# DISABILITY SEPARATIONS CHECKLIST

ENLISTED OFFICER

|  |  |
| --- | --- |
| * **Initial Enlistment Contract (4/1, 4/2, 4/3) \*\*DD Form 1966 can replace the 4/3** | * **Active-duty order and amendment(s) bringing SM onto active duty for current period of Active Duty (AD),** * **DA FM 71 for current period of AD**   **a** |
| * **All prior DD Form 214s/NGB Form 22, NGB 23/DD Form 220 (IF APPLICABLE)** * **DA Form 5016 (retirement point sheet, applicable to SMs with prior Reserve time)** * **Absence Request(s)** * **Commander’s Counseling Statement** * **Most Current LES** | * **All prior DD Form 214s/NGB Form 22, NGB 23/DD Form 220 (IF APPLICABLE)** * **DA Form 5016 (retirement point sheet, applicable to SMs with prior Reserve time)** * **Absence Request(s)** * **Commander’s Counseling Statement** * **Most Current LES** |
| * **DD Form 93 & SGLI (Updated within one year)** * **Enlisted Record Brief (ERB)** * **Soldier Talent Profile (STP)** * **DD Form 2648 (TAP)** | * **DD Form 93 & SGLI (Updated within one year)** * **Officer Record Brief (ORB)** * **Soldier Talent Profile (STP)** * **DD Form 2648 (TAP)** |

**Provide all documents in 1-3 Attachments**

**Ms. Karon Pouncy**

**karon.t.pouncy.civ@army.mil (301) 677-9434**

**MPD RETIREMENT UDL:** 000000000039795**/ (Please add as APPROVER)**

**EFFECTIVE 20240307**