



OFFICER RETENTION BEYOND MANDATORY REMOVAL DATE REQUEST

Figure 6-2
1 October 2025



Section A: Administrative Data

NAME:	DODID:	EMPLID:	RANK:
PEBD:	DOR:	EMAIL ADDRESS:	BRANCH: AOC:
UIC:	UNIT:	IPPSA POSN #:	PARA/LIN: MOS (WO only)

INSTRUCTIONS: The below documents are required from all Officers who are requesting a Mandatory Removal Date extension.

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
SOLDIER REQUEST MEMORANDUM	SMMEMO	For DES, include authorization of release of health information	
CHAIN OF COMMAND LETTERS OF RECOMMENDATION	LOR	Optional	
SOLDIER TALENT PROFILE	STP	Must be current within 30 days of packet submission.	
EVALUATION REPORTS	EVAL	Last 3 OER's	
NGB 23A	RPAM		
INDIVIDUAL MEDICAL READINESS	IMR	PHA must be within 12 months	
INDIVIDUAL TRAINING RECORD	ITR	AFT must be in compliance with FM 7-22. HT/WT must be in compliance with AR 600-9.	
SECURITY CLEARANCE VERIFICATION MEMO	SEC	Statement of Understanding if clearance has not been awarded. CE date must be within 5 years.	
PREVIOUSLY APPROVED RETENTION BEYOND MRD DOCUMENTS	MRDDOCS		
MOBILIZATION/ALERT ORDERS	MOB	VOL SELCON Only	
MEDICAL DOCUMENTS	DES	Include MEB/PEB documents, DA 3349, memo from DES authority and 12301(h) orders.	

INSTRUCTIONS: The below documents are required from Officers who are MILTECH'S and are requesting a Mandatory Removal Date extension.

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
HRO ENDORSEMENT MEMO	HRO MEMO	Must include verification of retirement annuity.	
SF 50	SF50	SF required for all MILTECH's. Note: MILTECHS retained beyond their MRD must submit a request to change military or technician assignments to HRH for approval prior to reassignment.	
ASSIGNMENT ORDERS	ASGNORD	Assignments that do meet compatibility requirements and/or conditions of the approved retention are not authorized.	

INSTRUCTIONS: The below documents are required from Officers who are Chaplains and are requesting a Mandatory Removal Date extension.			
REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
DD FORM 2088	2088	Ecclesiastic Endorsement	
SENIOR ARMY CHAPLAIN LETTER OF RECOMMENDATION	SCLOR	If no SR Army Chaplain, the CoS LOR and CoC LORs are required.	
INSTRUCTIONS: The below documents are required from Officers who are AMEDD and are requesting a Mandatory Removal Date extension.			
REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
CURRENT MEDICAL LICENSE	LICENSE		
STATE SURGEON LETTER OF RECOMMENDATION	SSLOR		
BOARD CERTIFICATION	CERT		
All required documents will be labeled as Last Name_DOC and added to a PDF Portfolio for submission to OPM.			

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