

RETIREMENT INFORMATION WORKSHEET

CELL: _____
 HOME: _____
 WORK: _____

NAME: LAST,	FIRST	M.	LAST 4/SSN	RANK	OFFICIAL USE TRANSPROC:
	COMPONENT RA RES ARNG			RETIREMENT DATE	S1 Name/Phone#
					RSO:
Y / N					S1 NCOIC or 1SG Name/Phone#
UNIT OF ASSIGNMENT/BRIGADE			MILITARY MAIL ADDRESS @mail.mil		
CURRENT ADDRESS			RETIREMENT ADDRESS		
ONLY IF HOR IS OVERSEAS DEPENDENT CHILDREN			Spouse Information Name _____ Date of Marriage _____ Address if Different _____		
FULL NAME:			DOB:		
Next Of Kin Name & Address Phn#			RETENTION		
			FINANCE:		
			TRANSITION:		

Initial /Date Rec'd: _____ FOR OFFICE USE ONLY PLEASE Write your S1 OR 1SG NAME LAST and FIRST NAME IN BOX Soldier Email: _____

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Retirement Services Office 3rd Infantry Division & Fort Stewart 55 Pony Soldier Road, Suite 1071 Fort Stewart, GA 31314-5019	3. FROM (Include ZIP Code) Commander Your Unit Here Fort Stewart, GA 31314
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) Last, First, MI	5. GRADE OR RANK/PMOS/AOC Grade or Rank/PMOS	6. SOCIAL SECURITY NUMBER 000-00-0000
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from Sample DA Form 4187 from Fort Stewart Retirement Services to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Ent only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Ent only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Ent only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Voluntary Retirement

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

- Request Voluntary Retirement: 1 July 2010 (Enter the first day of desired retirement month)
- Requested Place of Retirement: Fort Stewart, GA.
- Complete Retirement Address: Place your address upon retirement
- Permissive TDY and Transition Leave Dates: (20 days PTDY: 22 April 2010 - 11 May 2010), (50 days Terminal Leave: 12 May 2010 - 30 June 2010)
- Recipient of Career Status Bonus (CSB/REDUX): Yes / No
- Notates if Flagged, Barred, or on PCS assignment instructions: Yes / No:
- Exception to policy is requested for: (only if required)
- Justification for the Exception requested: (only if required)

Note:

All requests for retirement must be signed and dated by the Unit Commander, Endorsed by the Battalion and Brigade Commanders. Once all signatures are obtained, the soldier will hand carry the request to the Retirement Services Office located at Bldg. 253 during customer service walk-ins hours (1300-1600).

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

15. NAME OF INDIVIDUAL		16. SSN	
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL			
AUTHORITY		a. TO	b. FROM
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY		a. TO	b. FROM
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY		a. TO	b. FROM
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY		a. TO	b. FROM
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY		a. TO	b. FROM
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO		2. FROM		3. DATE (YYYYMMDD)	
PART I - SOLDIER DATA					
4. NAME (Last, First, Middle Initial)		5. RANK		6. SSN	
7. ORGANIZATION		8. PREVIOUS AWARDS			
9. BRANCH OF SERVICE		10. RECOMMENDED AWARD		11. PERIOD OF AWARD	
				a. FROM	b. TO
12. REASON FOR AWARD					
12a. INDICATE REASON		12b. INTERIM AWARD	YES	NO	12c. POSTHUMOUS
		IF YES, STATE AWARD GIVEN			YES <input type="checkbox"/> NO <input type="checkbox"/>
13. PROPOSED PRESENTATION DATE (YYYYMMDD)					
PART II - RECOMMENDER DATA					
14. NAME (Last, First, Middle Initial)			15. ADDRESS		
16. TITLE/POSITION		17. RANK			
18. RELATIONSHIP TO AWARDEE			19. SIGNATURE		
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)					
20. ACHIEVEMENTS					
ACHIEVEMENT #1					
PLEASE NOTE: THIS DOCUMENT MUST BE SIGNED BY AN O6 (COL) OR ABOVE. ALSO THIS DOCUMENT MUST ACCOMPANY YOUR RETIREMENT PACKET UNLESS YOU ARE ASSIGNED TO A TENANT UNIT.					
ACHIEVEMENT #2					
ACHIEVEMENT #3					
ACHIEVEMENT #4					
21. PROPOSED CITATION					

NAME (Last, First, Middle Initial)		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ	27b. PERMANENT ORDER NO.	31. DISTRIBUTION	
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK		
28c. TITLE/POSITION	29. APPROVED AWARD		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

ENLISTED RECORD BRIEF

BRIEF DATE NAME 20170627 20170627 RANK - DOR MSG 20161201 PMOS 31B SSN XXX-XX-31B COMPONENT RESERVE

SECTION I - Assignment Information

OS/Deployment Combat Duty	Start-End Date	CT	MOS	TS	TT	#S - 0	#A - 0	#M - 0	#C - 0	#O - 0	#R - 0	TOT: 0
Dwell Time Start 20040209 Month - Days 162 Mo 28 Days DEROS DROD Date Dependents Arrived OS PMOS 31B SQL 0 SMOS 11Z PDSI/YRMO / Bonus MOS ASI 00 Bonus Enlist Elig DI Promotion Points/YRMO Prev Promotion Points/YRMO Prom Seq# Prom Select DI Promotion MOS ASVAB Test # / DI GT ELEC FOOD TECH ADMIN FA COMMO CMBT MECH MAINT Delay Separation Reason AEA / DI A / Flag Code Flag Start DI Flag Expiration DI Date of Loss Date of Last PCS ASGT FROM MO UNIT NO ORGANIZATION STATION LOSS COMB DUTY TITLE PROJ Current 1st Prev 2nd Prev 3rd Prev 4th Prev 5th Prev 6th Prev 7th Prev 8th Prev 9th Prev 10th Prev 11th Prev 12th Prev 13th Prev 14th Prev 15th Prev 16th Prev 17th Prev 18th Prev 19th Prev 20th Prev 21st Prev 22nd Prev 23rd Prev 24th Prev												

