

*****REQUIREMENTS FOR ALL SEPARATIONS**

- DA Form 268 / Flag – Elimination checked – signed by Commander and dated
- Completed and signed Legal Action Request Form
- ERB/ORB (within 30 days and annotated flag for separations - **BA**)
- Pre-separation Counseling Checklist DD Form 2648 (3 pages) (*ACAP documents*)
Section 8 and 9 with signatures and date
- Debt Avoidance Final Actions Memorandum (*Finance*)
- MGI Bill/Education Counseling/Memo (*Education Center*)

Chapter 5-8: Parenthood, No Family Care Plan

- FCP Counseling (4856)
 - Signatures of SM and Cdr
 - Assessment complete
 - 1-16 bullet regarding inability to perform due to parenthood
- 30 day request/waiver *if needed* (2 memo's: 1 from SM, 1 from Cdr)
- DA Form 5304: Family Care Plan Checklist
 - Part I, A-M and P-T initialed
 - Part II, A-L completed
 - Part III, 1-4 completed (if dual military)
 - Part IV, completed
- DA Form 5305: Family Care Plan (incomplete) – make sure the Commander did not sign the 5305.
- Separation Health Assessment
- All Required Documents***

Chapter 5-13: Personality Disorder

- Mental Examination: signed by a psychiatrist or licensed Clinical Psychologist recommending separation because the soldier has a mental condition which is a deeply-ingrained maladaptive pattern of behavior of long duration.
- PTSD screen by ABH complete if Soldier has deployed (check ERB)
- Separation Health Assessment
- Counseling (DA Form 4856)
 - Signatures of SM and Cdr
 - Assessment complete
 - 1-16 bullet regarding inability to perform due to personality disorder
 - Ample time to rehabilitate: Separation processing may not be initiated under this paragraph until the Soldier has been counseled formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records.
- All Required Documents***

Chapter 5-17: Other Mental/ Physical Condition

- Mental Examination: completed by Psychiatrist or licensed Clinical Psychologist recommending separation due to diagnosed mental condition. **(OR)** Medical Examination: completed by Clinical Physician recommending separation due to diagnosed medical condition.
- PTSD Screen by ABH complete if Soldier has deployed (check ERB)
- Office of the Surgeon General Memo if Soldier had deployed (check ERB)
- Separation Health Assessment
- Counseling (DA Form 4856)
 - Signatures of SM and Cdr
 - Assessment complete
 - 1-16 bullet regarding inability to perform due to personality disorder
 - Ample time to rehabilitate: Separation processing may not be initiated under this paragraph until the Soldier has been counseled formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records.
- All Required Documents***

Chapter 9: ASAP or Rehab Failure

- ASAP Failure Statement
- PTSD screen by ASAP: if Soldier has deployed (check ERB)
- Separation Health Assessment
- Counseling (DA Form 4856): Commander's statement of why SM has been declared an ASAP or Rehab failure (needed for text in chapter).
 - Signatures of SM and Cdr
 - 1-16 bullet
- All Required Documents***

Chapter 13: Unsatisfactory Performance

- For APFT failures: DA Form 705- APFT Scorecard (x2 or more) with "record". Retest must be within 90 days of first APFT failure. For NCOES disciplinary drops: Any documents reflecting soldier's disenrollment of the school, especially DA Form 1059. *(See AR 635-200 Chapter 13 for other reasons for separation and requirements under this chapter)*
- Medical Examination: completed by Clinical Physician (Parts I and II)
- Mental Evaluation: signed by a psychiatrist or licensed Clinical Psychologist
- PTSD screen by ABH complete if Soldier has deployed (check ERB)
- Counseling (DA Form 4856)
 - Signatures of SM and Cdr
 - Assessment complete
 - 1-16 bullet
 - Ample time to rehabilitate: Separation processing may not be initiated under this paragraph until the Soldier has been counseled formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records.
- All Required Documents***

Chapter 14-12b: Patterns of Misconduct (Talk to Attorney First)

- Evidence of Misconduct: (Multiple Counseling's, Administrative Orders, Article 15s, Sworn Statements)
- Medical Examination: completed by Clinical Physician (Parts I and II)
- Mental Evaluation: completed by Psychiatrist or licensed Clinical Psychologist
- PTSD screen by ABH complete if Soldier has deployed (check ERB)
- Counseling (DA Form 4856)
 - Signatures of SM and Cdr
 - Assessment complete
 - 1-16 bullet
 - Ample time to rehabilitate: Separation processing may not be initiated under this paragraph until the Soldier has been counseled formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records.
- Proof of Rehabilitation / waiver of rehab requirement memo from Commander to separation authority
- All Required Documents***

Chapter 14-12c: Commission of Serious Offense

- Evidence of Misconduct: (Administrative Orders, Article 15s, Sworn Statements)
- Medical Examination: completed by Clinical Physician (Parts I and II)
- Mental Evaluation: completed by Psychiatrist or licensed Clinical Psychologist
- All Required Documents***

Chapter 14-12c(1): AWOL

- Evidence of Misconduct: (Administrative Orders, Article 15s, Sworn Statements)
- All 4187s signed by the Commander, with stamp from PMO and correct dates.
- DFR Packet (if applicable)
- Medical Examination: completed by Clinical Physician (Parts I and II)
- Mental Evaluation: completed by Psychiatrist or licensed Clinical Psychologist
- All Required Documents***

Chapter 14-12c(2): Drugs

- Evidence of Misconduct: (Copies of UA Results, Chain of custody documents, CID sworn statement) (Copy of UCMJ action for violation of 112a) (*copy of litigation packet if acquired*)
- Medical Examination: completed by Clinical Physician (Parts I and II)
- Mental Evaluation: completed by Psychiatrist or licensed Clinical Psychologist
- All Required Documents***

Chapter 18: Weight Control Failure

- Notification from immediate Commander and receipt of notification for Soldier acknowledging entry into Weight Control Program (AR 600-9). **The clock starts ticking upon receipt from the Soldier.**
- Memorandum from health care personnel indication no medical condition exists which precluded the Soldier from losing weight (AR 600-9) signed and dated.
- Memorandum of nutritionist indication the Soldier was provided nutrition education and weight reduction counseling (AR 600-9) signed and dated.
- If the chapter is for a Soldier who re-enters the overweight program, evidence of prior disenrollment for the weight control program (AR 600-9).
- Consecutive monthly weigh-in sheets (DA Form 5500-R for male and DA Form 5501-R for females)
- Separation Health Assessment
- Counseling (DA Form 4856)
 - Signatures of SM and Cdr
 - 1-16 bullet
 - Ample time to rehabilitate: Separation processing may not be initiated under this paragraph until the Soldier has been counseled formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records.
- All Required Documents***

Officer Elimination

- HRC Initiated (OR) Misconduct
- Elimination recommendation memorandum (GOSCA to officer)
- Medical Examination: completed by Clinical Physician (Parts I and II) - *the pre-separation physical is required to be started within 5 days of the officer making their election by AR 600-8-24, Chapter 4, Table 4-1 step 9d or Table 4-2 Step 8c*
- Mental Evaluation: completed by Psychiatrist or licensed Clinical Psychologist (*if applicable*)
- Evidence of Misconduct: (MP/CID Reports, Article 15s, Sworn Statements, 15-6 Investigations)
- All Required Documents***