

# RETAIN for UCMJ Extension Checklist

Name: (Last, First MI)		Mobilized Reserve/NG Unit Name / UIC and Address:		
Home of Record:	Rank:	Active Duty Unit, (UIC) and Address of unit to be assigned to during Proceedings:		
	MOS:	JAG POC:	Email Address(s) for orders to be Sent To:	
DOR:	PEBD:	JAG POC Number:	Soldier's Total AFS:	Current ETS on RC contract:

Documents Needed	Remarks
<b>GENERALS LETTER</b>	Letter of endorsement from the General Court-Martial Convening Authority (GCMCA). If GCMCA is of the rank of O6 please include appointment orders as GCMCA.
<b>MOB ORDERS AND AMENDMENTS</b>	Unit with Annexes and individual orders (including any extensions).
<b>DA FORM 4187 REQUESTING INVOLUNTARY RETENTION ON ACTIVE DUTY FOR UCMJ ACTIONS</b>	Include reason/justification. Effective date of Demobilization. # of days retention requested (up to 179 days on first order) (See below for extensions.) Unit soldier will be assigned to during duration of the extension (UIC must be included). list a number for a POC from Mob unit and JAG. This 4187 must be signed by the Commander.
<b>Circle the appropriate answer that applies.</b>	
Is soldier currently at the installation?	YES                      NO
Is Govt Housing available (BAO, BAO, Barracks)?	YES                      NO



Must provide a point of contact and keep in contact with this office on a monthly basis to update status of UCMJ proceedings.

Witness should not apply for court martial extension. Soldier needs to go through their Unit Officer if requiring an extension.

When action is complete you must send a copy of the DD214 and Refrad orders to our office. This is required to drop soldier from pay system effective last day of the order.

Point of contact must be provided and the conclusion of UCMJ proceedings.



**DO NOT ISSUE A DD214 AT END OF MOB WAIT UNTIL RELEASED FROM ACTIVE DUTY.**

**To Request an Extension or Report a Soldier being Released from UCMJ Order Contact:**

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 Alexandria, VA 22332  
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