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**\*Army Regulation 135–178**

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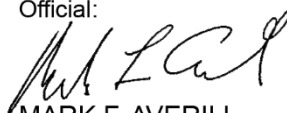
**Army National Guard and Reserve  
Enlisted Administrative Separations**

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By Order of the Secretary of the Army:

**RANDY A. GEORGE**  
*General, United States Army  
Chief of Staff*

Official:

  
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**History.** This publication is a mandated revision. The portions affected by this mandated revision are listed in the summary of change.

**Authorities.** This regulation implements DoDI 1332.14. It establishes policies, standards, and procedures governing the administrative separation of certain enlisted Soldiers of the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve.

**Applicability.** This regulation applies to the Army National Guard/Army National Guard of the United States, and U.S. Army Reserve Soldiers not serving on active duty.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to the Director, Military Personnel Management and may be further delegated to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to [usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil](mailto:usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil).

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 135-178, dated 21 June 2024.

# ***Summary of Change***

AR 135–178

Enlisted Administrative Separations

This mandated revision, dated 6 June 2025—

- Changes "gender" to "sex" in accordance with Executive Order 14168 (para 1–7*d*).
- Removes requirement for commanders to secure written approval from the Army's transgender Service Center Coordination Cell in accordance with the cancellation of DoDI 1300.28 (Military Service by Transgender Persons and Persons with Gender Dysphoria) (formerly para 1–13*d*).
- Revises policy governing involuntary separation of enlisted Soldiers who do not meet medical fitness standards to comply with DoDI 6130.03 and DoDI 6485.01 (paras 13–1*c* and 14–1*j*).
- Removes content to align with Executive Order 14185 (paras 16–8*c* and 16–13*b*).
- Implements Army General Order No. 2025–06 by changing the name of Fort Liberty to Fort Bragg (para 16–13*c*(2)).

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## **Chapter 1**

### **General Provisions**

#### **Section I**

##### **General**

###### **1–1. Purpose**

This regulation prescribes policies, standards, and procedures to ensure the readiness and competency of the U.S. Army while providing for the orderly administrative separation of Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) enlisted Soldiers who are not serving in an active status. Readiness is promoted by maintaining high standards of conduct and performance.

###### **1–2. References, forms, and explanation of abbreviations**

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

###### **1–3. Associated publications**

This section contains no entries.

###### **1–4. Responsibilities**

a. The Deputy Chief of Staff (DCS), G–1 is responsible for planning and supervising the execution of the enlisted separation program, and for assisting in the formulation, management, and evaluation of manpower and personnel policies, plans, and programs for all components of the Army.

(1) The Commanding General (CG), U.S. Army Human Resources Command (HRC) is responsible for ensuring that Reserve Component (RC) career counselors provide counseling and initially assign Soldiers with a remaining military service obligation (MSO) who are being released from active duty into ARNGUS units, USAR troop program units (TPUs), or the Individual Ready Reserve (IRR).

(2) With respect to Reserve enlisted Soldiers under their respective commands, the CG, HRC; CG, Reserve Officers' Training Corps (ROTC) Cadet Command; CG, U.S. Army Aviation Center and Fort Novosel; Commander, U.S. Army Reserve Readiness Training Center; and CG, U.S. Army Recruiting Command will ensure that the policies, standards, and procedures of this regulation are applied consistently, that fact-finding inquiries are conducted properly, that no abuse of authority occurs, and that failure to follow the provisions of this regulation results in appropriate corrective action.

b. The Chief, National Guard Bureau (CNGB) will monitor the ARNG enlisted separations process, assist the Assistant Secretary of the Army (Manpower and Reserve Affairs) in developing and overseeing policies and programs for the ARNG, and monitor, review, and support the Qualitative Retention Program (QRP) for the ARNGUS consistent with this regulation and applicable Army policy. The CNGB will ensure that state adjutants general are responsible for the personnel management programs prescribed in this regulation and implement and administer the QRP. The CNGB will ensure that QRP responsibility for ARNGUS Soldiers is not delegated below state adjutants general.

c. The Chief, Army Reserve (CAR) has special staff responsibility for USAR Soldiers. The CAR will monitor the USAR enlisted separations process, assist Secretariat Principal Officials in developing and overseeing policy, and monitor, review, and support the QRP for the USAR consistent with this regulation and applicable DoD and Army policy.

d. The CG, U.S. Army Reserve Command (USARC), is responsible for the personnel management programs outlined in this regulation and will implement and administer the QRP. QRP responsibility for USAR TPU Soldiers will not be delegated below the first USAR general officer commander below the USARC. This authority may not be further delegated.

e. See additional CNGB and CAR responsibilities in paragraph 16–6.

### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

### **1–6. Statutory authority**

The following provisions of law contained in 10 USC pertain to the separation of Reserves of the Army:

a. 10 USC 1176 provides for the retention of Reserve enlisted Soldiers in an active status on completion of at least 18 but less than 20 years of qualifying service for retired pay.

b. 10 USC 1177 establishes that a medical examination is required before administrative separation for any Soldier who has deployed overseas in support of a contingency operation or has been sexually assaulted during the previous 24 months, and is diagnosed as experiencing post-traumatic stress disorder (PTSD) or traumatic brain injury (TBI), or reasonably asserts the influence of such a condition, based upon service while deployed or such sexual assault. Any such Soldier will not be administratively separated under conditions other than honorable until the results of the medical examination have been reviewed by the separation authority.

c. 10 USC 1214a establishes that Soldiers determined “fit for duty” in a physical evaluation board (PEB) determination may not be involuntarily separated, or denied reenlistment, due to unsuitability for deployment or worldwide assignment based on the same medical condition(s) considered in the evaluation. The Secretary of Defense will be the final approval authority for any case determined by the Secretary of a military department to warrant administrative separation or denial of reenlistment based on a determination that the member is unsuitable for continued service due to the same medical condition(s) considered in the evaluation.

d. 10 USC 10206(b) provides that members of the Selected Reserve not on active duty will have a comprehensive medical readiness health and dental assessment on an annual basis and execute and submit to the Secretary of the Army (SECARMY) on an annual basis documentation of the medical and dental readiness of the member to perform military duties.

e. 10 USC 12106 provides that an enlisted member of the ARNGUS who is discharged from the ARNG but not concurrently discharged as a Reserve of the Army automatically becomes a member of the USAR.

f. 10 USC 12641 provides for regulatory directives pertaining to standards and qualifications for retention in the RCs and for the disposition of those Soldiers who fail to comply with such standards and qualifications.

g. 10 USC 12644 provides for the disposition of those Soldiers determined to be physically unfit for active duty.

h. 10 USC 12681 provides Secretarial authority for discharge of RC Soldiers.

i. 10 USC 12682 provides that Reserves of the Army who become regular or duly ordained ministers of religion will be discharged upon their request.

j. 10 USC 12684 authorizes SECARMY to drop RC Soldiers from the rolls of the Army under certain circumstances.

k. 10 USC 12685(1) precludes the discharge of Reserves of the Army for cause, except under 10 USC 12684, under other than honorable conditions unless such discharge is the result of an approved sentence of a court-martial or approved findings of a board of officers.

l. 10 USC 12685(2) describes other circumstances when a reserve Soldier separated for cause may receive a characterization of service other than under honorable conditions.

### **1–7. Objective**

a. The separation policies in this regulation promote the readiness of the Army by providing an orderly means to—

(1) Judge the suitability of persons to serve in the Army based on their conduct and their ability to meet required standards of duty performance and discipline.

(2) Maintain standards of performance and conduct through characterization of service in a system that emphasizes the importance of honorable service.

(3) Achieve authorized force levels and grade distribution.

(4) Provide for the orderly administrative separation of enlisted Soldiers in a variety of circumstances.  
b. Department of the Army (DA) separation policy is designed to strengthen the concept that military service is a calling different from any civilian occupation.

(1) The acquisition of military status involves a commitment to the United States, the Army, fellow citizens, and Soldiers to successfully complete a period of obligated service. Early separation for failure to meet required standards of performance or conduct represents a failure to fulfill that commitment.

(2) It is the policy of the DA to provide Soldiers with the training, motivation, and professional leadership that inspires the dedicated Soldier to emulate their predecessors and peers in meeting required standards of performance and conduct.

(3) The Army makes a substantial investment in training, time, equipment, and related expenses when persons enter into military service. Separation prior to completion of an obligated period of service is wasteful because it results in loss of this investment and generates a requirement for increased accessions. Consequently, attrition is an issue of significant concern at all levels of responsibility within the RCs of the Army. Reasonable efforts should be made to identify Soldiers who are likely to be separated early, and to improve their chances for retention through counseling, retraining, and rehabilitation prior to initiation of separation proceedings. Soldiers who do not conform to required standards of conduct and performance and Soldiers who do not demonstrate potential for further military service should be separated to avoid the high costs of continued service in terms of pay, administrative efforts, degradation of morale, and substandard mission performance.

c. This regulation provides—

(1) The authority for separation of Soldiers upon expiration of their MSO.

