

OFFICER RETIREMENT CHECKLIST

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

<input checked="" type="checkbox"/>	REQUIRED DOCUMENTS
	Memorandum requesting for Voluntary Retirement (Signed by Officer)
	Endorsement Memo signed by the Brigade Commander/O6. Retirement requests in the rank of O6/COL must be endorsed by the Chief of Staff, SEE or a GO.
	Signed Sexual Assault Memo (Signed by Officer)
	Retirement Information Sheet
	Retirement Certificate/US Flag Worksheet (Leave item 8, 10, and 11 blank)
	Retirement Biography
	Approved DA Form 31 with Control Number. Note: DA 31 can be submitted after notification of retirement approval.
	DA Form 71, Oath of Office and/or DD 4-1,2,3 (Initial Contract)
	PCS orders to Hawaii with names of command sponsored dependents, Command Sponsorship approval or ERD orders
	ORB (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 Officer)
	DD 214, Certificate of Discharge (prior service), if applicable
	NGB 22, Certificate of Discharge (ARNG), if applicable
	AFRC 249-E-1, Retirement Points (USAR), if applicable
	Appointment Letter
	USMA/ROTC Contract
	Any documents to show proof of credited military service

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