

### **Officer Retirement Request (AR 600-8-24)**

1. Receive memorandum for voluntary retirement, separate endorsement memo(s) from the command, DA Form 31(s), Ceremony info sheet, ORB and DA Form 200 from PAC clerk.
2. Review the memorandum for correct effective date of retirement, always the first day of the month (1 August 2008). Ensure that the signature dates from the Officer and the Commander are not more than 12 months prior to the requested retirement date or start of transition leave. If the Officer signed the memo less than 9 months from the start of transition leave, ensure that a "9 month rule waiver" is noted on the memo and justification is attached.
3. Ensure that if the Officer is requesting to retire in Lieu of PCS that it is indicated in the body of the memo.
4. Ensure that if the Officer has a service obligation it is indicated (i.e. Promotion, tuition assistance).
5. Ensure that the Officer 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 Officer, must be signed by GO).
6. Ensure that separate endorsement memo(s) from higher command is/are attached. Also, ensure that Commander's dates are after date that the Officer dated their memo.
7. After reviewing request for errors, sign DA 200 and attach a copy to each request.
  
8. Prepare a file folder for each Officer indicating file number, title and year, rank, name, SSN, and retirement date.
9. Input appropriate information in database.
10. Complete worksheet.
  
11. Complete a service computation and fax to Officer for concurrence. Once concurrence is given, request PRCN via PERNET (Omis). Note action on tag in file.
12. RSO sign memo, then scan and e-mail to AHRC Officer Retirements branch for LTC and below. E-mail to Colonels Division if LTC(P) or COL.
13. Indicate date sent to AHRC on the AHRC status roster and in database.
14. Once the PRCN is received, indicate approval or disapproval on AHRC status roster, database and tag in file.
15. Prepare orders (see orders procedures and AR 600-8-105).
  - If request was disapproved, prepare RSO memo to Officer's command with the appropriate action needed (i.e. date change).