

OFFICER SEPARATION CHECKLIST - NON 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 non-drug offenses.			
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	Unit Level		
	Documentation supporting reason for separation under AR 135-175, Non-Drug Offenses		
	Notification of Separation Proceedings		
	Affidavit of Service and USPS certified mail receipts for notification 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 if notifying in person		
	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		
	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		