

Traditional Retirement Checklist



Required Documents:

- **Governor's Retirement Certificate Request Form as of Aug 2019**
 - Please allow up to ten weeks for processing the certificate request(s)

- **Presidential Letter of Appreciation Request (if applicable)**
 - Must be submitted at least 90 days prior to retirement date

- **DA 4187**
 - Must be signed by Soldier and Commander (digital signature)
 - Must select one option for #2 in the remarks

- **Reduction 4187 and Counseling Statement (if applicable)**
 - If the service member is not qualified to retire in current grade, a reduction 4187 must be included along with the reduction counseling statement

- **DA 4856 Retirement Counseling Statement**
 - Must be signed by the Soldier and Retention NCO, Readiness NCO, or Commander

All packets must be uploaded at least 6 months prior to retirement date.

Place all documents on the G1 tracker under Retirement Services

Email DISTRO Address: ng.tx.txarng.mbx.s-retirement-services@mail.mil only if you have any questions