



Enlisted Voluntary Retirement Documents

- ✓ **IPPS-A PAR (replaces DA 4187)**
 - effective date should be requested date of retirement
 - remarks from 4187 should be in PAR
- ✓ **Single PDF attachment must include:**
 - **Sexual Assault memo**
 - **Approved absence request**
 - **Assumption of Command order (if applicable)**
 - **ETPs (if applicable)**
 - **STP** *may be separate attachment due to size restrictions
- ✓ **Must be routed through O6 as intermediate approver for endorsement**
- ✓ **Submit to KNOX_MPD_RETIREMENT UDL as intermediate approver**

Transition Services Branch (TSB)





Officer Voluntary Retirement Documents

✓IPPS-A PAR

- effective date should be requested date of retirement

✓Single PDF attachment must include:

- Officer request for voluntary retirement memo COL
- commander or higher endorsement memo
- Approved absence request
- STP *may be separate attachment due to size restrictions
- Sexual assault memorandum
- Waiver memorandum (if applicable)

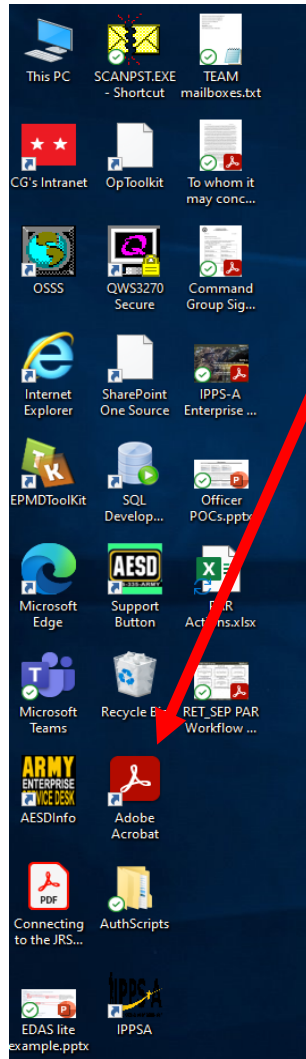
✓Submit to KNOX_MPD_RETIREMENT UDL as intermediate approver

Transition Services Branch (TSB)



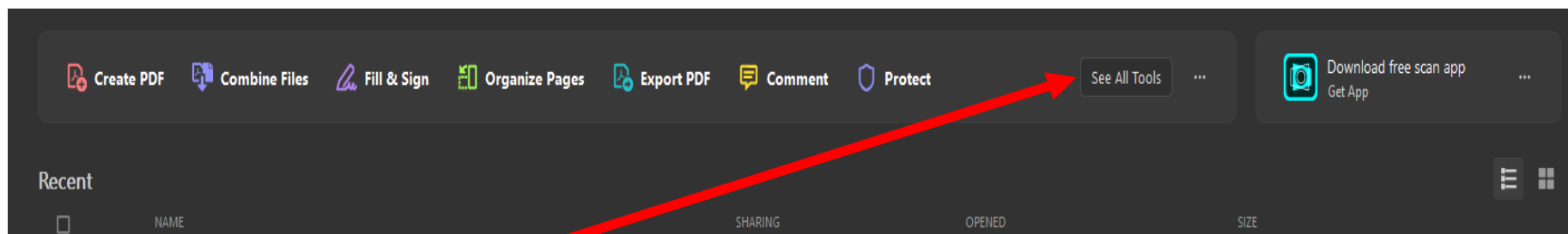
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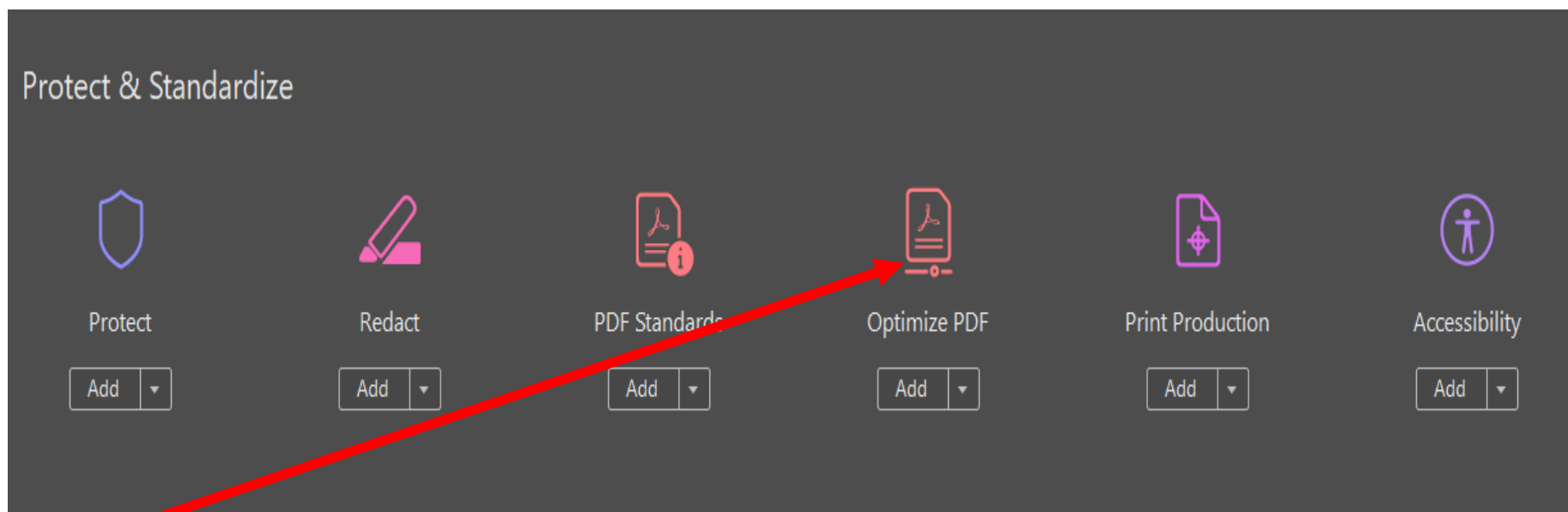


