

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 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 Chapter 12 - Unsatisfactory Participation (UNSAT)

NOTE: All documents will be submitted as a single consolidated PDF file in order IAW the checklist. Cdr's report of separation will be filed separately.
Naming Convention: "2_CDR RPT_UNSAT_RANK FIRSTNAME LAST NAME_UIC" and "5_UNSAT_PACKET_RANK FIRSTNAME LASTNAME_UIC"

Initial	PART III - REQUIRED DOCUMENTS
	UNSAT Checklist
	Commander's Report of Separation Memorandum
	Notification of Separation Proceedings Memorandum
	Election of Rights
	Affidavit of Service by Mail
	Memorandum of Instructions - Unexcused Absence
	USPS Certified Mail Receipts
	Soldier Talent Profile
	NGB Form 23B / Retirement Points Form
	IPPS-A Restrictions History for both ASCO and SFPA codes
	HIARNG G1 Outprocessing Checklist