

**SEPARATION - ENLISTED CHECKLIST****PRIVACY ACT STATEMENT****AUTHORITY:** AR 135-178, NGR 600-200**PURPOSE:** To process separation actions for enlisted Servicemembers (SM) of the Hawaii Army National Guard.

1. TO HIARNG CDR, ATTN: NGHI-PER-ENL Kapolei, HI 96707-2150	2. FROM (Unit Name)	(UIC)	3. DATE (YYYYMMDD)
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**PART I - SERVICEMEMBER DATA**

4. NAME (Last, First, Full Middle)	5. RANK	6. EMPLID	7. STATUS	8. MOS
9. PREFERRED EMAIL ADDRESS	10. EXPIRATION TERM OF SERVICE (ETS)			11. PAY ENTRY BASE DATE

**PART II - REQUESTED INFORMATION**

TYPE OF REQUEST Conditional Release (COND REL)

**NOTE:** All documents will be submitted as a single consolidated PDF file in order IAW the checklist. DA 368 will be filed separately.  
Naming Convention: "2\_368\_COND\_REL\_LASTNAME\_UIC" and "3\_COND\_REL\_PACKET\_LASTNAME\_UIC"

Initial	<b>PART III - REQUIRED DOCUMENTS</b>
	Conditional Release Checklist
	SM's Request Memorandum THRU Chain of Command FOR HIARNG Commander
	DD Form 368 - Request for Conditional Release
	DA Form 4856 - Conditional Release Counseling
	DA Form 4856 - Retention Counseling
	HIARNG Pathways Program Counseling Memorandum - Contact Work for Warriors Program (808) 386-9106
	Soldier Talent Profile
	NGB Form 23B / Retirement Points Form
	Individual Medical Record - Current PHA within 15 months
	IPPS-A Restrictions History for both ASCO and SFPA codes
	HIARNG G1 Outprocessing Checklist

YES	NO	<b>PART IV - CRITERIA FOR COND REL</b>
		SM has served 9 months after completion of Initial Entry Training (IET) (BCT/AIT) and has been awarded an MOS.
		SM has NOT been alerted for mobilization, either Federal or State.
		SM is NOT currently service on ADT, ADOS, AGR, FTNGD, or Annual Training (AT).

**NOTES**

1. While DD Form 368 is being processed, the SM must attend all unit training until they enlist in the new service component and receive their completed DD Form 4 (Enlistment/Reenlistment Document Armed Forces of The United States).
2. Expiration date on the DD Form 368 will not exceed 180 days from date signed by HIARNG Commander.
3. Once SM is contracted in new branch of service, send completed DD Form 368, DD Form 4 Series, and DD Form 1966 to G1 Request Tracker in MS Teams for final separation/discharge action.