



Supporting Documents to be Submitted in IPPS-A for
Voluntary Retirement Packet (ENLISTED SOLDIERS)



- ▶ IPPS-A LEAVE REQUEST OR ITINERARY MEMORANDUM
- ▶ DD 93 (pgs. 1-2)
- ▶ SGLI (pg. 1)
- ▶ SEXUAL ASSAULT MEMORANDUM (Signed by Soldier)
- ▶ CURRENT LEAVE & EARNINGS STATEMENT (LES)
- ▶ UPDATED SOLDIER TALENT PROFILE (STP)
- ▶ ALL ENLISTMENT CONTRACT(S) (pgs. 4/1, 4/2, & 4/3) (3 PAGES ONLY)
- ▶ ALL RE-ENLISTMENT CONTRACTS (pg. 4/1) (1 PAGE ONLY)
- ▶ ALL ENLISTED CONTRACT EXTENSION(S) (1 PAGE 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 & Above) IF SUBMITTED 9 or LESS THAN 9 MONTHS OUT (EXCEPT QSP/QMP) (If Applicable)
- ▶ QMP/QSP NOTIFICATION LETTER (If Applicable)

PLEASE UPLOAD DOCUMENTS IN ONE FILE OR AS FEW AS POSSIBLE

