DATE:

* **REQUESTS MUST INCLUDE THE FOLLOWING:**

LETTER OR AA FORM

COMPANY COMMANDER ENDORSEMENT (**IF APPLICABLE**)

COMMANDING OFFICER ENDORSEMENT

* **ENCLOSURES**

TBIR

APPENDIX J

RETIREMENT PREPARATION CHECKLIST

MISC ENCLOSURES

* **REFERENCES**
  + MCO P1900.16 CH2
    - SEPARATION AND RETIREMENT MANUAL

**THIS PACKAGE HAS MET ALL CRITERIA ON THE CHECK LIST**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

S-1 Signature