

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code) Commander 428th FA Bde Fort Sill, OK 73503	2. TO (Include ZIP Code) Commander MPD-Personnel Separations Branch ATTN: IMSI-HRM-P(Retirements) Fort Sill, OK 73503	3. FROM (Include ZIP Code) Commander HHB, 428th FA Bde Fort Sill, OK 73503
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) Doe, John M.	5. GRADE OR RANK/PMOS/AOC E7/SFC/ 13B40	6. SOCIAL SECURITY NUMBER 000-00-0000
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/>	Service School (Enl only)	<input type="checkbox"/>	Special Forces Training/Assignment	<input type="checkbox"/>	Identification Card
<input type="checkbox"/>	ROTC or Reserve Component Duty	<input type="checkbox"/>	On-the-Job Training (Enl only)	<input type="checkbox"/>	Identification Tags
<input type="checkbox"/>	Volunteering For Oversea Service	<input type="checkbox"/>	Retesting in Army Personnel Tests	<input type="checkbox"/>	Separate Rations
<input type="checkbox"/>	Ranger Training	<input type="checkbox"/>	Reassignment Married Army Couples	<input type="checkbox"/>	Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/>	Reassignment Extreme Family Problems	<input type="checkbox"/>	Reclassification	<input type="checkbox"/>	Change of Name/SSN/DOB
<input type="checkbox"/>	Exchange Reassignment (Enl only)	<input type="checkbox"/>	Officer Candidate School	<input checked="" type="checkbox"/>	Other (Specify)
<input type="checkbox"/>	Airborne Training	<input type="checkbox"/>	Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/>	Voluntary Retirement

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. Requested Retirement Date: 1 August 2009 (Retirement date must be on the first of the month)
 2. ETS Date: 31 July 2014 or Indef
 3. Request PTDY: (# Days) 28 April 2009- 17 May 2009
 4. Request Transition Leave date: (# Days) 18 May 2009 - 31 July 2009 (leave will end on the last day of the month prior to requested retirement date)
 5. I understand that this application, once signed and submitted, is a bonding document and cannot be changed or withdrawn.
 6. Request choice of transfer: U.S. Army Transition Point (W6CS1A), Fort Sill, OK 73503.
 7. Current Address and Phone Number:
 8. Retirement Address and Phone Number:
 9. Unit Address and Duty Section Phone Number: (provide a good contact number)
 10. AKO Email Address:
 12. I am/am not in receipt of assignment orders.
 13. I am/am not in need of a waiver for time on station or time in grade.
 4 Encls
 1. DA Form 31 (Transition Leave)
 2. DA Form 31 (PTDY)
 3. ERB
 4. DD Form 214 (only if you have prior service time)

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

DAVID A. TIPPETT, LTC, FA, Commanding