

PROCESS FOR ENLISTED VOLUNTARY RETIREMENT

AR 635-200, Active Duty Enlisted Administrative Separations

1. Requests will be completed on two documents: DA Form 4187, Personnel Action and DA Form 2339, Application for Voluntary Retirement; then forwarded to the appropriate chain of command, not earlier than 12 months before the retirement date or no later than 9 months before the requested retirement date or beginning date of transition leave, whichever is the earliest.
2. Each Soldier requesting retirement will, with the help of their personnel officer/S-1, complete DA Form 2339, in accordance with AR 635-200, Chapter 12, paragraph 12-13. When a waiver to a service obligation is requested, a justification will be included as an enclosure.
3. A memorandum or DA Form 4187-1 (Personnel Action Form Addendum) will be prepared by the DCSPER/G1 recommending approval/disapproval for all personnel assigned to HQ, USAMRMC; then the retirement request will be forwarded to the servicing Military Personnel Division (MPD). **Note: S-1's must communicate with the Military Personnel Division to ensure the position is back-filled.**
4. MPD will ensure the Soldier has enough active federal service time to retire by verifying/validating the DA Form 2339. Once this is completed, the retirement request will be sent to HRC. The retirement packet consists of the memo signed by the approving authority, initial request for retirement (DA Form 4187), DA Form 2339, and Enlisted Record Brief).
5. Once the packet is received at HRC, Enlisted Retirement/Separation Division; it is sent to several departments (Career Mgmt Mgr, Career Mgmt Branch, etc.). The approximate time for approval is 2 months. Upon approval, the Retirement/Separation Division provides a Personnel Control Number for MPD to publish the retirement orders.
6. MPD will notify the Command and individual through memorandum that the retirement request has been approved. The Soldier must submit a DA 31 (Request for Leave) for their permissive TDY and transition leave, in order for MPD to publish retirement orders.
7. Once orders are received, the Soldier will have two out processing appointments (initial and final) with MPD. The initial appointment date will be annotated in the orders. During the initial appointment, the Soldier will review their draft DD Form 214 (Certificate of Discharge) and be given a date for their final appointment.
8. During the final appointment the DD 214 will be validated.