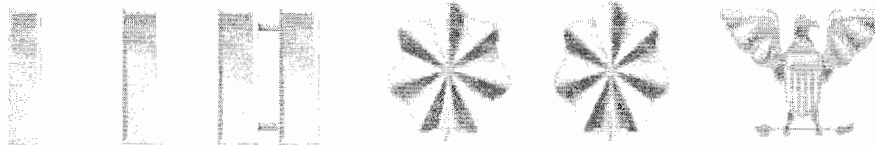


# **Officer Separations**

Unqualified Resignation, Release  
from Active Duty or Resignation



## **Army Instruction & HRC Separations Branch Web-site**

**AR 600-8-24**

**&**

**MILPER Message 10-223, 16 August 2010**

**ALARACT 193/2012**

[https://www.hrc.army.mil/site/protect/branches/officer/  
LeaderDev/Retention-Transition/Separations/index.htm](https://www.hrc.army.mil/site/protect/branches/officer/LeaderDev/Retention-Transition/Separations/index.htm)

## **AR 600-8-24**

### **Chapter # 1, Introduction, pg 1 -10**

Covers Officer transfers and discharge process, HQ addresses, eligibility and pg #10 section 1- 34, provides an example of sexual assault statement memo required for Unqualified Resignation packet.

## **AR 600-8-24**

### **Chapter # 2, Release from Active duty of Reserve Component Commissioned and Warrant Officers, pg 10 – 42**

Covers voluntary separations, hardships, pregnancy, examples of memos that cover these topics.

## **AR 600-8-24**

Chapter # 3, Resignations, pg 42 – 56

Covers UQR date changes/withdrawals, process UQR's, and examples of most of the memos required for an UQR packet.

## **AR 600-8-24**

Chapter # 4, Eliminations, pg 57 – 89

Chapter # 6, Retirements, pg 99 - 116

## **HRC Separations Web-site**

[https://www.hrc.army.mil/site/Active/opdistacc/RetSep/Ret\\_Sep.htm](https://www.hrc.army.mil/site/Active/opdistacc/RetSep/Ret_Sep.htm)

- \*Point of Contacts
- \*Voluntary Retirements Application
- \*Officers considering Retirement MRD
- \*Officers Considering Separation
- \*Waiver of Active Duty Service Obligation (ADSO) for Early Sep
- \*Selective Continuation
- \*Service Computations
- \* Tuition Assistance
- \*Documents to verify DIEMS
- \* Promotion Service Obligation
- \*Army National Guard Combat Reform Initiative (ANGCRI)
- \*MILPER Messages

## **Resignation**

*Resignation is for:*

- Pregnancy
- For Good of the Service
- In Lieu of General Court-Martial.

## **Unqualified Resignation (UQR)**

- RA Officers, under normal circumstances, that do not require or request a Reserve Appointment and have completed their 8 year Military Service Obligation (MSO) and wish to separated from the United States Army.
- Those Officers that still have their 8 year Military Service Obligation (MSO), or request a Reserve Appointment.
- If Officer request a Reserve/Guard appointment, and they have completed their 8 year MSO, they will be a Release from Active Duty instead of a Discharge, in order to accept that Reserve/Guard appointment.
- Most of the packets the Unit deals with is an Unqualified Resignation and REFRAD.
- Next are Resignations in Lieu of Court-martials
- Very rarely, Resignations
- Based upon the Soldier's service record, request, and whether they want a Reserve appointment; HRC will make the determination if the Soldier will be a discharge or release from active duty (REFRAD) and the separation code.

## **Process of Submitting Packet**

- Officer meets with S-1 to determine type of request. Officer provides S-1 with his/her memo.
- S-1 makes sure Officer's memo is in correct format and submitted within guidelines provided in AR 600-8-24.
- S-1 prepares counseling memo, approval memo (both signed by the 1st O6 in the Chain-of-Command), sexual assault memo.
- S-1 ensures that the packet will meet HRC guidelines for submitting a UQR packet. The minimum timeframe for doing so is 6 months to 1 year out from requested date. It must be received by HRC Separations Branch with the 6 months to 1 year or it will not be accepted and Returned Without Action. Per ALARACT 193/2012, the letters of lateness and exception to policy will not be accepted by HRC Separations Branch.

## Process of Submitting Packet

- Once all memos are gathered and signed, S-1 should provide packet to the Officer, along with a DA 200, and Officer should bring packet to Officer Separations at the Soldier Support Center, 2<sup>nd</sup> floor, Wing "B".
- **\*\*\* IF YOUR UNIT SUBMITS YOUR UQR PACKET TO HRC INSTEAD OF COMING THROUGH THE TRANSITION CENTER, WE WILL NOT HAVE EYES ON THE PACKET. THE UNIT WILL HAVE TO TRACK IT FROM BEGINNING TO END.\*\*\***
- Packets are taken only afternoons, Monday, Tuesday, Thursday and Friday, between 1300 & 1600. **Packets are not accepted on Wednesdays, only days listed above.**
- Officer Separations will review packets to ensure accuracy and process and forward to HRC Separations Branch.

## Process of Submitting Packet

- Approvals typically take approximately 6 to 8 weeks to come back.
- Once approval message is received, it is sent to the Officer via their enterprise e-mail account. Civilian e-mail is not allowed because the firewall will not allow us to send it out. A check list of documents needed to cut orders and do the DD-214 worksheet is provided at this time.
- ***NOTE: If you have an outstanding ADSO, you must submit an ADSO waiver with your request. Waivers go before the Assistant Secretary of the Army and take anywhere from 6 to 9 months to process. If it takes longer, you will be extended in 30 day increments to allow for separation leave indicated in your request. An example of the memo is in the packet.***

## Process of Submitting Packet

- Orders are cut 60 to 80 days prior to either the approved ETS date or prior to the start of the approved separation leave. If your leave starts within those 60 to 80 days when you bring your documents up, orders will be cut quickly as possible.
- Officers ***are not authorized*** Permissive TDY or TAMP benefits for voluntary separation. This will be clearly stated on their HRC approval message.

