



913 AG  
LITTLE ROCK AFB, AR



**SEPARATION/RETIREMENT/TRANSFER CHECKLIST**

RANK/FULL NAME \_\_\_\_\_ UNIT \_\_\_\_\_

AS OF DATE \_\_\_\_\_ FUTURE UNIT OF ASSIGNMENT: \_\_\_\_\_

FUTURE MAILING ADDRESS: \_\_\_\_\_

INITIAL BELOW

1. CAREER DEVELOPMENT - (MSGT JONES, BLDG 262 RM 117, 987-7813) \_\_\_\_\_  
  - a. Complete 1288/Request for Assignment
2. FINANCE (BLDG 262, RM 133, 987-7762) \_\_\_\_\_
3. SUPPLY (TSGT TATE , BLDG 430, RM 119C, 987-2629/4606) \_\_\_\_\_
4. INSTALLATION PERSONNEL READINESS (SSGT SMITH, BLDG 430 RM 120, 987-3523) \_\_\_\_\_  
 Build/Remove M4S profile
5. UNIT- Supervisor initials that member out-processed unit (GTC) \_\_\_\_\_  
 (UTAPS – ensure member properly coded)
6. UNIT - SECURITY MANAGER – Complete 2581-Security Termination \_\_\_\_\_
7. UNIT - SYSTEMS ADMINISTRATOR \_\_\_\_\_  
  - a. De-provision E-Mail Account-**Only if leaving AF RESERVE**
8. UNIT - DEPLOYMENT MANAGER \_\_\_\_\_  
  - a. Give Mobility Folder to Member
9. MEDICAL (RESERVE SECTION, BLDG 1995, (BLDG 1090, RM F189 DURING UTA), 987-6349) \_\_\_\_\_  
  - a. Member has met all Medical/Dental Requirements YES / NO (Circle One).
10. FLIGHT RECORDS- **AIRCREW ONLY** (SMSGT BROWN, BLDG 266, RM 132 , 987-3298) \_\_\_\_\_
11. CIVILIAN PERSONNEL – **ARTS ONLY** (MS FERGUSON BLDG 262, RM 117, 987-5273) \_\_\_\_\_
12. EDUCATION & TRAINING (TSGT OUTLAW, BLDG 262, RM 130, 987-4529) \_\_\_\_\_  
  - a. Transfer/Cancel training record and formal school requests & Cancel GI Bill & TA
  - b. RSC – YES / NO (Circle One)
13. FORCE MANAGEMENT (SRA JACKSON, BLDG 262) \_\_\_\_\_  
  - a. Is an EPR/OPR pending? YES / NO
  - b. Award/Decoration Pending YES / NO (Circle One)
14. CAREER ADVISOR (MSGT HONAKER, BLDG 262, RM 118, 987-2210) \_\_\_\_\_  
  - a. ETS: \_\_\_\_\_ MSO: \_\_\_\_\_
  - b. Member has met Reserve Obligation YES / NO (Circle One)
  - c. Member is a Bonus Participant YES / NO (Circle One)
15. PERSONNEL SYSTEMS MANAGER - (TSGT SEITZ, BLDG 262 RM 117, 987-5273) \_\_\_\_\_  
  - a. Remove access to Systems
16. CAREER DEVELOPMENT - (MSGT JONES, BLDG 262 RM 117, 987-7813) \_\_\_\_\_  
  - a. Push Assignment in MilPDS
17. GROUP SUPERINTENDENT (CMSGT WAGNER, BLDG 262, 987-5138) \_\_\_\_\_
18. CUSTOMER SERVICE (SRA TRAN, BLDG 262.RM 103, 987-3175) **LAST STOP** \_\_\_\_\_  
  - a. Turn in CAC Card – If applicable due to Separation Reason
  - b. SGLI Briefing - Member Elected to continue SGLI Coverage YES / NO (Circle One)  
 (Eff Date) \_\_\_\_\_

\*OUTBOUND CHECKLIST IS TURNED IN TO MSGT JONES

I CERTIFY THAT I WAS BRIEFED ON THE ABOVE ITEMS AND ALL QUESTIONS WERE ANSWERED TO MY SATISFACTION.

