

Personnel Action Packet Checklist

T-11-A-6 Request for Retired Reserve (Voluntary)

1. SOLDIER'S NAME (Last, First MI) 2. RANK 3. EMAIL ADDRESS 4. DATE INITIATED

6. UNIT NAME 7. UIC 8. UNIT/RPAC POC RANK/TITLE NAME 9. RPAC NAME

10. POC CONTACT INFORMATION 11. GFC 12. RD 13. POC SIGNATURE

a. Phone:

b. Email:

14. REQUIRED PROCESS FLOW

a. Intermediate:

b. Intermediate:

c. Final Approval Auth:

15. Required Forms and Documents

1. Copy of this checklist
2. DA Form 4651 (must be signed by the Soldier and commander)
3. DA Form 4187 (must be signed by the Soldier and commander)
4. Chain of command recommendations (including GFC Commander's recommendation. Recommendations may be placed on the DA 4187, instead of memo format.)
5. DA Form 4856 completed and signed by Soldier and commander documenting face to face counseling
6. DA Form 4856 completed and signed by Soldier and CRTNCO
7. Copy of Soldier's DA Form 5016 showing at least 20 qualifying for retirement and "Twenty Year Letter"
8. Orders publishing authority uploads orders to iPERMS
9. Copy of DA 1059 showing completion of the Sergeants Major Academy (E-9 only)

Request CSM rank printed on the retirement certificates

Copy of the HRC CSM reappointment rights memo

10. Request for retirement recognition (Use checklist T-11-A-5)

11. Verify status for transfer of Post-9/11 GI Bill benefit

NOTE: Use for officers EXCEPT retirements in lieu of separation action (ILO-SEP) (see T-11-O-3). The effective date of transfer to the Retired Reserve for officers, other than retirement in lieu of board procedures, separation for failure to be selected for promotion, or mandatory removal for service or age will be 9 months from the date on which the officer signs the DA Form 4651. All other effective dates for officer or enlisted transferees to the Retired Reserve will be not less than 30 days from the orders publication date.

16. CERTIFYING HR STAFF MEMBER

17. RPSC STAFF SIGNATURE

SOLDIER'S NAME (Last, First MI) RANK

18. REMARKS