



## RIARNG OUT-PROCESSING CHECKLIST (ETS, IST, ISR, Resignation, Retirement)



Unit Rep Initials	Soldier's Initials	Soldier's Name:	POC
		UNIT READINESS/ADMIN NCO	
		I have no open EO/EEO/SHARP cases.	Unit/BDE
		I do not have any pending medical issues (ex: LOD, Incapacitation Pay, etc).	Unit/BDE
		I have spoken to the unit Retention Recruiter and will not be reenlisting at this time	Unit/BDE
		Complete Exit Survey	Unit/BDE
		All OERs/NCOERs have been completed and digitally signed prior to effective date of discharge.	Unit/BDE
		I have updated my address, phone, and civilian email address in IPPS-A, under Modify a Person tab/Contact Information. This can be done self-service or by a HR Pro. This will ensure that addresses show on the finish discharge order. Retirees only: If I relocate after retirement, I need to update my contact information with HRC ( <a href="http://www.hrc.army.mil">www.hrc.army.mil</a> ) and DFAS ( <a href="http://www.dfas.mil">www.dfas.mil</a> ) in <b>myPay</b>	Unit/BDE
		I have been advised to turn my Common Access Card (CAC) to my unit of assignment or at the nearest ID card facility.  ID Card Office Locator & Appointments:  <a href="https://idco.dmdc.osd.mil/idco/locatordc.osd.mil/idco/locator">https://idco.dmdc.osd.mil/idco/locatordc.osd.mil/idco/locator</a>  For Retirees only: Go to an ID card facility to get a "Gray Area" Retiree/Retired ID card issued to me and my dependents.	Unit/BDE or DEERS facility
		I have been advised to download my iPERMS record. Select the documents tab then download.  Review and update SGLV, DD 93. Recertify SRB and have iPermed. Ensure all birth and marriage/divorce certificates are in iPerms.	Unit/BDE

		I have reviewed my service awards and have been awarded all service awards due (Army Reserve Component Achievement Medal, Armed Forces Reserve Medal, National Defense Service Medal, RI Defense Service Medal, RING Service Medal).	Unit/BDE
		I have reviewed my retirement points statement and verified all periods of service, to include eligibility for early retirement. If errors are found, contact the JFHQ Retirement Services Officer at 401-275-4144.	Unit/BDE or RSO
		To avoid debt, I have been advised that I should change my SGLI and/or FSGLI to NO COVERAGE effective my ETS/resignation date.	Unit/BDE
		I have been provided information about Army Benefits which I may be eligible for (VA home loans, etc).  MyArmyBenefits: <a href="https://myarmybenefits.us.army.mil">https://myarmybenefits.us.army.mil</a>	Family Programs 401-275-1249
		I have been provided information on Military One Source.  Military One Source <a href="https://www.militaryonesource.mil/">https://www.militaryonesource.mil/</a>	Family Programs 401-275-1249
		I have been advised to register for the following sites prior to my separation date:  DS Logon: Accesses websites that require CAC Logon <a href="https://myaccess.dmdc.osd.mil/">https://myaccess.dmdc.osd.mil/</a>  myPay: <a href="https://mypay.dfas.milmypay.aspx">https://mypay.dfas.milmypay.aspx</a>  iPerms with DS logon: <a href="https://iperms.hrc.army.mil/login/">https://iperms.hrc.army.mil/login/</a>  HRC Records Portal with DS logon: <a href="https://www.hrcapps.army.mil/portal/">https://www.hrcapps.army.mil/portal/</a>	Unit/BDE
		I have been provided information on the TRICARE dental program; Tricare Reserve Select, Exceptional Family Member Program.	Unit/BDE
		RETIREMENT/TRANSITION 401-275-4142	
		I have received my Notification of Eligibility for Non-Regular Retired Pay (NOE) "20 Year Letter".	RSO
		I have met my service remaining obligation for retired pay. AR 600-8-19, para 6-8; ROPMA; AR 600-101. If rank/grade at discharge will not be my Retired pay grade, source documents (promotion order/reduction order) will need to be provided to HRC when applying for retired pay.	RSO
		My request to retire has been submitted and approved by the G1 and I have reviewed Soldier for Life Website:  <a href="https://soldierforlife.army.mil/Retirement/">https://soldierforlife.army.mil/Retirement/</a>	RSO

