

4th Brigade JROTC Instructor Out-processing Checklist

Complete each task below within the required timeline. Then sign and return the form to 4th Brigade JROTC, ATTN: Mr. Art James.

	When	Action to Complete
Instructor Management	Upon definite decision of resignation/retirement/transfer.	Submit resignation letter /retirement or transfer letter to brigade. Ensure vacancy has been listed on the Cadet Command vacancy list. 4 th Brigade POC: Mr. Art James, Ph: 910-643-6588
Logistics	90 Days prior to departure	Conduct a joint 100% inventory with all assigned instructors at least 90 days prior to your departure. Identify all shortages and report shortages via SIR and FLIP-L. Assign property responsibility to another instructor if you are the current hand receipt holder. 4 th Brigade POC: Mr. Anthony Ross, Ph: 910-396-6085
Logistics	Upon completion of 100% inventory	Have principal establish a new MPS if necessary and forward a copy of the memo to Mr. Anthony Ross.
Training	Within 30 days of your departure.	If you are transferring to another JROTC program, notify Mr. Erik Shay at 910-643-4346, 30 days in advance of your departure so he can release you in DTS rather than deleting you from the system.
Budget	Within 30 days of your departure.	GPC Card Holder – Turn in GPC card records to brigade. POC: Robert Dawson at 252-746-4183.
	Upon your departure	Leave curriculum manager at your current school.
Curriculum	Upon your departure	Return Token card to 4 th Brigade JROTC, ATTN: Mr. Robert Dawson

Signature: _____

Print Name: _____

School: _____

Date: _____