

USAG MILITARY PERSONNEL DIVISION  
RETIREMENT SERVICES/SEPARATION OFFICE  
Officer Separation UQR/REFRAD Data Sheet

NAME/RANK: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_

CIVILIAN EMAIL ADDRESS: \_\_\_\_\_

SPOUSE'S NAME: (if applicable) \_\_\_\_\_

SEPARATION ADDRESS: \_\_\_\_\_

UNIT: \_\_\_\_\_

**PACKETS MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS IN ONE PDF:**

**(ONLY SEND THE REQUESTED DOCUMENTATION)**

- Soldier Request for Separation
- Separation Counseling – IAW AR 600-8-24 Chapter 1-14 (**Signed by O6**)
- Sexual Assault Memorandum
- Reserve Counseling Memorandum {Required for Unqualified Resignations (UQR)}
- Tuition Assistance Acknowledgement Memorandum (From the Education Center)

NOTE: ALL PACKETS MUST BE SUBMITTED THROUGH IPSS-A AND INCLUDE THIS FORM WITH ALL SUPPORTING DOCUMENTS ATTACHED IN ONE PDF. ONLY SUBMIT THE REQUESTED DOCUMENTS, NO OTHER DOCUMENTS ARE NEEDED.

**RETIREMENT SERVICES UDL: 00000000003519**

ONCE PACKETS ARE RECEIVED, THEY WILL BE PROCESSED WITHIN 5-7 WORKING DAYS AND SENT TO HRC FOR APPROVAL.