

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					
*UNIT READINESS REMOVE SOLDIER INFORMATION FROM UNIT ALERT ROSTER			INITIALS			
1	UNIT SUPPLY SERGEANT					
	PLEASE ANSWER THE FOLLOWING QUESTIONS:		YES	NO	N/A	REMARKS
	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)					
	Return facility Key(s) (if any)					
2	Turn in lock and clear assigned OCIE locker					
	Supply SGT Name/Signature:					
	UNIT TRAINING NCO					
	PLEASE ANSWER THE FOLLOWING QUESTIONS:		YES	NO	N/A	REMARKS
	Provide Soldier's Training Records (ie 705s / DA 5500_DA 5501)					
	Provide SM with driver training records and manual DA 348					
	Close / Clear out all DTS / GTC pending issues					
3	Obtain Government Travel Card (if issued)					
	Training NCO Name/Signature:					
	UNIT READINESS NCO					
	PLEASE ANSWER THE FOLLOWING QUESTIONS:		YES	NO	N/A	REMARKS
	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"						
Readiness NCO Name/Signature:						

Good Luck on your Future Endeavors

Soldier / Print Name

Soldier's Signature / Date

First Sergeant / Print Name

First Sergeant's Signature / Date

Commander / Print Name

Commander's Signature / Date