



Texas Army National Guard

INSTRUCTION

NUMBER 1332.02

NGTX-JHR

AUG 18 2020

SUBJECT: Involuntary Enlisted Administrative Separations – Texas Army National Guard (TXARNG)

References. See enclosure A.

1. PURPOSE. Implement the requirement to expediently initiate, process and complete involuntary enlisted administrative separations within 90 days of the triggering event.
2. APPLICABILITY AND SCOPE. Effective 1 November 2020, this issuance applies to all units assigned to the Texas Army National Guard (TXARNG) and pertains to traditional guardsmen involuntary enlisted administrative separations.
3. DEFINITIONS.
 - a. Administrative Separation Board. A board of officers composed and appointed, in accordance with Army Regulation (AR) 135-178, to conduct administrative separation board proceedings in order to involuntarily separate Enlisted Soldiers from the TXARNG.
 - b. Respondent. A Soldier notified of an involuntary separation action.
 - c. Entry into the Integrated Disability Evaluation System (IDES) process. The DES begins for a Soldier issued a permanent profile approved in accordance with the provisions of AR 40-501 and the profile contains a numerical designator of P3/P4 in any of the serial profile factors for a condition that appears not to meet medical retention standards in accordance with AR 40-501.
 - d. Triggering Event. An event that provides the regulatory requirement or basis to initiate administrative separation. The triggering event for the following types of separation actions are as follows:

(1) Abuse of Illegal Drugs: The chain of command receives notification of illicit positive drug test results.

(2) Absent without Leave: Soldier becomes an unsatisfactory participant as defined in AR 135-91.

(3) Other Misconduct: Commander is notified that a Soldier has engaged in misconduct that qualifies for administrative separation under AR 135-178 Chapter 11, and is either required to initiate separation or recommends separation of the Soldier.

4. RESPONSIBILITY.

a. Units/Commanders:

(1) Commanders will ensure that all separation actions are initiated, and all required documents are provided or mailed to the Soldier within 15 days of the triggering event or by the following drill period, whichever occurs first.

(2) All administrative separation actions are subject to the reporting requirements of TMDI 5145.01.

(3) TXARNG units will utilize the newly implemented involuntary administrative separation templates and checklists. Adding to, removing, or altering the templates, checklists, or process is prohibited.

(4) Submit involuntary enlisted administrative separation packets, IAW the applicable required checklist, Enclosure B, to their respective Battalion S-1.

(5) Ensure applicable checklist is the first page of all involuntary enlisted administrative separation packets and checklist entries are legible.

(6) Validate whether or not Soldier is currently entered into the Integrated Disability Evaluation System (IDES) process - (Medical Evaluation Board (MEB/PEB)).

(7) Command representatives shall make reasonable effort to provide the Notification of Separation to the Soldier in person. If in person notification is possible, obtain a written acknowledgment. If in person notification is not possible or the Soldier refuses to acknowledge receipt, send the notice with supporting documentation to the Soldier's last known address by certified mail, return receipt requested.

(8) Prepare an Affidavit of Service by Mail IAW AR 135-178 (see fig 1–1). Insert the affidavit into the separation packet with a copy of the United States Postal Service certified mail form (PS Form 3800).

(9) Upon receipt of the signed election of rights, or after the 30 day response period has elapsed, transfer the action to the Brigade Legal Section for a legal sufficiency review.

b. Brigade Legal Sections:

(1) The Brigade Legal Section will conduct legal sufficiency reviews for separation actions, received from their respective Companies, by the expiration of the first drill period after receiving the package.

(2) Written legal sufficiency reviews will contain, at a minimum, whether the requirements of an Other Than Honorable (OTH) characterization, procedural, and substantive requirements are met. If the Legal Section determines the package legally insufficient, return the packet with recommendations.

(3) When the packet is determined legally sufficient, the Legal Section notes the same on the applicable checklist and reassigns the action to the Battalion S1.

