



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND, ATLANTIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT CAMPBELL
39 NORMANDY BOULEVARD
FORT CAMPBELL, KENTUCKY 42223-5617

IMCB-HRM-RS

30 January 2015

MEMORANDUM FOR RETIRING SOLDIERS

SUBJECT: Retirement Application Procedures

1. Retirement applications may be submitted electronically from any location by scanning/emailing (ensuring to encrypt because of personally identifiable information being present) all required documents to the following address usarmy.campbell.imcom-southeast.mbx.dhr-mpsd-retire@mail.mil or by hand carrying to the Retirement Applications Office, 2702 Michigan Avenue (old Commissary) Room 213. If the Soldier is available it is preferred that the request be hand carried so that any documents that need to be signed can be done so on the spot. If scanned/emailed, all documents must be of sufficient quality as to be readable. An Assumption of Command order is required for any commander signing retirement requests in lieu of the actual commander. Note – Commanders may only recommend approval/disapproval as the GCMCA or HRC is the approval/disapproval authority. Depending upon your category (Enlisted, Officer) the application format varies **Enlisted Soldiers request retirement using DA Form 4187. Officers request retirement using a memorandum.**

a. Enlisted Soldiers will initiate their application **via DA Form 4187/4187-1-R**, Personnel Action, and submit through their chain of command (company, battalion, and brigade). The Unit Commander will sign the DA Form 4187 in block 12 and date block 13. Battalion and Brigade commanders will endorse by signing the DA Form 4187-1-R (Addendum). Requests may be submitted no earlier than 12 months, and no later than nine months prior to the requested retirement date. A memorandum signed by the Soldier justifying the reason for late submission (waiver) is required for those requests not meeting the required nine month timeline. As an exception, a memorandum of lateness is not required for those applications that are approved locally (see paragraph 6).

b. Officers and Warrant Officers will initiate their application **via memorandum** and submit through their chain of command (company, battalion, and brigade). The THRU addressee will line out and initial the THRU address line, note their recommendation (Recommend Approval or Disapproval) and date. **In addition, for the O-6 commander only, include the rank and full name or provide a separate endorsement from that commander.**

c. Officer and Warrant officer retirement requests may be submitted no earlier than 12 months before the requested retirement date, and no later than nine months prior to the **projected start date of transition leave**. A memorandum signed by the Soldier justifying the reason for late submission is required for those requests not meeting the required nine month timeline.

2. Required Documentation: Most recent Officer Record Brief or Enlisted Record Brief and all enlistment and reenlistment contracts (**DD Forms 4/1, 4/2 and 4/3 only**. Reenlistment contracts do not have a DD 4/3). Any enlistment/reenlistment contracts issued prior to a DD Form 214

being issued are not required. **DO NOT** include extraneous documents such as DD Form 1966, DA Form 3286, or enlistment physical results. Officers/warrant officers must also include their first DA Form 71, (Oath of Office) and first assignment order **if** assessed directly onto active duty. Officers and warrant officers must also include the Sexual Assault Statement. If any documentation is missing it may be downloaded from the Soldier's OMPF at the following web site: <https://iperms.hrc.army.mil>.

3. All Soldiers must also submit the following additional documentation if applicable: a copy of all DD Form 214's, NGB Form 23B and NGB Form 22 (National Guard Service), or ARPC FORM 249-E (USAR Service) in order to receive credit for any prior service. NGB Forms may or may not be in your OMPF. If not, you will need to contact your old National Guard unit or your state National Guard Headquarters. An ARPC Form 249-E may be found by logging into HRC's home page at www.hrc.army.mil, clicking on "My Records", logging in to the records portal and selecting "Reserve Record." Click on the link for the ARPC Form 249-2-E and print out the document.

4. In addition to the retirement application procedures established by the Fort Campbell Retirement Services Office, the following guidance is provided for retirement packets for Soldiers assigned to the 101st Airborne Division (AASLT) and major subordinate commands reporting directly to 101st Airborne Division (Air Assault):

a. Applications must include a copy (original copies of award recommendation will continue to be staffed to the appropriate agencies for final action separate from the retirement application) of the DA Form 638 (Recommendation for Retirement Award).

b. Applications must include copy (original copies of leave request will continue to be staffed to the appropriate agencies for final action separate from the retirement application) of the approved DA Form 31 (Transition Leave Form). Battalion Commanders (O-5) are delegated approval authority up to 30 days of PTDY.

c. Applications must include a Memorandum for Record from the Soldier acknowledging the requirement to participate in the installation Retirement Ceremony the month prior to the start of their transition leave/PTDY.

d. Retirement applications for Command Sergeants Major (CSM) assigned to the 101st Airborne Division (Air Assault), the 101st Sustainment Brigade (SB) and separate battalions under the TRA of the 101st SB will be submitted to the Division G1 office for endorsement from the CG on the DA Form 4187-1-R prior to submission to the RSO. These packets must include a FC Form 6 (Transmittal, Action and Control) routed thru the G1, DCSM, and CG. Once the packet is endorsed by the CG it will be returned to the CSM for submission to the RSO. Additionally, CSMs may be honored at their unit in lieu of standing in the Installation Retirement Ceremony.

5. Retirement in lieu of PCS: Soldiers who have at least 19 years, 6 months active federal service on the date that they are notified (CAP Cycle Date) that they are on PCS assignment may request to retire in lieu of PCS. The retirement application must be submitted and approved within 30 days of assignment notification. The retirement date will not be later than 6 months of

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the notification date, or on the first day of the month following the month in which 20 years of active federal service is completed, whichever is later.

6. Soldiers requiring a waiver(s) under the provision of AR 635-200, Chapter 12, (Enlisted Personnel) or AR 600-8-24, Chapter 6 (Officer and Warrant Officer), will provide a separate memorandum of justification signed by the **Soldier**.

7. Enlisted retirement applications for SSG (P) and above will be forwarded by this office to Human Resources Command (HRC) for approval. Non-promotable SSG's and below and those who are retiring at their Retention Control Point or Mandatory Retirement Date will be approved locally. All officer retirement applications will be forwarded to HRC for approval.

8. Additional information about pre-retirement and post-retirement services and assistance can be found at <http://www.campbell.army.mil/campbell/directorates/DHR/retire/Pages/RetirementServices.aspx>.

9. Point of contact is Mr. Faulkner at 798-5280, or theodore.w.faulkner4.civ@mail.mil or Ms. Spraberry at 270-956-3819, email address amy.l.spraberry.civ@mail.mil.

////////Original Signed////////
THEODORE W. FAULKNER
Retirement Services Officer