

OFFICER SEPARATION CHECKLIST - DRUG OFFENSE				
PRIVACY ACT STATEMENT				
<b>AUTHORITY:</b> AR 135-175, Chapter 2				
<b>PURPOSE:</b> 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)	
<b>PART I - SOLDIER DATA</b>				
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	
<b>PART II - REQUESTED INFORMATION</b>				
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>				
<b>PART III - REQUIREMENTS</b>				
Initial	<b>NOTIFICATION (G1 - DTC)</b>			
	Send notification, create case in G1 Admin Sep Portal in Teams, and track DA Form 268 and DA Form 5248-R			
Initial	<b>Unit Level</b>			
	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:	
RNGO Name:		Phone:	Email:	
Initial	<b>BATTALION S1</b>			
	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	<b>MSC S1</b>			
	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	<b>G1</b>			
	Litigation Packet			
	Admin QC and Process for Legal Review			
	Update Teams and Continue Processing			