

SEPARATION / RETIREMENT INTERVIEW CHECKLIST

Please complete items 1 through 9 and present this document to Finance Interviewer.

- 1. NAME (LAST, FIRST): _____ RANK: _____ SSN: _____
- 2. _____
FUTURE MAILING ADDRESS _____ HOME PHONE # _____
- 3. _____
CITY, ST, ZIP _____ CELL PHONE # _____
- 4. _____
Email Address _____
- 5. HAVE YOU TAKEN LEAVE THAT HAS NOT POSTED TO YOUR CURRENT LES? YES _____ NO _____
- 6. FROM _____ TO _____ FROM _____ TO _____
- 7. ARE YOU TAKING PERMISSIVE TDY IN CONJUNCTION WITH TRANSITIONAL LEAVE? YES _____ NO _____
- 8. ARE YOU TAKING TERMINAL LEAVE? YES _____ NO _____

NOTE: Single Soldiers below E-6 are entitled to BAH, and must submit the barracks clearance memorandum with DA 5960.

- 9. MARITAL STATUS: SINGLE: MARRIED: DIVORCED: CHILD/ (REN): SM TO SM:

Please X the applicable status.

I certify the information above is accurate and correct to the best of my knowledge. This document can be used to charge any unposted leave, a DA Form 31 received from the unit will be charged to the account and may result in a negative leave balance.

SOLDIER'S SIGNATURE

DATE

FOR FINANCE USE ONLY

PACKET CONSISTS OF:

1 COPY OF ORDERS _____ 1 COPY OF DA Form 31 _____ 1 COPY OF DD Form 214 _____

VERIFY THE MMPA FOR THE FOLLOWING: E503 INPUT: _____ SPD: _____

STATUS: _____ LC: _____ TU: _____ TH: _____ LV BAL-(BR): _____

BAH ENTITLEMENTS: 35 CODE: _____ ZIP CODE: _____ DD 5960 REQUIRED: YES: _____ NO: _____

CHECK ENTITLEMENT: FSA: _____ SDAP: _____ FLPP: _____ CZ (14, 09, 23, FL) _____

DOES SM HAVE ANY OUTSTANDING DEBTS OWED TO GOVERNMENT? YES: _____ NO: _____ SM INTLS: _____

DOES SM KNOW OF ANY UNDOCUMENTED DEBTS: _____
YES NO TUITION GLPD AER

CHECK BONUS (R5, R7, R8): _____ CHECK CMS (CASE PENDING): _____

DOES SM WANT TO DO THE GI BILL KICKER? YES: _____ NO: _____ SM INTLS: _____

NOTE: Must obtain an approved DD FORM 2366 from the education center; pay \$300 Or \$600 by cashier's check or money order by DOS

DOES SM WANT TO START, STOP, OR CHANGE ANY ALLOTMENTS? YES: _____ NO: _____ SM INTLS: _____

DOES THE MMPA REFLECT CORRECT BANK INFO FOR FINAL PAY? YES: _____ NO: _____ SM INTLS: _____

IS SM ENTITLED TO SEPARATION PAY? YES: _____ NO: _____ SM INITIALS IF NOT ACCEPTING SEP PAY: _____

IF YES, WHAT TYPE? _____
FULL HALF DISABILITY # MONTHS (CHECK TT LINE OF MMPA FOR TOTAL ACTIVE DUTY MONTHS FOR SEVERANCE/DSP)

WEBISTE INFORMATION PROVIDED TO SM: _____

INTERVIEWED BY: _____

DATE: _____