

Regulatory Guidance IAW

**AR 600-8-24 (Personnel-General
Officer Transfers and Discharges)**

******Note: Retirement memorandum must
be on official unit letterhead.******

Sample Memorandum for Officer Retirement Application

Your Office Symbol (600)

(Date)

THRU (BRIGADE COMMANDER COLONEL (0-6) OR HIGHER)

MEMORANDUM THRU Military Personnel Division, Retirement Services Office, ATTN: IMBE-HRM-OR, Fort Benning, GA 31905

FOR Commander, HRC, ATTN: AHRC-OPL-R, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5209

SUBJECT: Voluntary Retirement _____
(Grade, Last Name, First Name, SSN)

1. Under the provisions of law cited in AR 600-8-24, paragraph 6-21, I request that I be released from active duty and assignment on **(last day of 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 Federal 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: U. S. Army Transition Point (W2L5NT), Fort Benning, Georgia 31905-5010.

4. Location of choice transfer activity: **(Members electing to be processed for retirement at a transfer activity other than one prescribed by AR 635-8, para 4, enter an appropriate transfer activity as provided by AR 635-8, para 4-8, otherwise enter "not applicable.")**

5. I have been counseled as specified by AR 635-8, paragraph 4-9. I fully understand the provisions of AR 635-8, chapter 4, section I, 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, paragraph 6-6 and 6-7. I am responsible for ensuring that a physical examination is completed not earlier than four months nor later than one month prior to my approved retirement date or start date of transition leave, whichever is earlier (subject 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 interests 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 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 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.

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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 6-1(g).**

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, paragraph 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: _____ Commercial: _____.

16. A fax machine is available at the following: DSN: 835-XXXX Commercial: (706) 545-XXXX.

Soldier's Signature Block

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FOR Commander, HRC, ATTN: AHRC-OPL-R, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5209

SUBJECT: Voluntary Retirement Pertaining to LTC DOE, JAMES T., XXX-XX-XXXX

Recommend approval/disapproval.

COL (O-6) or Higher
SIGNATURE BLOCK