

Enlisted Retirement Checklist

- DA Form 2339
- DA Form 4187 and 4187-1-R
- DA Form 31 (LES required if CofS, JMTC is approving authority)
- Retirement Request Memo
- O-6 Approval Memo
- Enlisted Record Brief (ERB)
- Leaves and Earnings Statement (LES)
- Request for Waiver (if applicable)
- Letter of Lateness (if applicable)

Officer Retirements Checklist

- Officer Retirement Request Memorandum**
- Battalion Commander's Recommendation Memorandum (if applicable)**
 - Assumption of Command Orders (if applicable)
- Brigade Commander's Recommendation Memorandum (Mandatory)**
 - Assumption of Command Orders (if applicable)
- Letter of Lateness** (required for all actions submitted to HRC within 9 months or less of request date. If within 6 months, very strong justification is required with supporting documentation), if applicable
- Waiver Requests**, must contain justification and supporting documentation, if applicable
 - DEROS** (only required when requested separation date is prior to DEROS) [Officers requesting six-months or more should submit FSTC request in conjunction with resignation application]
 - ADSO** (e.g. Time-in-Grade, Tuition Assistance, etc.)
 - PCS** (If Retirement in lieu of PCS, packet is required within 30 days of AI to be received by HRC)
 - Any additional supporting documents (e.g. exception to policies, withdrawals, date changes, financial hardship)
- DA Form 7301-R Service Computation for Separation**
 - Both pages of form are included in file
 - Transition Center verified (check box 31 for Transition Specialist and Box 32 for signature)
- DA Form 31**
 - Approved by approval authority IAW AR 600-8-10
 - One form may include both Terminal Leave and PTDY (Block 7, check "OTHER"; Block 17, identify dates each "Terminal Leave" To and From; "PTDY" To and From)
- Current ORB** (dated within 14 days of packet submission to USAREUR)