## If the Soldier is Down Range...

- Packet is completed down Range. ***The UNIT S-1 FORWARDS PACKET TO HRC, PROVIDED PACKET IS COMPLETE...OR***
- Rear D will take packet to the Reserve Transition Component located in the basement at the Soldier Support Center. They will complete the Reserve Transitions Memo for the Soldier's packet.
- Once memo is complete, Rear D brings packet to Officer Separations at the Soldier Support Center, 2<sup>nd</sup> Floor, Wing "B". Packets are taken only afternoons, Monday, Tuesday, Thursday and Friday, between 1300 & 1600. ***Packets are not accepted on Wednesdays, only days listed above.***
- Officer Separations will process packet, forward to HRC, and track packet throughout the process.

## **Please Note...**

- **\*\*\* PER MILPER MESSAGE 10-223, UQR DATE CHANGES AND WITHDRAWALS MUST BE SUBMITTED TO HRC NO LATER THAN 45 DAYS FROM THE HRC APPROVED SEPARATION DATE.\*\*\*** Exigent circumstances will be fully justified by the Chain-of-Command.
  - **\*\*\*EXTREMELY IMPORTANT\*\*\***
- In order this to work smoothly, please **READ YOUR ORDERS** once you receive them and **READ YOUR EMAILS!** They contain a wealth of information and inform you step by step what you should be doing. Those that don't are the Soldiers that fall behind and run into difficulty clearing.

### **Contact Information**

**Located at the Soldier Support Center,  
2<sup>nd</sup> Floor, Wing "B"**

Ms Stanley, Supervisor

Phone: (910) 396-0123

Email: [leslie.d.stanley4.civ.mail.mil](mailto:leslie.d.stanley4.civ.mail.mil)

Mr. McDonald, Customer Service

Phone (910) 396-0149 DSN: 236-0149

E-mail: [gary.c.mcdonald.civ@mail.mil](mailto:gary.c.mcdonald.civ@mail.mil)



## Example Memo's and Messages

- Officers UQR Request Memo
- Counseling Memo, signed by O6. Required for all Officers with less than 10 years of Commissioned service
- Approval Memo, signed by O6.
- Sexual Assault Memo
- Reserve Transitions Memo
- Separations guidance from HRC
- Officer Checklist (for documents we need to cut orders and publish DD-214).
- MILPER Message 10-223
- ALARACT 193-2012
- ADSO Waiver example
- Post 9/11 GI Bill: info about transfer to reserves or guard, transfer of education revocation procedures for removal of service obligation



DEPARTMENT OF THE ARMY  
{YOUR BATTALION}  
{YOUR BRIGADE}  
{FORT, STATE ZIP}

REPLY TO  
ATTENTION OF

{YOUR OFFICE SYMBOL}

25 JULY 2012

MEMORANDUM THRU

Commander, {YOUR BDE, FORT, STATE ZIP}

Commander, {YOUR BATTALION, YOUR BDE, FORT, STATE ZIP}

FOR Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue,  
ATTN: (HRC-OPL-R), Ft. Knox, KY 40122

SUBJECT: Unqualified Resignation for {LAST NAME, FIRST NAME MI, RANK,  
BRANCH, 000-00-0000}

1. I, {FIRST NAME, MI. LAST NAME, 000-00-0000, RANK, BRANCH,} tender my unqualified resignation from active duty under AR 600-8-24, chapter 3, section II to be effective {YOUR REQUESTED SEPARATION DATE,} or as soon as practical thereafter.
2. I am not under suspension of favorable personnel action, under investigation, pending charges or being considered for elimination.
3. I {have/have not} fulfilled my active duty service obligation as specified in AR 350-100.
4. I desire to tender my resignation for {YOUR REASONS.}
5. I understand that if my release from active duty is accepted, that my character of service will be characterized as Honorable or Under Honorable Conditions as determined by Headquarters, Department of the Army.
6. My present duty station is {YOUR COMPANY, YOUR BATTALION, YOUR BDE, FORT, STATE ZIP.}
7. I {do/do not} desire separation overseas. (\*Applicable only if currently serving in an overseas area.)
8. I understand that if I have not completed my statutory 8-year Military Service Obligation (MSO), I am required to accept appointment in the U.S. Army Reserve and that I will be transferred to the IRR to complete that obligation. Further, I understand that if I am required to accept appointment in the U.S. Army Reserve to complete my MSO or am requesting appointment in the U.S. Army Reserve, that my REFRAAD pursuant to my unqualified resignation from the Regular Army shall constitute my acceptance of the Reserve appointment. If I am required to accept or have requested appointment in the U.S. Army Reserve, and do not desire this

**{YOUR OFFICE SYMBOL}**

**SUBJECT: Unqualified Resignation for {LAST NAME, FIRST NAME MI, RANK, BRANCH, 000-00-0000}**

appointment, I must request withdrawal of my resignation prior to my REFRAD IAW AR 600-8-24 and remain on active duty.

9. **{I desire to be appointed as a commissioned officer in the U.S. Army Reserve upon my REFRAD}** or **{I have fulfilled my MSO and do not desire appointment in the U.S. Army Reserve}** (as applicable)

As of the date of this application, I have **{NUMBER OF}** days of accrued leave. I **{do/do not}** plan to take **{NUMBER OF}** days of transition leave.

10. I understand that if I am requesting or required to accept a Reserve appointment and the appointment has not been approved by the appropriate authority within 10 days of my REFRAD date, the effective date of my release will be adjusted by Army Human Resources Command in 30 day increments until the appointment is approved. I further understand that if my REFRAD date needs to be adjusted, that the Army Human Resources Command will notify me of such change by memorandum and that I am responsible for coordinating my adjusted REFRAD date with my transition center.

11. I understand that if I participated in certain advanced education programs (including, but not limited to Tuition Assistance, Degree Completion Program, and Cooperative Degree Program) I may be required to reimburse the United States Government as stated in written agreement made by me with the United States Government under law and regulations.

