SEPARATION - ENLISTED CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: NGR 614-1

PURPOSE: To process return from ING for enlisted Servicemembers of the Hawaii Army National Guard.

1. TO	2. FROM (Unit Name) (UIC)	3. DATE (YYYYMMDD)
TAGHI, ATTN: NGHI-PER- ENL Kapolei, HI 96707-2150		

PART I - SOLDIER DATA

4. NAME (Last, First, Full Middle)	5. RANK	6. EMPLID	7. STATUS	8. MOS

9. PREFERRED EMAIL ADDRESS	10. EXPIRATION TERM OF SERVICE (ETS)	11. PAY ENTRY BASE DATE (PEBD)

PART II - REQUESTED INFORMATION

TYPE OF REQUEST	Return from Inactive National Guard (RING)

***NOTE**: All documents will be submitted as a single consolidated PDF file in order IAW the checklist. SM's request memo will be filed separately.*
Naming Convention*: "2_RING REQ MEMO_RANK FIRSTNAME LAST NAME_UIC" and "3_RING_PACKET_RANK FIRSTNAME LASTNAME_UIC"*

Initial	PART III - REQUIRED DOCUMENTS
	RING Checklist
	SM's Request Memorandum Thru Chain of Command For TAG with requested effective date
	Individual Medical Record - Current PHA within 15 months
	DTMS ITR for Height/Weight validation
	Copy of Notification of Annual Muster Assembly Memorandum
	Copy of 1 day Muster Order
	Copy of DA 1379 and/or JTL that SM got paid

NOTES

Transfer from ING to active status - NGR 614-1, para 2-9 (2):

a. When transferring ING Soldiers to active status:
(2) All Soldiers transferring from the ING to an active status must have a current periodic health assessment, performed annually per AR 40-501, paragraph 8-20 and meet the height and weight standards of AR 600-9 prior to transfer.