\_\_\_\_\_  
(SIGNATURE OF MEMBER)

\_\_\_\_\_  
(DATE)

## 913 AG EXIT QUESTIONNAIRE

Please complete this questionnaire and return it to your Unit, Group or Wing Career Advisor. This data is essential to the Air Force Reserve for analyzing retention and climate and a copy of this must be maintained in the Unit as well as the Wing files.

1. How many years' active duty and/or reserve time do you have?  
1-5 yrs \_\_\_\_\_ 6-10 yrs \_\_\_\_\_ 11-15 yrs \_\_\_\_\_ 16-20 yrs \_\_\_\_\_ 20 yrs or more \_\_\_\_\_
2. How many years Satisfactory Service (SATSV) time do you have?  
1-5 yrs \_\_\_\_\_ 6-10 yrs \_\_\_\_\_ 11-15 yrs \_\_\_\_\_ 16-20 yrs \_\_\_\_\_ 20 yrs or more \_\_\_\_\_
3. How long have you been assigned to this organization?  
1 yr or less \_\_\_\_\_ 1-5 yrs \_\_\_\_\_ 6-10 yrs \_\_\_\_\_ 11-15 yrs \_\_\_\_\_ 16-20 yrs \_\_\_\_\_ 20 yrs or more \_\_\_\_\_

USE THE SCALE BELOW TO ANSWER THE FOLLOWING QUESTIONS

N/A 1 - Poor 2 - Fair 3 - Good 4 - Excellent 5 - Outstanding

4. How well were your participation requirements explained to you? 1 2 3 4 5 N/A

Comments \_\_\_\_\_

5. During your assignment, how well were your duties and responsibilities explained?  
1 2 3 4 5 N/A

Comments \_\_\_\_\_

6. How would you rate the skills training you received during UTA weekends?  
1 2 3 4 5 N/A

Comments \_\_\_\_\_

7. How would you rate the training you received during annual tour?  
1 2 3 4 5 N/A

Comments \_\_\_\_\_

8. How well do you believe your military skills were used? 1 2 3 4 5 N/A

Comments \_\_\_\_\_

9. How would you rate morale in your unit? 1 2 3 4 5 N/A

Comments \_\_\_\_\_

**For questions 10-14 consider leadership qualities, training, mentoring, example setting, etc..**

10. How would you rate your immediate supervisor? 1 2 3 4 5 N/A

Comments \_\_\_\_\_

11. How would you rate your First Sergeant? 1 2 3 4 5 N/A

Comments \_\_\_\_\_

12. How would you rate your Career Advisor? 1 2 3 4 5 N/A

Comments \_\_\_\_\_

13. How would you rate your unit Commander? 1 2 3 4 5 N/A  
Comments \_\_\_\_\_

14. How would you rate your Command Chief Master Sergeant? 1 2 3 4 5 N/A  
Comments \_\_\_\_\_

15. How well did your unit keep you informed of upcoming events?  
1 2 3 4 5 N/A  
Comments \_\_\_\_\_

16. How do you rate the education and training support you received?  
1 2 3 4 5 N/A  
Comments \_\_\_\_\_

17. Choose the **top three** reasons that best describe what you like best about working in the unit?  
a. Contributions to mission  
b. Training in multitude of areas  
c. Camaraderie and affiliation with other reservists  
d. Travel to different geographical areas  
e. Pay  
f. Educational benefits  
g. Other/Comments \_\_\_\_\_  
\_\_\_\_\_

18. Choose the **top three** reasons that best describe what you like least about working in the unit?  
a. Contributions to mission  
b. Training in multitude of areas  
c. Camaraderie and affiliation with other reservists  
d. Travel to different geographical areas  
e. Pay  
f. Educational benefits  
g. Other/Comments \_\_\_\_\_  
\_\_\_\_\_

19. What could be done to get you to stay/come back to the unit? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. What would you like to see changed in the unit? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. Is the reason for separation: Voluntary Involuntary (circle one)

22. Are there any additional comments, concerns or recommendations you can share to improve the quality/efficiency of your unit/organization?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ DOS \_\_\_\_\_ Phone \_\_\_\_\_ (Optional)  
Unit \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

**Thank you for taking the time to complete and return this survey. Your responses will assist the wing in identifying problems and areas requiring change or correction.**