10. I understand that my release from active duty is voluntary and I am not entitled to separation pay.

12. My mailing address immediately after the date of separation will be **{YOUR ADDRESS.}**

13. For further information, I may be contacted at **{WORK PHONE, CELL PHONE, and WORK EMAIL.}**

**{YOUR NAME}**  
**{RANK, BRANCH}**  
**{CURRENT JOB TITLE}**



DEPARTMENT OF THE ARMY

YOUR UNIT  
ADDRESS  
LOCATION

{YOUR OFFICE SYMBOL}

25 JULY 2012

MEMORANDUM THRU

Commander, {YOUR BDE, FORT, STATE ZIP}

Commander, {YOUR BATTALION, YOUR BDE, FORT, STATE ZIP}

FOR Commander, Headquarters, Department of the Army, ATTN: AHRC-OPL-R, 1600  
Spearhead Division Avenue, Building 6434, 3-2-015, Fort Knox, Kentucky 40121

SUBJECT: Counseling and Recommendation Unqualified Resignation (SMITH, JANE A.,  
000-00-0000, CPT)

1. IAW AR 600-8-24, Chapter 3, Paragraph 3-5, I have counseled (CPT Smith) in conjunction with his/her request for unqualified resignation from the Army. The counseling included but was not limited to the following:

- a. Advice concerning the opportunities available in a military career.
- b. A discussion of the officer's previously achieved investment in the Army.
- c. A determination as to whether the officer has satisfied all the applicable service obligations, as computed by HRC.
- d. A determination that the officer is not under investigation or charges, awaiting results of trial, or being considered for administrative elimination.
- e. A determination that the officer is not absent without leave (AWOL), in the confinement of civil authorities, or suffering from a severe mental disease or defect, or in default in respect to public property or public funds.
- f. Advice on continuing service as an officer in the United States Army Reserve.

2. This request for separation was reviewed in accordance with chapter 3, AR 600-8-24.

3. Recommend approval/disapproval of the request for unqualified resignation for the Army on or about (Date) with transition leave beginning (Date) and that an Honorable Discharge is furnished.

4. Point of contact for this action is (Name, Rank, Phone, E-mail).

JOHN A. DOE  
COL, IN  
Commanding



DEPARTMENT OF THE ARMY  
(LETTERHEAD)

{YOUR OFFICE SYMBOL}

25 JULY 2012

MEMORANDUM THRU

Commander, {YOUR BDE, FORT, STATE ZIP}

Commander, {YOUR BATTALION, YOUR BDE, FORT, STATE ZIP}

FOR Commander, Headquarters, Department of the Army, ATTN: AHRC-OPL-R, 1600  
Spearhead Division Avenue, Building 6434, 3-2-015, Fort Knox, Kentucky 40121

SUBJECT: Recommendation Unqualified Resignation/ Retirement (SMITH, JANE A., 000-00-  
0000, CPT)

1. Recommend **approval/disapproval** of the request for unqualified resignation/retirement for the Army on or about (**Date**) with transition leave beginning (**Date**) and that an Honorable Discharge is furnished.
2. This request for separation was reviewed in accordance with chapter 3, AR 600-8-24.
3. Point of contact for this action is (**Name, Rank, Phone, E-mail**).

JAKE A. DOE  
COL, IN  
Commanding

(Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR (Soldier's name, SSN, grade, unit)

SUBJECT: Victim of Sexual Assault Statement for Administrative Separation

1. DOD Instruction 6495.02 and AR 600-20, chapter 8, Sexual Assault Prevention and response Program Procedures requires Soldiers being administratively separated to sign a statement answering the following questions:

(a) Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months? YES NO

(b) If the answer to (a above) is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or your reporting of the sexual assault. YES NO

I. M. Army  
CPT, USA

Figure 1-2. Sample Memorandum for victims of sexual assault statement for administrative separations.

If YES is the answer to any of the previous questions, the Command follows para 1-34, AR 600-8-24.

### **1-34. Counseling of victims of sexual assault**

a. When recommending an administrative separation for any officer, for any reason covered by this regulation, commanders must ensure the separation packet contains a statement signed by the officer, with the officer's answers to the following questions (see AR 600-20, para 8 and figs 1-1 and 1-2):

(1) Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months?

(2) If the answer to (1) above is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or your reporting of the sexual assault?

b. The officer's GCMCA or higher authority will review all administrative separations involving known victims of sexual assault and officers who answered YES to any of the questions cited on their signed statement as stated in an above. The reviewing authority will determine—

(1) Does the separation appear to be in retaliation resulting from the officer filing an unrestricted sexual assault report? If so, consult with your local Staff Judge Advocate?

(2) Does separation involve a medical condition that is related to the sexual assault? If so, consult with the appropriate medical command personnel?

(3) Is the separation in the best interest of the Army, the Servicemember, or both? If not, consult with your local Staff Judge Advocate?

(4) Commanders will include a statement that the separation was reviewed in accordance with paragraph 1-34(a)(b) of this regulation.



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 10<sup>TH</sup> MOUNTAIN DIVISION (LIGHT INFANTRY)  
RESERVE COMPONENT CAREER COUNSELOR  
FORT DRUM, NEW YORK 13602-5000

AFZS-PR-AG-RCCC

13 JANUARY 2015

MEMORANDUM FOR Chief Officer Separations, Army Human Resources Command, 1600  
Spearhead Ave, Fort Knox, Kentucky 40122-5407

SUBJECT: Reserve Component Transition Briefing

1. The following officer has received an in initial Reserve Component briefing which completes the requirements for an unqualified resignation packet:

**LAST, FIRST, MI:**

**RANK:**

**FULL SSN:**

**MOS/BRANCH:**

**REQUESTED ETS DATE: 1**

**MILITARY SERVICE OBLIGATION (MSO) END DATE:**

2. The following topics are important for Resignation or Release from active duty:

a. All officers have an 8 year MSO by law DODI 1404.25. This can be completed in the Active Duty Component (AD) and/or Reserve Component (RC). The RC consists of the Army National Guard, Army Reserve, and Individual Ready Reserve (IRR). Active duty officers have an Active Duty Service Obligation (ADSO) of 3, 4, 5, or 6 years, based on initial contract, and may resign from active duty once complete. Any time under 8 years will be completed in the RC.

