



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF G-1**  
**300 ARMY PENTAGON**  
**WASHINGTON DC 20310-0300**

DAPE-ZA (600-8-24, 635-200)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Extension of Temporary Change to Timeline for Requesting Voluntary Retirement from Active Service

1. References:

- a. Army Regulation 600-8-24 (Officer Transfers and Discharges).
- b. Army Regulation 635-200 (Active Duty Enlisted Administrative Separations).
- c. Amendment to Temporary Change to Timeline for Requesting Voluntary Retirement from Active Service (18 April 2023).

2. In order to improve Soldier management and retirement planning, I hereby approve an extension to the temporary change to the timeline for Soldiers requesting voluntary retirement from active federal service. This extension will expire on 31 March 2025, unless the exception is made permanent.

3. Soldiers will submit voluntary retirement requests at least 12 months, but no more than 24 months, before their retirement date. Soldiers requesting voluntary retirement must have 18 or more years active federal service and be able to complete all service obligations by the requested retirement date.

4. A Soldier who has requested voluntary retirement will not be given orders for an involuntary permanent change of station (PCS). Soldiers with 18 to 19 ½ years of active federal service who are notified of a PCS may request retirement in lieu of the PCS within 30 days of the notification. The requested retirement date must not exceed 20 years of active federal service. Policy for requesting retirement in lieu of PCS remains otherwise unchanged.

5. POC for officer retirements is COL Joe A. Ratliff, [joe.a.ratliff.mil@army.mil](mailto:joe.a.ratliff.mil@army.mil), 703-695-7653. POC for enlisted retirements is COL Donald A. Fagnan, [donald.a.fagnan.mil@army.mil](mailto:donald.a.fagnan.mil@army.mil), 703-695-7992.

DOUGLAS F. STITT  
Lieutenant General, GS  
Deputy Chief of Staff, G-1

DAPE-ZA (600-8-24, 635-200)

SUBJECT: Requesting Voluntary Retirement from Active Federal Service

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army  
Commander

- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Futures Command
- U.S. Army Pacific
- U.S. Army Europe and Africa
- U.S. Army Central
- U.S. Army North
- U.S. Army South
- U.S. Army Special Operations Command
- Military Surface Deployment and Distribution Command
- U.S. Army Space and Missile Defense Command/Army Strategic Command
- U.S. Army Cyber Command
- U.S. Army Medical Command
- U.S. Army Intelligence and Security Command
- U.S. Army Corps of Engineers
- U.S. Army Military District of Washington
- U.S. Army Test and Evaluation Command
- U.S. Army Human Resources Command
- U.S. Army Corrections Command

Superintendent, U.S. Military Academy

Commandant, U.S. Army War College

Director, U.S. Army Civilian Human Resources Agency

Executive Director, Military Postal Service Agency

Director, U.S. Army Criminal Investigation Division

Director, Civilian Protection Center of Excellence

Superintendent, Arlington National Cemetery

Director, U.S. Army Acquisition Support Center

CF:

Principal Cyber Advisor

Director of Enterprise Management

Commander, Eighth Army