

## OUTPROCESSING CHECKLIST

Complete and Submit with Separation Packet		UNIT/UIC			
LAST NAME		FIRST NAME			RANK
ADDRESS			CONTACT PHONE		
MILITARY EMAIL			COMMANDER		
CIVILIAN EMAIL			REASON FOR OUTPROCESSING		
<b>*UNIT READINESS REMOVE SOLDIER INFORMATION FROM UNIT ALERT ROSTER</b>			<b>INITIALS</b>		
1	<b>UNIT SUPPLY SERGEANT</b>				
	<b>PLEASE ANSWER THE FOLLOWING QUESTIONS:</b>		YES	NO	N/A
	Individual OCIE turn in / clear / transfer in ISM (Hand Receipt)				
	Provide SM with OCIE record (keep supply copy)				
	Turn in Weapon / Mask				
	Clear all temporary Hand Receipts (If any)				
2	Return facility Key(s) (if any)				
	Turn in lock and clear assigned OCIE locker				
	<b>Supply SGT Name/Signature:</b>				
	<b>UNIT TRAINING NCO</b>				
	<b>PLEASE ANSWER THE FOLLOWING QUESTIONS:</b>		YES	NO	N/A
	Provide Soldier's Training Records (ie 705s / DA 5500_DA 5501)				
3	Provide SM with driver training records and manual DA 348				
	Close / Clear out all DTS / GTC pending issues				
	Obtain Government Travel Card (if issued)				
	<b>Training NCO Name/Signature:</b>				
	<b>UNIT READINESS NCO</b>				
	<b>PLEASE ANSWER THE FOLLOWING QUESTIONS:</b>		YES	NO	N/A
Close / Clear any pending pay issues (IDT, RST, RMA, Orders, Bonus, GI Bill transfer obligation, leave cash-out, BRS-CP)					
Clear and process any pending LODs					
Obtain CAC Card (Discharge SM only)					
Request NGB 22 through BN S1/Sep Units (Discharge SM only)					
Provide Individuals Admin records from iPERMS (Hardcopies) OR Create DS Login in iPERMS (Discharge SM only)					
Close out evaluations and updated in iPERMS/PPSA					
Any other pending Admin due outs - ASCO / FLAGS					
Notification email to G6/DCSIM to remove SM O365 and RCAS access (E5 and above only)					
Remove SMs in any Additional Duty Memorandums					
Access Debrief and close out any Security pending issues - contact Unit Security Manager					
Close / Clear any MISC pending actions - specify under "remarks"					
<b>Readiness NCO Name/Signature:</b>					

Good Luck on your Future Endeavors

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Soldier / Print Name

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Soldier's Signature / Date

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First Sergeant / Print Name

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First Sergeant's Signature / Date

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Commander / Print Name

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Commander's Signature / Date