		<b>My unit</b> will request Retirement Awards/Certificates and Army Retirement Soldier Commendation Packet (more commonly known as “Flag Set”) have been requested (at least 90 days prior to retirement date).	RSO
		I have completed and returned my Reserve Component Survivor Benefit Plan (RCSBP) election (DD Form 2656-5) to my state RPAM NCO (if receipt of NOE is within the last 90 days). RCSBP website information: <a href="https://soldierforlife.army.mil/Retirement/survivor-benefit-plan">https://soldierforlife.army.mil/Retirement/survivor-benefit-plan</a>	RSO
		I understand that it is my responsibility to maintain my RCSBP. I have <b>one year</b> from a life changing event (marriage, remarriage, divorce, acquiring a dependent child, death of a spouse, etc.) to update my election by contacting my state Retirement Services Office (RSO) or Human Resource Command (HRC). HRC Toll Free: <b>(888) 276-9472</b> .	RSO
		I have been advised to subscribe to Army Echoes, which is the official Army publication for communicating with Retirees and their Families. Free App is available for iPhone and Android phones:  <a href="https://soldierforlife.army.mil/retirement/army-echoes">https://soldierforlife.army.mil/retirement/army-echoes</a>	RSO
		I understand after reaching the age 59, unless I qualify for reduced age retirement in accordance with Title 10 USC 12731(f)(2), it is my responsibility to submit my retirement pay application to the Army-Human Resources Command within 6 months of my pay eligibility date and should contact my nearest RSO for assistance in this process  <a href="https://soldierforlife.army.mil/Retirement/NationalGuard">https://soldierforlife.army.mil/Retirement/NationalGuard</a>  Retirement Pay Application: <a href="https://www.hrc.army.mil/content/Gray%20Area%20Retirements%20Branch">https://www.hrc.army.mil/content/Gray%20Area%20Retirements%20Branch</a>	RSO
		I have read and understand the Pre-retirement FAQ’s Soldier For Life Website : <a href="https://soldierforlife.army.mil/Retirement/retirement-planning">https://soldierforlife.army.mil/Retirement/retirement-planning</a>	RSO
		I have been advised to register or go to the following sites prior to my retirement date:  <b>Retirement Website:</b> <a href="https://soldierforlife.army.mil/">https://soldierforlife.army.mil/</a>  <b>MyArmyBenefits:</b> <a href="https://myarmybenefits.us.army.mil/">https://myarmybenefits.us.army.mil/</a>  <b>DFAS:</b> <a href="https://www.dfas.mil/RetiredMilitary/">https://www.dfas.mil/RetiredMilitary/</a>	RSO

		<p><b>VA Gov:</b> Access/manage VA Benefits/Health care  <a href="https://www.va.gov/">https://www.va.gov/</a></p> <p><b>milConnect:</b> Update DEERS  <a href="https://milconnect.dmdc.osd.mil/milconnect/">https://milconnect.dmdc.osd.mil/milconnect/</a></p>	
		<p>MEDICAL DETACHMENT  401-275-1167</p>	
		I have been advised to request copies of my military medical records. A DD Form 877 must be turned into my unit of assignment or the medical detachment.	Medical Records
		I have been advised that if I do NOT have a current PHA then I may request another one prior to your separation. This will provide understanding of my current health and may assist in VA or other Veteran benefit applications. This should be done 4-6 month out.	PHA Scheduling
		I have been advised that if I am completing a period of active duty and am separating after >180 days on continuous service; separating with >30 days of continuous service on active duty in support of a contingency operation, separating after 30 to 179 days on continuous service on active duty orders or separating with <30 days of continuous service on active duty orders in support of a contingency operation, I must complete a SHPE physical IAW DoDI 6040.46.	PHA Scheduling
		<p>EDUCATION AND INCENTIVES OFFICE  Education Services 401-275-4109  Incentives Manager 401-275-4039</p>	
		I understand the Post 9/11 GI Bill <b><u>CANNOT</u></b> be transferred <b><u>AFTER</u></b> discharge or separation. For eligibility questions, please contact the State Education Office at 401-275-4109.	ESO
		I have no outstanding remaining service obligation related to my educational benefits. For information, please contact the State Education Office at 401-275-4109.	ESO
		If applicable, I have verified that I have no remaining service obligation related to my Blended Retirement System Continuation Pay or any bonus incentives I have received.  For information, please contact the State Incentives Manager at 401-275-4039.	Incentives MGR

