

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 TAA / ISA 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: 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, an absence request 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 ABSENCE REQUEST _____ 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: _____