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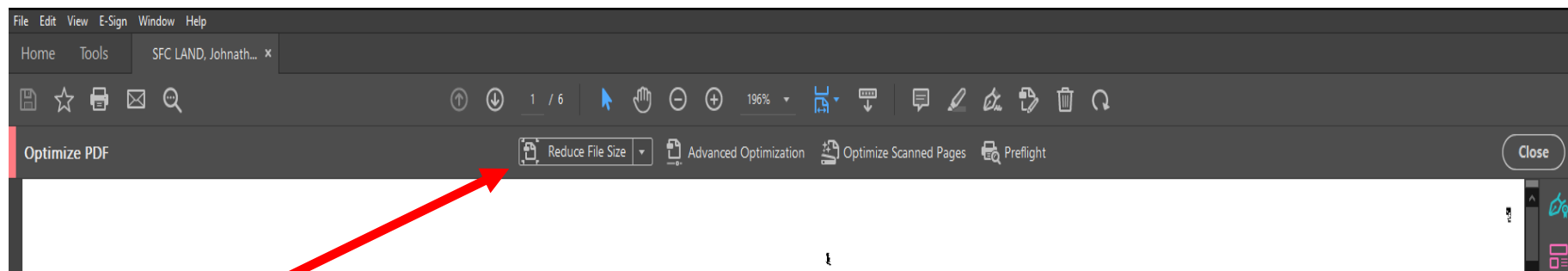
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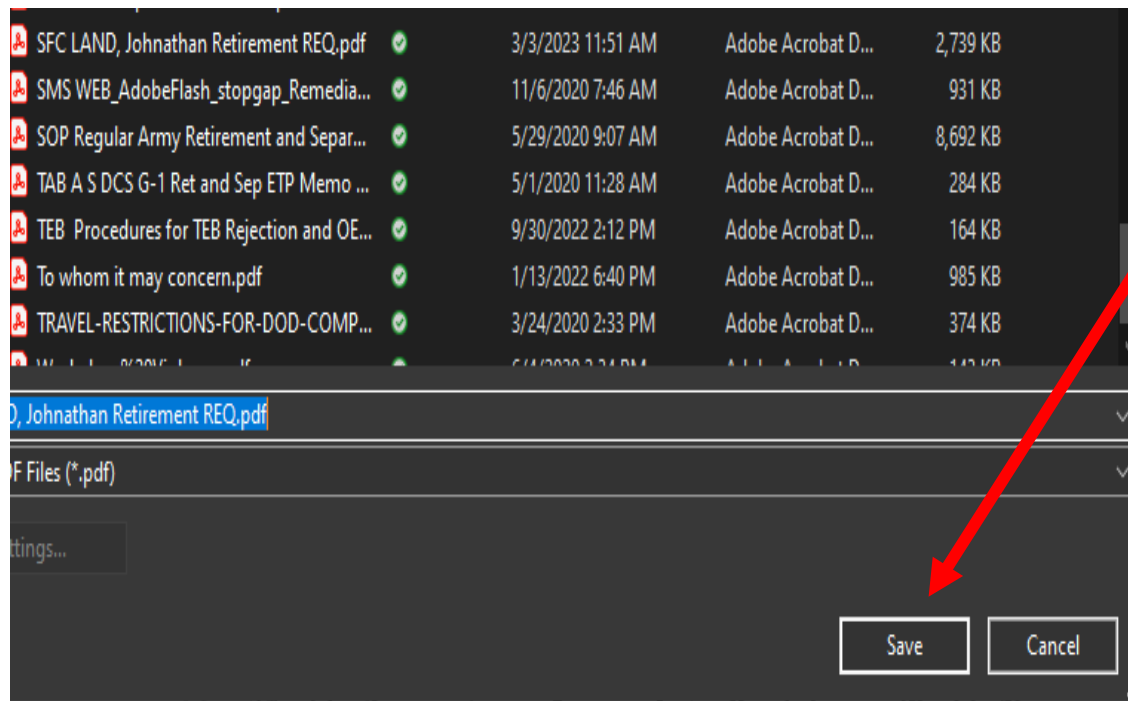
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Name	Status	Date modified	Type	Size
Microsoft GINA Logon Instructions.pdf	✓	2/2/2022 11:41 AM	Adobe Acrobat D...	695 KB
RCP History.pdf	✓	3/31/2020 12:43 PM	Adobe Acrobat D...	54 KB
RE_Veterans Inquiry Branch (UNCLASSIF...	✓	10/14/2020 10:39 AM	Adobe Acrobat D...	155 KB
RET_SEP PAR Workflow Flowchart V1.pdf	✓	2/10/2023 11:19 AM	Adobe Acrobat D...	186 KB
Revised HRC Holiday Guidance for CY 20...	✓	11/19/2020 4:11 PM	Adobe Acrobat D...	137 KB
SECARMY Memo Flags and Bars Vaccinat...	✓	11/18/2021 11:16 AM	Adobe Acrobat D...	145 KB
SecArmy Memo-Revised DoA Approve D...	✓	4/24/2020 11:22 AM	Adobe Acrobat D...	361 KB
SECDEF Memo to Force - Vaccinations (9 ...	✓	8/11/2021 9:47 AM	Adobe Acrobat D...	82 KB
SecDef Memo-Modified Travel Restrictio...	✓	4/20/2020 3:32 PM	Adobe Acrobat D...	1,170 KB
Service Computation Jan 2017.pdf	✓	1/26/2021 4:44 PM	Adobe Acrobat D...	378 KB
SFC LAND, Johnathan Retirement REQ.pdf	✓	3/3/2023 11:51 AM	Adobe Acrobat D...	2,739 KB
SMS WEB_AdoFlash_stopgap_Remedia...	✓	11/6/2020 7:46 AM	Adobe Acrobat D...	931 KB
SOP Regular Army Retirement and Separ...	✓	5/29/2020 9:07 AM	Adobe Acrobat D...	8,692 KB
TAB A S DCS G-1 Ret and Sep ETP Memo ...	✓	5/1/2020 11:28 AM	Adobe Acrobat D...	284 KB
TEB Procedures for TEB Rejection and OE...	✓	9/30/2022 2:12 PM	Adobe Acrobat D...	164 KB
To whom it may concern.pdf	✓	1/13/2022 6:40 PM	Adobe Acrobat D...	985 KB



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