

ETS/CHAPTERS (SEPARATIONS) PROCESSING CHECKLIST

Packets are to be submitted 6 months prior to a Soldier's ETS.

Letter of Lateness is required if packet is submitted less than 90 days of ETS.

Packets must be submitted in IPPS-A in ONE attachments; UDL: 000000000039364

• Initial Enlistment Contract (page of 4/1, 4/3: obtained through IPERMS) • DD FORM 1966 can replace page 4/3
• Soldier Talent Profile (STP) • SM PROFILE (located under Profile Management in IPPS-A)
• Approved absence request form (leave must end on date of separation) • Packet will be returned without action if the approved absence request form is not submitted.
• Current LES
• Prior DD 214s, DD 220, DA 5016 (if applicable)

NOTES:

- If transferring to the RESERVES/NATIONAL GUARD submit your DA FORM 5691
- **CHAPTER PACKETS** must be submitted along with a standard ETS Packet.
- DD214 draft will be available to service members in IPPS-A 10 days prior to the start of leave or separation date. You must work with your S1 to update your Soldier profile in IPPS-A.

July 8, 2025