

## **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

**\*\*DO NOT ATTACH EVERY INDIVIDUAL DOCUMENT; WILL BE RWA IF INCOMPLETE\*\***

<b><u>HUMAN RESOURCES COMMAND</u></b> <b><u>MUST FIRST APPROVE YOUR SEPARATION</u></b>	<b><u>REQUEST FOR ORDERS</u></b> <b><u>ONCE SEPARATION IS APPROVED</u></b>
<ul style="list-style-type: none"><li>• Soldier Request for Separation (requested between 6 and 12 months PRIOR to requested separation date)</li></ul>	<ul style="list-style-type: none"><li>• Initial orders bringing SM on to active duty</li></ul>
<ul style="list-style-type: none"><li>• Chain of Command Endorsements</li></ul>	<ul style="list-style-type: none"><li>• Oath of Office (DA Form 71)</li></ul>
<ul style="list-style-type: none"><li>• Separation Counseling (IAW AR 600-8-24 Ch 2 &amp; 3; signed by O-6 or GS-15)</li></ul>	<ul style="list-style-type: none"><li>• SFL-TAP Requirements Met Form</li><li>• LES</li><li>• Approved absence request form</li></ul>
<ul style="list-style-type: none"><li>• Sexual Assault Memo</li></ul>	<ul style="list-style-type: none"><li>• All prior DD 214, NGB Form 22, DD Form 220, DA Form 5016 (if applicable)</li></ul>
<ul style="list-style-type: none"><li>• STP &amp; ORB</li></ul>	<ul style="list-style-type: none"><li>• DD93 (updated within 6 months)</li></ul>
<ul style="list-style-type: none"><li>• Reserve Career Counselor Memo</li></ul>	<ul style="list-style-type: none"><li>• SGLI (updated within 6 months)</li></ul>
<ul style="list-style-type: none"><li>• Tuition Assistance Acknowledgement Memo</li><li>• ADSO Waiver (if applicable)</li></ul>	<ul style="list-style-type: none"><li>• STP &amp; ORB or SM PROFILE (S1 can find under Profile Management via IPPS-A)</li></ul>

### **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 request signed by an O-6.

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

**Last Names: A-M:** Ms. Wilkinson Office Phone: (301) 677-9583 E-Mail: [hawa.t.wilkinson.civ@army.mil](mailto:hawa.t.wilkinson.civ@army.mil)

**Last Names: N-Z:** Ms. Lopez Office Phone: (301) 677-9581 E-Mail: [cynthia.lopez37.civ@army.mil](mailto:cynthia.lopez37.civ@army.mil)