

USAG MILITARY PERSONNEL DIVISION
RETIREMENT SERVICES/SEPARATION OFFICE
Officer Voluntary Retirement Data Sheet

NAME/RANK: _____

REQUESTED RETIREMENT DATE: _____

CELL PHONE: _____

CURRENT MAILING ADDRESS: _____

CIVILIAN EMAIL ADDRESS: _____

SPOUSE'S NAME: (if applicable) _____

RETIREMENT ADDRESS: _____

REQUEST _____ DAYS OF TERMINAL LEAVE AND _____ DAYS OF PERMISSIVE TDY

I DID/DID NOT TAKE THE CAREER STATUS BONUS (CSB): _____

SOLDIER WILL/WILL NOT BE PARTICIPATING IN THE CAREER SKILLS PROGRAM (CSP) YES OR NO: _____ ESTIMATED DATES: _____

UNIT: _____

PACKETS MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS IN ONE PDF:

(ONLY SEND THE REQUESTED DOCUMENTATION)

- Soldier Retirement Request Memorandum
- Voluntary Retirement Endorsement Memorandum (**Signed by O6**)
- Sexual Assault Memorandum
- Appointment Orders (initial and active duty)
- Oath of Office (DA Form 71)
- All Prior DD Form 214 and DD Form 220 (All Contracts both current and prior service)
- (SOLDIERS WITH PRIOR RESERVE OR GUARD SERVICE) Most current Chronological Statement of Retirement Points issued by Human Resources Command

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(DA Form 5016 or AHRC Form 249), Army National Guard Current Annual Statement (NGB 22 & 23) and/or Separation Orders

- Memorandum of Exception to Time Submission Policy (only required if the Retirement packet is submitted less than 9 months from the requested retirement date, must be signed by O6 or above)
- Tuition Assistance Acknowledgement Memorandum (From the Education Center)

NOTE: ALL PACKETS MUST BE SUBMITTED THROUGH IPSS-A AND INCLUDE THIS FORM WITH ALL SUPPORTING DOCUMENTS ATTACHED IN **ONE** PDF. ONLY SUBMIT THE REQUESTED DOCUMENTS, NO OTHER DOCUMENTS ARE NEEDED.

RETIREMENT SERVICES UDL: 00000000003519

ONCE PACKETS ARE RECEIVED, THEY WILL BE PROCESSED WITHIN 5-7 WORKING DAYS AND SENT TO HRC FOR APPROVAL.