b. All active duty officers have an active duty commission. In order to transition into the RC, you must request, and be approved for, a Reserve Commission. This process takes at least 120 days, and if not completed prior to separation, you may have a break in service. If you have not completed 8 years of service, you must request a Reserve Commission with your resignation packet. You will either circle/mark "yes" on the Reserve Commission option or state in your resignation memorandum "I do request a Reserve Commission". If your MSO is complete, you will need a reserve commission to transfer into the RC. Your transition paperwork will be completed by your Career Counselor once your resignation is approved.

c. If you are an officer being separated for non-selection for promotion, you must also request a reserve commission and be scroll approved. If this is not completed, you will have a break in service. If you are eligible for separation pay, you will be required to join the RC to receive 100% separation pay. Reserve Component Career Counselors (RCCC) can assist you in the request for a reserve commission.

d. The RC is a great opportunity to continue military service and also complete any required obligations. Army Reserve and Guard service requires 24 drill days (usually 2 days per month), and 14 days of annual training per year. More training may be available on a voluntary basis.

e. Benefits may include:

- (1) Base Pay/MOS Special Pay/Incentive pay/ Bonuses
- (2) TRICARE Reserve Select, Dental, and SGLV insurance is available for purchase
- (3) Guaranteed Stabilization from deployment for up to 24 months if eligible
- (4) Reduction of MSO of up to 24 months (can be in addition to stabilization) if eligible

f. After 20 years of combined military service, you are eligible for retirement. Reserve retirees are considered in a "gray status" until age 60, after which you will receive pay and health benefits. This age can be lowered down to age 55 based on any RC deployments after 2008. Retirement Pay is based on years of service, rank, and reserve service points.

3. Once you receive your separation orders, you are required to schedule an appointment with the Post RCCC office. At that time, the Reserve Component Career Counselor will assist you with any required paperwork to transition off of active duty to the Guard, Reserves, or IRR. It is preferred, but not required, that all paperwork be completed before the start of terminal leave.

4. POC for this memorandum is the undersigned at

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## Check list for processing Separations and Retirements Packets

These checks will help Transition Centers and S1's alleviate most of the RWOA from HRC

### Ensure the packets contain

1. Properly formatted request forms (UQR see ALARACT 193-2012 REF:180 day requirement)
2. Chain of Command and 06 Endorsements (SEPS and RETS)
3. Counseling (separations)
4. Sexual assault statement (SEPS and RETS)
5. Reserve counseling (separations)
6. DA7301-R (retirements)
7. Waivers (SEPS and RETS)
8. If the officer is CONUS they must serve 1 year on station, if OCONUS 3 yrs or submit a waiver

### TRANSITION CENTER AND S1 TOPMIS II ORD SCREEN CHECKS

**ORD 03A Service DATA:** Check the CPPNO box on left side of screen for type of appointment (ROTC,USMA,OCS or DAP) than check the DTECUR also on left side of screen near the bottom if the date in this block is beyond the date the officer requested than a waiver must be submitted with the packet.

**ORD 05b Adverse Action:** If officer is flagged for anything other than height and weight, HRC cannot process until flag is lifted.

**ORD 08 Civilian Education:** If AEPCAT at bottom of screen is filled out and the date is beyond the officer requested separation/retirement date than the officer will need to submit a waiver for that schooling.

**ORD 20 Retention and Incentives ADSO:** If this screen has an ADSO listed and the date is beyond the officer requested separation / retirement date than the officer will need to submit a waiver for that ADSO.

### SEPARATIONS AR 600-8-24 Chap 2 and 3

**IAW AR 600-8-24 para 2-5,** officer's request must reach HRC 6 months from the requested separation date. Applications that are submitted inside the 6-month window must be accompanied by a request for exception to policy **stating the extenuating circumstances** before the request can be processed by HRC. If the officer has not fulfilled his **Military Service Obligation (8 Years)** there is no exception to policy see ALARACT 193-2012.

### RETIREMENTS AR 600-8-24 Chap 6

**IAW AR 600-8-24, Para 6-13b,** officer's request must reach HRC between 9 and 12 months from the requested retirement date. Applications that are submitted inside the 9-month window, must be accompanied by a request for exception to policy stating the extenuating circumstances before the request can be processed by HRC.

**AR 600-8-24 6-3C STATES:** Once the retirement has been approved and the order issued, it will not be amended or revoked except for promotion option, extreme compassionate reasons, or for the good of the service. The amendment or revocation must occur prior to the separation/retirement date.

# OFFICER SEPARATIONS CHECKLIST

RANK/NAME \_\_\_\_\_

SSN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ UNIT \_\_\_\_\_ UIC \_\_\_\_\_

SOLDIERS ENTERPRISE EMAIL ADDRESS \_\_\_\_\_ .MIL@MAIL.MIL

PHONE NUMBER (LOCAL) \_\_\_\_\_

UNIT COMMANDER'S NAME/PHONE NUMBER: \_\_\_\_\_

UNIT COMMANDERS'S E-MAIL ADDRESS: \_\_\_\_\_ .MIL@MAIL.MIL

MAKE SURE YOU HAVE A COPY OF YOUR PACKET AND ANY FORMS (LV FORM) THAT YOU MAY NEED BEFORE YOU TURN THEM IN, WE CAN'T MAKE COPIES FOR YOU SO. ALSO, PLEASE NO STABLES AND ALL DOCUMENTS SINGLE SIDED

## YOU MUST BE IN UNIFORM

You need orders to setup household goods shipment with transportation. If you setup a ditty move prior to receiving orders, and that move is executed, you will pay that out of pocket and not be reimbursed

\_\_\_\_\_ SEPARATION APPROVAL MESSAGE FROM HRC (IF THIS OFFICE PROVIDED YOU THIS MESSAGE, YOU DON'T NEED TO BRING IT.) \*\*\* NOTE: THIS MESSAGE IS "NOT" YOUR ORDERS.