(4) Each drill period, Legal Sections are required complete any administrative discharge actions pending legal review.

c. Battalion Commanders / Battalion S1:

(1) Commanders will ensure that subordinate units initiate and process separation actions to the Brigade S1 within 15 days of receipt or by the following drill period, whichever occurs first.

(2) All administrative separation actions are subject to the reporting requirements of TMDI 5145.01.

(3) Ensure all required documents are reviewed and attached IAW the applicable checklist.

(4) Ensure Battalion commander's signature is affixed on all applicable documents.

(5) Ensure delegation memo from Battalion commander is included if commander's signature is not affixed.

(6) Reassign submitted packet to the Brigade S1 or point of contact.

d. Brigade Commander / Brigade S1:

(1) Commanders will ensure that subordinate units timely initiate separation actions according to this Instruction.

(2) Brigade S1 will review submitted packet for accuracy and completeness and ensure that actions are processed and routed to MACOM within 15 days of receipt or by the first drill period, whichever occurs first.

(3) All administrative separation actions are subject to the reporting requirements of TMDI 5145.01.

(4) Brigade S1 ensure Brigade commander's signature is affixed on all applicable documents or initialed the THRU line on the recommendation memorandum.

(5) Brigade S1 reassign separation packet to MACOM.

(6) Brigade S1 monitor all Brigade separation actions until final disposition.

e. Major Command (MACOM) Commander / MACOM G1:

(1) Commanders will ensure that subordinate units timely initiate separation actions according to this Instruction.

(2) All administrative separation actions are subject to the reporting requirements of TMDI 5145.01.

(3) MACOM G1 ensure the MACOM commander's signature is affixed on all applicable documents or endorsed or initialed recommendation memorandum.

(4) MACOM G1 Complete the accompanying checklist, and forward to NGTX-AH section within 15 days.

f. NGTX-AHE:

(1) Conduct final review and reassign the separation packet to the Office of the General Counsel (OGC).

(2) Issue a FRAGO tasking TXARNG MACOMS to provide officers for appointment to the standing involuntary administrative separations board.

(3) Issue MILPO Orders, upload completed actions into iPERMS, and completes SIDPERS transactions for separated Soldiers.

(4) Maintain administrative separation board actions for five (5) years in accordance with Army records management regulations.

g. NGTX-GC:

(1) Process non-board eligible packets for separation through the Adjutant General or designee.

(2) Coordinate involuntary administrative separation boards quarterly or as directed by the Adjutant General.

(3) Ensure board-eligible packets are processed and scheduled for an administrative separation board.

(4) Ensure finalized proceedings are forwarded to TXARNG J1 for final disposition.

6. INFORMATION REQUIREMENTS. n/a

7. RELEASABILITY UNLIMITED.

8. EFFECTIVE DATE. This instruction is effective 1 November 2020 and will expire 2 years from the effective date unless otherwise rescinded or superseded.

9. POINT OF CONTACT. LTC Sam Speedy, J1, TXARNG at 512-782-5641 or patrick.s.speedy2.mil@mail.mil.


TRACY R. NORRIS
Major General, TXARNG
Adjutant General

Enclosures:

A -- References

B -- Administrative Separation Checklists

DISTRIBUTION:

A



ENCLOSURE A

REFERENCES

1. AR 15–6, Procedures for Investigating Officers and Boards of Officers
2. AR 27–3, The Army Legal Assistance Program
3. AR 27–10, Military Justice
4. AR 40–501, Standards of Medical Fitness
5. AR 135–9, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures
6. AR 380-67, Personnel Security Program
7. AR 600–8–2, Suspension of Favorable Personnel Actions (Flag)
8. AR 600–8–19, Enlisted Promotions and Reductions
9. AR 600–9, The Army Body Composition Program
10. AR 600–20, Army Command Policy
11. AR 600–85, The Army Substance Abuse Program

ENCLOSURE B

ADMINISTRATIVE SEPARATION CHECKLISTS

1. Drug Use/Abuse Discharge Checklist
2. IDT Absent Without Leave (AWOL) Checklist
3. Annual Training (AT) Absent With Out Leave (AWOL) Checklist
4. Civil Conviction Discharge Checklist
5. Commission of Serious Offense Checklist
6. Army Physical Fitness Test (APFT) Failure Checklist
7. Army Weight Control Program (AWCP) Discharge Checklist