(2) The authority and general provisions governing the separation of Soldiers before the expiration of their service obligation to meet the needs of the RCs of the Army and its Soldiers.

(3) The criteria for governing uncharacterized separations and the issuance of honorable, general (under honorable conditions), or under other than honorable conditions discharges.

d. This regulation prescribes policies and responsibilities for the QRP. The separation programs, policies, and procedures in this regulation are conducted without regard to race, color, national origin, religion, sex, or sexual orientation.

### **1–8. Separation processing goals**

a. The separation process will be conducted efficiently and in a manner which will afford each Soldier being separated the courtesy, recognition, and consideration deserved by the nature of the service performed. Separation processing must be accomplished in a manner which will enhance the dignity of the individual and leave the departing Soldier with a favorable attitude toward the Army.

b. Processing time for separations when the notification procedure is used will not exceed 45 days. Processing time when the administrative board procedure is used will not exceed 90 days. Time will be measured from the date of notification to the Soldier of the proposed separation to the date of separation. Shorter processing times are encouraged.

c. Failure to process an administrative separation within these time frames does not create a bar to separation or characterization of service.

### **1–9. DA Form 5138**

a. To ensure separation processing goals are met, commanders initiating separation actions under the notification procedure (see chap 3, sec II) or the administrative board procedure (see chap 3, sec III) will initiate, maintain, and file DA Form 5138 (Separation Action Control Sheet).

b. On final disposition of the proceedings, a copy of DA Form 5138 will be filed with each copy of the proceedings.

### **1–10. Medical processing and evaluation**

a. Medical examinations are required for Soldiers being processed for separation under chapter 6 (see paras 6–3, 6–6, and 6–7 only), involuntary separation under chapter 13, and as outlined in paragraph 1–10g. When medical examinations incident to separation under other provisions of this regulation are not required, examinations will only be requested by the command if requested in writing by the Soldier or if the Soldier's commander considers it necessary based on the circumstances of the case.

b. In addition to a medical examination, mental status evaluations are required for Soldiers being processed for separation under paragraph 6–7. Commanders referring a Soldier for a mental status

evaluation that is not required under this regulation, must comply with the provisions of DoDI 6490.04 and AR 600–20.

c. Mental status evaluations are conducted by privileged mental health providers as defined in DoDI 6490.04.

d. The medical examination and procedures required by this paragraph may not be used as evidence in a courts-martial or other proceedings conducted pursuant to the Uniform Code of Military Justice (UCMJ).

e. Detailed information about the reasons for considering a Soldier for separation will be provided to attending medical personnel to permit a thorough understanding of the contemplated action. Commanders are prohibited from requesting that medical personnel conduct any type of investigation into a Soldier's behavior.

f. The USAR G–1 will publish local procedures for USAR personnel to coordinate medical examinations and mental status evaluations for Reserve Soldiers, as required under chapter 6.

g. In accordance with 10 USC 1177 and AR 40–501, a medical examination and mental status evaluation is required for any Soldier pending administrative separation under conditions other than honorable who has deployed overseas in support of a contingency operation during the previous 24 months or has been sexually assaulted during the previous 24 months, and is diagnosed as experiencing PTSD and/or TBI, or reasonably asserts the influence of such a condition, based upon service while deployed or such sexual assault.

h. Any Soldier covered by paragraph 1–10g will not be administratively separated under conditions other than honorable until the results of the medical examination have been reviewed by the separation authority. The purpose of the medical examination is to assess whether the effects of PTSD and/or TBI constitute matters in extenuation that relate to the basis for administrative separation under conditions other than honorable or the overall characterization of service of the member as other than honorable. The separation authority will indicate they have reviewed the medical examination and mental status evaluation and include the following statement: "I have reviewed the medical examination and mental status evaluation and have determined the Soldier's medical condition(s) (do or do not) constitute matters in extenuation that relate to the basis for administrative separation or the overall characterization of service of the member as other than honorable."

i. Soldiers being processed for separation under those paragraphs cited in paragraph 1–10a, who refuse to undergo a required medical examination or mental status evaluation, will be processed as follows:

(1) The Soldier will be advised, in writing, that failure to undergo such examination or evaluation will be the basis for the separation action to proceed, despite the absence of such information. Reasonable effort should be made to furnish copies of the notice to the Soldier through personal contact by a representative of the command. If the Soldier cannot be contacted or refuses to acknowledge receipt of the notice, the notice will be sent by registered or certified mail to the most recent address furnished by the Soldier as an address for receipt or forwarding of official mail. A return receipt will be requested. The individual who mails the notification will prepare an affidavit of service by mail (see fig 1–1). This will be inserted in the Soldier's personnel file together with PS Form 3800 (U.S. Postal Service Certified Mail Receipt).

(2) Except for separation based on other designated physical or mental conditions, when a Soldier has failed or refused to comply with notification in paragraph 1–10i(1), or if the notification was mailed and the Soldier fails to acknowledge receipt, or fails to submit a reply within 30 days, separation action may be taken without a medical examination (see para 6–7). A Soldier may not be separated based on other designated physical or mental conditions without the required medical examination and mental status evaluation (see para 6–7). Copies of communications remaining unanswered or returned unclaimed along with the dates and addresses will be included in the recommendations for discharge. Also, a brief description of any other means used to locate or communicate with the Soldier concerned will be included. If a board is required, these documents will be furnished to the board of officers. Such documents will be made a part of the board proceedings.

### Affidavit of Service by Mail

State of [name]

County of [name]

[Name of individual who mailed notification], being duly sworn, deposes and says: I am the [job title, for example, personnel officer] of [organization and on (Day) (Month) (Year)] I mailed a notification dated [Date], [for subject, select and enter one or more of the following, as appropriate]:

- a. Subject: Separation Under AR 135-178;
- b. Subject: Medical evaluation;
- c. Subject: Discharge orders.

a true copy of which is attached hereto, via certified mail, restricted delivery, return receipt requested, to [name of Soldier] at [most recent address of Soldier] that being the last known address given to the [Soldier's organization of assignment] as the one at which official mail would be received by or forwarded to [(him) (her)], by depositing the same in an official depository of the U.S. Postal Service at [location of postal facility] in a securely wrapped and sealed U.S. postage-and-fees-prepaid envelope addressed to [(him) (her)] at said address.

[Signature and rank of affiant]

Sworn and subscribed before me this [(Day) (Month) (Year)].

[Signature and rank of officer administering oath]

Attachment

Copy of notification

If the Soldier is a member of the ARNGUS or assigned to a USAR TPU the affidavit together with the receipt showing the certified mail receipt number will be forwarded to the area commander or State adjutant general, as appropriate, for insertion in the member's military personnel records jacket (MPRJ) as an action pending document.

If the Soldier is a member of the USAR assigned to an IMA duty position, or assigned to the IRR, the Standby Reserve, or the Retired Reserve, the affidavit together with the receipt showing the certified mail receipt number will be retained in the separation authority's suspense file as an action pending document.

Figure 1–1. Format for an affidavit of service by mail

## **1–11. Precedence of referral to the Integrated Disability Evaluation System and administrative separation**

a. Except as specified in paragraphs 1–11*d* and 1–11*e*, processing under the Disability Evaluation System (DES) takes precedence over administrative separation processing, regardless of when the medical determination is made (either before, during, or after initiation of separation). This includes cases where the separation authority has approved separation, but the Soldier has not reached his or her effective date of separation or discharge.

b. Soldiers who do not meet medical fitness standards for retention are referred to a medical evaluation board (MEB). A finding that a Soldier does not meet medical fitness standards for retention requires the awarding of a permanent profile documented on DA Form 3349–SG (Physical Profile Record) establishing a permanent “3” or “4” in any physical, upper extremities, lower extremities, hearing, eyes, psychiatric factor in accordance with AR 40–501. A Soldier is considered in the DES process as of the date (earliest date where the profile lists multiple referred conditions) the DA Form 3349–SG is approved by the physician approving authority (second signature) for a condition that fails medical retention standards, or on the disposition date of a Military Occupational Specialty Administrative Retention Review which referred the Soldier to DES in accordance with AR 635–40.

c. Except as specified in paragraphs 1–11*d* and 1–11*e*, when the MEB determines referral to a PEB is warranted, Soldiers will be referred to a PEB. The separation authority will not take final action on the administrative separation action for a Soldier in the DES process until either an MEB determination of “return to duty” or the U.S. Army Physical Disability Agency (USAPDA) approves a PEB finding of “fit.” If USAPDA approves a PEB finding of “unfit,” the administrative separation action is abated.

d. Soldiers undergoing administrative separation under paragraph 7–4, chapter 11, and involuntary separation under chapter 13 are eligible for referral to and completion of the MEB phase of DES. The administrative separation proceedings will continue, but the separation authority will not take final action.