\_\_\_\_\_ DA FORM 31 (LEAVE FORM), *NEEDED ONLY IF YOU ARE TAKING SEPARATION LEAVE.* IT MUST BE SIGNED AND APPROVED BY APPROPRIATE SIGNATURE AUTHORITY IN BLK # 13 BEFORE TURNING IN.\*\*

\_\_\_\_\_ DA FORM 2648 (ACAP BRIEFING) ORIGINAL FORM. PHONE NUMBER POC: 396-2227 – (*NOT NEEDED TO START ORDERS PROCESS, CAN BE BROUGHT IN LATER.*)

\_\_\_\_\_ INTIAL ORDERS BRINGING YOU TO ACTIVE DUTY (AS AN OFFICER), EITHER ORDERS FROM WEST POINT THAT SENT YOU TO YOUR OFFICER BASIC CRS OR FROM YOUR ROTC UNIT. FOR OCS, IT WILL BE YOUR DD-214 THAT CLOSED OUT YOUR ENLISTED TIME.\*\*

\_\_\_\_\_ OATH OF OFFICE, ORB, SGLI & DD93 (EMERGENCY DATA FORM, ALL UPDATED WITHIN YEAR OF SEPARATION DATE) \*\*

\_\_\_\_\_ PRIOR DD 214'S, DD FORM 220 (*PERIODS OF LESS THAN 90 DAYS OF ACTIVE SERVICE*), NGB 22, DA FORM 1506 OR RETIREMENT POINT ANNUAL STATEMENT. \*\*

\_\_\_\_\_ ROTC CONTRACT AND SMP AMENDMENT TO CONTRACT; or RESERVE CONTRACT (FOR PRIOR SERVICE OR RESERVE TIME.) \*\*

\_\_\_\_\_ PERSTEMPO MEMO (SHOWS DEPLOYMENT TIME) THIS FORM IS OBTAINED FROM YOUR S1. \*\*

\_\_\_\_\_ SEPARATION ADDRESS AND NEAREST RELATIVE'S NAME AND ADDRESS (PLEASE PROVIDE ON A SEPARATE SHEET OF PAPER). \*\*

\_\_\_\_\_ PROOF OF START AND END DATES FOR ALL MILITARY SCHOOLS ATTENDED THIS PERIOD OF ACTIVE DUTY (*Evaluation Reports 1059's, DD Form 1610 or Certificates*). SCHOOLS THAT ARE AT LEAST 40 HRS OR MORE. SCHOOLS CONSIDERED COMBAT RELATED, LIKE AIRBORNE, RANGER, JUMPMaster, etc...DO NOT GO ON THE DD-214. NEITHER DO FORGEIN WINGS OR BADGES. CORRESPONDENCE COURSES DO NOT GO ON THE DD-214. \*\*

\*\*NOTE: Please only bring requested documents. Separation orders cannot be complete items are turned in to the Officer Separations Office. When submitting your DA Form 31 YOUR END DATE MUST BE THE ETS / DISCHARGE DATE FROM YOUR APPROVAL MESSAGE AND SIGNED AND APPROVED IN BLOCK #13. Please provide legible documents. Please make sure ALL copies are made and all items are gathered together prior to reporting to Officer Separations.

**DROP-OFF ALL REQUESTED DOCUMENTS MONDAY, TUESDAY, THURSDAY AND FRIDAY BETWEEN 1300 & 1600. WE ARE NOT OPEN FOR CUSTOMER SERVICE ON WEDNESDAY'S. PLEASE ADHERE TO OUR CUSTOMER SERVICE HOURS AND TIMES.**

Milper Message Number  
10-223

Proponent  
AHRC-OPL-R

Title  
**OFFICER RETIREMENTS AND SEPARATIONS FOR ACTIVE DUTY OFFICERS**

...issued: [16 Aug 10]...

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A. AR 600-6-24 OFFICER TRANSFER AND DISCHARGES

B. AR 350-100 OFFICER ACTIVE DUTY SERVICE OBLIGATIONS

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE UPDATED INFORMATION FOR OFFICER RETIREMENTS AND SEPARATIONS FOR THE REGULAR ARMY.

2. DUE TO BASE REALIGNMENT AND CLOSURE (BRAC), THE U.S. ARMY HUMAN RESOURCES COMMAND (HRC), RETIREMENTS AND SEPARATIONS SECTION, LEADER DEVELOPMENT DIVISION, WILL BE TRANSITIONING FROM ALEXANDRIA, VA TO FORT KNOX, KY. AS PART OF THE TRANSITION, THE SUBMISSION ADDRESSES FOR RETIREMENT AND SEPARATION APPLICATIONS TO WILL CHANGE. IN ORDER TO SERVE OUR CUSTOMERS, RETIREMENTS AND SEPARATIONS SECTION WILL BE OPERATING FROM BOTH LOCATIONS. SEE SUBMISSION GUIDANCE BELOW:

A. APPLICATIONS SUBMITTED TO HRC PRIOR TO 31 AUG 10, WILL BE PROCESSED BY HRC ALEXANDRIA STAFF AND MUST BE SUBMITTED TO:

1) RETIREMENTS: [HRCRETIREMENTBRANCH@CONUS.ARMY.MIL](mailto:HRCRETIREMENTBRANCH@CONUS.ARMY.MIL)

2) SEPARATIONS: [HRCSEPARATIONSBRANCH@CONUS.ARMY.MIL](mailto:HRCSEPARATIONSBRANCH@CONUS.ARMY.MIL)

B. APPLICATIONS SUBMITTED TO HRC AFTER TO 31 AUG 10, WILL BE PROCESSED BY HRC FT KNOX STAFF AND MUST BE SUBMITTED TO:

1) RETIREMENTS: [HRC.OPMD.RETIREMENTSBRANCH@CONUS.ARMY.MIL](mailto:HRC.OPMD.RETIREMENTSBRANCH@CONUS.ARMY.MIL)

