

NOTIFICATION ADMINISTRATIVE DISCHARGE CHECKLIST (as of 14 Apr 16)

(Timelines: Discharge action must be served to member 10 calendar days from discovery. Must be completed in 15 duty days from notification to member)

1. Rank, First/Middle/Last Name, SSN: _____
2. Unit: _____ Most Recent Enlistment: _____ Date of Last EPR/LOE: _____ DOS: _____
3. Basis for Discharge: Fitness ____ Misconduct ____ Drug Abuse ____ Mental Health ____ Other ____
4. Commander's Recommendation for Characterization of Discharge (after consultation with JA):
 Honorable Under Honorable Conditions (General) Under Other Than Honorable (UOTHC)
5. Is the member pending or eligible for a Medical Evaluation Board? MEB office: x1948
 or **Check ASIMS** Yes No
6. Has the member ever served in an imminent danger pay area in the last 24 months?
 (CC can schedule medical exam prior to notification AFI 36-3208, Para 6.9.3) Yes No
7. Does the CC recommend that the member be barred from the installation? **SIF Needed?** Yes No
8. Has the member made an Unrestricted Report of a Sexual Assault within 12 month of discharge initiation? AFI 36-3208, para 1.31 (If Yes, please contact JA for guidance.) Yes No

YES	NO	Does Not Exist	Is the Below Required Documentation Attached (All Cases):
			RIPs – AMJAM and RRR (Request from FSS - SSgt Heussenstamm, Carly, SrA Thompson, Denirio, SrA Bedoya, Monica A1C McKamie, James, A1C Hughes, Jordan) (If member's TAFMS is close to 5 years or more, review DD Form 1966 for Delayed Enlistment Program. Add time to TAFMS time...if 6 or more years member is board entitled! Provide form to discharge clerk.)
			PIF / UPRG / UIF / Control Roster / Art 15 w/member's response and all supporting docs (Includes All Properly Filed LORs/LOAs/LOCs, etc.)
			MFRs which state that member was verbally counseled
			* ALL EPRs and/or LOEs
			Member has completed pre-separations briefing, 5-Day TAP, CAPSTONE (AFRC: Glen Kuhn, Cyrus Maxilom, or Gen Melon x7754) Provide TAP Memo w/CCs signature

***NOTE:** Discharges based on AFI 36-3208 paragraph 5.9 – **parenthood, 5.11 – mental disorders, 5.25 & 5.26 – unsatisfactory duty performance, or 5.26.6/5.65 – FA failure REQUIRE** a closeout EPR/LOE if the airman has not had an EPR/LOE closing in the **90 days** before the day of Notification of Discharge is served. **Due to new EPR guidelines: LOE is ok if annual EPR is not due; except lengthy service (16 years or more).**

Basis of Discharge	Provided/Completed:		
	Yes	No	N/A
Fitness Assessment Failure			
• Fitness History showing at least 4 failures in 24 months and all fitness related documents	<input type="checkbox"/>	<input type="checkbox"/>	
• Medical Records Review Memorandum covering the failures to be used for discharge	<input type="checkbox"/>	<input type="checkbox"/>	
• EPR (LOE) with a close-out w/in 90 days of potential notification	<input type="checkbox"/>	<input type="checkbox"/>	
Misconduct			
• Report of Investigation/CDI/Evidence (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any Other Supporting Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug Abuse			
• Report of Investigation/CDI/Evidence (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any Other Supporting Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Drug Test report (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health (Guidance Memorandum to AFI 44-172 and AFI 44-172)			
• Mental Health Psychiatrist or Clinical Psychologist evaluation (CDE)	<input type="checkbox"/>	<input type="checkbox"/>	
• EPR/LOE with a close-out w/in 90 days of potential notification	<input type="checkbox"/>	<input type="checkbox"/>	
• PTSD cases handled IAW AFI 36-3208 para 5.11.10?	<input type="checkbox"/>	<input type="checkbox"/>	
• Attachment 18 and 19	<input type="checkbox"/>	<input type="checkbox"/>	
• Memo explaining the adverse effect on mbrs performance and unit; counseling predating discharge...see AFI 36-3208, 5.11.	<input type="checkbox"/>	<input type="checkbox"/>	

10. Provide all documents to discharge clerk & this checklist (as soon as decision is made to discharge)
11. Once you receive Notification Memo; schedule mandatory appointments, Medical x1859, ADC x3473
12. CC Serves package; provide copies to the member, assign an escort (FSS will brief on responsibilities).
13. Provide member with: Atch 1 and 13 (Pre-Separation Order Worksheet & Military Personnel Section Involuntary Discharge Checklist. These documents need to be completed and turned into Separations when they go to get their new ID Card.
14. Receive Response from Member; Member completes response memo; CC reviews response and completes Recommendation for Discharge memo; Return all originals to Discharge Clerk.

E-mail all documents to 49 WG/JA Admin Discharges. Discharge Clerk PH Number: 572-0879