(1) If the MEB finds the Soldier meets medical retention standards, the approved MEB proceedings are forwarded to the separation authority and unit commander to complete the separation action.

(2) If the MEB finds the Soldier does not meet medical retention standards and referral to a PEB is warranted, the Soldier’s general court-martial convening authority (GCMCA), and unit commander will receive the approved MEB proceedings. The GCMCA must direct, in writing, whether to proceed with the DES process or administrative separation. The GCMCA’s written directive must address whether the Soldier’s medical condition is the direct or substantial contributing cause of the conduct that led to the recommendation for administrative separation, and/or whether other circumstances of the individual case warrant disability processing instead of further processing for administrative separation.

(a) The authority of the GCMCA to determine whether to proceed with the DES process or administrative separation may not be delegated but may be exercised by the acting GCMCA if in the grade of brigadier general or higher.

(b) The GCMCA’s written directive will be transmitted to the military treatment facility commander or director. A copy will also be furnished to the unit commander and included in the administrative separation packet.

(3) If the Soldier was beyond the MEB phase when the paragraph 7–4, chapter 11, or involuntary separation under chapter 13 was initiated, the last level of completed adjudication (PEB adjudication or USAPDA approval of the case for the SECARMY, whichever is the last completed action) will be forwarded with the MEB to the Soldier’s GCMCA. If neither an informal or formal PEB was completed, only the MEB will be forwarded to the GCMCA.

e. When Soldiers are under investigation or are charged with an offense under the UCMJ that could result in a punitive discharge (dismissal, dishonorable discharge, or bad conduct discharge), they remain eligible to be referred to and complete the MEB phase of the DES. Eligibility for the PEB occurs when one of the following actions occurs. The PEB or USAPDA, as applicable, will suspend adjudication or disposition when UCMJ action is initiated during the PEB or USAPDA review phases. These cases remain suspended until final UCMJ action is taken or one of the following events occurs:

- (1) The investigation ends without charges.
- (2) The officer exercising proper court-martial jurisdiction dismisses the charges.
- (3) The officer exercising proper court-martial jurisdiction refers the charge for trial by summary court-martial.
- (4) Court-martial conviction does not include confinement and discharge, or Soldier completes confinement without discharge.

f. Soldiers who are approved for discharge in lieu of trial by court-martial are eligible to be referred to and complete the MEB phase of the DES before the discharge is approved (see AR 635–200). In accordance with AR 635–40, at the point of approval, the Soldier becomes ineligible to be referred to the MEB or for an MEB to be referred to the PEB.

## **1–12. Reduction in grade**

### *a. Reduction upon request for transfer to the Retired Reserve.*

(1) For Soldiers who have completed 20 or more years of qualified service creditable toward a nonregular retirement and for whom the basis of separation is the commission of a serious offense, as defined in paragraph 11–1c, the SECARMY or the Secretary's approved designee, as announced in updated memorandum, may reduce the Soldier in grade prior to transfer to the Retired Reserve under AR 140–10. The initiation of separation for the commission of a serious offense under this paragraph may be under chapter 11 or the Secretarial plenary authority in chapter 13.

(2) The reduction is involuntary and may be to any grade equal to or higher to which the SECARMY or the Secretary's approved designee determines is the highest grade that the Soldier has served satisfactorily. The reduction by the SECARMY or the Secretary's approved designee is final and may not be appealed. This reduction is considered an administrative action per 10 USC 1407. Nothing in this paragraph will be construed to limit the authority of commanders to enforce standards and maintain good order and discipline by means of all applicable provisions of the UCMJ.

*b. Involuntary reduction.* Separation authorities may forward recommendations for reduction in rank through the Chief of Army Reserve (for USAR TPU Soldiers); Director, ARNG (for ARNG unit Soldiers); or CG, HRC (for USAR non-unit Soldiers). Recommendations not favorably considered by the CAR; Director, ARNG; or CG, HRC may be returned without action to separation authorities. All others will be forwarded with a recommendation for processing by the Deputy Chief of Staff, G–1 (DAPE–MPI–SP), 300 Army Pentagon, Washington, DC 20310–0300.

(1) Prior to any recommendations for reduction in rank, separation authorities should provide the Soldier written notice of the proposed action and a chance to respond.

(a) Written notification should be provided to the Soldier specifically stating—

1. The allegation(s) on which the proposed reduction in grade is based.
2. That the separation authority has determined that the Soldier has committed misconduct in the current grade, and potentially lower grade(s).
3. That the proposed action could result in the Soldier being reduced to any grade equal to or higher than the last grade satisfactorily served.
4. That the Soldier has the right to submit matters to refute the allegations or to provide matters in extenuation or mitigation.

(b) The Soldier will be afforded the following rights:

1. The right to consult with military counsel within a reasonable time.
2. The right to consult with civilian counsel at his or her own expense.
3. The right to submit statements or other documents on his or her behalf (no fewer than 30 calendar days to respond).

(2) With the exception of administrative separation actions initiated under the Secretarial plenary authority, the SECARMY or the Secretary's approved designee will act only on the rank reduction determination. The separation authority in these cases remains the same.

(3) Prior to any reduction, if the Soldier was not provided written notice of the proposed action by the separation authority and a chance to respond, the Soldier will be provided written notice by the SECARMY or the Secretary's approved designee of the proposed action and a chance to respond.

(a) Written notification will be provided to the Soldier specifically stating—

1. The allegation(s) on which the proposed reduction in grade is based.
2. That the SECARMY or the Secretary's approved designee has determined that the Soldier has committed misconduct in the current grade, and potentially lower grade(s).
3. That the proposed action could result in the Soldier being reduced to any grade equal to or higher than the last grade satisfactorily served.
4. That the Soldier has the right to submit matters to refute the allegations or to provide matters in extenuation or mitigation.

(b) The Soldier will be afforded the following rights:

1. The right to consult with military counsel within a reasonable time.

2. The right to consult with civilian counsel at his or her own expense.
3. The right to submit statements or other documents on his or her behalf (no fewer than 30 calendar days to respond).

## Section II

### Authority to Order and Accomplish Separation

#### **1–13. Authority to order separation prior to expiration of service obligation**

Except where approval by Headquarters, Department of the Army (HQDA) is required, the following officials are authorized to convene administrative separation boards as required, and to order separation under this regulation (see para 1–14). The separation authority delegated to commanders by this regulation will not include the authority to discharge a Soldier under a court-martial sentence that includes a dishonorable or bad conduct discharge, prior to the completion of appellate review, unless the discharge is directed by HQDA.

*a. For Army National Guard of the United States Soldiers.* State adjutants general.

*b. For U.S. Army Reserve Soldiers.*

(1) The CG, HRC for Soldiers under their jurisdiction serving in the Individual Mobilization Augmentee (IMA) Program, or assigned to the IRR, the Standby Reserve, or the Retired Reserve. (See para 1–15).

(2) Area commanders for Soldiers attached or assigned to TPUs of the Selected Reserve within their jurisdiction (see glossary). An area commander may delegate authority to order separations and convene administrative separation boards under this regulation for separation of Soldiers within the jurisdiction of that commander to any subordinate general officer commander who has a staff judge advocate or legal advisor. Further delegation is not authorized.

(3) CG, ROTC Cadet Command, for cadets enrolled in the Senior Reserve Officers' Training Corps (SROTC) and assigned to control group (ROTC). Authority to separate cadets for purposes of appointment (see para 5–5) or disenrollment from the ROTC Program (see para 5–6), may be delegated to professors of military science.

(4) CG, HRC (AHRC–OPD–R); CG, U.S. Army Aviation Center and Fort Novosel; and Commander, U.S. Army Reserve Readiness Training Center, are authorized to order the discharge of a warrant officer candidate concurrent with the candidate's appointment as a warrant officer (see para 5–5).

(5) The CG, U.S. Army Recruiting Command, for Soldiers in the Delayed Entry Program (DEP), the Reserve DEP, and the Delayed Training Program (see chap 14, sec II). CG, U.S. Army Recruiting Command, may delegate to the commander of a U.S. Army recruiting battalion (RBN) separation authority for DEP, Reserve DEP, and Delayed Training Program. An RBN commander may also void enlistments of Soldiers under the commander's jurisdiction (see para 7–2c(2)(e)).

*c. Immediate reenlistment.* When authorized by the state adjutant general or the officials cited in paragraphs 1–13b(1) or 1–13b(2), unit commanders may order discharge in accordance with paragraph 5–3 for immediate reenlistment under the provisions of AR 140–111 or NGR 600–200, as appropriate.

