

PROCESS FOR OFFICER VOLUNTARY RETIREMENT

AR 600-8-24, Officer Transfers and Discharges

1. Requests will be prepared according to AR 600-8-24, figure 6-2 and 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. Requests submitted outside the 9 month window, must be accompanied with a justification/waiver. This is a separate memorandum. The following statement must be included in the justification or the retirement request will be returned without action from HRC. **“A delay in submitting the request shortens the processing time and may preclude retirement on the requested date.”**
3. All Battalion level Commanders (0-6), retirement requests must be processed through the DCSPER/G1, to obtain the CG's approval. A memorandum will be prepared recommending approval and the packet will be forwarded to the appropriate servicing Military Personnel Division (MPD). Also, all personnel assigned to HQ, MRMC, requests for retirement must be processed through the DCSPER/G1. **Note: All Battalion level Commanders' are authorized to recommend approval for retirement requests within their Command. However, their S-1, must inform the DCSPER/G1 to ensure the position is back-filled.**
4. MPD will schedule an appointment for a Service Computation (DA Form 1506) to ensure the officer has enough active federal service time to retire. 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 1506, and Officer Record Brief).
5. Once the packet is received at HRC, Retirement/Separation Division; it is sent to several departments (Branch Mgr, Branch Division, Special Pay, 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 officer 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 officer 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 officer 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.