

## OUTPROCESSING CHECKLIST

<b>Complete and Submit with Separation Packet</b>			<b>UNIT/UIC</b>			
<b>LAST NAME</b>		<b>FIRST NAME</b>		<b>RANK</b>		
<b>ADDRESS</b>			<b>CONTACT PHONE</b>			
<b>MILITARY EMAIL</b>			<b>COMMMANDER</b>			
<b>CIVILIAN EMAIL</b>			<b>REASON FOR OUTPROCESSING</b>			
<b>*UNIT READINESS REMOVE SOLDIER INFORMATION FROM UNIT ALERT ROSTER      INITIALS</b>						
<b><u>UNIT SUPPLY SERGEANT</u></b>						
<b>1</b>	<b>PLEASE ANSWER THE FOLLOWING QUESTIONS:</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>REMARKS</b>
	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)					
	Turn in lock and clear assigned OCIE locker					
	<b>Supply SGT Name/Signature:</b>					
<b><u>UNIT TRAINING NCO</u></b>						
<b>2</b>	<b>PLEASE ANSWER THE FOLLOWING QUESTIONS:</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>REMARKS</b>
	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					
	Obtain Government Travel Card (if issued)					
<b>Training NCO Name/Signature:</b>						
<b><u>UNIT READINESS NCO</u></b>						
<b>3</b>	<b>PLEASE ANSWER THE FOLLOWING QUESTIONS:</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>REMARKS</b>
	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/IPPSA					
	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**