#### **1–14. Authority to order separation of Soldiers having at least 18 but less than 20 years of qualifying service for retired pay**

*a.* A Soldier having completed at least 18 but fewer than 20 years of qualifying service for retired pay (see 10 USC 1176) will not be involuntarily separated (other than for physical disability) without the approval of the SECARMY or the Secretary's designated representative. All recommendations for involuntary separation of Soldiers in this category will be forwarded to HQDA when the convening authority recommends discharge (see para 1–15).

*b.* Cases involving voluntary separation at the request of the Soldier need not be referred to HQDA for approval.

#### **1–15. Referrals to Headquarters, Department of the Army**

Cases requiring approval by SECARMY under paragraph 1–14a, to include the Army Secretariat, will be forwarded to the following:

*a. For Army National Guard of the United States Soldiers.* Office of the Chief, National Guard Bureau (NGB–ARP), 2500 Army Pentagon, Washington, DC 20310–2500.



*b. For U.S. Army Reserve Soldiers.* Office of the Chief, Army Reserve (DAAR–ZX), 2400 Army Pentagon, Washington, DC 20310–2400.

#### **1–16. Authority to convene administrative separation boards for non-unit Soldiers**

When sufficient basis exists to initiate separation action on USAR Soldiers assigned under jurisdiction of the CG, HRC, the notification and administrative board procedures will apply (see para 1–13b(1)). Where an investigation or appointment of an administrative separation board is required, the case may be referred for necessary action to an area commander in whose geographical area the Soldier resides. The CG, HRC may convene and conduct administrative separation boards and serve as the separation authority for non-unit Soldiers, including members of the IRR. The CG, HRC will serve as the initiating authority for separation actions of IRR Soldiers and may delegate this authority, in writing, to a division chief in the grade of colonel or the civilian equivalent.

a. Cases referred to area commanders by the CG, HRC will include, to the extent possible, the following: correspondence, statements, Army Military Human Resource Record (AMHRR), and similar related documents. Area commanders may further delegate cases in accordance with paragraph 1–13b(2).

b. Where a criminal investigation is required in accordance with AR 195–2, the CG, HRC will request the appropriate area commander to contact a military law enforcement agency to perform the investigation. On completion of the investigation, the area commander will initiate further action, as required.

c. Except for cases where final action is restricted to HQDA under paragraph 1–14a, or cases of Soldiers under the exclusive jurisdiction of the CG, HRC, area commanders are authorized to take final action on board recommendations.

d. On completion of the separation board, area commanders will forward the original of the board proceedings with approved disposition to the CG, HRC who will process the separation action, as appropriate, and file the board proceedings in the enlisted Soldier's AMHRR.

#### **1–17. Actions required of commanders having separation authority regarding Soldiers' incentives and entitlements**

Under certain conditions, by law, separation will terminate payment of an incentive and entitlement to a Soldier and may also result in a collection of overpayment or recoupment action from the Soldier (see 37 USC 303a and 37 USC 308). In implementation of the law, DoD 7000.14–R, Volume 7A contains specific separation reasons for which bonus recoupment is required. Commanders will—

a. Determine a Soldier's entitlements, if any.

b. Screen actions to ascertain recoupment requirements and then counsel Soldiers about their repayment responsibilities.

c. Initiate termination and recoupment actions when required.

### **Section III**

#### **Instruction in Benefits of an Honorable Characterization of Service on Discharge**

##### **1–18. Purpose of instruction**

a. The rate of enlisted Soldiers receiving less than an honorable characterization of service on discharge is a concern of commanders at all levels. Receiving less than an honorable characterization of service can have a lasting adverse effect on the individual Soldier. Every effort must be made to ensure that Soldiers are aware of such consequences. This section prescribes a program of instruction concerning the benefits derived from receiving an honorable characterization of service on discharge from the Army.

b. Training should assist commanders in their efforts to minimize misconduct. Soldiers may gain the false impression that an unfavorable characterization of service can be easily re-characterized by petitioning the Army Discharge Review Board (ADRB). With proper information, Soldiers can be discouraged from the type of conduct that warrants an unfavorable characterization of service on discharge.

##### **1–19. Presentation of instruction**

Commanders will ensure that this instruction is presented in a manner that will create the most lasting impression on each Soldier who receives the training.

### **1–20. Contents of instruction**

The instruction will include a comprehensive explanation of the following:

- a. Characterization of service (see chap 2, sec III).
- b. The types of discharge certificates (see chap 2, sec IV).
- c. The possible effects of the various certificates on reenlistment, civilian employment, veterans' employment, veterans' benefits, and related matters.
- d. The fact that changes or upgrades in discharges may be made if there is a proven error, injustice, or inequity in the discharge. See 10 USC 1552, 10 USC 1553, AR 15–180, and AR 15–185.

### **1–21. Applicability and time of instruction**

The instructions will not be offered to Soldiers assigned to the IRR, Standby, or Retired Reserve. It also is not feasible to offer the instructions to a Soldier serving as an IMA in a non-drilling status. However, the instruction will be presented to enlisted Soldiers assigned to Selected Reserve units of the ARNGUS and the USAR and to drilling IMA Soldiers. It will be given—

- a. On initial assignment to the IMA duty position or Selected Reserve unit or within 3 months thereafter.
- b. During the annual orientation of the Soldier's service obligations and participation requirements in accordance with AR 135–91.
- c. When a Soldier's conduct or performance warrants counseling in accordance with paragraph 2–4.

### **1–22. Recording**

The Automated Record Brief (ARB) of each Soldier receiving instructions in the benefits of receiving an honorable characterization of service on discharge during the annual orientation will be annotated in Section X as follows: "Bfts of Hon Disch (date)" (see para 1–21*b*).

## **Section IV**

### **Bars to Continued Service**

#### **1–23. General**

As set forth in paragraph 1–24, commanders will initiate discharge proceedings against Soldiers who have received a local bar to continued service in accordance with AR 140–111 or NGR 600–200. Separation action is not based on the imposition of continued service, but rather on the conduct which forms the basis(es) for the bar.

#### **1–24. Discharge initiation and processing**

- a. If the unit commander does not recommend that the bar be removed at the time of the second 6-month review of a locally imposed bar to continued service, they will process the Soldier for discharge in accordance with chapter 9, chapter 11, or another appropriate chapter of this regulation.
- b. "Processed for separation" means that separation action will be initiated and processed through the chain of command to the separation authority for appropriate action. There must be compliance with paragraph 2–4. The immediate and intermediate commanders will recommend discharge or retention and the characterization of service to be awarded (see chap 2, sec III).

## **Section V**

### **Mobilization Asset Transfer Program**

#### **1–25. Policy**

The purpose of the Mobilization Asset Transfer Program (MATP) is to ensure that sufficient trained manpower is available in the IRR of the USAR to meet the Army's personnel requirements under conditions of full mobilization (see 10 USC 12301(a)).

- a. To retain mobilization assets, eligible, and qualified Soldiers who have a remaining statutory or contractual MSO are retained in, or transferred or reassigned, to the IRR to complete their statutory or contractual MSO, whichever expires later (see para 4–2). Soldiers who are not able to be retained, transferred, or reassigned to the IRR under the separation procedures prescribed by this regulation will be discharged from the military service.

b. This section and the MATP applies only to ARNGUS and USAR Soldiers who are subject to separation processing under this regulation or for the reasons in NGR 600–200 corresponding to the following reasons and who meet the eligibility criteria listed in paragraph 1–26:

- (1) Disenrollment from SROTC or an ROTC Scholarship Program (see para 5–6).
- (2) ROTC cadet early release (see para 5–7b).
- (3) Pregnancy (see para 6–3).
- (4) Entry level performance and conduct (see chap 8).
- (5) Secretarial plenary authority, as determined by HQDA (see chap 13).
- (6) Failure to meet Army body composition standards (see chap 15).

c. The provisions of this section are not applicable to Soldiers being processed for separation under this regulation for reasons other than those shown paragraph 1–25b. Soldiers with a history of unsatisfactory participation will not be transferred or reassigned to the IRR. The Standby Reserve Inactive Status List will be used for unsatisfactory participants (see chap 12).

