

SAMPLE
(Unit Letter Head)

(Office Symbol)

(Date)

MEMORANDUM THRU

(Unit Commander)

(Battalion Commander)

(MACOM Commander)

FOR HQ, LAARNG, ATTN: LANG-DHR-A, Building 35, Jackson Barracks,
New Orleans, LA 70146

SUBJECT: Application for Voluntary Retirement (RE: **Your Name**)

1. References:

- a. AR 600-8-24, Officer Transfers and Discharges, Chapter 6.
- b. AR 635-200, Enlisted Personnel, Chapter 12.

2. I have read the reference above that applies to me and wish to apply for retirement effective 1 June 1998.

3. I will have obtained 20 years of service for retirement on 13 June 1998. I do have 2 years time in grade (TIG) or will have 2 years TIG before my requested retirement date

4. I wish to take 30 days of transition leave and sell 15 days of leave. I have sold 45 days of leave since 14 July 1976. (Note: maximum of 60 days may be sold per career).

5. I am requesting 20 days of Permissive Temporary Duty (PTDY).

6. I will be required to:

- a. Travel to Jackson Barracks to begin my retirement out-processing and counseling.

- b. Undergo a medical examination not earlier than 4 month, nor later than 1 month prior to my approved retirement/transition date.

- c. Attend a mandatory Survivor Benefits Program.

- d. Attend a 4 day Army Career and Alumni Program (ACAP) workshop.

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e. Attend the next semiannual Preretirement Briefing given at Fort Polk, LA. Briefings are given in March and September.

f. Out process through the Separation Station at Fort Polk, LA.

7. I may be contact at (unit number), or (home number). My home mailing address is 123 Turn Lane, Bunkie, LA 98765.

JOSEPH W. BROWN
123-45-6789
SFC, LA ARNG
HHC, 1/156 Inf

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Instructions:

This memorandum is intended to inform your chain of command of your decision to retire. It is to be forwarded through your chain of command to LANG-DHR-A.

Para 2: Enter the first day of desired retirement month not the last day of the preceding month. Example; if you have 20 years on 13 June your retirement date will be 1 July.

Para 3: This date should be the BASD on your NGB 23 PLUS 20 years.

Para 4: Enter the number of days of earned annual leave you will take prior to retirement. Enter the number of days you will sell, if you have not sold 60 days already. Enter also the number of days you have sold.

Para 5: You may request up to 20 days of PTDY. This in addition to the transition leave in para 4. PTDY is granted by the command.

Para 7: Enter your duty and home phone numbers. Also include your current home mailing address