SECTION II - Security Data

PSI Status	secret	Field Det	PS Stal	secret
PSI Invest INIT	20060802	PSI Invest Compl	20060802	
SECTION V - Foreign Language	Language	Read	Listen	Speak

SECTION III - Service Data

BASD 20040209	PEBD 19961020	BESD	ETIS 20160208	DIEMS 19820914	AGCM DI	AGCM Elig DI 20070208
# Days Lost	PVT	PV2	PFC	SPC - CPL	MSG - 1SG	DOR
DOR	SGT	SSG	SFC	MSG - 1SG	20090701	20161201
DOR	SGM - CSM					

SECTION IV - Personal/Family Data

Date of Birth	19631017	Birthplace	NY
Country of Citz US		Sex/Race	MALE/OTHER
No of Dependents		Religion	
Adults/Children	2 / 0		
Marital Status	MARRIED	Spouse Birthplace/Citz	
PULHES	333111	Height/Weight	/
MRC3	PC-RP-HR	#Cmd Sponsored	0
EHMP DI		APFT DI/PF Score	/
Physical Category	V	MAARB Result/DI	
Last Physical Exam	20160916		
Home of Record			
Mailing Address	27 TROTTERS CIR, KISSIMMEE, FL, 34743-7726		
Will Spouse SSN/MPG			
Svc Comp / DOD			
Emergency Data Verified Date	20161213		

SECTION V - Military Education

DLAB	SECTION VI - Military Education	MELMES	SSDA/GRADUATED	ACH	Year
Course					

SECTION VII - CIVILIAN Education

Level Completed	Yr
Institution UNKNOWN	Yr 1987
Discipline	
Number Of Semester Hours Completed	0
Technical Certification	
Course Name	DI Certified
DI Expires	

SECTION VIII - Awards and Decorations

MSM	1
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SECTION IX - Assignment Information

Correspondence CRS Total # Hrs	
SECTION IX - Assignment Information	

SECTION X - Remarks

HIV YRMO	201612
RGMT AEL	
Date Last Photo	
Trckms	cpoosp trowad frcal

Extensive

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT STEWART/HUNTER ARMY AIRFIELD
954 WILLIAM H. WILSON AVENUE
FORT STEWART, GEORGIA 31314

OFFICE SYMBOL

Date:

MEMORANDUM FOR RECORD

SUBJECT: Letter of Lateness.

1. Reason for this letter is Justification for late submission of Retirement Application under nine month submission timeframe.
2. SFC _____'s Retirement packet is late due to: _____.
Retirement Packet was submitted to S-1 on _____ and signed by the
Approving Authority on _____.

Signature of Approval Authority
Commander



DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT STEWART AND HUNTER ARMY AIRFIELD
MILITARY PERSONNEL SERVICES DIVISION/ADJUTANT GENERAL
65 PONY SOLDIER AVENUE, SUITE 2027
FORT STEWART, GEORGIA 31314-3462

REPLY TO
ATTENTION OF

IMSH-HRM

27 August 2014

MEMORANDUM FOR: Headquarters, Third Infantry Division and Fort Stewart, 55 Pony
Soldier Road, Building 253 Fort Stewart, Georgia 31314-5000

SUBJECT: Retirement Ceremony Attendance

1. I will NOT be attending the official retirement ceremony
2. The point of contact for this action is the undersigned at () _____,
email address is _____.

(Signature)

NAME: _____

RANK/GRADE: _____

SSN: _____

RETIREMENT CEREMONY BIO

(as of 9 May 2011)

PRIVACY ACT STATEMENT

PRIORITY: Title 10 USC, section 3012, PRINCIPLE PURPOSE: To provide permanent information on retiree participating in a month Division retirement ceremony. For retirement ceremony. MANDATORY OR VOLUNTARY ENCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary. However, if information is not provided, individual cannot participate in the retirement ceremony.

MONTH/YEAR ATTENDING CEREMONY _____

Name: _____

Rank: _____

SSN: _____

Dates of Projected Terminal Leave: _____

Date of Rank: _____

Current Unit: _____

Current Duty Title: _____

Date Entered Service: _____

of Years of Service: _____

of Years of Combat Service: _____

3 photos in uniform (beginning of career, mid career, and a current photo) for ceremony use.

Cell Phone: _____

One Major Highlight in the Military: _____

Address where you plan to retire and to send pictures: _____

Retirement Plans: _____

Full Name of Spouse: _____

(Include Rank if spouse is also in the military)

Number of years married to Spouse: _____; Will Spouse attend Ceremony: _____

Name and age of Children: _____

Will Children attend Ceremony: _____

REHEARSAL FOR THE RETIREMENT CEREMONY WILL BE HELD THE DAY OF THE CEREMONY @ 0900HRS IN CLASS A'S UNIFORM AT CLUB STEWART, FSGA.

PLEASE ATTACH THE FOLLOWING IF APPLICABLE:

--ENLISTED RECORD BRIEF – ERB (most current)

--FIRST ENLISTMENT CONTRACT (do not include reenlistments) DD FORM 4/1, 4/2, 4/3, 1966.

--PRIOR DD FORM 214

--RETIREMENT POINTS ACCOUNTING SYSTEM –AHRC FORM 249-E/ which is now the 5016.

--NATIONAL GUARD BUREAU – NGB FORM 22

--ACTIVE DUTY ORDERS- IF INACTIVE AND ORDERED TO ACTIVE DUTY(TITLE 10)