### **1–26. Eligibility for the Mobilization Asset Transfer Program**

a. *Army National Guard of the United States.* State military authorities are required to follow the procedures of NGR 600–200 in processing ARNGUS Soldiers for discharge from the ARNGUS prior to expiration of their terms of service. ARNGUS Soldiers who are discharged from the ARNG in accordance with NGR 600–200 become members of the IRR unless they are concurrently discharged from the ARNGUS and the Reserve of the Army under the discharge procedures set forth in this regulation. ARNGUS Soldiers, upon separation from the ARNGUS for any of the reasons cited in paragraph 1–25b, are eligible for transfer to the IRR as a Reserve if they meet all of the following conditions:

- (1) The separation authority has determined the Soldier possesses the potential for useful service if ordered to active duty under conditions of full mobilization.
- (2) Have completed initial entry training (IET) and been awarded a military occupational specialty (MOS).
- (3) Have 3 or more months remaining on their statutory or contractual Reserve obligation.
- (4) On separation from the ARNGUS, are assigned a characterization of service of honorable, or general, under honorable conditions, or the service is described as uncharacterized if in entry level status.
- (5) Meet medical and dental retention standards under AR 40–501. Soldiers in the DES process will not be administratively transferred to the IRR until the DES process is complete. If the outcome of that process results in separation for physical disability under AR 635–40, the Soldier will not be transferred to the IRR. If the Soldier declines retention to complete DES, the Soldier will be transferred to the IRR to complete the process provided the Soldier's P3 or P4 profile for referral to DES has been approved (see para 1–11b). If the Soldier's profile has not been approved, the Soldier will not be transferred to the IRR.
- (6) Have at least a National Agency Check with Local Agency and Credit Check/Tier 3 investigation or higher.
- (7) Do not have a revoked or final denial of security clearance eligibility.
- (8) Do not have a nontransferable suspension of favorable action.
- (9) Do not possess any of these disqualifying adverse actions:
  - (a) Conviction of a sex offense (see chap 11-4a and glossary "sex offense").
  - (b) Qualifying conviction triggering the Domestic Violence Amendment to the Gun Control Act of 1968, the Lautenberg Amendment. (see 18 USC 922).
- (c) Two or more alcohol or drug incidents which require initiation of separation proceedings (see chaps 10 and 11) that have not been completed by the command.
- (d) Felony conviction.

#### **b. U.S. Army Reserve.**

- (1) A Soldier assigned to the Selected Reserve (TPU or IMA) who is—
  - (a) Subject to separation proceedings for any of the reasons cited in paragraph 1–25b, except for entry level performance and conduct (see para 1–25b(4)), and who meets all of the conditions listed in paragraph 1–26b(3), will not be processed for separation under this regulation. The Soldier will be processed for reassignment to the IRR in accordance with AR 140–10; or
  - (b) Processed for separation under this regulation for entry level performance and conduct (see para 1–25b(4)). The Soldier is eligible for transfer to the IRR if they meet all of the conditions listed in paragraph 1–26b(3).

(2) A Soldier assigned to the IRR or Standby Reserve (active list) who is subject to separation proceedings for any of the reasons cited in paragraph 1–25*b*, and who meets all of the conditions listed in paragraph 1–26*b*(3), will be retained in the IRR or Standby Reserve (active list).

(3) The Soldier must meet all of the following conditions:

(a) The separation authority has determined the Soldier possesses the potential for useful service if ordered to active duty under conditions of full mobilization.

(b) Have completed IET and has been awarded an MOS.

(c) Have 3 or more months remaining on their statutory or contractual Reserve obligation.

(d) Are assigned a characterization of service of honorable, or general, under honorable conditions, or the service will be uncharacterized if appropriate (see para 1–29).

(e) Meet medical and dental retention standards under AR 40–501. Soldiers in the DES process will not be administratively transferred to the IRR until the DES process is complete. If the outcome of that process results in separation for physical disability under AR 635–40, the Soldier will not be transferred to the IRR. If the Soldier declines retention to complete DES, the Soldier will be transferred to the IRR to complete the process provided the Soldier's P3 or P4 profile for referral to DES has been approved (see para 11–1*b*). If the Soldier's profile has not been approved, the Soldier will not be transferred to the IRR.

(f) Have at least a National Agency Check with Local Agency and Credit Check/Tier 3 investigation or higher.

(g) Do not have a revoked or final denial of security clearance eligibility.

(h) Do not have a nontransferable suspension of favorable action.

(i) Do not possess any of these disqualifying adverse actions:

1. Conviction of a sex offense (see chap 11–4*a* and glossary “sex offense”).  
2. Qualifying conviction triggering the Domestic Violence Amendment to the Gun Control Act of 1968, the Lautenberg Amendment (see 18 USC 922).

3. Two or more alcohol or drug incidents which require initiation of separation proceedings (see chaps 10 and 11) that have not been completed by the command.

4. Felony conviction.

#### **1–27. Ineligible for the Mobilization Asset Transfer Program**

A Soldier is ineligible for retention in or transfer/reassignment to the IRR or Standby Reserve (active list) and will be separated from military service if they meet any of the following criteria:

a. Has not completed IET or has not been awarded an MOS.

b. Has fewer than 3 months remaining on a statutory or contractual service obligation.

c. Is administratively separated with service characterized as under other than honorable conditions or is released from custody and control of the Army or is dropped from the rolls.

d. Is processed for separation for any other reason than those cited in paragraph 1–25*b*.

e. Has been determined, by the separation authority, to possess no potential for useful service under conditions of full mobilization.

#### **1–28. Separation authority determination of mobilization potential**

a. Except in cases where the Soldier has no remaining statutory or contractual service obligation, or where discharge is required by paragraph 1–27, the separation authority must determine whether the Soldier possesses the potential to perform useful service if ordered to active duty to meet mobilization requirements. The decision to order discharge, transfer, reassignment, or retention, rests with the separation authority and cannot be delegated, although the recommendations of subordinate commanders may be considered (see paras 3–7 and 3–8). The separation authority's determination will be made on a case-by-case basis and included in the decision document.

b. The separation authority must exercise sound judgement and prudent discretion in the decision process. The key consideration is the need to retain trained Soldiers in the IRR for mobilization purposes. In making a decision regarding potential for future useful service, the separation authority must give due consideration to all pertinent factors, including the positive motivation that a full mobilization may have on the Soldier and the probable maturing effect of the passage of time, especially in the case of young Soldiers. The reason for separation is not in itself a basis for determining that a Soldier has no potential for useful service in the future. The separation authority will direct discharge, in lieu of retention in, or transfer/reassignment to, the IRR or Standby Reserve (active list), only when the circumstances of the

individual case clearly indicate the Soldier has no potential for useful service under conditions of full mobilization.

### **1–29. Requirements on retention, transfer, or reassignment to the Individual Ready Reserve**

a. The service of a Soldier retained in the IRR or Standby Reserve (active list) under the provisions of the MATP will not be characterized.

b. The service of a Soldier reassigned to the IRR for a reason cited in paragraph 1–25b under the provisions of AR 140–10 will not be characterized.

c. The service of a Soldier transferred to the IRR for a reason cited in paragraph 1–25b will be characterized as honorable or as general, under honorable conditions in accordance with paragraph 2–9 unless an uncharacterized description of service is required by paragraph 2–11a.

d. On transfer to the IRR, a Soldier will be notified of the following:

(1) The date on which the MSO will expire, and the Soldier will be discharged.

(2) The characterization of service on transfer to the IRR.

(3) That the character of service on completion of the MSO and discharge from the USAR will be the same. If, upon transfer to the IRR, the Soldier's service was characterized as general, under honorable conditions, or uncharacterized, the Soldier must perform a period of service that is characterized as honorable to receive an honorable discharge upon completion of the MSO.

(4) The date by which the Soldier must submit evidence of satisfactory completion of service characterized as honorable. If the Soldier—

(a) Submits evidence of completion of service characterized as honorable, the Soldier's service will be characterized as honorable upon discharge.

(b) Submits evidence of completion of service characterized as honorable, but if a discharge less than an honorable is proposed, the notification procedure will be used (see chap 3, sec II). An administrative board is not required at this point regardless of the Soldier's years of service.

(c) Does not submit such information on or before the date specified in the notice, no further proceedings are required. The character of service at the completion of the MSO will be the same as the character of service issued when transferred to the IRR.

## **Section VI**

### **Retention Policy for Nondeployable Soldiers**

#### **1–30. General**

It is the responsibility of every Soldier to maintain individual readiness, including medical, dental, physical, and administrative (for example, maintaining a Family Care Plan) readiness. Soldiers will remain personally responsible and prepare for training and worldwide deployment at all times. Commands must be proactive and enable the individual readiness and deployability of each Soldier at all times.

a. Commanders must be diligent in ensuring Soldiers understand their obligations and document the failure of those who demonstrate an unwillingness to meet these obligations. Commanders will use written counseling and performance evaluations to document a Soldier's knowing failure to comply with responsibilities to maintain the individual readiness required to be deployable (for example, repeatedly missing medical or dental appointments).

b. Commanders will ensure Soldiers attend scheduled medical and dental appointments. Maintaining medical readiness through prescribed annual health encounters (for example, periodic health assessments, annual dental exams, and medical assessments) are key components of identifying and correcting nondeployable conditions.

c. Soldiers are considered deployable unless they have a Service-determined reason that precludes them from deployment. To be deployable, Soldiers must meet the following criteria:

(1) The Soldier is administratively, legally, and medically cleared for employment in any environment in which the Army is operating or could operate.

