

## SAMPLE FORMAT OF A VOLUNTARY REQUEST

### LETTERHEAD

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Date

MEMORANDUM THRU

Commander (***Company Level, Battalion Level***)

Garrison Director of Human Resources, United States Army Garrison-Hawaii, (IMHW-HRM),  
Schofield Barracks, HI 96857-5000

**(Retirement requests in the ranks of LTC and below)**

FOR Commander, U.S. Army Human Resources Command (AHRC-OPL-R), 1600 Spearhead  
Division Avenue, Fort Knox, KY 40122

**(Retirement requests in the rank of COL)**

FOR Chief, Colonels Management Office, 200 Army Pentagon, Room 2A476, Washington, DC  
20310-0200

SUBJECT: Request for Voluntary Retirement

1. Under the provisions of law cited in AR 600-8-24, paragraph 6, I request that I be released from active duty and assignment on \_\_\_\_\_ (***last day of the month which retirement would otherwise be effective***) and placed on the retired list on \_\_\_\_\_ (***first day of the following month***) or as soon thereafter as practicable, and that I be transferred to the Retired Reserve immediately on retirement (***Regular Army officers omit last phrase***). I will have completed over (***number***) years of active service on the requested retirement date.

2. Assignment status: (***Enter organization and station to which you are currently assigned and duty station to which attached, if any***) (***i.e., Headquarters, U. S. Army Pacific, Hawaii, Fort Shafter, HI 96858***)

3. Authorized place of retirement: U.S. Army Transition Point (W3RB1A) Schofield Barracks,  
HI 96857-5000

4. Location of choice transfer activity: (***Members electing to be processed for retirement at a transfer activity other than Schofield Barracks, HI, enter the appropriate transfer activity, otherwise enter "not applicable."***)

5. I have been counseled as specified by AR 635-10, paragraph 2-10. I fully understand the provisions of AR 635-10, chapter 2, concerning entitlement to per diem, travel, and transportation allowances based on retirement at a location of choice transfer activity.

6. I have read AR 600-8-24, paragraphs 6-6 and 6-7. I am responsible for ensuring that a physical examination is completed not earlier than 4 months nor later than 1 month prior to my approved retirement date or start date of transition leave, whichever is earlier (subject physical

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to be arranged through coordination with my unit of assignment). I am aware that the purpose of this examination is to ensure that my medical records reflect as accurately as possible my state of health on retirement and to protect my interest and those of the Government. I also understand that my retirement will take effect on the requested date and that I will not be held on active duty to complete this examination.

7. In accordance with title 10, United States Code, I understand that - -

a. Enrollment in the Survivor Benefit Plan (SBP) is the only way that I may continue a portion of my retirement pay to my family at my death.

b. I must receive SBP counseling for my spouse and myself no less than 30 days before retirement.

c. I will be enrolled in full SBP coverage if I fail to elect otherwise in writing before my retirement.

d. I cannot elect less than full spouse SBP without my spouse's written agreement. I received a spousal concurrence for this purpose in conjunction with this application/letter. I realize there are other forms that must be completed during SBP counseling.

e. Failure to return the completed spousal concurrence statement to the proper officials prior to my retirement packet being sent to the Defense Finance & Accounting Service will result in my being irrevocably and irreversibly enrolled in SBP at full cost.

8. Address on retirement: **(enter a reliable forwarding address for mail)**

9. I am familiar with AR 600-8-24, paragraph 6-22 and understand that if the Secretary of the Army accepts this application, it may not be withdrawn except for extreme compassionate reasons or for the definitely established convenience of the Government.

10. I **(am/am not)** requesting a waiver of **(# of months)** months in accordance with AR 600-8-24. Para 6-16, of my time on station or time in grade active duty service obligation.

11. As of the date of this application, I have **(number)** days of accrued leave. I **(do/do not)** plan to take transition leave. **(If applicable, complete the following:)** I plan to take **(number)** days leave. I am requesting **(20/30)** days Permissive TDY.

12. I understand the provisions of AR 600-8-24, paragraph 6-1 and 6-2, pertaining to determination of my retired grade. Considering those provisions and after a review of my records, I believe that I am entitled to retire in the grade of **(grade)**. I understand that final determination of my retired grade will be made by HQDA and that I will be informed if I am not entitled to retire in the grade I have specified in this paragraph.

13. This application **(is/is not)** submitted in lieu of complying with PCS instructions.

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14. I understand that if I participated in certain advanced education programs, I may be required to reimburse the U.S. Government as stated in written agreement made by me with the U.S. Government under law and regulations.

15. My current duty telephone numbers are as follows: **DSN: (000-0000) Commercial: (000) 000-0000.**

16. A fax machine is available at the following: **DSN: (000-0000) Commercial: (000) 000-0000.**

**First Name MI Last Name  
Rank, Branch  
SSN**