

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

NAME/RANK: _____

CELL PHONE: _____

CURRENT ADDRESS: _____

CIVILIAN EMAIL ADDRESS: _____

SPOUSE'S NAME: (if applicable) _____

SEPARATION ADDRESS: _____

UNIT: _____

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

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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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Sexual Assault Memorandum

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Reserve Counseling Memorandum {Required for Unqualified Resignations (UQR)}

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Tuition Assistance Acknowledgement 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 DOCUMENTS, NO OTHER DOCUMENTS ARE NEEDED.

RETIREMENT SERVICES UDL: 000000000003519

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