(2) The Soldier can operate in austere areas or areas that regularly experience significant environmental conditions (for example, heat, cold, altitude) that would exacerbate existing medical conditions.

(3) The Soldier can carry and employ an assigned weapon.

(4) The Soldier is capable of executing all individual warrior tasks for his or her assigned mission.

(5) The Soldier can operate while wearing body armor, helmet, eye protection, gloves, and/or chemical or biological protective equipment.

(6) The Soldier is capable of passing the Army combat fitness test (ACFT) or meeting the physical demands of tasks required for a specific deployment.

d. Commanders in the grade of O-6 or higher in a Soldier's chain of command may waive one or more of the criteria in paragraph 1-30c(1) through 1-30c(6) in determining a Soldier's deployability status, except in cases when the controlling regulation(s) specifies a different waiver approval authority. Regardless of Service determination, this authority does not change the requirement to submit waiver requests to applicable combatant commanders pursuant to DoDI 6490.07.

e. Soldiers who become permanently nondeployable are considered unqualified to hold any primary MOS unless an exception to policy is granted. The following Soldiers are exempt and continue to retain their primary MOS:

- (1) Soldiers found to be deployable with limitations.
- (2) Soldiers approved for continuation in the Active Reserve.
- (3) Soldiers with approved retention waivers in accordance with paragraph 1-31c.

### **1-31. Separation initiation and processing**

a. Soldiers who are nondeployable for an administrative reason (not medical or legal as defined in DoDI 1332.45) for more than 6 consecutive months, or 6 nonconsecutive months in a 12-month period, will be processed for administrative separation. The basis for administrative separation will be the underlying administrative (not medical or legal) reason(s) causing them to be administratively nondeployable. Commanders will follow the current policy for initiating administrative separation proceedings. Unless a more specific portion of the regulation applies, generally these actions will be processed under chapter 9. If the separation authority approves retention, they will immediately initiate an action for the exercise of Secretarial plenary authority under chapter 13 of this regulation. The processing of Secretarial plenary authority separation actions will comply with all current notification and processing guidance contained in this regulation. Exemptions to the requirement of this paragraph include:

- (1) Single Soldiers or member of a military couple in cases of adoption and long-term child placements (such as long-term foster care placement) who have been approved for operational deferment. These exemptions expire the day following the expiration of the Soldier's operational deferment.
- (2) Soldiers who are temporarily nondeployable as a result of a compassionate reassignment or stabilization. These exemptions will expire the day following the expiration of the stabilization period.
- (3) Soldiers who are not yet 18 years of age.
- (4) Conscientious objectors during the investigation and resolution of their claim.
- (5) Sole surviving Family members deferred from serving in a hostile fire zone.
- (6) Ex-prisoners of war deferred from serving in a country where they were formerly held captive.
- (7) Transients, trainees, cadets, or other Soldiers who have not completed IET.
- (8) Soldiers serving in a humanitarian assignment.
- (9) Soldiers pending administrative separation for another reason under this regulation.

b. Commanders do not have to wait 6 consecutive months, or 6 nonconsecutive months in a 12-month period, if there is a reasonable expectation that the underlying reason(s) causing the Soldier to be administratively nondeployable (not medical or legal) will not be resolved and the Soldier will not become deployable.

c. Soldiers who are nondeployable for an administrative reason (not medical or legal) will be evaluated for retention by commanders in the grade of O-6 or higher. If the commander determines retention is in the best interests of the Army, a retention waiver will be submitted, if requested by the Soldier. Waivers can be requested at any point after a determination is made that the Soldier will be nondeployable for an administrative reason (not medical or legal) exceeding a threshold in paragraph 1-31a. The CNGB is authorized to grant waivers for ARNG Soldiers; the Chief of Army Reserve is authorized to grant waivers for Selected Reserve Soldiers. All requests must be endorsed with recommendation, at a minimum, by the first general officer in the Soldier's chain of command. All Selected Reserve and ARNG requests will be forwarded through RC personnel channels to Headquarters, USARC, and National Guard Bureau, respectively, for processing. Waivers may be granted for up to the length of time remaining on the most current contract or 3 years for enlisted Soldiers on indefinite contracts. Upon expiration of the retention period, the Secretary of the military department concerned may renew retention for a Servicemember on a case-by-case basis.

## **Chapter 2**

### **Guidelines on Separation and Characterization**

#### **Section I**

#### **Separation**

##### **2–1. Scope**

This chapter provides general guidance, which applies when referenced under the reasons for separation in this regulation. Further guidance is set forth under the specific reasons for separation in chapters 4 through 15.

##### **2–2. Guidance**

a. There is a substantial investment in the training of Soldiers enlisted in the Army. As a general matter, reasonable efforts at rehabilitation should be made prior to initiation of separation proceedings.

b. Unless separation is mandatory, the potential for rehabilitation and further useful military service will be considered by the separation authority and, where applicable, the administrative separation board. If separation is warranted despite the potential for rehabilitation, consideration should be given to suspension of the separation, if authorized.

c. Counseling and rehabilitative efforts are a prerequisite to initiation of separation proceedings only as far as expressly set forth under the specific requirements for the separation. An alleged or established inadequacy in previous rehabilitation efforts does not bar separation.

d. The following factors may be considered on the issue of retention or separation, depending on the circumstances of the case:

(1) The seriousness of the circumstances forming the basis for initiation of separation proceedings and the effect of the Soldier's continued retention on military discipline, good order, and morale.

(2) The likelihood of continuation or recurrence of the circumstances forming the basis for initiation of separation proceedings.

(3) The likelihood that the Soldier will be a disruptive or undesirable influence in present or future duty assignments.

(4) The ability of the Soldier to perform duties effectively in the present and in the future, including potential for advancement or leadership.

(5) The Soldier's rehabilitative potential.

(6) The Soldier's entire military record. This includes—

(a) Past contributions to the Army, assignments, awards, and decorations, evaluation ratings, and letters of commendation.

(b) Memorandum of reprimand or admonition, counseling records, records of non-judicial punishment, records of conviction by court-martial, and records of involvement with civilian authorities.

(c) Any other matter deemed relevant by the board or the separation authority. This may include specialized training, duties, and experience of persons entrusted by this regulation with making recommendations or decisions on separation or retention.

(d) Adverse information from a prior enlistment or period of military service only when such information would have a direct and strong probative value in determining whether separation is appropriate. This would include records of non-judicial punishment and convictions by court-martial. Such information ordinarily will be used only in those cases involving conduct repeated over an extended time or in cases resulting from a bar to continued service. In unusual situations, conduct from a prior enlistment that does not constitute a pattern of conduct that is manifested over an extended period of time, may be considered in determining whether retention or separation is warranted. An example is where a single incident of misconduct occurring in the prior period of service, by itself, warrants separation and the officials in the Soldier's chain of command neither knew, nor reasonably should have known, of the conduct at the time the Soldier reenlisted.

(e) Isolated incidents and events that are remote in time normally have little probative value in determining the issue of separation or retention.

(f) Criminal history information from personnel security investigative reports requested within the first 90 days of a Soldier's initial enlistment may be used to support separation proceedings initiated under chapter 7. Use of personnel security investigative reports in connection with all other separation proceedings is

prohibited unless specific authorization is granted in accordance with AR 380–67. Requests for such authorization may be submitted case-by-case through command channels to the National Guard Bureau (NGB), ARNG–HRP/Office of the Chief, Army Reserve (OCAR), Department of the Army, Army Reserve (DAAR) (see para 1–14).

### **2–3. Limitations on separation actions**

a. A Soldier may not be separated based on the following:

(1) Conduct that has been the subject of judicial proceedings resulting in an acquittal or action having the effect thereof, except in the circumstances described in paragraphs 2–3a(1)(a) through 2–3a(1)(c). The convening authority will submit a memorandum request for such a determination through CNGB (ARNG–HRP)/OCAR (DAAR) for forwarding to the Chief, Criminal Law Division, Office of The Judge Advocate General (DAJA–CL), 2200 Army Pentagon, Washington, DC 20310–2200.

(a) When such action is based on a judicial determination not going to the guilt or innocence of the respondent; or

(b) When the judicial proceeding was conducted in a state or foreign court and the separation is approved by NGB, ARNG–HRP/OCAR (DAAR); or

(c) When acquittal from the judicial proceedings was based on a finding of not guilty only by reason of lack of mental responsibility. A Soldier in this category normally will be separated under Secretarial plenary authority unless separation for disability is appropriate (see chap 13).

