

## SEPARATION/RETIREMENT INFORMATION AND QUESTIONNAIRE

DATE

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 8013 and 8032.

**PRINCIPAL PURPOSE:** To obtain certain information to expedite separation or retirement.

**ROUTINE USE:** The Separations Work Center uses this information to prepare separation documents and data for the preparation of identification cards for you and your dependents.

**DISCLOSURE IS VOLUNTARY:** Failure to provide requested data can delay receipt of separation orders, preparation of DD Form 214, preparation of identification cards and final separation or retirement outprocessing.

NAME (Last, First, Middle Initial)

GRADE

SSN

DATE OF SEPARATION/RETIREMENT

ARE YOU DUE A PROMOTION BEFORE YOU SEPARATE?

YES  NO

UNIT ASSIGNMENT

DUTY PHONE NO

HOME PHONE NO

MAILING ADDRESS AFTER SEPARATION/RETIREMENT (Include Zip Code/Phone Number)

HOME OF RECORD (City and State)

PLACE OF ENTRY INTO ACTIVE DUTY (City and State)

Temporary  Permanent

NAME AND MAILING ADDRESS OF NEXT OF KIN

TRAVEL PAY OR TRAVEL REQUEST TO (Which ever if farther)

Home of Record  Place of Entry

TERMINAL LEAVE? (If YES, effective date)

YES  NO DATE \_\_\_\_\_

PEMISSIVE TDY (If Authorized)

YES  NO DATE \_\_\_\_\_

MARRIED? (If YES, date and place)

YES  NO DATE \_\_\_\_\_

HOW DO YOU WANT YOUR SPOUSES NAME TO APPEAR ON RETIREMENT CERTIFICATE? (Please Print)

### LIST EACH DEPENDENT

#### SPOUSE:

NAME/SSN	DATE OF	RELATION	ADDRESS AFTER SEPARATION/RETIREMENT

#### CHILDREN

NAME/SSN	DATE OF	RELATION	ADDRESS AFTER SEPARATION/RETIREMENT

TYPE RETIREMENT CEREMONY

FORMAL  
 INFORMAL

IF INFORMAL, WHO DO YOU DESIRE TO PRESENT YOUR RETIREMENT CERTIFICATE(S)?

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).