## 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 | 2. FROM (Unit Name) (UIC) | 3. DATE (YYYYMMDD) |
|---|---|---|
| TAGHI, ATTN: NGHI-PER-ENL<br>Honolulu, HI 96816-4495 | | |

### 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 | Individual Ready Reserve (IRR) |
|---|---|

***NOTE:*** *All documents will be submitted as a single consolidated PDF file in order IAW the checklist. SM's request memo will be filed separately*
Naming Convention: *"2_IRR REQ MEMO_RANK FIRSTNAME LAST NAME_UIC" and"4_IRR_PACKET_RANK FIRSTNAME LASTNAME_UIC"*

| Initial | PART III - REQUIRED DOCUMENTS |
|---|---|
| | IRR Checklist |
| | SM's Request Memorandum THRU Chain of Command FOR TAG |
| | DA Form 4856 - IRR Counseling |
| | DA Form 4856 - Retention Counseling |
| | Soldier Talent Profile |
| | NGB Form 23B / Retirement Points Form |
| | Individual Medical Record - Current PHA within 15 months |
| | IPPS-A Restriction History for both ASCO and SFPA codes |
| | HIARNG G1 Outprocessing Checklist |
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