

UNIT LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

XXXXXXXX (Unit/Battalion/Directorate)

XXXXXXXX (MSC/Brigade)

FOR Human Resources Office AGR Branch (NGOH-HRO-M), 2825 West Dublin Granville Road,
Columbus, Ohio, 43235-2789

SUBJECT: Application for Retirement

1. I submit this application for retirement effective _____. (*Last day of a month*)

a. NAME:

b. SSN: XXXX (*Last 4 Digits*)

c. HOME ADDRESS:

d. UNIT OF ASSIGNMENT:

e. RETIREMENT DATE:

f. CURRENT LEAVE BALANCE:

g. LEAVE TO ACCUMULATE:

h. TOTAL LEAVE DAYS:

i. APPROXIMATE TRANSITION LEAVE DATE:

j. PCS REQUESTED:

k. BDD PROGRAM REQUESTED:

2. Point of contact for this correspondence is the undersigned at (*Phone and Email*)...

AGR Soldier Signature Block