

RETIREMENT CHECKLIST

When a HIARNG Service Member wants to retire from the HIARNG and transfer to the Retired Reserve, MSC S1s/Separate Unit HR Agents will submit a packet to G1 Enlisted Branch or Officer Branch and cc the G1 Retirement NCO. All documents are required (unless otherwise annotated). Incomplete packets will be returned to the unit and the unit must resubmit the complete packet.

RANK / NAME (LAST, FIRST, MI): _____

Unit: _____ Last 4: _____

- ☐ Service Member's Memorandum for HIARNG Commander, ATTN: G1 requesting transfer into the Retired Reserve.
- ☐ DA form 4856 Counseling Form (must be permed prior to packet submission).
- ☐ Current Soldier Record Brief (Do not submit validated/certified briefs if they are not the current version).
- ☐ RPAS.
- ☐ 20-year letter.
- ☐ MSC S1/Separate Unit HR Agent has verified that there is no remaining service obligation IAW PPOM #13-023 and that the Service Member is eligible for retirement.