

# RETIREMENT CHECKLIST

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

Rank/Name:	Unit:
Retirement Date:	Phone:
Enterprise Email: <span style="float: right;">@army.mil</span>	
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 screen shot))
- 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

## DOCUMENTS TO BE SUBMITTED WITHIN 30 DAYS OF APPROVED REQUEST

- PCS order to Korea
- Continuation order (showing arrival date to Korea)
- Command Sponsorship Memo, if applicable (All Family Members listed)
- All locally initiated non-transferable Flags must be removed (with the exception of H, J, K) Approved
- IPPS-A Approved Leave
- POV Documents, if authorized storage
- Qualitative Management Program (QMP) Memo, if applicable
- SGLV (no more than 1 year old from separation date)
- DD Form 93 (no more than 1 year old from separation date)
- Leave balance (from Separation Finance (Bldg 6420, room 119))
- In-Country separation packet, if applicable
- SBP Questionnaire (Form 62)
- Retirement Certificate and U.S. Flag worksheet (Form 63)
- DD Form 2648 (from Transition Assistance Program (TAP))\* *Required to obtain DA 137-2, not orders or DD 214*

## SOLDIERS INFORMATION

Do you have a POV in Government Storage? (If yes, where	)	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?		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

## 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:

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

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/index.php/about/Garrison/directorate-human-resources/military-personnel division/retirement-services-office](https://home.army.mil/humphreys/index.php/about/Garrison/directorate-human-resources/military-personnel%20division/retirement-services-office)

[usarmy.humphreys.id-pacific.mbx.mpd-rso@army.mil](mailto:usarmy.humphreys.id-pacific.mbx.mpd-rso@army.mil)

### Enlisted Retirement

User List ID: 0000000001394

User List Name: HUMPHREYS\_MPD\_RET\_EPMD

### Officer Retirement

User List ID: 0000000001407

User List Name: HUMPHREYS\_MPD\_RET\_OPMD

- Do not mark or highlight documents
- Subject Line must include Soldier's rank, name and type of request
- EXAMPLE: SFC Smith, John –Retirement Request

**EMAIL SUBJECT LINE FORMAT MUST BE: Unit, SFC Smith, John –Retirement Request**

**Soldier Digital Signature:**

**Date:**

**S1 Digital Signature:**

**Date:**