

Enlisted Retirement Request (AR 635-200)

1. Receive DA Form 4187, DA Form 4187-1-R, DA Form 31(s), Ceremony info sheet, ERB and DA Form 200 from PAC clerk.
2. Review the DA Form 4187 for correct effective date of retirement, always the first day of the month (1 August 2008). Ensure that the signature dates from the Soldier and the Commander are not more than 12 months prior to the requested retirement date. If the Soldier signed the DA Form 4187 less than 9 months from the requested retirement date, ensure that a "9 month rule waiver" is noted on the form and justification is attached.
3. Ensure that if the Soldier is requesting to retire in Lieu of PCS that it is indicated in the "other" block and the notification line indicates the notification date and cycle number.
4. Ensure that the Soldier does not have a service obligation (i.e. Promotion, time on station).
5. Check EDAS and ERB for AEA code/levy notification. If AEA date is beyond requested retirement date, an AEA waiver is required and justification should be attached.
6. Ensure that the Soldier has the correct amount of transition leave days as indicated on the DA 31. If PTDY is indicated, ensure that it is not more than 20 days for CONUS and 30 days OCONUS (if enlisted from OCONUS) and it is signed by O5/LTC (if Tradoc Soldier, must be signed by GO).
7. Ensure that DA Form 4187-1-R (endorsement from higher command) is attached if applicable. Also, ensure that Commander's dates are after date that the Soldier dated the DA 4187.
8. After reviewing request for errors, sign DA 200 and attach a copy to each request.

9. Prepare a file folder for each Soldier indicating file number, title and year, rank, name, SSN, and retirement date.
10. Input appropriate information in database.
11. Complete worksheet.

12. Complete a service computation and print DA Form 2339 (application). Call Soldier to review and sign blocks 19 and 30, or mail the application to the Soldier with an instruction memo for review and signature.
13. After Soldier has signed application, prepare RSO memo for AHRC.
14. RSO sign application and memo, then scan and e-mail to AHRC Enlisted retirements branch.
15. Indicate date sent to AHRC on the AHRC status roster and in database.
16. Once the memo is received from AHRC, indicate approval or disapproval on AHRC status roster.
17. Prepare orders (see orders procedures and AR 600-8-105).
 - If request was disapproved, send memo to Soldier's command with the appropriate action needed (i.e. date change).