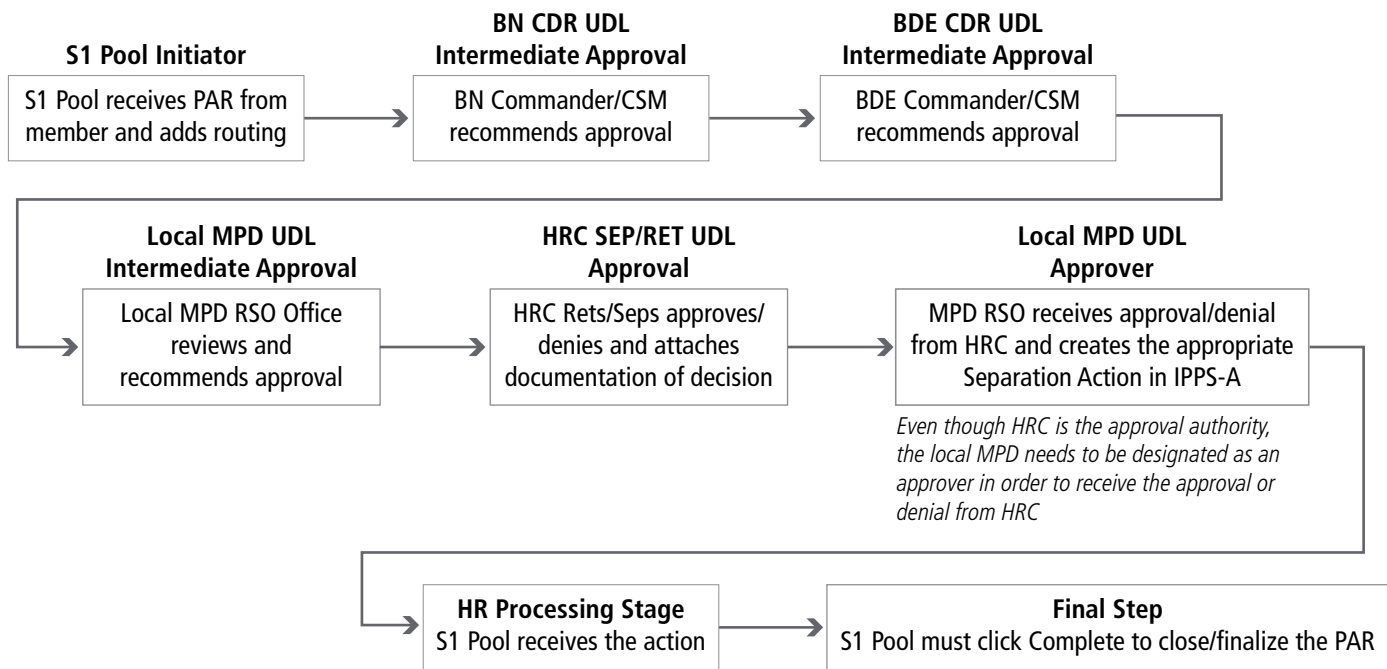


ENLISTED AND OFFICER RETIREMENT OR SEPARATION REQUEST PAR ROUTING JOB AID



Enlisted Retirement or Separation Requests

All attachments need to be in a single PDF for processing.


1. DA 2339 (Completed by servicing RSO/MPD)
2. Sexual Assault Memo
3. Soldier Talent Profile
4. Any Assumption of Command Order (if applicable)
5. Any request for Exception to Policy or for waivers (if applicable)

UDL INFO

User List Name: AC_HRC_ENL_RETIREMENT_ACTIONS

Description: HRC-AC-ENL-Retirement Actions

UDL: 00000000030062

 **NOTE:** Please enter the requested separation or retirement date as the Effective Date.

ACRONYM LIST

HRC: Human Resources Command

IAW: In Accordance With

IMCOM: Installation Management Command

MPD: Military Personnel Division

ORB: Officer Record Brief

PAR: Personnel Action Request

REFRAD: Release from Active Duty

Ret: Retirement

RSO: Retirement Services Office

Sep: Separation

UDL: User-Defined List

UQR: Unqualified Resignation

Officer Retirement or Separation Requests

All attachments need to be in a single PDF for processing.

1. Retirement Request Memo
2. Voluntary Retirement Endorsement Memo (signed by O6)
3. Sexual Assault Memo
4. Soldier Talent Profile (or ORB thru AIM II portal)
5. Tuition Assistance Acknowledgement Memo

MPD must verify all required legacy documents are attached and upload DD 7301-R.

RETIREMENT UDL INFO

User List Name: AC_HRC_LDD_OFFICER_RETIREMENTS

Description: AC OFCR Ret For IMCOM Use Only

UDL: 00000000009495



NOTE: Please enter the requested separation or retirement date as the Effective Date.

Officer Separation Requests (UQR or REFRAD)

All attachments need to be in a single PDF for processing.

1. Separation Request Memo
2. Separation Counseling IAW AR 600-8-24 Chapter 1-14 (signed by O6)
3. Sexual Assault Memo
4. Soldier Talent Profile (or ORB thru AIM II portal)
5. Reserve Counseling Memo (Required for Unqualified Resignations)
6. Tuition Assistance Acknowledgement Memo

SEPARATION UDL INFO

User List Name: AC_HRC_LDD_OFFICER SEPARATIONS

Description: UQR/REFRAD For IMCOM Use Only

UDL: 00000000009515



NOTE: Please enter the requested separation or retirement date as the Effective Date.

