



GEORGIA ARMY NATIONAL GUARD

ROTC_GMC Dis-enrollment Checklist

**Reference: AR 135-178(Enlisted Administrative Separation)
600-200 (Enlisted Personnel Management)**

Name: _____ RANK: _____ MSC/ Unit: _____

Circle Duty Status: **M-DAY** **TECH** **AGR**

Current Mailing Address: _____

Submit the following documents through chain of command to the State processing authority via IPPS-A

- Completed DA Form 4187 (Signed by the Officer, Company Commander, Battalion Commander and MSC Commander. Required information on the sample DA Form 4187 must be included on the submission packet.
- Dis-enrollment Memorandum
- Memorandum of Understanding MOU
- All applicable 597 Series Forms
- Copy of the cleared OCIE Clearance Record with the CIF Stamp
- Copy of the DD Form 362 (Statement of Charges/Cash Collection Voucher) (If Applicable)
- A copy of the signed FLIPL with the BN CDR signature (If Applicable)

Ensure the following information is inputted in the CRM description field:
Provider Group: NGGA G-1 TRANSITIONS
CRM Case Description: Officer Involuntary Separation Request, MSC
name Example: Officer Involuntary Separation Request, AVN TC