

UQR ENDORSEMENT MEMO EXAMPLE

LETTERHEAD

Office Symbol

Date

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

Subject: Unqualified Resignation counseling for Last, First MI, Rank, Branch

1. I recommend approval or disapproval of the request for an unqualified resignation with an effective date of DD Month Year for Rank Last, First MI and recommend that he/she be given an Honorable Discharge.
2. I have counseled Rank Last, First MI 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, First MI plans and discussed financial planning and advance civil school options.
3. Rank Last, First MI 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, First MI 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, First MI 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, First at Phone Number, Email

Commander's Signature Block
(O6 or Chief of Staff)