Flag worksheet (Form 63)  
DD Form 2648 (from Transition Assistance Program) **\*\*Required for DA 137-2, not orders or DD214**  
Army Separation History and Physical Exam (SHPE) **\*\*Required for final-out**

## SOLDIER INFORMATION

Do you have a POV in Government Storage? (If yes, where POV Documents, if authorized storage	)	YES	NO
Loan repayment program?		YES	NO
Did you take the REDUX payment?		YES	NO
Are you taking terminal leave?		YES	NO
Have or will you request In-Country Separation? In-Country separation packet (60-90 days prior to start of transition leave)		YES	NO

## FAMILY INFORMATION

Are you married? (If no, proceed to the next area (DD 214 Info)	YES	NO
Are you Command Sponsored?	YES	NO
Are you married to a Service Member?	YES	NO
Do you have Pets traveling?	YES	NO

## NEXT OF KIN

Name (Last, First M.) / Relationship:

Complete Address:

## DD FORM 214 INFORMATION

Mailing address after separation:

PMOS & AIT Completed (MOS / Year / Month / Day):

Number of weeks:

SMOS & AIT Completed (MOS / Year / Month / Days):

Number of weeks:

Remarks:

## REFERENCE AND POC INFORMATION

Reference: Enlisted AR 635-200, Chapter 12 / Officers: AR AR 600-8-24, Chapter 6

Retirement Services Office Website: <https://home.army.mil/humphreys/about/Garrison/directorate-human-resources/military-personnel-division/retirement-services-office>

POC: usarmy.humphreys.id-pacific.mbx.mpd-rso@army.mil

**Enlisted Retirement**  
User List ID: 00000000001394  
User List Name: HUMPHREYS\_MPD\_RET\_EPMD

**Officer Retirement**  
User List ID: 00000000001407  
User List Name: HUMPHREYS\_MPD\_RET\_OPMD

**Soldier Digital Signature:**

**Date:**

**S1 Digital Signature:**

**Date:**