## ENLISTED DISCHARGE WORKSHEET

This worksheet must be completed in its entirety prior to the processing of a discharge. If an item does not apply, state “none” or “N/A.” Return this FULLY COMPLETED worksheet along with the following:

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| **NAME** | RANK | **SOCIAL SECURITY NO.** | **UNIT**  |
|  |  |  |  |
| **CLOSE-OUT DATE OF LAST EPR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| FIRST SERGEANT | **DUTY PHONE** | **COMMANDER INITIATING DISCHARGE****(Full signature block)** |
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| **DOES THE COMMANDER HAVE ANY LEAVE, TDYS, ETC. PROJECTED:** | **RECOMMENDED CHARACTERIZATION** **(Honorable, General, UOTHC)** |
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| **BASIS FOR DISCHARGE (DAFI 36-3211, Ch. 7) if more than one bases, check all that apply** |
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| \_\_\_ 7.11 – Conditions that Interfere with Military Service | \_\_\_ 7.39 – Pattern of Misconduct |
| \_\_\_ 7C – Defective Enlistments | \_\_\_ 7.41 – Civilian Conviction |
| \_\_\_ 7.22 – Entry Level Performance or Conduct | \_\_\_ 7.40 – Commission of a Serious Offense |
| \_\_\_ 7.25 – Unsatisfactory Performance | \_\_\_ 7.43 – Drug Abuse |
| \_\_\_ 7.31 – Failure in Drug Abuse Treatment | \_\_\_ 7.44 – Sexual Assault |
| \_\_\_ 7.32 – Failure in Alcohol Abuse Treatment | \_\_\_ 7.26.5 – Failure in the Fitness Program |
| \_\_\_ 7.38 – Minor Disciplinary Infractions |  |

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| Date of last EPR: \_\_\_\_\_\_\_\_\_The last EPR must have a close out date within the 90 days prior to discharge notification if the reason for discharge is: 7.9 – Parenthood; 7.11 – Conditions that interfere w/military service; or 7.25/.26 – Unsatisfactory Performance/Fitness Failure. If EPR is needed, will it be a referral? \_\_\_\_\_\_\_\_ (allow 10 days for completion) **\*\*\*If airman is E-3 or below with less than 36 months active service, and being involuntarily separated, a LOE is required for cases involving parenthood, non-disability mental disorder cases, unsatisfactory performance, or failure in the fitness program.** |

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| **Formal Training:**  |
| Name of Tech School(s) (ex: Paralegal Apprentice Course): |
| Other (ALS, etc.): |
| **Are there any pending administrative/Non-judicial punishment actions? (Article 15, vacation** **Action, LOR, LOA, LOC, RIC)** |
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| **Derogatory Data on Member (Example: LOC, Dated 26 Apr 06)****\*\*Include Courts-Martial, Article 15s, Vacations, Civilian Convictions, etc** |
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| **Describe the rehabilitative efforts taken by the CC, CCE, or CCF:** |
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| **Does the Commander recommend Probation and Rehabilitation? (See AFI 36-3208, Ch. 7 for guidance): YES/NO. Please explain Why or Why Not:** |
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| **Has the member deployed within the last 24 months?** **(If yes, please provide location and dates)** |
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| **Medical Data to consider (i.e. pending MEB):** |
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| **Has the member been diagnosed with PTSD, TBI or made unrestricted report of sexual assault?** |
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| **Did you provide the following? (Yes/No or N/A)** |
| \_\_\_\_\_ a. Copies of all EPRs (EPRs/LOEs are required for any Parenthood/PT/Failure to Progress/ Mental Discharge) **and** **DD Form 1966** |
| \_\_\_\_\_ b. Completed and attached TAP (DD Form 2648) and SHPE document Attch 23)/Date member is scheduled |
|  **\_\_\_\_\_** c. Copies of all derogatory data listed in your list of disciplinary actions (even if not the basis) |
|  **\_\_\_\_\_** d. Member’s Fitness File, if discharge is for failure to meet minimum fitness standards (must have rehabilitative documentation showing member was enrolled in Be Well Program). Medical Condition Determination for Fitness Assessment Test Failures Memo. Dates must match PT Scorecard and punishment on LORs, etc. If dates don’t match scorecard, an MFR will need to address that.  |
|  **\_\_\_\_\_**e. Member’s training record, if discharge is for failure to meet training requirements |
| **\_\_\_\_\_**f. **Attachment 1** – Pre-Separation Order Worksheet **Attachments 17 and 18** – Conditions that interfere with Military Service and Mental Disorder  Discharge Checklist), if discharge is for mental disorder **Attachment 23** – Medical Examination Clearance Memorandum – Involuntary Separation **Attachment 24** – Administrative Discharge or In-Lieu-Of Court-Martial Separations Checklist **DD Form 2648** – TAPS Completion |
| Initial Date Received by Legal:Final Date Received: |
| Current as of 15 July 2022 |