

Sanctuary Request Checklist (include w/ packet)

I. SOLDIERS SECTION (completed by Applicant) Include Checklist with Packet

It is Soldier's responsibility to submit application NLT 120 days prior to REFRAD date.

1. Name: (Last, First, MI)		2. SSN:	3. Grade/Rank:	4. ETS:	5. Branch: (Officers Only)
6. # Dependents:	7. DOR: YYYYMMDD	8. Highest Rank Held:	9. Email Address (AKO only):		
10. Current Address:		11. HOR Address: (if different than #10):		12. PEBD: YYYYMMDD	
				13. MOB Site:	
14. Home Phone #:	15. Cell Phone #:	16. Previous Unit UIC:	17. PMOS:	18. SMOS:	19. AMOS (ASI):
20. Order End Date:	21. DOB: YYYYMMDD	22. Total AFS (Estimated): YEARS MONTHS		23. Date last Physical Exam: YYYYMMDD	

II. Required Documentation (Provided by Applicant to HRC)

Type	Remarks
DA 4187 Requesting To Remain on AD	<p>To Human Resources Command, ATTN: AHRC-PLM-S (Sanctuary), 1 Reserve Way, St Louis, MO 63132 PURPOSE: Request to Remain on AD to Reach 20 yrs AFS. The following must on the DA Form 4187, Section IV:</p> <p>1 I am requesting to remain on AD as per 10 USC 12686a in order to obtain 20 years of Active Federal Service for Retirement. I will / have reached) over 18 years of AFS on _____.</p> <p>2. I understand that I will be assigned as needed by the Regular Army and may be pulled off my current MOB orders before the end of tour if needed. My projected REFRAD/DEMOB date is: _____.</p> <p>3. I did/did not receive a SSB or Separation pay from the RA. I understand that a prorated portion, to be determined by DFAS, will be recouped from my retirement pay.</p> <p>4. I understand that this request will not automatically qualify me for retirement and I must apply for retirement IAW the installation procedures of where I will be assigned.</p> <p>5. I understand that I am required to take 14 to 20 days of leave before leaving my MOB status. I understand that in order to transfer any additional leave from MOB status to AD I must get a memo from my command verifying that I will not cash in leave and will have X number of days that needs to be transferred. Memo must be signed by the first O5 in my chain. If time permits then I wish to take X number of days of leave before my demob date.</p> <p>6. My 3 stations of choice are: 1) _____ 2) _____ 3) _____</p>
DA 2A/2-1, ORB or ERB	Must be updated (Can be updated by hand). Soldier's signature must be current.
Current MOB Orders	A copy of current MOB orders and all amendments. ADOS/CO-ADOS must include original MOB order.
College Transcripts or Biographical Summary	Officers Only (copies are accepted) (failure to produce transcripts will not hold up sanctuary request)
NGB 23 or ARPC 249	Current NGB 23, Retirement Credits Record (National Guard), ARPC Form 249, Chronological Statement of Retirement Points (Army Reserve). These forms are NOT source document for active federal service; any active duty days shown on these forms that are over 90 days must be supported with either DD 214s, pay documents, or service school documents. Also, forward all orders that are consecutive with your current mobilization orders.
Copy of all DD214	Certificate of Release or Discharge from Active Duty (must be legible or attach a memo certifying the unreadable information)
DA Form 1059	From Last NCOES Completed. (Enlisted Only)
Promotion Order	Last Promotion Order
4-1 (Enlistment Contract)	Most Recent Enlistment Contract (First Page Only) (Enlisted ONLY)
Additional proof of AD	Orders showing consecutive active duty with your current mob order and pay documents.
OER/NCOER	Most Recent OER or NCOER.
<p>THIS DOES NOT APPLY TO ARNG SOLDIERS UNDER TITLE 32 STATUS IMMEDIATELY BEFORE MOBILIZATION. ALL SOLDIERS UNDER TITLE 32 MUST APPLY FOR THEIR ACTIVE DUTY RETIREMENT WITH THEIR RESPECTIVE TAGS.</p>	
<p>Email application and checklist to hrcsrctours@conus.army.mil or fax to (314)592-0603 Questions please call 314-592-0430</p>	

This form supersedes all previous editions. EFFECTIVE 21 September 2009