ENLISTED ADMINISTRATIVE SEPARATIONS Drug Use/Abuse Discharge Checklist

(References: AR 135-178 & NGR 600-200)

Checklist must be submitted with Packet

SM Name & Rank		ETS / Years of Service	→	
Unit / BDE		Date Action Initiated	→	
POC / Phone #		Date Commander Notified	→	
		Date MRO Notified * Prescription Drug Use Only	→	
		Date BDE JAG Notified	→	

[] UNIT Responsibilities

Was action initiated within 15 days or by first drill period of Commander being notified?

YES	NO

- [] Notification of Separation
- [] Election of Rights (signed by the SM)
- [] Soldier Sexual Assault Memo
- [] Proof of Illicit Positive
- [] Proof of completed Mental Health Examination
- [] DA Form 4856 - Developmental Counseling Form
- [] DA Form 268 & complete IPPS-A transaction
- [] Enlisted Record Brief (ERB)
- [] Commander's Report & Recommendation memo (THRU BN, BDE, MACOM)
- [] Affidavit of Service by Mail & Certified Mail Receipt (if SM not present for signature)
- [] Validate whether or not Soldier is currently entered in Integrated Disability Evaluation System (IDES)
- [] Upload documents to J1 Personnel Action Tracker.

BEFORE ROUTING PACKAGE TO BATTALION, WAIT 30 DAYS FROM DATE SOLDIER RECEIVES NOTICE OF SEPARATION OR SOONER IF YOU RECEIVE SIGNED ELECTION OF RIGHTS.

- [] After receipt of election of rights, or after 30 days have elapsed **Unit POC transfers action to Brigade Legal Section to obtain legal sufficiency review.**
- [] Brigade Legal Section Initial Legal Sufficiency Review
 - Is Characterization OTH? [] Yes / [] No
 - Packet Satisfy OTH Analysis under AR 135-178, ch 2-9(c) [] Yes / [] No
 - Does SM Have 6+ Years of Military Service? [] Yes / [] No

Is packet Legally Sufficient? [] Yes / [] No

BJA Print / Date / Sign

- [] Unit POC affirms the package contains above contents and transfers action to BN

Unit POC Print / Date / Sign

[] BATTALION Responsibilities

- [] Battalion Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to BDE: _____
 - Was action route to BDE within 15 days of receipt or by first drill period? [] Yes / [] No

- [] BN S1 affirms the package contains above contents and transfers action to BDE

BN S1 Print / Date / Sign

[] BRIGADE Responsibilities

- [] Brigade Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to MACOM: _____
 - Was action route to MACOM within 15 days of receipt or by first drill period? [] Yes / [] No

- [] BDE S1 affirms the package contains above contents and transfers action to MACOM

BDE S1 Print / Date / Sign

[] MACOM Responsibilities

- [] MACOM Commander concur/non-concur Initials THRU on recommendation memo

[] OGC Responsibilities

- [] Separation Authority Memo

Select One

Board

No Board



ENLISTED ADMINISTRATIVE SEPARATIONS IDT Absent Without Leave (AWOL) Checklist

(References: AR 135-178 & NGR 600-200)

Checklist must be submitted with Packet

SM Name & Rank	<input type="text"/>	ETS / Years of Service	<input type="text"/>
Unit / BDE	<input type="text"/>	Date Action Initiated	<input type="text"/>
POC / Phone #	<input type="text"/>	Date SM became Unsatisfactory Participant	<input type="text"/>

[] UNIT Responsibilities

- [] Notification of Separation
- [] Election of Rights (signed by the SM)
- [] Soldier Sexual Assault Memo
- [] AWOL Letter 1 and Certified Mail Receipt
- [] AWOL Letter 2-3 and Affidavit of Service by Mail
- [] DA Form 268 & complete IPPS-A transaction
- [] Notice of SGLI Termination
- [] Enlisted Record Brief (ERB)
- [] Commander's Report & Recommendation memo (THRU BN, BDE, MACOM)
- [] Affidavit of Service by Mail & Certified Mail Receipt (if SM not present for signature)
- [] Validate whether or not Soldier is currently entered in Integrated Disability Evaluation System (IDES)
- [] Upload documents to J1 Personnel Action Tracker.

