



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122-5306

AHRC-EPF-M

2 April 2020

MEMORANDUM FOR Commander, INSTALLATION MANAGEMENT
COMMAND/HEADQUARTERS, FT. SAM HOUSTON, TX 22202

SUBJECT: Letter of Lateness for Retirement Submissions

1. In order to allow ample time to process retirement requests, requests submitted outside of the 9 -12 month window, require a letter of lateness signed by an O5 or above in the Soldiers chain of command. The letter must include the specific reason and measures that will be put in place to prevent late submissions in the future.
2. Point of contact for this action is HRC Transition Branch at (502) 613-5777, DSN 983-5777.

MICHAEL R. MCSWEENEY
Chief, Transition Branch