

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

NAME/RANK: _____

UNIT: _____

REQUESTED RETIREMENT DATE: (Last Day of the Month): _____

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): _____

RETIRING IN LIEU OF PCS YES OR NO: _____

DID YOU TRANSFER EDUCATION BENEFITS, YES OR NO: _____

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

(ONLY SEND THE REQUESTED DOCUMENTATION)

- ☐ Initial Enlistment Contract (**DD Form 4-1, 4-2, & 4-3**) including all extensions, reenlistments, and indefinite contracts (**DD Form 4-1 & 4-2**)
- ☐ (SOLDIERS WITH PRIOR RESERVE OR GUARD SERVICE) Most current Chronological Statement of Retirement Points issued by Human Resources Command (DA Form 5016 or AHRC Form 249), Army National Guard Current Annual Statement (NGB 22 & 23) and/or Separation Orders
- ☐ All Prior DD Form 214/DD Form 215 and DD Form 220 (All Contracts both current and prior service)
- ☐ SHARP Memorandum

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- ☐ 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**)
- ☐ QMP Documentation (if applicable)

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

RETIREMENT SERVICES UDL: 000000000003519

ONCE PACKETS ARE RECEIVED, THEY WILL BE PROCESSED WITHIN 5-7 BUSINESS DAYS AND SENT TO HRC FOR APPROVAL FOR E7 AND ABOVE. ALL OTHER ENLISTED WILL BE PROCESSED AT THE INSTALLATION LEVEL UNLESS QMP.

VERSION 4

UPDATED: 1 APRIL 2025