2) SEPARATIONS: [HRC.OPMD.SEPARATIONSBRANCH@CONUS.ARMY.MIL](mailto:HRC.OPMD.SEPARATIONSBRANCH@CONUS.ARMY.MIL)

C. ADDRESS TO BE ANNOTATED ON APPLICATION IS:

COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND (ATTN: AHRC-OPL-R), 1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 40122-5209

3. APPLICATION REQUIREMENTS CAN BE FOUND IN AR 600-8-24, OFFICER TRANSFER AND DISCHARGES. ALL RETIREMENT AND SEPARATION APPLICATIONS MUST BE STAFFED THROUGH PROPER CHANNELS IAW AR 600-8-24 AND SUBMITTED TO HRC WITHIN THE REQUIRED TIMELINE. HRC RETIREMENTS AND SEPARATIONS SECTION WILL STRICTLY ADHERE TO THE REGULATORY PROCESSING, POLICES AND PROCEDURES.

4. HRC IS CURRENTLY RECEIVING AN INORDINATE NUMBER OF RETIREMENT AND SEPARATION APPLICATIONS WELL INSIDE THE REGULATORY TIMELINE AND NOT WITHIN THE STANDARDS OUTLINED IN THE AR 600-8-24. WE APPRECIATE THAT THERE ARE EXCEPTIONS BUT ASK THE UNITS AND TRANSITION CENTERS ENSURE HRC IS GIVEN SUFFICIENT TIME TO COMPLETE THESE ACTIONS AND PROVIDE PROPER CUSTOMER SERVICE.

5. CHANGES (WITHDRAWALS AND DATE CHANGES, ETC.) TO APPROVED RETIREMENTS AND SEPARATIONS MUST BE MUST BE SUBMITTED TO HRC NO LATER THAN (NLT) 45 DAYS FROM THE HRC APPROVED SEPARATION DATE. CHANGES MUST BE FOR EXIGENT CIRCUMSTANCES AND FULLY JUSTIFIED BY THE CHAIN OF COMMAND. INDIVIDUALS, UNITS, AND INSTALLATIONS NEED TO PLAN ACCORDINGLY WHEN SUBMITTING APPLICATIONS. TIMELINESS AND ACCURACY IS ESSENTIAL WHEN SUBMITTING APPLICATIONS TO HRC TO PREVENT UNNECESSARY DELAYS IN PROCESSING.

6. IAW AR 600-8-24, APPLICATIONS SUBMITTED BY ANYONE OTHER THEN THE INSTALLATION TRANSITION CENTERS OR UNIT S-1 WILL NOT BE ACCEPTED BY HRC.

7. FOR CHAPLAIN, JUDGE ADVOCATE GENERAL (JAG), AND OFFICERS MANAGED BY SENIOR LEADER DEVELOPMENT (SLD), APPLICATIONS ARE PROCESSED THROUGH THEIR RESPECTIVE CAREER MANAGERS AT: CHAPLAIN - 703-601-1128; JAG - 703-588-6711; SLD - 703-696-4995.

8. WIDEST DISSEMINATION TO THE LOWEST LEVEL IS REQUIRED.

9. POC FOR THIS MESSAGE IS MS. ANN NOLLETT, CHIEF, OFFICER RETIREMENTS AND SEPARATIONS AT DSN: 221-7141, COMM: 703-325-7141 OR [ANN.NOLLETT@US.ARMY.MIL](mailto:ANN.NOLLETT@US.ARMY.MIL).

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\*\*\*\*\* UNCLASSIFIED / \*\*\*\*\*

Subject: ALARACT 193/2012 - ELIMINATION OF OATH OF OFFICE REQUIREMENT FOR COMMISSIONED OFFICERS TRANSFERRING FROM THE ADL TO THE RASL

Originator: /C=US/O=U.S.

GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=DA PENTAGON TELECOMMUNICATIONS(UC)/OU=ALARACT RELEASE AUTHORITY(UC)

DTG: 251423Z Jul 12

Precedence: PRIORITY

DAC: General

To: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/OU=ADDRESS LISTS/CN=AL ALARACT(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=AIG 6-AZ/OU=ALARACT

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UNCLASSIFIED/

THIS ALARACT MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAPE-MPA//

SUBJECT: ELIMINATION OF OATH OF OFFICE REQUIREMENT FOR COMMISSIONED OFFICERS TRANSFERRING FROM THE ADL TO THE RASL

REFERENCES:

A. ARMY DIRECTIVE 2012-19 - (ELIMINATION OF OATH OF OFFICE REQUIREMENT WHEN TRANSFERRING FROM THE ACTIVE-DUTY LIST (ADL) TO THE RESERVE ACTIVE-STATUS LIST (RASL)), DATED 16 JUL 12.

B. AR 135-100, APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY, SEPTEMBER 1, 1994.

C. AR 600-8-24, OFFICER TRANSFERS AND DISCHARGES, APRIL 12, 2006 (RAPID ACTION REVISION (RAR) ISSUE DATE: SEPTEMBER 13, 2011).

D. AR 635-5-1, SEPARATION PROGRAM DESIGNATOR (SPD) CODES, DECEMBER 10, 2007 (RAPID ACTION REVISION (RAR) ISSUE DATE: AUGUST 4, 2011).

E. NATIONAL GUARD REGULATION (NGR) 600-100, COMMISSIONED OFFICERS - FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIONS, APRIL 15, 1994.

1. THE PURPOSE OF THIS MESSAGE IS TO ANNOUNCE A CHANGE TO THE REQUIREMENT FOR COMMISSIONED OFFICERS TO SUBSCRIBE TO AN OATH OF OFFICE WHEN TRANSFERRING FROM THE ACTIVE-DUTY LIST (ADL) TO THE RESERVE ACTIVE-STATUS LIST (RASL) OF THE U.S. ARMY AND TO PROVIDE IMPLEMENTATION GUIDANCE.