Was action initiated within 15 days or by first drill period after SM became an Unsatisfactory Participant?

YES NO

BEFORE ROUTING PACKAGE TO BATTALION, WAIT 30 DAYS FROM DATE SOLDIER RECEIVES NOTICE OF SEPARATION OR SOONER IF YOU RECEIVE SIGNED ELECTION OF RIGHTS.

- [] After receipt of election of rights, or after 30 days have elapsed **Unit POC transfers action to Brigade Legal Section to obtain legal sufficiency review.**
- [] Brigade Legal Section Initial Legal Sufficiency Review
 - Is Characterization OTH ? [] Yes / [] No
 - Packet Satisfy OTH Analysis under AR 135-178, ch 2-9(c) [] Yes / [] No
 - Does SM Have 6+ Years of Military Service? [] Yes / [] No

Is packet Legally Sufficient? [] Yes / [] No _____
BJA Print / Date / Sign

[] Unit POC affirms the package contains above contents and transfers action to BN _____
Unit POC Print / Date / Sign

[] BATTALION Responsibilities

- [] Battalion Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to BDE: _____
 - Was action route to BDE within 15 days of receipt or by first drill period? [] Yes / [] No
- [] BN S1 affirms the package contains above contents and transfers action to BDE _____
BN S1 Print / Date / Sign

[] BRIGADE Responsibilities

- [] Brigade Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to MACOM: _____
 - Was action route to MACOM within 15 days of receipt or by first drill period? [] Yes / [] No
- [] BDE S1 affirms the package contains above contents and transfers action to MACOM _____
BDE S1 Print / Date / Sign

[] MACOM Responsibilities

- [] MACOM Commander concur/non-concur Initials THRU on recommendation memo

[] OGC Responsibilities

[] Separation Authority Memo Select One Board No Board



ENLISTED ADMINISTRATIVE SEPARATIONS Annual Training (AT) Absent With Out Leave (AWOL) Checklist

(References: AR 135-178 & NGR 600-200)

Checklist must be submitted with Packet

SM Name & Rank		ETS / Years of Service	
Unit / BDE		Date Action Initiated	
POC / Phone#		Date of AT AWOL	

[] UNIT Responsibilities

Was action initiated within 15 days or by first drill period after the AT AWOL?

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

- [] Notification of Separation
- [] Election of Rights (signed by the SM)
- [] Soldier Sexual Assault Memo
- [] Annual Training orders
- [] Other Evidence of AWOL (if any, i.e. counseling, signed roster)
- [] DA Form 268 & complete IPPS-A transaction
- [] Notice of SGLI Termination
- [] Enlisted Record Brief (ERB)
- [] Commander's Report & Recommendation memo (THRU BN, BDE, MACOM)
- [] Affidavit of Service by Mail & Certified Mail Receipt (if SM not present for signature)
- [] Validate whether or not Soldier is currently entered in Integrated Disability Evaluation System (IDES)
- [] Upload documents to J1 Personnel Action Tracker.

BEFORE ROUTING PACKAGE TO BATTALION, WAIT 30 DAYS FROM DATE SOLDIER RECEIVES NOTICE OF SEPARATION OR SOONER IF YOU RECEIVE SIGNED ELECTION OF RIGHTS.

