

DEPARTMENT OF THE ARMY

{YOUR BATTALION}

{YOUR BRIGADE}

{FORT, STATE ZIP}

{YOUR OFFICE SYMBOL}

DATE

MEMORANDUM FOR Commander, Human Resources Command, (AHRC-OPL-R), 1600
Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: {Release from Active Duty/Unqualified Resignation} counseling for {RANK, LAST NAME, FIRST NAME MI, BRANCH, 000-00-0000}

1. I recommend approval/disapproval of the request for an **{release from active duty/unqualified resignation}** with an effective date of **{DAY, MONTH, YEAR}** for **{RANK, LAST NAME, FIRST NAME MI}** and recommend that he/she be given an Honorable Discharge.

2. I have counseled **{RANK LAST NAME}** on their decision to resign IAW AR 600-8-24, paragraphs 1-12b, and 1-13. I have discussed the advantages of a military career and the benefits that a service career would bring. I have verified **{RANK LAST NAME}** plans and discussed financial planning and advance civil school options.

3. **{RANK LAST NAME}** has satisfied all applicable service obligations.

4. Officer is not under investigation or charges, awaiting results or trail or being considered for administrative elimination.

5. **{RANK LAST NAME}** is not AWOL, in the confinement of civil authorities, suffering from a severe mental disease or defect, or in default in respect to public property or public funds.

6. Officer has been advised to retain their commission in the USAR.

7. **{RANK LAST NAME}** has been advised of information concerning USAR career opportunities listed in AR 600-8-24, table 1-1.

8. The point of contact for this memorandum is COL **{LAST NAME, FIRST NAME}** at **{PHONE NUMBER, EMAIL}**.

{FIRST NAME, MI, LAST NAME}

{RANK, BRANCH}

{CURRENT JOB TITLE}