

RETIREMENT PROCESSING CHECKLIST

PER HRC REQUIREMENT: Effective 01 January 2023, RA Soldiers may submit voluntary retirement requests at least 9 months, but no more than 24 months, before their retirement date. **Packets submitted less than 9 months WILL require a letter of lateness.** Soldiers requesting voluntary retirement must have 18 or more years of active federal service (AFS) at the time the request is submitted and meet all other retirement eligibility requirements or have approved waiver prior to the requested required retirement date. Retirement approval authority remains unchanged. All packets must be submitted through IPPS-A; approved by O-6 or higher.

ENLISTED

OFFICER

<ul style="list-style-type: none"> Initiate PAR through IPPSA using data from DA Form 4187. PAR request MUST BE approved by O-6 or higher. DA Form 4187 (Used for processing; signature is NOT required) 	<ul style="list-style-type: none"> Initiate PAR Retirement Request Memo Voluntary Retirement Endorsement Memo (signed by O-6 or higher)
<ul style="list-style-type: none"> Sexual Assault Memo If applicable, per HRC: Any request for Exception to Policy or for waivers 	<ul style="list-style-type: none"> Sexual Assault Memo Tuition Assistance Acknowledgement Memo If applicable, per HRC: Any request for Exception to Policy or for waivers
<ul style="list-style-type: none"> Initial Enlistment Contract (4/1, 4/2, 4/3) **DD Form 1966 can replace the 4/3 	<ul style="list-style-type: none"> Active-duty order(s) and amendment(s) bringing SM onto active duty for current period of Active Duty (AD) Oath of Office (DA FM 71) for current period of AD
<ul style="list-style-type: none"> All prior DD Form 214s/NGB Form 22, NGB 23/DD Form 220 (IF APPLICABLE) DA Form 5016 (retirement point sheet; applicable to SM's with prior Reserve time) Most Current LES 	<ul style="list-style-type: none"> All prior DD Form 214s/NGB Form 22, NGB 23/DD Form 220 (IF APPLICABLE) DA Form 5016 (retirement point sheet; applicable to SM's with prior Reserve time) Most Current LES
<ul style="list-style-type: none"> DD Form 93 & SGLI (Updated within one year) Enlisted Record Brief (ERB) Soldier Talent Profile (STP) SFL-TAP (requirements met form) Or DD Form 2648 	<ul style="list-style-type: none"> DD Form 93 & SGLI (Updated within one year) Officer Record Brief (ORB) Soldier Talent Profile (STP) SFL-TAP (requirements met form) Or DD Form 2648

Provide all documents in 1-3 Attachments. ****PACKETS WILL BE RWA IF SUBMITTED INCOMPLETE****

RETIREMENT POC: Mr. Gray roderick.s.gray.civ@army.mil (301) 677-9600

MPD RETIREMENT UDL: 000000000039795/ (Please add as an INTERMEDIATE APPROVER).