

## **Table of Content DDR Packets**

1. USARC Delegation Memo To 81st RD - Up to when COL Caceres promote to General
2. ARB, PQR, SHARP Memo - Unit
3. DA Form 268, DA Form 4856 - Unit
4. HQ, 1st MSC Recommendation - SJA Office
5. BDE CDR Recommendation - BDE S1 / SJA Office
6. Battalion CDR Recommendation - BN S1 / SJA Office
7. Commander's Report - Unit Commander
8. Notice for Separation - Unit Commander
9. Acknowledgment of Receipt, Election of Rights, C. Waiver - Ack of Receipt Not required to be filled if sent thru cert mail
10. Soldier Written Statements and Letters of Recommendations - If applicable
11. ADCO Notification for Commander Drug Positive Results - Mr Santos or Unit S1
12. Law Enforcement Report - SJA Office request it to CID
13. Admin Documents
  - DA Form 5248-R Unit Commander or Security Manager
  - DA Form 5016 - Unit S1
  - TL History - Unit S1
  - DD Form 214 - Unit S1
  - Drug Results History - SJA Office request it to Mr. Santos