

805C-42A-3009
Review Separation Documents

Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are the HR Sergeant and are given a requirement to review enlisted administrative separation actions from the active Army. You have access to a request for administrative discharge or separation, DA Form 5138 (Separation Action Control Sheet), AR 614-200 (Enlisted Assignments and Utilization), AR 635-200 (Active Duty Enlisted Administrative Separations), and AR 635-8 (Separation Processing and Documents). This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, verify administrative actions required, separation/discharge authorities, routing channels, orders preparation, and proper distribution of discharge proceedings.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You receive a request for administrative discharge or separation with all supporting documentation.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Verify the actions required for separation/discharge.
 - a. Specific type of separation/discharge action being reviewed is correct.
 - b. Characterization of the Soldier's service or description of his or her separation is correct for the Soldier's type of separation or discharge.
 - c. Separation packet is in the proper format and contains all the data and documentation required for the specific type of separation/discharge being recommended.
 - d. Appropriate notification of separation memorandum is attached to the initiating commander's recommendation report.
 - e. Appropriate recommendation is made on whether or not a Soldier will be transferred to the Individual Ready Reserve (IRR) based on type of separation.
 - f. Appropriate items on DA Form 5138-R were completed to ensure processing goals are met in a timely fashion.
2. Verify the proper separation/discharge authorities.
 - a. Each intermediate commander in the chain of command recommends approval or disapproval of the recommended separation/discharge action.
 - b. The administrative separation board, if applicable, is properly composed.
 - c. The administrative separation board's proceedings are properly conducted.
 - d. The servicing Judge Advocate is consulted by the separation authority, if appropriate.
 - e. The separation authority signing the separation/discharge documents has approval authority for this type of separation/discharge.
 - (1) General-court Martial Convening Authority (GCMCA).
 - (2) Special-court Martial Convening Authority (SCMCA)
 - (3) Commanders in the grade of LTC or higher who have a Judge Advocate or legal advisor available.
 - f. Appropriate items on DA Form 5138-R are completed to ensure processing goals are met in a timely fashion.
3. Verify the proper routing channels for the separation/discharge.
 - a. The HR specialist prepares an endorsement to forward a separation/discharge recommendation to the appropriate separation authority when the report is found to be complete and free of errors.
 - b. Improperly prepared separation/discharge documents are returned to the separation authority for correction.
 - c. Appropriate items on DA Form 5138 were completed to ensure processing goals are met in a timely fashion.
4. Confirm the proper separation/discharge and reduction orders are prepared.

a. Soldier's separation orders are prepared correctly when his or her separation is approved by the appropriate separation authority.

b. Separation orders correctly identify the type of separation/discharge the Soldier is to receive.

c. Verify the correct characterization of service is indicated.

d. Appropriate items on DA Form 5138 are completed to ensure processing goals are met in a timely fashion.

5. Ensure the proper distribution of transfer/separation and discharge proceedings.

a. Proper procedures are followed when the separation authority directs the Soldier be retained on active duty.

b. Proper procedures are followed when the separation authority directs the Soldier be separated from the Active Army.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified the actions required for separation/discharge.			
a. Specific type of separation/discharge action being reviewed was correct.			
b. Characterization of the Soldier's service or description of his or her separation was correct for the Soldier's type of separation or discharge			
c. Separation packet was in the proper format and contained all the data and documentation required for the specific type of separation/discharge being recommended.			
d. Appropriate notification of separation memorandum was attached to the initiating commander's recommendation report.			
e. Appropriate recommendation was made on whether or not a Soldier will be transferred to the IRR based on type of separation.			
f. Appropriate items on DA Form 5138-R were completed to ensure processing goals were met in a timely fashion.			
2. Verified the proper separation/discharge authorities.			
a. Each intermediate commander in the chain of command has recommended approval or disapproval of the recommended separation/discharge action.			
b. The administrative separation board, if applicable, was properly composed.			
c. The administrative separation board's proceedings were properly conducted.			
d. The servicing Judge Advocate was consulted by the separation authority, if appropriate.			
e. The separation authority who signed the separation/discharge documents had approval authority for this type of separation/discharge.			
f. Appropriate items on DA Form 5138-R were completed to ensure processing goals were met in a timely fashion.			
3. Verified the proper routing channels for the separation/discharge.			
a. The HR specialist prepared an endorsement to forward a separation/discharge recommendation to the appropriate separation authority when the report was found to be complete and free of errors.			
b. Improperly prepared separation/discharge documents were returned to the separation authority for correction.			
c. Appropriate items on DA Form 5138 were completed to ensure processing goals were met in a timely fashion.			
4. Confirmed the proper separation/discharge and reduction orders were prepared.			
a. Soldier's separation orders were prepared correctly when his or her separation was approved by the appropriate separation authority.			
b. Separation orders correctly identified the type of separation/discharge the Soldier was to receive.			
c. Verified the correct characterization of service was indicated.			
d. Appropriate items on DA Form 5138 were completed to ensure processing goals were met in a timely fashion.			
5. Ensured the proper distribution of transfer/separation and discharge proceedings.			
a. Proper procedures were followed when the separation authority directed the Soldier be retained on active duty.			
b. Proper procedures were followed when the separation authority directed the Soldier be separated from the Active Army.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	No	No
	AR 635-200	Active Duty Enlisted Administrative Separations	Yes	Yes
	AR 635-8	Separation Processing and Documents	No	No
	DA FORM 5138	SEPARATION ACTION CONTROL SHEET	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved
805C-42A-3015	Establish Records Using the Army Records Information Management System (ARIMS)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None