

MSC Officer Separation Checklist (AC/USAR/IST/IRR/Resignation)

AS OF 20230919

Rank

Last Name

First Name

Unit (to include UIC)

The following documents should be submitted via IPPSA CRM to NGWA G1 Manpower Readiness (EPM/OPM) provider group. CRM Subject naming convention should be Officer Separation – AC/USAR/IST/IRR/Resignation (whichever is applicable). Scanned .pdf documents must be legible and not in a portfolio. MSC S1s and subordinate unit S1/admin personnel are responsible for verifying the requirements outlined in the checklist. A MSC S1 representative is required to endorse the checklist.

_____ **Individual Memo Requesting Release/Separation** - Memorandum must be endorsed by COC. Unit should ensure officer is eligible for separation/transfer before submitting request. The memo must state the type of separation being requested.

_____ **DA Form 4187** - must use new DA 4187 template dtd December 2022 and be signed by the SM (IST only).

_____ **DD Form 368** - Ensure DD Form 368 is signed by officer and recruiter (not required for IST/IRR/Resignation).

_____ **WAARNG FORM13-E and MIL Form 700** - Include both forms with request. Ensure both forms are filled out completely (only MIL Form 700 required for IST).

_____ **DA 4651, Gaining Component Assignment Information Sheet, OR LoA** - The gaining unit UIC and position number must be included (not required for IRR/Resignation).

_____ **DA 71 and/or NGB 337 (or gaining COMPO Oath of Office)** - The DA 71 is required when transferring to AC/USAR. The NGB 337 is required for an IST (resignation does not require an Oath of Office).

_____ **Service Obligation** - IAW AR 135-91 and ARNG-HRH Policy Memorandum #13-023. I verify the officer does not have an obligation requiring him/her to remain in an active drilling status in a unit. **If the officer has a remaining obligation do not request separation to the IRR.** Complete a request for conditional release or submit an exception to policy to waive remaining service obligation (only applies to IRR/resignation).

_____ **Officers with FLAGS** - must have the FLAGS removed prior to submitting a request for separation.

_____ **Chaplain Branch Officers** - must include DA 4187 "Request for Conditional Release" (not applicable for IST).

_____ **ORB** - Should be current within one week of submission to OPM (IST only).

_____ **OER** - Submit most recent OER showing current. If missing, a draft or a letter of explanation must be submitted (IST only).

_____ **IMR** - Must be current within twelve months of requested effective date (IST only).

_____ **RPAS** - Must be current within one week of submission to OPM (IST only).

_____ **Federal Tuition Assistance** - Officer understands that unfulfilled service obligation (ADSO) for funds provided through the federal tuition assistance program will result in recoupment.

_____ **POST 9/11 GI BILL, Transfer of Education Benefit** - IAW DODI 1341.13 (October 25, 2022), Failure to Complete Service Agreement (Obligation End Date (OED)). **SM Must verify OED with Education Services Office, GI Bill Manager (253) 512-8435:** "If an individual transferring entitlement fails to complete the service agreed to consistent with the terms of the agreement, including any Service member requesting release from a military service obligation, the amount of any transferred entitlement that is used as of the date of such failure, or release, will be treated as an overpayment of educational assistance and will be subject to collection by the VA."

I, _____, have reviewed and verified all information and documents contained in the above-mentioned officer's separation request (if not signed, the request will be returned).

MSC S1 (or representative) Signature: _____ Date: _____