

OFFICER SEPARATIONS (UQR)

(It can take up to 8 weeks to be approved, Officers are not authorized PTDY or TAMP benefits for voluntary separation)

Packets must be submitted via IPPS-A in *ONE* attachment; UDL: 000000000039364

<u>HUMAN RESOURCES COMMAND</u> <u>MUST FIRST APPROVE YOUR SEPARATION REQUEST</u>	<u>REQUEST FOR ORDERS</u> <u>ONCE SEPARATION HRC APPROVES</u>
• Soldier Request for Separation (requested between 6 and 12 months PRIOR to requested separation date)	• Initial orders bringing SM on to active duty and amendments, if applicable
• Chain of Command Endorsements	• Oath of Office (DA Form 71)
• Separation Counseling (IAW AR 600-8-24 Ch 2 & 3; signed by O-6 or GS-15)	• Current LES • Approved absence request form
• Sexual Assault Memo • Soldier Talent Profile (STP)	• Prior DD 214s, NGB Form 22, DD Form 220, DA Form 5016 (if applicable)
• Reserve Career Counselor Memo	
• Tuition Assistance Acknowledgement Memo • ADSO Waiver (if applicable)	• Soldier Talent Profile (STP) (S1 can located this under Profile Management in IPPS-A)

ADDITIONAL NOTES:

PER MILPER MESSAGE 10-223, date changes and withdrawals must be submitted to HRC NLT 45 days from the approved separation date. If not, an exception to policy MUST be submitted along with a request signed by an O-6.

NOTE: SM Profile is required to add Military Education/Awards/Tabs/Ribbons/Decorations to DD 214.

- 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