



RETENTION BEYOND MANDATORY REMOVAL DATE OR AGE RETENTION REQUEST



Name: _____ DOD: _____ Grade: _____

Branch/MOS _____ Age: _____ Current MRD: _____

Duty Status (select one): M-DAY TECH AGR

Unit: _____ UIC: _____ IPPS-A Position number: _____

PARA/LINE: _____ Duty Position: _____

MSC POC: _____ Phone #: _____

REQUIRED ITEMS:	WORKCENTER	COMMENTS/NOTES	INITIALS
TAG Endorsement	G1	Memorandum will be completed at OPB to be included with packet	
Individual's MRD Extension Request	INDIVIDUAL	Officer will provide a detailed memorandum stating reasons for requesting retention beyond MRD	
Unit Command Endorsement (Optional)	MSC/BN S1	Command Endorsement for MRD Retention through Chain of Command	
HRO Endorsement	MSC/BN S1	Must include verification of retirement annuity (MILTECH Only)	
Selection Board Record Brief	MSC/BN S1	ORB must be validated by the Soldier within 60 days of the date of the Board. https://www.hrc.army.mil/ > Record Review Tool > Soldier Self Service	
Individual Training Report (ITR)	MSC/BN S1	DTMS report showing ACFT within 12 months and HTWT within 6 months. See Appendix J in OPB SOP for instructions	
RPAM Statement	MSC/BN S1	Must be included in packet	
SF 50	MSC/BN S1	(MILTECH Only) MIL TECHs retained beyond their MRD must submit a request to change military or technician assignments to HRH for approval, prior to reassignment	
Assignment Orders	MSC/BN S1	(MILTECH Only)	
Evaluation Reports (Last 3 OERs)	MSC/BN S1	Required ONLY for MRD ETP requests approved by ASA M&RA	
DD Form 2088	MSC/BN S1	(Ecclesiastic Endorsement) (Chaplains Only)	
State Chaplain Letter of Recommendation	MSC/BN S1	(Chaplains Only)	
Security Clearance Verification Memo	MSC/BN S1	Verification of Security Clearance memo. Statement of Understanding required if clearance has not been awarded. Continuous evaluation within 5 years	
Individual Medical Readiness (IMR)	MSC/BN S1	PHA must be current within 12 month	
Current Medical License	MSC/BN S1	License/Credentials (AMEDD Only)	
State Surgeon LOR	MSC/BN S1	State Surgeon's Letter of Recommendation (AMEDD Only)	

Figure 6-2, GAARNG G-1/HR Actions Branch 1 October 2024



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Board Certification	MSC/BN S1	(AMEDD Only)	
Mobilization/Alert Orders	MSC/BN S1	Officers requesting a MRD for Voluntary Selective Continuation must be approved by NGB-HRH prior to deployment. (VOL SELCON Only)	
Promotion Information Report (PIR)	MSC/BN S1	Submit Promotion Information Report (PIR) from IPPS-A	
Previous Retention Documents	MSC/BN S1	Include any previously Retention approvals	
DA 1506	MSC/BN S1	Statement of Service - For Computation of Length of Service for Pay Purposes (If Applicable)	
ARNG HCM Recommendation	MSC/BN S1	(T10 Only)	

Send packet as a PDF Portfolio via IPPS-A Customer Relationship Management (CRM)
CRM Naming Convention: MRD XXX RANK NAME

NOTE: Active Duty officers MUST be in sanctuary (18 or more years of active duty service) in order to be retained beyond MRD to achieve 20 years active duty towards regular retirement.

Figure 6-2, GAARNG G-1/HR Actions Branch 1 October 2024