- [] After receipt of election of rights, or after 30 days have elapsed **Unit POC transfers action to Brigade Legal Section to obtain legal sufficiency review.**
- [] Brigade Legal Section Initial Legal Sufficiency Review
 - Is Characterization OTH? [] Yes / [] No
 - Packet Satisfy OTH Analysis under AR 135-178, ch 2-9(c) [] Yes / [] No
 - Does SM Have 6+ Years of Military Service? [] Yes / [] No

Is packet Legally Sufficient? [] Yes / [] No _____
BJA Print / Date / Sign

[] Unit POC affirms the package contains above contents and transfers action to BN _____
Unit POC Print / Date / Sign

[] BATTALION Responsibilities

- [] Battalion Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to BDE: _____
 - Was action route to BDE within 15 days of receipt or by first drill period? [] Yes / [] No
- [] BN S1 affirms the package contains above contents and transfers action to BDE _____
BN S1 Print / Date / Sign

[] BRIGADE Responsibilities

- [] Brigade Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to MACOM: _____
 - Was action route to MACOM within 15 days of receipt or by first drill period? [] Yes / [] No
- [] BDE S1 affirms the package contains above contents and transfers action to MACOM _____
BDE S1 Print / Date / Sign

[] MACOM Responsibilities

- [] MACOM Commander concur/non-concur Initials THRU on recommendation memo

[] OGC Responsibilities

[] Separation Authority Memo Select One Board No Board



ENLISTED ADMINISTRATIVE SEPARATIONS Civil Conviction Discharge Checklist

(References: AR 135-178 & NGR 600-200)

Checklist must be submitted with Packet

SM Name & Rank		ETS / Years of Service	
Unit / BDE		Date Action Initiated	
POC / Phone#		Date Commander Notified of Conviction	

[] UNIT Responsibilities

Was action initiated within 15 days or by first drill period of Commander being notified? YES NO

- [] Notification of Separation
- [] Election of Rights (signed by the SM)
- [] Soldier Sexual Assault Memo
- [] Court Documents with Final Disposition of Case
- [] Proof of completed Mental Health Examination
- [] DA Form 268 & complete IPPS-A transaction
- [] Enlisted Record Brief (ERB)
- [] Commander's Report & Recommendation memo (THRU BN, BDE, MACOM)
- [] Affidavit of Service by Mail & Certified Mail Receipt (if SM not present for signature)
- [] Validate whether or not Soldier is currently entered in Integrated Disability Evaluation System (IDES)
- [] Upload documents to J1 Personnel Action Tracker.

BEFORE ROUTING PACKAGE TO BATTALION, WAIT 30 DAYS FROM DATE SOLDIER RECEIVES NOTICE OF SEPARATION OR SOONER IF YOU RECEIVE SIGNED ELECTION OF RIGHTS.

[] After receipt of election of rights, or after 30 days have elapsed **Unit POC transfers action to Brigade Legal Section to obtain legal sufficiency review.**

- [] Brigade Legal Section Initial Legal Sufficiency Review
 - Is Characterization OTH? Yes / No
 - Packet Satisfy OTH Analysis under AR 135-178, ch 2-9(c) Yes / No
 - Does SM Have 6+ Years of Military Service? Yes / No

Is packet Legally Sufficient? [] Yes / [] No _____
BJA Print / Date / Sign

[] Unit POC affirms the package contains above contents and transfers action to BN _____
Unit POC Print / Date / Sign

[] BATTALION Responsibilities

- [] Battalion Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to BDE: _____
 - Was action route to BDE within 15 days of receipt or by first drill period? Yes / No
- [] BN S1 affirms the package contains above contents and transfers action to BDE

BN S1 Print / Date / Sign

[] BRIGADE Responsibilities

- [] Brigade Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to MACOM: _____
 - Was action route to MACOM within 15 days of receipt or by first drill period? Yes / No
- [] BDE S1 affirms the package contains above contents and transfers action to MACOM

BDE S1 Print / Date / Sign

[] MACOM Responsibilities

[] MACOM Commander concur/non-concur Initials THRU on recommendation memo

[] OGC Responsibilities

[] Separation Authority Memo Board No Board



ENLISTED ADMINISTRATIVE SEPARATIONS Commission of Serious Offense Checklist

(References: AR 135-178 & NGR 600-200)

Checklist must be submitted with Packet

SM Name & Rank		ETS / Years of Service	
Unit / BDE		Date Action Initiated	
POC / Phone #		Date Commander Notified of Offense	

[] UNIT Responsibilities

Was action initiated within 15 days or by first drill period of Commander being notified?

