

## REQUEST FOR SEPARATION ORDERS INFORMATION SHEET

This information is used to complete your separation orders and DD214. Correct, current information is critical. All fields that are applicable to separations (ETS, Chapters, Medicals or Officer Separations) are mandatory. Provide the best information possible, and please ensure the information is clear and legible. **DUE TO IPPS-A WE ARE PROCESSING ETS ORDER 90 DAYS OUT FROM THE SOLDIERS ETS DATE.**

Packets can be emailed to: [usarmy.stewart.id-readiness.mbx.dhr-transition-outprocessing@army.mil](mailto:usarmy.stewart.id-readiness.mbx.dhr-transition-outprocessing@army.mil)  
(**subject line must read: ETS Packet & SM Full Name**)

### TYPE OF SEPARATION (please check one)

\_\_\_ ETS    \_\_\_ Chapter    \_\_\_ Medicals w/less than 30%    \_\_\_ Officer REFRAD

### PERSONAL INFORMATION:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Rank: \_\_\_\_\_ Unit/BDE: \_\_\_\_\_

army.mil email address: \_\_\_\_\_

Civilian email address: \_\_\_\_\_

**Note: due to security protocols orders may not deliver to civilian emails**

Cell Phone #: \_\_\_\_\_

### Mailing Address after Separation:

Number/Street: \_\_\_\_\_

City/State/ Zip: \_\_\_\_\_

### DOCUMENTS REQUIRED:

#### Enlisted Soldiers:

- Current STP (formerly ERB/SRB/ORB)
- DD FORM 4/1 & DD FORM 4/3 (located in iPERMS)
- All Reenlistment Contracts (if applicable)
- All DA 1695 (Oath of Extension of Enlistments, if applicable)
- All Prior DD214s (if applicable)

#### Officers:

- Current STP (formerly ORB/SRB)
- DA 71 (Oath of Office)
- Appointment Memo or Activation Orders (the orders bringing you on Active Duty)
- All Prior DD214s (if applicable)
- RPAS DA 5016, Chronological Statement of Retirement Points (if applicable)

ETS/Separation Date: \_\_\_\_\_

Projected Leave Date: \_\_\_\_\_

**NOTE:** Separation orders are usually published 60-90 days prior to scheduled discharge date or 30 days prior to the start of Terminal Leave (you must provide an approved IPPS-A Absence Request).

**UPDATE: 24 FEB 26**