

UTAH ARMY NATIONAL GUARD

UNIT
ADDRESS
CITY, UT, ZIP

NGUT-XX

1 October 2014

MEMORANDUM THRU

COMMANDER, XXX Brigade, Address, City, Utah ZIP

DIRECTOR HUMAN RESOURCES, ATTN: HRO-A, 12953 South Minuteman Drive, Draper,
Utah, 84020

FOR THE ADJUTANT GENERAL, 12953 S Minuteman Drive, Draper, Utah 84020

SUBJECT: Request for Voluntary Retirement

1. I, (Rank) (Name), (SSAN), am requesting a voluntary retirement be approved with an effective date of (XX Month 201X, Final date in the military). I will have completed XX years of Federal Active Service on XX Month 201X.
2. In accordance with the TAG Policy Letter 12-08, I requesting an additional 10 days of Permissive Temporary Duty to transition into civilian life for job hunting purposes. I understand these days will not interfere with unit operational requirements and that I will be available if needed.
3. I will have XX days of leave accumulated by (Final date in the military) and plan on using the majority of my leave as Transition Leave. With the XX days of leave and 20 days Permissive TDY, I expect my last day to be (XX Month 201X, Last Duty Day).
4. Any questions regarding this matter may be directed to the undersigned at (801) XXX-XXX.

FIRST MI LAST NAME
RANK, UTARNG
UNIT, TITLE