

NAME: \_\_\_\_\_



## ADSEP CHECKLIST

\_\_\_ LOSS DOCUMENT FROM PREVIOUS COMMAND (**DD FORM 2718 IF COMING FROM CONFINEMENT**)

\_\_\_ NPC ORDERS

\_\_\_ ADMINISTRATIVE SEPARATION NOTIFICATION PROCEDURE (**NAVPER 1910-31/32**)\*

### DOCUMENTS REQUIRED IF ARRIVING FROM CONFINEMENT:

\_\_\_ PRE-TRIAL AGREEMENT (PARTS 1&2)

\_\_\_ RESULTS OF TRIAL (**DD FORM 2707-1**)

\_\_\_ CHARGE SHEET (**DD FORM 458**)

\_\_\_ CONFINEMENT ORDER (**DD FORM 2707**)

\_\_\_ STIPULATION OF FACTS (OPTIONAL)

\_\_\_ DISCHARGE AUTHORITY/10 DAY LETTER\*

\_\_\_ DETACHMENT EVAL \*

\_\_\_ **NPPSC 1900/1** (SEPERATIONS QUESTIONNAIRE) WITH MEDICAL AND DENTAL ENDORSEMENT ON BOTTOM\*

\_\_\_ PRE SEP COUNSELING/ INDIVIDUAL TRANSITION PLAN (**DD 2648**) CAN PRINT OUT ON MILCONNECT \*

\_\_\_ VMET PRINTOUT (**CAN ALSO PRINT OUT ON MILCONNECT**)

\_\_\_ REPORT OF OFFENSE 1626 (IF APPLICABLE)

\_\_\_ MEDICAL AND DENTAL RECORDS (IF MEMBER HAS RECORDS, THEY NEED TO TAKE TO NBHC)

\_\_\_ PG 13 FOR TAP/GPS NON-ATTENDANCE (IF APPLICABLE)

\_\_\_ IF BEING DISCHARGED FOR 112A DRUG ABUSE, POSITIVE URINALYSIS RESULTS ARE REQUIRED IN THE PACKAGE

\_\_\_ IF BEING SEPARATED FOR SARP TREATMENT FAILURE, TPU WILL REQUIRE PG 13 AND DOCUMENTATION OF THE FAILURES

\_\_\_ IF BEING SEPARATED FOR VOLUNTARY MENTAL HEALTH REASONS (**NAVPER 1070/613** IS REQUIRED, AS WELL AS A MEMO FROM MENTAL HEALTH) (REFER TO **MILPERSMAN 1910-120**)

\_\_\_ IF BEING SEPARATED AT COMMANDS REQUEST FOR MENTAL HEALTH REASONS; A MEMO FROM MENTAL HEALTH IS REQUIRED (REFER TO **MILPERSMAN 1910-120**)

\* N/A UPON CHECK IN IF MEMBER WAS CONFINED