

Fort Leonard Wood Retirement Application Checklist

(Examples can be found on the Fort Leonard Wood Retirement Services home page)
<http://www.wood.army.mil/newweb/garrison/dhr/vets.html> (AR 600-8-7)

NAME: _____ GRADE: _____

UNIT: _____ REQUESTED RETIREMENT DATE: _____

Retirement applications will consist of the following documents:

- ENLISTED SOLDIERS ONLY:** DA Form 4187 (Request for Personnel Action)
- ENLISTED SOLDIERS ONLY:** Soldier Record Brief (SRB)
- SOLDIERS WITH ENLISTED SERVICE ONLY:** Initial enlistment contract (DD Form 4-1, 4-2, 4-3), including all extensions and indefinite contracts (DD Form 4-1, 4-2)
- SOLDIERS WITH PRIOR RESERVE OR GUARD SERVICE ONLY:** Most current Chronological Statement of Retirement Points issued by Human Resources Command (DA Form 5016), (AHRC Form 249) and/or, Army National Guard Current Annual Statement (NGB 23)
- OFFICERS ONLY:** Memorandum for Voluntary Retirement & Chain of Command Endorsement, Sexual Assault Statement, (Examples of the proper format should be provided)
- OFFICERS ONLY:** Appointment orders (initial and active duty), Oath of Office (DA Form 71)
- OFFICERS ONLY:** Soldier Record Brief (SRB)
- ALL SOLDIERS:** DD Form 93 & SGLV-8286 (Current and signed by the Soldier)
- ALL SOLDIERS:** All prior DD Form 214 and DD Form 220 (All Contracts both current and prior Service)
- ALL SOLDIERS:** Memorandum for Exception to Time Submission Policy (only required if the Retirement packet is submitted less than 9 months from the requested retirement date)
- ALL SOLDIERS:** Check block to verify that the Soldier has enrolled for the Soldier for Life-Transition Assistance Program (SFL-TAP) (Phone: 573-596-0175).