



FIGURE 2-5

Officer Resignation Checklist

Reference: AR 135-175(Separation Of Officers); NGR
600-100(Commissioned Officers);NGR 600-601(Warrant Officers)

Name: _____ RANK: _____ MSC/ Unit: _____

Circle Duty Status: M-DAY TECH AGR

Current Mailing Address: _____

Submit the following documents through chain of command to the State processing authority via IPPS-A

- Memorandum from the officer requesting resignation.
- Completed DA Form 4187 (Signed by the Officer, Company Commander, Battalion Commander and MSC Commander. Required information on the sample DA Form 4187 must be included on the submission packet.
- Unit has notified the Soldier to contact the Education Office for information on impact on education benefits and incentives
- Verification of RPAM: The Officer will sign and date the upper right-hand corner of the RPAM
- Officer Record Brief (ORB)
- Copy of the cleared OCIE Clothing Record with the CIF Stamp
- Copy of the DD Form 362 (Statement of Charges/Cash Collection Voucher) **Required if the Soldier has not cleared CIF**
- A copy of the signed FLIPL with the Battalion CDR signature

Ensure the following information is inputted in the CRM description Field:

Provider Group: NGGA G-1 TRANSITIONS

CRM Case Description: Officer Resignation Separation Request, MSC

name Example: Officer Resignation Separation Request, AVN TC