
(Letterhead)

Office symbol

(Date)

MEMORANDUM THRU (Channels)

FOR: CDR, HRC (AHRC-OPD-A), 200 Stovall Street, Alexandria, VA 22332-0478

Subject: Voluntary Retirement

1. Under the provisions of law cited in AR 600-8-24, paragraph (number), I requester 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 currently assigned and duty station to which attached, if any.)
3. Authorized place of retirement: (Enter the authorized and directed transfer activity where required to be processed-AR 635-10, para 2-18a. If applicable, identify the CONUS debarkation area.)
4. Location of choice transfer activity: (Members electing to be processed for retirement at a transfer activity other than one prescribed by AR 635-10, para 2-18a, enter an appropriate transfer activity as provided by AR 635-10, para 2-19, otherwise enter "not applicable.")
5. I have been counseled as specified by AR 635-10, paragraph 2-19. I fully understand the provisions of AR 635-10, chapter 2, section V, 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 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 myself and my spouse 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

Figure 6-2. Sample format for voluntary retirement application

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. If AR 600-8-24, para 6-16, is applicable, continue with the information required by para 6-16g.)

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

12. I understand the provisions of AR 600-8-24, table 6-1 or 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.

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)

JOHN J. DOE
Colonel, IN
(SSN)

Note: Enlisted personnel applying for retirement in an officer grade will include their active duty enlisted rank and primary military occupation specialty.

Figure 6-2. Sample format for voluntary retirement application—Continued

(Letterhead)

Office symbol

(Date)

MEMORANDUM THRU (Channels)

FOR: CDR, HRC (AHRC-OPD-A), 200 Stovall Street, Alexandria, VA 22332-0478

Subject: Pre-Retirement Information

1. The following information is submitted in accordance with AR 600-8-24, (enter table 6-4, 6-5, or 6-6):
 - a. Assignment status: (Enter organization and station to which currently assigned and duty station to which attached, if any.)
 - b. Address on retirement: (Enter a reliable forwarding address for mail).
 - c. Authorized place of retirement: (Enter the authorized and directed transfer activity where required to be processed-AR 635-10, para 2-17. If applicable, identify the CONUS debarkation area.)
 - d. Location of choice transfer activity: (Members electing to be processed for retirement at a transfer activity other than one prescribed by AR 635-10, para 2-17, enter an appropriate transfer activity as provided by AR 635-10, para 2-18; otherwise enter "Not applicable").
2. I have been counseled as specified by AR 635-10, paragraph 2-18. I fully understand the provisions of AR 635-10, chapter 2, section V, concerning entitlement to per diem, travel, and transportation allowances based on retirement at a location of choice transfer activity.
3. I have read AR 600-8-24, paragraphs 6-6 and 6-7. I am responsible for completing the medical examination for Separation/Retirement Statement of option furnished by my unit of assignment, and I am responsible for ensuring that if a physical examination is desired that it is started not earlier than 4 months prior to my approved retirement date or the beginning of my transition leave, whichever is earlier (subject physical 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 upon retirement and to protect my interests and those of the Government. I also understand that my retirement will take effect on the scheduled date and that I will not be held on active duty to complete this examination.
4. 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 myself and my spouse 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.
5. My current duty telephone numbers are as follows:
DSN: (000-0000) Commercial: ((000) 000-0000)
6. A fax machine is available at the following
DSN: (000-0000) Commercial: ((000) 000-0000)

JOHN J. DOE
Colonel, LN
(SSN)

Figure 6-3. Sample format for preretirement Information



DEPARTMENT OF THE ARMY
1ST BATTALION, 4TH INFANTRY REGIMENT
172ND INFANTRY BRIGADE COMBAT TEAM
APO AE 09114

AEAGA-AGP

29 June 2009

MEMORANDUM FOR RECORD

SUBJECT: Victim of Sexual Assault Statement for Administrative Separation

1. DOD instruction 6495.02 and AR 600-200, Chapter 8, Sexual Assault Prevention and response Program Procedures requires Soldiers being administratively separated to sign a statement answering the following questions:

a. Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months? YES NO

b. If the answer to (a above) is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or you're reporting of the sexual assault. YES NO

2. The point of contact for this action is the undersigned at (Phone Number) and (E-mail Address).

JANE A. SMITH
CPT, AG
000-00-0000



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
4326 Jackson Boulevard
FORT JACKSON, SC 29207-5016

ATZJ-CG

MEMORANDUM FOR Director, Office of the AG, 5450 Strom Thurmond Blvd, ATTN: Retirement Services, Fort Jackson, SC 29207

SUBJECT: Voluntary Retirement for COL [REDACTED] XX-XX-1 [REDACTED]

1. Recommend approval/disapproval of the request for Voluntary Retirement on 1 September 2013 for COL [REDACTED], XXX-XX-[REDACTED] Chief of Staff, USATC&FJ, Fort Jackson, SC 29207.
2. COL [REDACTED] is not under any investigations or charges, awaiting results of trial, or administrative separation. He is not absent without leave (AWOL), in confinement of civil authorities, suffering from a severe mental disease or defect, or default in respect to public property or public funds.
3. The point of contact for this memorandum is the undersigned at (803) 751-7621.

Brigadier General, U.S. Army
Commanding