2. EFFECTIVE IMMEDIATELY, A REGULAR ARMY COMMISSIONED OFFICER (OTHER THAN A WARRANT OFFICER) IS NOT REQUIRED TO SUBSCRIBE TO AN OATH OF OFFICE OR SIGN A

DA FORM 71 WHEN APPOINTED AS A RESERVE COMMISSIONED OFFICER IN THE READY RESERVE OF THE ARMY NATIONAL GUARD OF THE UNITED STATES OR THE U.S. ARMY RESERVE WITHIN 24 HOURS OF SEPARATION FROM THE ADL. THIS POLICY SHALL APPLY TO REGULAR ARMY COMMISSIONED OFFICERS WHO HAVE NOT FULFILLED THEIR 8-YEAR MILITARY SERVICE

OBLIGATION (MSO) AND TO THOSE OFFICERS WITHOUT A MSO WHO REQUEST APPOINTMENT AS A RESERVE OFFICER CONCURRENT WITH THEIR RELEASE FROM ACTIVE DUTY (REFRAD).

3. IN ORDER TO ENSURE A SMOOTH TRANSITION IN EXECUTING THIS NEW POLICY AHRC WILL ACCEPT AND PROCESS THOSE UNQUALIFIED RESIGNATIONS ALREADY SUBMITTED BY OFFICERS AND ENDORSED BY THE APPROPRIATE CHAIN OF COMMAND AUTHORITIES NOT LATER THAN FIVE (5) WORKING DAYS FROM THE RELEASE DATE OF THIS MESSAGE. ALL UNQUALIFIED RESIGNATIONS CURRENTLY AT ARMY HUMAN RESOURCES COMMAND (AHRC) OR HQDA (INCLUDING OTJAG AND OCCH) WILL CONTINUE TO BE PROCESSED AS SUBMITTED IN ACCORDANCE WITH

THE AR 600-8-24 POLICIES IN EFFECT PRECEDING APPROVAL OF ARMY DIRECTIVE 2012-19. ANY UNQUALIFIED RESIGNATIONS RECEIVED

BY AHRC OR ENDORSED SIX (6) WORKING DAYS AFTER THE RELEASE DATE OF THIS MESSAGE THAT DO NOT COMPLY WITH THE POLICIES CONTAINED WITHIN ARMY DIRECTIVE 2012-19 AND THIS MESSAGE WILL BE RETURNED TO THE SUBJECT OFFICER TO RESUBMIT IN COMPLIANCE WITH THE NEW POLICIES.

4. ARMY DIRECTIVE 2012-19 ESTABLISHES THE FOLLOWING POLICIES:

A. AN OFFICER'S REQUEST FOR UNQUALIFIED RESIGNATION FROM THE REGULAR ARMY MUST BE FORWARDED TO AHRC AT LEAST 180 DAYS BEFORE THE REQUESTED EFFECTIVE DATE TO ENSURE THE OFFICER'S REQUEST FOR A RESERVE APPOINTMENT IS APPROVED AND MADE BEFORE THE OFFICER'S REFRAD. WHEN AN OFFICER'S REQUEST FOR RESERVE APPOINTMENT IS NOT APPROVED WITHIN 10 DAYS BEFORE THE REFRAD DATE, AHRC WILL NOTIFY THE OFFICER'S TRANSITION CENTER TO PUSH BACK THE REFRAD BY 30 DAYS. AHRC WILL CONTINUE TO NOTIFY AN OFFICER'S TRANSITION CENTER TO ADJUST THE OFFICER'S REFRAD IN INCREMENTS OF 30 DAYS UNTIL AN APPOINTMENT IS APPROVED OR OTHERWISE ACTED ON. WHENEVER AN ADJUSTMENT IN A REFRAD DATE IS REQUIRED, AHRC WILL NOTIFY THE AFFECTED OFFICER BY MEMORANDUM AND ADVISE THE OFFICER TO COORDINATE THE NEW REFRAD DATE WITH HIS OR HER TRANSITION CENTER.

B. REQUESTS FOR UNQUALIFIED RESIGNATIONS WILL INCLUDE THE FOLLOWING STATEMENTS:

(1) IN PARAGRAPH 8: "I UNDERSTAND THAT IF I HAVE NOT COMPLETED MY STATUTORY 8-YEAR MILITARY SERVICE OBLIGATION (MSO), I AM REQUIRED TO ACCEPT APPOINTMENT IN THE U.S. ARMY RESERVE AND THAT I WILL BE TRANSFERRED TO THE IRR TO COMPLETE THAT OBLIGATION. I ALSO UNDERSTAND THAT IF I AM REQUIRED TO ACCEPT APPOINTMENT IN THE U.S. ARMY RESERVE TO COMPLETE MY MSO OR AM REQUESTING APPOINTMENT IN THE U.S. ARMY RESERVE, THAT MY REFRAD PURSUANT TO MY UNQUALIFIED RESIGNATION FROM THE REGULAR ARMY SHALL CONSTITUTE MY ACCEPTANCE OF THE RESERVE APPOINTMENT. IF I AM REQUIRED TO ACCEPT OR HAVE REQUESTED APPOINTMENT IN THE U.S. ARMY RESERVE, AND DO NOT DESIRE THIS APPOINTMENT, I MUST REQUEST WITHDRAWAL OF MY RESIGNATION BEFORE MY REFRAD IAW AR 600-8-24 AND REMAIN ON ACTIVE DUTY."

(2) IN PARAGRAPH 9: "I DESIRE TO BE APPOINTED AS A COMMISSIONED OFFICER IN THE U.S. ARMY RESERVE UPON MY REFRAD" OR "I HAVE FULFILLED MY MSO AND DO NOT DESIRE APPOINTMENT IN THE U.S. ARMY RESERVE (AS APPLICABLE)."

