

USAG MILITARY PERSONNEL DIVISION  
RETIREMENT SERVICES/SEPARATION OFFICE  
Officer Separation Unqualified Resignation Data Sheet

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

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

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

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

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

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

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

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

**(ONLY SEND THE REQUESTED DOCUMENTATION)**

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Soldier Request for Separation

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Separation Counseling – IAW AR 600-8-24 Chapter 1-14 (**Signed by O6**)

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SHARP Memorandum

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Reserve Counseling Memorandum

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Tuition Assistance Active Duty Service Obligation (TA ADSO) Memorandum

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

**RETIREMENT SERVICES UDL: 000000000003519**

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

VERSION 2

UPDATED: 1 APRIL 2025