		G2 401-275-4098/1187	
		I have been debriefed by the G2. The SF-312 has been witnessed and signed (security clearances, GSA locks, and foreign travel).	PERSEC MGR
		I have turned in any facility access cards & courier cards (if any)	Special Security Off
		G6/NETWORK ACCESS 401-275-HELP	
		Disable/Remove Network Account (if any)	G6 Helpdesk
		Computer Equipment turn-in (Including monitors)	G6 Helpdesk
		SIPR token turn-in (if any)	G6 Helpdesk
		Admin token turn-in (if any)	G6 Helpdesk
		Desk/Cell phone turn-in/Voicemail Cleared	G6 Helpdesk
		CONTRACTING	
		Reassign or cancel GPC cards, 401-275-4262	401-275- 4262
		Notify Contract Specialist if you are a COR on an active contract, 401-275-4248	401-275- 4248
		USPFO/CIF	
		I do NOT have to turn in my government credit card. My account is in a CLOSED status and can be reopened if I become a DoD employee. I have verified that I do not have any unpaid vouchers, documents that have not yet been closed out, and verified that I am not in debt. If in debt status, I have been encouraged to pay off what I owe before being discharged. If not, my account will be turned over to civilian collection services that go after my tax return, or other source of income, at a high rate of interest. This does affect credit.	401-275- 4210
		I have cleared any hand receipts issued equipment & organizational clothing and individual equipment (OCIE)	Unit/BDE/ USPFO

		USPFO/CIF continued	
		I have turned in equipment (TA-50)/COMSEC/KSV-21 card/LM Radio, etc)	Unit/BDE/ USPFO
		I have cleared supply and I have been counseled that I am <b>NOT</b> to attend drill or perform military duty <b>AFTER</b> my separation date.	Unit/BDE
		I have received a unit supply clearance memorandum	Unit/BDE
		GRANTS	
		Notify the GOR if you are on a 577 for a cooperative agreement	401-275- 4234
		COMPTROLLER	
		Cancel GFEBS access	401-275- 4277
		Deactivate RM Online account	401-275- 4214
		Deactivate Wide Area Workflow account	401-275- 4207
		Notify the CSR if you are a certifier in ATAAPS	401-275- 4220
		Deactivate DTS profile and GTC	401-275- 4259
		CHAPLAIN	
		I have spoken to the Chaplain (if desired) 401-275-4070	401-275- 4070
		HRO	
		Full time (Technician or AGR) contact HRO	401-275- 4132 (Tech) 4187 (AGR)

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Soldier's Signature and Date

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Unit Rep Signature and Date

**I AW AR 135-178 and AR 135-175, the separation of enlisted personnel and officers, will serve as the functional proponent for military personnel management and will establish standards and operating tasks for the discharge program.**

MACOMS/DRUs will complete this Out-Processing Checklist and have both the Soldier and Unit Rep sign above.

**Monthly:** It is the responsibility of each MACOM and DRU to upload the Unit Discharge RFO along with a completed Out-Processing Checklist for each Soldier. You will find the Unit Discharge RFO folder under the files in:

[PSB RI DASHBOARD | General | Microsoft Teams](#)

**Retirements:** Requests for retirement will be processed through regular channels. Upon reaching the retirement month, units will submit the approved retirement memo, the Out-Processing checklist along with the Unit Discharge RFO and place in Teams (see above).