

Supporting Documents to be submitted in IPPS-A for

Voluntary Retirement Packet (OFFICERS/WARRANT OFFICERS)

- REQUEST FOR VOLUNTARY RETIREMENT MEMORANDUM SIGND BY SOLDIER
- IPPS-A LEAVE REQUEST OR ITINERARY MEMORANDUM
- DD 93 (pgs. 1-2)
- SGLI(pg. 1)
- SEXUAL ASSAULT MEMORANDUM (Signed by Soldier)
- COMPANY CDR/BATTALION CDR/BRIGADE CDR ENDORSEMENT MEMO
- CURRENT LEAVE & EARNINGS STATEMENT (LES)
- UPDATED SOLDIER TALENT PROFILE (STP)
- EDUCATION MEMO (ADSO) EDUCATION CENTER
- COPY OF INITIAL SERVICE OBLIGATION, AND OATH OF OFFICE (DA 71)
- ORDERS BRINGING YOU ON ACTIVE DUTY AS AN OFFICER (Usually a TDY enroute Order)
- ALL ENLISTMENT CONTRACT(S) (pgs. 4/1, 4/2, & 4/3) (3 PAGES ONLY) (If Applicable)
- ANY PRIOR 214's, NGB 22, AND ARNG/USAR RETIREMENT POINT STATEMENT (NGB 23-for previous Army National Guard Time/ APRC 249-for previous Reserve Time or DA Form 5016) (If Applicable)
- LETTER OF LATENESS MEMORANDUM (Signed by O-5 or Above) IF SUBMITTED 9 or LESS THAN 9 MONTHS OUT (If Applicable)

PLEASE UPLOAD DOCUMENTS IN ONE FILE OR AS FEW AS POSSIBLE