

ARMY AGR/ADOS OUT-PROCESSING

The proponent agency is HRO.

NAME:		SSN:		RANK:	
UNIT:	DOS:	HOME PHONE:		DUTY PHONE:	
ACTION				OFFICE	INITIAL/DATE
1. WRITTEN REQUEST FOR EARLY RELEASE/RETIREMENT THRU COMMAND CHANNELS APPROVED/DISAPPROVED BY TAG				HRO	
2. VERIFICATION OF LEAVE TAKEN/TO BE TAKEN				HRO	
3. SUBMISSION OF ALL DA 31'S TO HRO-A				HRO	
4. SEPARATION PHYSICAL OR STATEMENT OF WAIVER				HRO	
5. MEDICAL/DENTAL OUTBRIEFING				HRO	
6. SEPARATION ORDERS (PCS AUTHORIZED YES / NO)				HRO	
7. DD214 WORKSHEET				HRO	
8. AGR FINANCE				HRO	
9. TURN-IN SECURITY BADGE / JPAS UPDATE & DEBRIEFING				MSP/J2	
10. FULL-TIME SUPERVISOR/SECURITY OUTBRIEF & TURN IN KEYS				UNIT	
11. CLEAR SUPPLY/HAND RECEIPTS (UNIT SUPPLY SGT)				UNIT	
12. G6 NOTIFICATION (Remove from phone list, passwords deleted, etc)				UNIT	
13. UNIT CDR/UNIT 1SG NOTIFY				UNIT	
14. RETURN/CLEAR IMPAC CREDIT CARD				USPFO	
15. GOVERNMENT TRAVEL CARD TURN IN/OUTSTANDING DEBT				USPFO	
16. RETURN OF I.D. CARDS (SOLDIER'S AND DEPENDENTS)				PSB	
17. CLEARANCE OF LOCKER FOR (MALE/FEMALE) PT (DRAPER)				CFMO	
18. ARMY EDUCATION CENTER OUTBRIEFING (G1 Education Officer or Fort Carson)				G1	
19. TRANSITION ASSISTANCE PROGRAM (TAP) www.acap.army.mil FOUR-DAY SEMINAR AT HAFB (every other week by appointment only 777-4681)				SM/HRO	
20. DA31/TRAVEL: DD2560 / ADVANCE HOUSEHOLD GOODS/TRANSPORTATION (PCS DEPARTURE ONLY)				SM/HRO	
SIGNATURE OF HRO REPRESENTATIVE:		SIGNATURE OF MEMBER:		DATE:	