

ENLISTED RETIREMENT CHECKLIST

Name:	Unit:
Retirement Date:	Phone:
Email:	
S1 Information:	
Received Date:	
Remarks:	

<input checked="" type="checkbox"/>	REQUIRED DOCUMENTS
	Signed DA Form 4187 to request Voluntary Retirement
	Endorsement Memo signed by the Brigade Commander (Rank of O6)
	Signed Sexual Assault Memo
	Retirement Information Sheet
	Retirement Certificate/US Flag Worksheet <i>(Leave item 8, 10, and 11 blank)</i>
	Retirement Biography
	Approved DA Form 31 with Control Number. <i>Note: DA 31 can be submitted after notification of retirement approval.</i>
	DD 4-1,2,3 (Initial Enlistment Contract) (First 3 pages only)
	PCS orders to Hawaii listing names of command sponsored dependents, Command Sponsorship approval memo or Early Return of Dependents (EROD) orders.
	ERB (dated within 30 days)
SUPPORTING DOCUMENTS	
	Waiver Memo if applicable (Signed by Officer) (i.e. Time on Station, Time in Grade, etc...)
	Letter of Lateness if submitted less than 9 months from retirement date (Signed by Soldier)
	Reenlistment contracts (DD 4-1,2,3) <i>(Not needed if you have 20 years or more of CONTINUOUS service)</i>
	DD 214, Certificate of Discharge (prior service), if applicable
	NGB 22, Certificate of Discharge (ARNG), if applicable
	AFRC 249-E-1, Retirement Points (USAR); NGB 23 (ARNG), if applicable
	Any document to show proof of military service not being credited (i.e. DD Form 220, LES, etc...)

Email: usarmy.schofield.imcom-pacific.mbx.retirement-services@mail.mil

Updated: 1 AUG 2016