(2) Conduct that has been the subject of a prior administrative separation board in which the board entered an approved finding that the evidence did not sustain the factual allegations concerning the conduct, except when the conduct is the subject of a rehearing ordered on the basis of fraud or collusion; or

(3) Conduct that has been the subject of an administrative separation proceeding resulting in a final determination of a separation authority that the member should be retained, except in the following circumstances:

(a) When there is subsequent conduct or performance forming the basis, in whole or in part, for a new proceeding; or

(b) When there is new or newly discovered evidence that was not reasonably available at the time of the prior proceeding; or

(c) When the conduct is the subject of a rehearing ordered on the basis of fraud or collusion.

b. No convening authority will direct separation if a board recommends retention, nor will a characterization of service less favorable than that recommended by the board be directed. However, a convening authority may direct retention when separation is recommended or may direct a characterization of service more favorable than that recommended (see para 3–18f).

### **2–4. Counseling and rehabilitation**

a. *General.* Commanders must make reasonable efforts to identify Soldiers who are likely candidates for early separation and to improve their chances for retention through counseling, retraining, and rehabilitation before starting separation action. These actions are prerequisite for initiating action to separate a Soldier for one of the following reasons:

(1) Involuntary separation due to parenthood (see para 6–5).

(2) Designated physical or mental conditions (see para 6–7).

(3) Entry level performance and conduct (see chap 8).

(4) Unsatisfactory performance (see chap 9).

(5) Minor disciplinary infractions or a pattern of misconduct (see paras 11–1a).

(6) Failure to meet Army body composition standards (see chap 15).

b. *Counseling.* When a Soldier's conduct or performance approaches the point where a continuation of such conduct or performance would warrant initiating a separation action for one of the reasons in paragraph 2–4a, the Soldier will be counseled by a responsible person about their deficiencies. One counseling session is not sufficient to document poor conduct or performance necessitating a separation. Multiple counseling sessions that demonstrate a pattern is appropriate. The Soldier's counseling or personnel records must establish that the Soldier was afforded a reasonable opportunity to overcome these deficiencies. Such factors as the length of time that has elapsed since the prior counseling, the Soldier's conduct and performance during that period, and the commander's assessment of the Soldier's potential for becoming a fully satisfactory Soldier should be considered.

(1) Counseling will include, but not be limited to, the following:



(2) Reasons for counseling.

(3) The fact that continued behavior of a similar nature or additional misconduct may result in the Soldier's separation. The characterization of service that may be issued and the effect of each type if such action is taken and separation accomplished. Each counseling session will be recorded in writing (to include date and by whom counseled). When, after a reasonable effort, the Soldier cannot be located for counseling in person, the counseling information will be furnished to them by certified mail, return receipt requested, addressed to the latest mailing address provided to the command by the Soldier. If the Soldier does not respond by the date specified in the memorandum, or the memorandum is returned as "undeliverable as addressed," "moved—left no forwarding address," or similar marking, the counseling requirement will be considered to have been satisfied.

*c. Rehabilitation.* If practical, one of the following measures will be taken:

(1) Soldiers assigned to the ARNGUS or USAR TPUs will be reassigned at least once if within commuting distance, with a minimum of 2 months in each ARNGUS unit or USAR TPU.

(2) If reassignment is restricted (for example, small, independent, or isolated unit), or the Soldier is assigned to the IRR or Standby Reserve, the commander will ensure that proper alternate rehabilitation measures are employed, if feasible.

*d. Waivers.* The officer exercising separation authority may waive the requirement for a rehabilitative reassignment. The exercise of waiver authority may be withheld by a higher separation authority as to a particular case or class of cases. Action to withhold waiver authority will be in writing and will be valid until revoked in writing. The requirement for a rehabilitative reassignment may be waived when it is determined that—

(1) Reassignment is not feasible because there are no appropriate units within a reasonable commuting distance of the Soldier's residence; or

(2) Further duty of the Soldier would create serious disciplinary problems, or create a hazard to the military mission or to the Soldier, or would seriously affect unit readiness; or

(3) Further duty of the Soldier would be inappropriate because the Soldier is resisting all rehabilitation attempts or that rehabilitation would not produce the quality Soldier desired by the ARNGUS and USAR.

## **Section II**

### **Suspension of Separation**

#### **2–5. Suspension**

*a.* To afford a highly deserving Soldier a probationary period to demonstrate successful rehabilitation prior to expiration of the Soldier's service obligation, the separation authority or a higher authority may suspend execution of an approved separation for a period not to exceed 12 months. However—

(1) Suspension of a discharge is not authorized in a case when the sole reason for separation is fraudulent entry.

(2) When there are approved reasons for separation in addition to fraudulent entry, suspension may be authorized only when a waiver of the fraudulent entry is obtained, and the suspension pertains to reasons for separation other than the fraudulent entry.

*b.* During the period of suspension, the Soldier will be afforded an opportunity to demonstrate the capability of behaving appropriately and performing assigned duties efficiently under varying conditions.

*c.* The authority that suspended the separation will cancel execution of the approved separation upon:

(1) Satisfactory completion of the probationary period, or earlier if rehabilitation has been achieved; or

(2) At the end of the Soldier's period of obligated service.

#### **2–6. Action during the period of suspension**

During the period of suspension, if the Soldier engages in conduct similar to that for which separation was approved but suspended, or otherwise fails to meet the appropriate standards of conduct and duty performance, the commander concerned, the convening authority, or the separation authority, whichever is appropriate, will take one of the following actions:

*a.* Initiate punitive or new administrative action notwithstanding the suspension of the execution of the approved separation, or

*b.* Advise the Soldier, in writing, that vacation action is being considered and the reasons which warrant such consideration. The Soldier will be given an opportunity to consult with counsel and to submit a

statement, in writing, to the separation authority. Failure to respond within 20 calendar days from receipt of the notification of the proposed vacation of the suspension will constitute a waiver of this right. If the Soldier identifies specific legal issues for consideration by the separation authority, the information will be reviewed by a judge advocate, and the separation authority will—

- (1) Vacate suspension of approved separation and execute separation; or
- (2) Continue to suspend execution of the approved separation.

### **Section III**

#### **Characterization or Description of Service on Separation**

##### **2–7. Types of characterization or description**

a. At separation, the following types of characterization of service or description of separation are authorized under this regulation:

(1) Separation with characterization of service as honorable, general (under honorable conditions), or under other than honorable conditions.

(2) Separation with an uncharacterized description of service when separated—

(a) In an entry level status; or

(b) By order of release from custody and control of the Army by reason of void enlistment; or

(c) By being dropped from the rolls of the Army.

b. Any of the types of characterization or description of service listed in paragraph 2–7a may be used in appropriate circumstances unless a limitation is set forth in this section or in chapters 4 through 15.

c. Characterization of service as a result of administrative action is governed by this regulation, and the service of Soldiers is either characterized or uncharacterized when they are separated from the ARNGUS or USAR. However, discharge certificates are issued only to those Soldiers whose service is characterized as honorable in accordance with paragraph 2–19.

##### **2–8. General considerations**

a. The characterization of service upon separation is of great significance to the Soldier. It must accurately reflect the nature of service performed. Eligibility for veterans' benefits provided by law, eligibility for reentry into the military service, and acceptability for employment in the civilian community may be affected by the service characterization. The type of discharge and character of service will be determined solely by the military record during the current enlistment, plus any extension thereof, from which the Soldier is being separated. The Soldier's performance of duty and conduct must be accurately evaluated. The evaluation must be based on the overall period of service and not on any isolated actions. Separations where the service has been characterized as honorable or general, under honorable conditions entitle a Soldier to federal rights and benefits as provided by law. However, separation characterized as under other than honorable conditions could deprive the Soldier of veterans' benefits administered by the Department of Veterans Affairs. A determination by that agency is required in each case.

b. Characterization at separation will be based upon the quality of the Soldier's service, including the reason for separation and guidance set forth in paragraph 2–9, subject to the limitations under the various reasons for separations. The quality of service will be determined in accordance with standards of acceptable personal conduct and performance of duty for military personnel as found in the UCMJ, Army regulations, and the time-honored customs and traditions of the Army.

c. The reasons for separation, including the specific circumstances that form the basis for the separation, will be considered on the issue of characterization. As a general matter, characterization will be based on a pattern of behavior rather than an isolated incident. There are circumstances, however, in which the conduct or performance of duty reflected by a single incident, provides the basis for characterization.

d. Due consideration will be given to the Soldier's age, length of service, grade, aptitude, physical, and mental condition, and the standards of acceptable conduct and performance of duty.

