

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 within 90 days or less of date of separation.

(LOL must be signed by Company CDR)

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

<ul style="list-style-type: none">• Initial Enlistment Contract (Copies of 4/1, 4/2, 4/3 obtained through iPERMS)
<ul style="list-style-type: none">• SRB/ORB• STP• SM PROFILE (S1 can find under Profile Management via IPPS-A)
<ul style="list-style-type: none">• SGLI (Updated within the last 6 months)
<ul style="list-style-type: none">• DD93 (Updated within the last 6 months)
<ul style="list-style-type: none">• Approved absence request form (leave must end on date of separation)
<ul style="list-style-type: none">• LES (recent copy)
<ul style="list-style-type: none">• Prior DD 214s, DD 220, DA 5016 (if applicable)

NOTES:

- **Chapter packets must be submitted along with a standard ETS Packet.** (Clear distinction b/t the two should be made)
- **SRB or SM Profile is required to add Military Education/Awards/Tabs/Ribbons/Decorations to DD 214.** We understand the latest SRB will be dated Nov of 2022. If any Mil Ed Courses or Awards are missing, please provide key supporting documents such as memos, certificates of completion, and 1059s.

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