YES NO

- [] Notification of Separation
- [] Election of Rights (signed by the SM)
- [] Soldier Sexual Assault Memo
- [] Police Report/any supporting evidence of serious crime
- [] Proof of completed Mental Health Examination
- [] DA Form 268 & complete IPPS-A transaction
- [] Enlisted Record Brief (ERB)
- [] Commander's Report & Recommendation memo (THRU BN, BDE, MACOM)
- [] Affidavit of Service by Mail & Certified Mail Receipt (if SM not present for signature)
- [] Validate whether or not Soldier is currently entered in Integrated Disability Evaluation System (IDES)
- [] Upload documents to J1 Personnel Action Tracker.

BEFORE ROUTING PACKAGE TO BATTALION, WAIT 30 DAYS FROM DATE SOLDIER RECEIVES NOTICE OF SEPARATION OR SOONER IF YOU RECEIVE SIGNED ELECTION OF RIGHTS.

- [] After receipt of election of rights, or after 30 days have elapsed **Unit POC transfers action to Brigade Legal Section to obtain legal sufficiency review.**
- [] Brigade Legal Section Initial Legal Sufficiency Review
 - Is Characterization OTH ? [] Yes / [] No
 - Packet Satisfy OTH Analysis under AR 135-178, ch 2-9(c) [] Yes / [] No
 - Does SM Have 6+ Years of Military Service? [] Yes / [] No

Is packet Legally Sufficient? [] Yes / [] No _____
BJA Print / Date / Sign

[] Unit POC affirms the package contains above contents and transfers action to BN _____
Unit POC Print / Date / Sign

[] BATTALION Responsibilities

- [] Battalion Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to BDE: _____
 - Was action route to BDE within 15 days of receipt or by first drill period? [] Yes / [] No
- [] BN S1 affirms the package contains above contents and transfers action to BDE _____
BN S1 Print / Date / Sign

[] BRIGADE Responsibilities

- [] Brigade Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to MACOM: _____
 - Was action route to MACOM within 15 days of receipt or by first drill period? [] Yes / [] No
- [] BDE S1 affirms the package contains above contents and transfers action to MACOM _____
BDE S1 Print / Date / Sign

[] MACOM Responsibilities

- [] MACOM Commander concur/non-concur Initials THRU on recommendation memo

[] OGC Responsibilities

[] Separation Authority Memo Select One Board No Board



ENLISTED ADMINISTRATIVE SEPARATIONS Army Physical Fitness Test (APFT) Failure Checklist

(References: AR 135-178 & NGR 600-200)

Checklist must be submitted with Packet

SM Name & Rank		ETS / Years of Service	
Unit / BDE		Date Action Initiated	
POC / Phone#		Date Commander Notified 2nd APFT Failure	

[] UNIT Responsibilities

Was action initiated within 15 days or by first drill period of Commander being notified?

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

- [] Notification of Separation
- [] Election of Rights (signed by the SM)
- [] Soldier Sexual Assault Memo
- [] DA Form 705 (Army Physical Fitness Test Scorecard) documenting two (2) consecutive failures
- [] DA Form 4856 - Developmental Counseling Forms (minimum of 2 counselings)
- [] DA Form 268 & complete IPPS-A transaction
- [] Enlisted Record Brief (ERB)
- [] Commander's Report & Recommendation memo (THRU BN, BDE, MACOM)
- [] Affidavit of Service by Mail & Certified Mail Receipt (if SM not present for signature)
- [] Validate whether or not Soldier is currently entered in Integrated Disability Evaluation System (IDES)
- [] Upload documents to J1 Personnel Action Tracker.

BEFORE ROUTING PACKAGE TO BATTALION, WAIT 30 DAYS FROM DATE SOLDIER RECEIVES NOTICE OF SEPARATION OR SOONER IF YOU RECEIVE SIGNED ELECTION OF RIGHTS.

