

Sanctuary Request Checklist (include w/ packet)

ONLY COMPLETE CHECKLIST and DA Form 4187 IF SOLDIER IS ON MOBILIZATION / ADOS ORDERS!!

It is Soldier's responsibility to submit application NLT 120 days prior to REFRAID date.					
1. LAST NAME, FIRST NAME :		2. SSN:	3. Rank:	4. PMOS:	5. USAR or ARNG:
6. DOR: YYYYMMDD	7. ETS: YYYYMMDD	8. Home Of Record (must match SRB):	9. Email Address (Enterprise email only): DAVID.E.SHIVELY.MIL@MAIL.MIL		
10. DEMOB Site:		11. Order End Date:		12. Total AFS (Estimated): YRS MTMS	
13. Phone # (where you can be reached during this process):		14. Promotable: YES or NO (See Promotable Status remarks below)			
Type	Remarks				
DA 4187 Requesting To Remain on AD	To: Human Resources Command, ATTN: AHRC-EPF-M (Sanctuary), 1600 Spearhead Division Avenue, Fort Knox, KY 40122 PURPOSE: Request to Remain on AD - Sanctuary. DA Form 4187 example @ https://www.hrc.army.mil/content/Enlisted%20Sanctuary%20Program .				
SRB	Must be updated/current. Used to validate HOR, Security Clearance, ETS date, MOS, Branch of Service and PHA date.				
Current MOB Orders	A copy of current MOB orders and all amendments. ADOS/CO-ADOS must include original MOB order. NO AT/ADT orders.				
NGB 23 or DA Form 5016	- <u>Current</u> NGB 23, Retirement Credits Record (National Guard). - DA Form 5016, Chronological Statement of Retirement Points (Army Reserve). **These forms are NOT source documents for active federal service served in other services (i.e. USMC, etc.); any active <u>duty</u> days shown on these forms that are over <u>90 days</u> must be supported with either DD 214s or pay documents.				
Copy of <u>all</u> DD214s/ DD215s	Certificate of Release or Discharge from Active Duty (<u>must be legible</u> or attach a memo certifying the unreadable information)				
DD Form 4 series	Initial Enlistment Contract and most recent Enlistment Contract				
Security Clearance Verification Memo	Current memorandum from Security Office (S2/G2/J2) verifying Soldier's security clearance (JPAS).				
Additional proof of AD	LES and/or Master Military Pay Account (MMPA) Military LES requests: https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5242 .				
DA Form 705	- Must <u>have</u> a valid Physical Fitness Test within 12 months of application. - Must <u>have</u> a valid Physical Health Assessment within 12 months of application (update SRB).				
Disqualifying Factors	- Must <u>not</u> be an ARNG (AGR) or a Regular Army Retired Recall Soldier. - Must <u>not</u> be on Annual Training (AT), Active Duty Training (ADT) or Initial Active Duty for Training (IADT) order. - Must <u>not</u> be pending adverse action. - Must <u>not</u> be pending a medical retention board (MRB), physical evaluation board (PEB), enrolled in the Disability Evaluation System (DES) or assigned to a Warrior Transition Unit (WTU).				
Exception to Policy (ETP)	SM must meet <u>ALL</u> requirements, no exceptions . There are no exceptions to policy (ETP) for the Sanctuary Program. Do not submit an ETP, as it will be returned without action (RWOA).				
Promotable Status (if applicable)	If promoted prior to or during Sanctuary, SM is required to initiate and coordinate reassignment to the position to which promoted w/in 90 days of promotion IAW promotion order and AMDR 2019. SM will be REFRAID into the promoted position to complete the SRR (Service Remaining Requirements).				
<p>Email application, checklist and supporting documents in one attached scanned PDF file to email: usarmy.knox.hrc.mbx.epmd-sanctuary-section@mail.mil.</p> <p>Any questions, please call 502-613-5962</p>					
<p>This form supersedes all previous editions. EFFECTIVE 15 November 2019</p>					