

DEPARTMENT OF THE ARMY
GEORGIA ARMY NATIONAL GUARD
RECRUITING AND RETENTION BATTALION
5019 GEORGIA HIGHWAY 42
ELLENWOOD, GEORGIA 30294-3438

GA-G1-R

1 March 2008

MEMORANDUM THRU

COMMANDER, 2ND REGIONAL R&R TASK FORCE (ATTN: MAJ JOHN DOE) 5019
GEORGIA HIGHWAY 42, ELLENWOOD, GEORGIA 30294-3438

COMMANDER, RECRUITING AND RETENTION BATTALION (ATTN: LTC DON
KNOTTS) 5019 GEORGIA HIGHWAY 42, ELLENWOOD, GEORGIA 30294-3438

CHIEF OF STAFF (ATTN: COL JOE SNUFF) 5019 GEORGIA HIGHWAY 42,
ELLENWOOD, GEORGIA 30294-3438

FOR HUMAN RESOURCES OFFICE (ATTN: MSG DENISE SUTHERLAND) HRO-
AGR, 5019 GEORGIA HIGHWAY 42, ELLENWOOD, GEORGIA 30294-3438

SUBJECT: Application for Voluntary Retirement

1. References:

- a. AR 600-8-24, Officer Transfers and Discharges, Chapter 6.
- b. AR 635-200, Enlisted Personnel, Chapter 12.

2. I Soldiers' Name, 999-88-7766, have read the reference above that applies to me and wish to apply for retirement effective: 31 December 2008.

3. I will have accumulated 20 years of Active Federal Service for retirement on 30 November 2008, but I understand that my effective date of retirement will be the last day of the month.

4. I wish to take 80 days of transition leave and sell 20 days of leave. I have sold 40 days of leave. (Note: maximum of 60 days may be sold per career). These days must be inclusive days.

5. I am requesting 20 days of Permissive Temporary Duty (PTDY) during: 11 – 14 September 2008, 18 – 21 September 2008, 25 – 28 September 2008, 2 – 5 October 2008, and 9 – 12 October 2008. DA Form 31(s) is attached for each period of time. Include control numbers and all blocks must have signatures. These days must be inclusive days.

6. My BASD is: 20 July 1987, PEBD is: 30 September 1985, (DOR) is: 23 June 1998, Highest Rank Held is: Sergeant First Class and DOB is: 20 February 1967.

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7. I will be required to:

a. Travel to (Active Duty Transition Center) Fort Benning or Gordon or McPherson or Stewart, GA to begin my retirement out-processing and counseling.

b. Undergo a mandatory medical examination not earlier than 4 month, nor later than 1 month prior to my approved retirement date. The date of my physical is: to be determined (TBD).

c. I am schedule to attend a mandatory Survivor Benefits Program (SBP) on: to be determined (TBD).

d. I am schedule to attend a mandatory Army Career and Alumni Program (ACAP) workshop on: to be determined (TBD).

e. I will out process through the Transition Separation Station at Fort Benning or Gordon or McPherson or Stewart, GA

8. I have included a copy of DA Form 137-1 (Unit Clearing Record). All signatures are required on second page of the DA 137-1.

9. I have included an updated LES.

10. I have included an updated RPAS.

11. I may be contacted at (unit number) (706) 222-3333, or (home number) (706) 111-2233, or (cell number) (770) 333-5555 or (email) devonne.a.williams@us.army.mil.

My home mailing address is: 1000 Avenue, Savannah, GA 33111-4306.

My mailing address upon retirement is: 4187 Hawaii Drive, Savannah, GA 33222-6043.

**SOLDIER'S NAME
SFC, GA ARNG
Recruiting and Retention NCO**