

**ENLISTED
ENLISTED RETIREMENT SERVICES OFFICE**

DOCUMENTS NEEDED WHEN DROPPING RETIREMENT PACKET:

1. DA 4187
2. BACK PAGE OF DA 4187
3. DA 31 (Leave Form)
4. Enlistment/ Re-Enlistment Contracts
5. Extensions
6. ERB (Make sure you update the form before turning it in to us)
7. 2-1 (If you have it, it is very helpful to us)

IF YOU HAVE BEEN IN THE RESERVES WE NEED THE FOLLOWING DOCUMENTS:

- RPAM or Chronological Points History Document (AHRC Form 249-E) or LES's covering those periods you do not have contracts or extensions for.

IF YOU HAVE BEEN IN THE NATIONAL GUARD WE NEED THE FOLLOWING DOCUMENTS:

1. NGB 22
2. NGB 23
3. LES's covering those periods that you do not have contracts or extensions for.

IF YOU HAD A BREAK IN SERVICE WE NEED THE FOLLOWING DOCUMENTS:

1. DA 1506, If you do not have a DA1506 (you will have your battalion S-1 or your brigade S-1 complete one for you. You will need to provide them all necessary documents for your entire career from day 1 to the requested retirement date).
2. All previous DD FORM 214's, DD 215's, and all documents that put you on active duty status such as orders, etc.

Thank you

NOTE: If you have served in any other branch of service i.e... Army, Airforce, Marines, Navy and Coast Guard we will need all documents stated above to cover that period of military.