




Supporting Documents to be submitted in IPPS-A for
Voluntary Retirement Packet (OFFICERS/WARRANT OFFICERS)

- 
- ▶ 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