- [] After receipt of election of rights, or after 30 days have elapsed **Unit POC transfers action to Brigade Legal Section to obtain legal sufficiency review.**
- [] Brigade Legal Section Initial Legal Sufficiency Review
 - Does SM Have 6+ Years of Military Service? [] Yes / [] No

Is packet Legally Sufficient? [] Yes / [] No _____
BJA Print / Date / Sign

[] Unit POC affirms the package contains above contents and transfers action to BN _____
Unit POC Print / Date / Sign

[] BATTALION Responsibilities

- [] Battalion Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to BDE: _____
 - Was action route to BDE within 15 days of receipt or by first drill period? [] Yes / [] No
- [] BN S1 affirms the package contains above contents and transfers action to BDE

BN S1 Print / Date / Sign

[] BRIGADE Responsibilities

- [] Brigade Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to MACOM: _____
 - Was action route to MACOM within 15 days of receipt or by first drill period? [] Yes / [] No
- [] BDE S1 affirms the package contains above contents and transfers action to MACOM

BDE S1 Print / Date / Sign

[] MACOM Responsibilities

- [] MACOM Commander concur/non-concur Initials THRU on recommendation memo

[] OGC Responsibilities

[] Separation Authority Memo Select One Board No Board



ENLISTED ADMINISTRATIVE SEPARATIONS Army Weight Control Program (AWCP) Discharge Checklist

(References: AR 135-178 & NGR 600-200)

Checklist must be submitted with Packet

SM Name & Rank		ETS / Years of Service	
Unit / BDE		Date Action Initiated	
POC / Phone #		Date Commander Notified AWCP Failure	

[] UNIT Responsibilities

Was action initiated within 15 days or by first drill period of Commander being notified?

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

- [] Notification of Separation
- [] Election of Rights (signed by the SM)
- [] Soldier Sexual Assault Memo
- [] Documentation of failure to maintain AWCP standards (DA Form 5500 or 5501)
- [] DA Form 4856 - Developmental Counseling Forms (Enrollment & follow-up counseling)
- [] DA Form 268 & complete IPPS-A transaction
- [] Enlisted Record Brief (ERB)
- [] Commander's Report & Recommendation memo (THRU BN, BDE, MACOM)
- [] Affidavit of Service by Mail & Certified Mail Receipt (if SM not present for signature)
- [] Validate whether or not Soldier is currently entered in Integrated Disability Evaluation System (IDES)
- [] Upload documents to J1 Personnel Action Tracker.

BEFORE ROUTING PACKAGE TO BATTALION, WAIT 30 DAYS FROM DATE SOLDIER RECEIVES NOTICE OF SEPARATION OR SOONER IF YOU RECEIVE SIGNED ELECTION OF RIGHTS.

- [] After receipt of election of rights, or after 30 days have elapsed **Unit POC transfers action to Brigade Legal Section to obtain legal sufficiency review.**
- [] Brigade Legal Section Initial Legal Sufficiency Review
 - Does SM Have 6+ Years of Military Service? [] Yes / [] No

Is packet Legally Sufficient? [] Yes / [] No _____
BJA Print / Date / Sign

[] Unit POC affirms the package contains above contents and transfers action to BN _____
Unit POC Print / Date / Sign

[] BATTALION Responsibilities

- [] Battalion Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to BDE: _____
 - Was action route to BDE within 15 days of receipt or by first drill period? [] Yes / [] No
- [] BN S1 affirms the package contains above contents and transfers action to BDE _____
BN S1 Print / Date / Sign

[] BRIGADE Responsibilities

- [] Brigade Commander concur/non-concur Initials THRU on recommendation memo
 - Date received from subordinate unit: _____ / Date routed to MACOM: _____
 - Was action route to MACOM within 15 days of receipt or by first drill period? [] Yes / [] No
- [] BDE S1 affirms the package contains above contents and transfers action to MACOM _____
BDE S1 Print / Date / Sign

[] MACOM Responsibilities

- [] MACOM Commander concur/non-concur Initials THRU on recommendation memo

[] OGC Responsibilities

- [] Separation Authority Memo Select One

Board

No Board
