

# Personnel Action Packet Checklist

## A-4-A-2 Request for Voluntary Separation - AGR

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1. SOLDIER'S NAME (Last, First MI)    2. RANK    3. EMAIL ADDRESS    4. DATE INITIATED

5. UNIT NAME    6. UIC    7. HRPRO POC RANK/TITLE NAME    8. COMMAND NAME

### 9. HRPRO CONTACT INFORMATION

- a. Phone:
- b. Email:

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### 10. REQUIRED PROCESS FLOW

- a. Intermediate:
- b. Intermediate:
- c. Final Approval Auth:

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Required Forms and Documents:

Request for voluntary separation **MUST BE RECEIVED AT HRC** 180 days prior to start of the approved absence or separation date. AR 600-8-24, para 2-5.

Absence Start Date    Separation Date

### **\*\* Provide copy of the following documents if not in iPERMS\*\*:**

- All DD 214s, DD 215s, NGB 22s, NGB 23s, DD 220s
- Orders: Current 452/440 order format, first AGR 174 order format, current and previous promotion format 330
- First and Current enlistment contract (Oath of Office, ROTC/SMP Contract, DD 4/1, DD 4/2 series/extension)

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SOLDIER'S NAME (Last, First MI)      RANK

11. REMARKS