(3) IN PARAGRAPH 10: "I UNDERSTAND THAT IF I AM REQUESTING OR REQUIRED TO ACCEPT A RESERVE APPOINTMENT AND THE APPOINTMENT HAS NOT BEEN APPROVED BY THE APPROPRIATE AUTHORITY WITHIN 10 DAYS OF MY REFRAD DATE, THE EFFECTIVE DATE OF MY RELEASE WILL BE ADJUSTED BY ARMY HUMAN RESOURCES COMMAND IN 30 DAY INCREMENTS UNTIL THE APPOINTMENT IS APPROVED. I ALSO UNDERSTAND THAT IF MY REFRAD DATE NEEDS TO BE ADJUSTED, HUMAN RESOURCES COMMAND WILL NOTIFY ME OF SUCH CHANGE BY MEMORANDUM AND THAT I AM RESPONSIBLE FOR COORDINATING MY ADJUSTED REFRAD DATE WITH MY TRANSITION CENTER."

C. AHRC WILL ENSURE THE APPROVAL NOTIFICATION ADVISES THE OFFICER THAT THE REFRAD SHALL CONSTITUTE ACCEPTANCE OF THE RESERVE APPOINTMENT, AND THAT IF THE OFFICER DOES NOT WANT TO ACCEPT THE APPOINTMENT, THE OFFICER MUST SUBMIT A REQUEST FOR WITHDRAWAL OF HIS/HER RESIGNATION BEFORE REFRAD AND REMAIN ON ACTIVE DUTY.

D. AHRC WILL MODIFY THE RESERVE OF THE ARMY APPOINTMENT MEMORANDUM FOR AFFECTED OFFICERS BY INDICATING ACCEPTANCE OF THE APPOINTMENT IS CONCURRENT WITH RELEASE FROM ACTIVE DUTY, AND BY DELETING THE REQUIREMENT TO EXECUTE AND RETURN THE OATH OF OFFICE.

5. AHRC WILL RELEASE A MILPER MESSAGE WITH ADDITIONAL EXECUTION GUIDANCE, INCLUDING WHERE TO OBTAIN THE REVISED UNQUALIFIED RESIGNATION MEMORANDUM TEMPLATE, THE PROPER SEPARATION PROGRAM DESIGNATOR (SPD) CODE, TRANSITION CENTER PROCEDURES, AND ADDITIONAL STATEMENTS FOR PLACEMENT ON THE DD FORM 214.

6. THE DEPUTY CHIEF OF STAFF (DCS), G-1 IS THE PROPONENT FOR THIS POLICY. THE DCS, G-1 POINT OF CONTACT IS MR. ROWLAND C. HEFLIN, 703-695-7277, OR EMAIL ADDRESS: ROWLAND.C.HEFLIN.CIV@MAIL.MIL.

7. EXPIRATION DATE CANNOT BE DETERMINED.



DEPARTMENT OF THE ARMY  
(LETTERHEAD)

Office symbol

Date

MEMORANDUM FOR: Commander, U S Army Human Resources Command (AHRC-OPL-R), 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122

SUBJECT: Request for Waiver of Active Duty Service Obligation (**type of waiver**)  
(**name/rank/branch/last 4**)

1. I (**name/rank/branch/last 4**), hereby request a waiver for my (**type of waiver**) for the following reason, (**Extenuating Reason**), IAW AR 600-8-24.
2. I am willing to repay any recoupment amount incurred as a result of this ADSO.
3. The point of contact for this action is the undersigned at DSN: (**000-0000**)  
Commercial: (**000**) **000-0000**) or (**Email address**).

**JOHN J.DOE**  
**RANK, BRANCH**  
**(SSN)**



# POST 9/11 is not waiverable, it is transferable into the reserves or guards

## Post 9/11 GI Bill Transfer of Education Benefits (TEB) Revocation Procedures For the Removal of Service Obligation

***\* If you want to change components (e.g., Regular Army to Selected Reserve or Selected Reserve to the Regular Army), you may be able to continue fulfilling the TEB service obligation in the new component and will not have to revoke TEB. Check with your branch first for necessary documents showing an approved component change request. If you want to change Services (e.g., Army to Air Force), you need to verify the gaining Service's TEB policy.***

Are you a Soldier who has a TEB service obligation which needs to be removed to make yourself eligible for voluntary retirement or separation? If so, you may request removal of the TEB service obligation only if your dependent has not used any of the benefit. If your dependent has used the benefit, you must fulfill the TEB service obligation (no exception). Given the preceding information, follow the instructions below provided by the U.S. Army Human Resources Command (HRC), TAGD, ACES, Finance and Incentives Branch, Education Incentives Team:

**Step 1:** Soldier must revoke all benefits for each dependent on the milconnect website, <http://milconnect.dmdc.mil>. (Number of months must reflect "0")

**Step 2:** Soldier must email [usarmy.knox.hrc.mbx.tagd-post911gibill@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-post911gibill@mail.mil) and state the following:

"I have revoked the Post 9/11 GI Bill Transfer of Education Benefits in the milconnect website. My dependents have not used the benefit. If I am in error and my dependents have used the benefit, I will be required to repay the Department of Veterans Affairs (VA) for benefits paid by the VA, AND will still be required to fulfill the service obligation. I would like HRC to reject the TEB request and remove the incurred service obligation. "

**Step 3:** HRC will verify with VA that none of the eligible dependents have received payment of TEB Benefits.

**Step 4:** As soon as (and only when) the VA confirms none of the benefits had been used, HRC will reject the transfer request and remove the service obligation from the TEB-Service Representative portal in milconnect ([www.dmdc.osd.mil/milconnect](http://www.dmdc.osd.mil/milconnect)), and from applicable Army systems (e.g. TOPMIS, EDAS).

**Step 5:** HRC Finance and Incentives Team will notify the Soldier via email that the TEB rejection and service obligation removal actions have been completed.

**Step 6:** The Soldier will need to forward a copy of the email listed in Step 5 to their separation or retirement processing official (only if the separation or retirement processing official is awaiting documentation to reflect the removal of the TEB service obligation).

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**NOTE 1:** This revoke action will result in only the Soldier being able to use his/her Post 9/11 GI Bill benefits.

**NOTE 2:** If the Soldier reapplies for TEB, the Soldier will incur a new service obligation from the new TEB request date.