**Enlisted PAR Verbiage**

Use the verbiage below when initiating a PAR request in IPPS-A.

1. IAW AR 635-200, Chapter 12, I request voluntary retirement effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (dd/mm/yyyy)
2. I understand that I must submit this request in a timely manner (NET 24 months and NLT 12 months prior to retirement date).
3. Authorized Army Transition Center:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Requested Army Transition Center (at no expense to the Government):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. I (have/have not) met all service remaining obligations and (do/do not) require a waiver. (Attach justification for waiver if applicable).
6. I (am/am not) currently on the DA Promotion Selection List. Sequence # \_\_\_\_\_\_\_\_\_\_\_\_.
7. I (am/am not) currently flagged per AR 600-8-2.
8. I (have/have not) been alerted for assignment instructions. Cycle # and date \_\_\_\_\_\_\_\_.
9. I (did/did not) elect to take the Career Status Bonus (CSB/Redux).
10. I tentatively request transitional leave start \_\_\_\_\_\_\_\_\_\_\_\_\_ end \_\_\_\_\_\_\_\_\_\_\_\_\_. ISAA/TAA (formerly PTDY) starts \_\_\_\_\_\_\_\_\_\_\_\_\_ ends \_\_\_\_\_\_\_\_\_\_\_\_\_.
11. AKO e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Duty #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Spouse's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Current mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
15. Mailing address after retirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.