

| OFFICER SEPARATION CHECKLIST - DRUG OFFENSE | | | | | | | | | |
|--|--|--|----------------------------------|-----------|------------------|-------------------------|----------------------|--------|--|
| PRIVACY ACT STATEMENT | | | | | | | | | |
| AUTHORITY: AR 135-175, Chapter 2 | | | | | | | | | |
| PURPOSE: To process involuntary separation actions for an officer of the Hawaii Army National Guard for a drug offense.. | | | | | | | | | |
| 1. TO TAG-HI, ATTN: NGHI-PER-OFF Kapolei, HI 96707-2150 | | | 2. FROM (Unit Name) (UIC) | | | | 3. DATE (YYYY/MM/DD) | | |
| PART I - SOLDIER DATA | | | | | | | | | |
| 4. NAME (Last, First, Full Middle) | | | 5. RANK | 6. EMPLID | | 7. STATUS | | 8. MOS | |
| 9. PREFERRED EMAIL ADDRESS | | | 10. MANDATORY REMOVAL DATE (MRD) | | | 11. PAY ENTRY BASE DATE | | | |
| PART II - REQUESTED INFORMATION | | | | | | | | | |
| TYPE OF REQUEST | | | | | | | | | |
| Recommendation | | | | | Characterization | | | | |
| Board Hearing Eligibility | | | | | | | | | |
| <i>Note: All documents will be submitted as a single consolidated PDF file in order IAW the checklist, naming convention: Rank_Lastname_FirstInitial_UIC_Misconduct_Packet</i> | | | | | | | | | |
| PART III - REQUIREMENTS | | | | | | | | | |
| Initial | NOTIFICATION (G1 - DTC) | | | | | | | | |
| | Send notification, create case in G1 Admin Sep Portal in Teams, and track DA Form 268 and DA Form 5248-R | | | | | | | | |
| Initial | Unit Level | | | | | | | | |
| | DD Form 2624, Specimen Custody Document | | | | | | | | |
| | DAMIS Report | | | | | | | | |
| | DA Form 268, Report to Suspend Favorable Personnel Actions, ver 4/1/2021; FLAG code "U", effective date is date of offense /specimen collection date - Ref: AR 600-8-2, para 2-2h and Table 2-1; complete IPPS-A action and send signed 268 to G1 NLT 1st IDT after DP notification from DTC | | | | | | | | |
| | DA Form 5248-R, Report of Unfavorable Information for Security Determination, ver 9/1/1983; send copy to G1 and G2 NLT 1st IDT after DP notification from DTC | | | | | | | | |
| | Notification of Separation Proceedings | | | | | | | | |
| | Affidavit of Service and USPS certified mail receipts for ALL correspondence sent to the officer (only if unit is not able to complete required actions in-person) | | | | | | | | |
| | Soldier's acknowledgement of the separation notification or returned receipt | | | | | | | | |
| | DA Form 3881, Rights Warning Procedure, ver 11/1/1989 | | | | | | | | |
| | DA Form 2823, ver 11/1/2006 (Only if SM elects to make a statement IAW DA Form 3881) | | | | | | | | |
| | Election of Rights (allow Soldier at least 30 days after notification to consult with Trial Defense Services; do not provide any legal advice, do not sign on Trial Defense Services signature block) | | | | | | | | |
| | DA Form 4856, Developmental Counseling Form, version 3/1/2023 (ONLY ONE counseling form that notifies SM of positive UA, and initiation of separation IAW AR 135-178) | | | | | | | | |
| | Sexual Assault Memo - Ref: AR 135-175; Commander verification of Sexual Assault Record (only if service member does not sign the Sexual Assault Memo) | | | | | | | | |
| | Unit Commander's Report for Separation Memo | | | | | | | | |
| | Out-processing checklist, ver 1, 4/1/2024 (only if Soldier is recommended for separation) | | | | | | | | |
| | Supporting documents - Letter of recommendation, Character Reference, Completion certification of a rehabilitative program like Wellness Program, myPrime, Prime for Life, or other | | | | | | | | |
| | Proof of Non-judicial Punishment, Demotion, Letter of Reprimand, etc... | | | | | | | | |
| Cdr Name: | | | | | Phone: | | Email: | | |
| RNCO Name: | | | | | Phone: | | Email: | | |
| Initial | BATTALION S1 | | | | | | | | |
| | BN Commander's endorsement (concur/non-concur) and signature on Unit Commander's Report for Separation Memo | | | | | | | | |
| | BN Commander's Endorsement Memo (only if non-concur) | | | | | | | | |
| | Soldier Record Brief | | | | | | | | |
| | NGB 23A, Army National Guard Annual Statement (most current one) | | | | | | | | |
| | DA Form 71 - Oath of Office | | | | | | | | |
| | Incentives/Education Benefits Memo | | | | | | | | |
| BN S1 Name: | | | | | Phone: | | Email: | | |
| Initial | MSC S1 | | | | | | | | |
| | MSC Level Legal Review (legal sufficiency and packet review) | | | | | | | | |
| | MSC Cdr's endorsement on Unit Commander's Report for Separation Memo | | | | | | | | |
| | MSC Commander's Endorsement Memo (only if non-concur) | | | | | | | | |
| | Privacy Act Statement Cover Sheet | | | | | | | | |
| | Submit to HIARNG Officer Branch Portal MS Teams Request Folder | | | | | | | | |
| MSC S1 Name: | | | | | Phone: | | Email: | | |
| Initial | G1 | | | | | | | | |
| | Litigation Packet | | | | | | | | |
| | Admin QC and Process for Legal Review | | | | | | | | |
| | Update Teams and Continue Processing | | | | | | | | |