##### **2–9. Characterization of service**

The following are characterizations of service authorized by this regulation:

*a. Honorable.* An honorable characterization is appropriate when the quality of the Soldier's service generally has met the standards of acceptable conduct and performance of duty for Army personnel or is otherwise so meritorious that any other characterization would be clearly inappropriate.

(1) An honorable characterization may only be awarded a Soldier upon completion of their service obligation, or where required under specific reasons for separation, unless an uncharacterized description is warranted.

(2) When a Soldier is discharged before expiration of the service obligation for a reason for which an honorable characterization is discretionary, the following considerations apply:

(a) Where there have been infractions of discipline, the extent thereof should be considered as well as the seriousness of the offense(s).

(b) A Soldier will not necessarily be denied an honorable characterization solely by reason of a specific number of convictions by court-martial or actions under the UCMJ, Art. 15.

(c) Conviction by a general court-martial or by more than one special court-martial does not automatically rule out the possibility of awarding an honorable characterization of service.

(d) An honorable characterization may be awarded when disqualifying entries in the Soldier's military record are outweighed by subsequent honorable and faithful service over a greater period of time during the current term of service.

(e) It is a pattern of behavior and not an isolated instance which should be considered the governing factor in determining the character of service.

(f) Unless otherwise ineligible, a Soldier may receive an honorable characterization of service if they have, during their current enlistment, or any extension thereof, received a personal decoration.

*b. General (under honorable conditions).* If a Soldier's service has been honest and faithful, it is appropriate to characterize that service as general, under honorable conditions. Characterization of service as general (under honorable conditions) is warranted when significant negative aspects of the Soldier's conduct or performance of duty outweigh positive aspects of the Soldier's military record.

(1) When authorized, a characterization of under honorable conditions is awarded to a Soldier whose military record is satisfactory but not sufficiently meritorious to warrant an honorable discharge.

(2) A characterization of under honorable conditions may be issued only when the reason for the Soldier's separation specifically allows such characterization. It will not be issued to Soldiers upon separation for expiration of their service obligation.

*c. Under other than honorable conditions.* Service may be characterized as under other than honorable conditions only when discharge is for misconduct, fraudulent entry, unsatisfactory participation, or security reasons, and under the following circumstances:

(1) When the reason for discharge is based upon a pattern of behavior, or one or more acts or omissions, that constitutes a significant departure from the conduct expected of Soldiers. Examples of factors that may be considered include the following:

(a) Use of force or violence to produce serious bodily injury or death.

(b) Abuse of a position of trust.

(c) Disregard by a superior of customary superior-subordinate relationships.

(d) Acts or omissions that endanger the security of the United States or the health and welfare of other Soldiers.

(e) Deliberate acts or omissions that seriously endanger the health and safety of other persons.

(2) A discharge where service is characterized as under other than honorable conditions will be directed only by a general officer in command who has a judge advocate or legal advisor available to the command, or a higher authority in accordance with paragraphs 1-13a, 1-13b(1), and 1-13(b)(2).

(3) No Soldier will be discharged in accordance with this regulation with service characterized as under other than honorable conditions, unless he or she is afforded the right to present their case before an administrative separation board. The Soldier will be afforded the advice and assistance of counsel (either assigned a military counsel or may obtain a civilian counsel at their own cost). Such discharge must be supported by approved board findings, and an approved board recommendation for discharge under other than honorable conditions.

(4) As an exception to paragraph 2-9c(3), a discharge with service characterized as under other than honorable conditions may be issued without board action if the Soldier waives their right to board action.

(5) When a Soldier is to be discharged under other than honorable conditions, the separation authority will direct an immediate reduction to private E-1, in accordance with AR 600-8-19.

## **2–10. Limitation on characterization of service**

Characterization will be determined solely by the Soldier's military record, which includes the Soldier's behavior and performance of duty during the current enlistment to which the separation pertains, plus any extensions of service prescribed by law or regulation or effected with the consent of the Soldier. The exceptions are provided in this paragraph. In determining characterization or description of service, the following will be used as guidelines:

a. A Soldier will receive an honorable characterization of service if limited use evidence (see AR 600–85) is initially introduced by the Government in the separation proceedings, and the separation is based on those proceedings (see paras 2–10f and 3–17f.) The separation authority will consult with the servicing Judge Advocate in cases involving limited use evidence.

b. The following will not be considered in determining the character of service:

(1) Pre-service activities, except in proceedings for fraudulent enlistment when misrepresentations, including omissions of facts which, if known, would have prevented, postponed, or otherwise affected the Soldier's eligibility for enlistment (see para 7–4).

(2) Prior service activities including but not limited to records of conviction by courts-martial, records of non-judicial punishment, records of absence without leave, or commission of other offenses for which punishment was not imposed. To the extent that such matters are considered on the issue of retention or separation, the record of proceedings will reflect express direction that such information will not be considered on the issue of characterization. As an exception, personal decorations received during prior service may be considered in characterizing the current period of service.

c. The limitations in paragraph 2–3 as to matters that may be considered on the issue of separation are applicable to matters that may be considered on the issue of characterization.

d. When the sole basis for separation is a serious offense that resulted in a conviction by a court-martial (to include a court-martial conducted pursuant to a state code of military justice), authorized to but not imposing a punitive discharge, the Soldier's service may not be characterized under other than honorable conditions unless such characterization is approved by NGB, ARNG–HRP/OCAR (DAAR). Requests for approval will be sent to the NGB, ARNG–HRP/OCAR (DAAR) addresses shown in paragraph 1–14.

e. The conduct of a Soldier in the civilian community may form the basis for characterization under other than honorable conditions only if such conduct directly affects the performance of military duties. Such conduct may form the basis of characterization as general, under honorable conditions, only if such conduct has an adverse impact on the overall effectiveness of the Army, including military morale and efficiency.

f. A Soldier's voluntary submission to a treatment and rehabilitation program (for personal use of drugs) and evidence provided voluntarily by the Soldier concerning personal use of drugs as part of initial entry into such a program may not be used against the Soldier on the issue of characterization. This limitation does not preclude the following actions:

(1) The introduction of evidence for impeachment or rebuttal purposes in any proceeding in which the evidence of drug abuse (or lack thereof) has been first introduced by the Soldier; and

(2) Taking action based on independently derived evidence, including evidence of drug abuse after initial entry into the treatment and rehabilitation program.

g. The results of a mandatory urinalysis may be used on the issue of characterization unless prohibited by AR 600–85.

## **2–11. Separation where service is uncharacterized**

a. *Entry level status.* Service will be described as uncharacterized if separation processing is initiated while a Soldier is in an entry level status (see glossary), except in the following circumstances:

(1) When characterization under other than honorable conditions is authorized under the reason for separation and is warranted by the circumstances of the case; or

(2) The SECARMY, or the Secretary's designated representative, on a case-by-case basis, determines that characterization of service as honorable is clearly warranted by the presence of unusual circumstances involving personal conduct and performance of military duty. This characterization is authorized when the Soldier is separated—

(a) By reason of selected changes in service obligations (see chap 5); or

(b) For the convenience of the Government (see chap 6); or

(c) Under the Secretarial plenary authority (see chap 13).

*b. Void enlistments.* A Soldier will not receive a discharge, characterization of service at separation, or an uncharacterized description of service if the enlistment is void except when a constructive enlistment arises, and such action is required under paragraph 2–11b(3). If characterization or an uncharacterized description of service is not required, the separation will be described as an order of release from custody and control of the Army.

(1) An enlistment is void in the following circumstances:

(a) If it was effected without the voluntary consent of a person who has the capacity to understand the significance of enlisting in the Army. This includes enlistment of a person who is intoxicated or otherwise legally incompetent at the time of enlistment.

(b) If the person is under 17 years of age.

(c) If the person is a deserter from another military service.

(2) Although an enlistment may be void at its inception, a constructive enlistment will arise in the case of a person serving in the Army who—

(a) Submitted voluntarily to military authority.

(b) Met the mental competency and minimum age statutory qualifications, at the time of voluntary submission to military authority.

(c) Received military pay or allowances.

(d) Performed military duties.

(3) If an enlistment that is void at its inception is followed by a constructive enlistment within the same term of service, characterization of service or description of separation will be in accordance with paragraphs 2–8 and 2–9, as appropriate. However, if the enlistment was void by reason of desertion from another military service, the Soldier will be separated by an order of release from the custody and control of the Army regardless of any subsequent constructive enlistment. A constructive enlistment does not preclude the Army from either retaining the Soldier or separating the member based on the circumstances that occasioned the original void enlistment or any other reason for separation.

*c. Dropped from the rolls.* A Soldier may be dropped from the rolls of the Army when such action is authorized in accordance with chapter 14, section III and a characterization of service or other description of separation is not authorized or warranted.

## **Section IV**

### **Discharge Policy**

#### **2–12. Separation counseling for Soldiers being discharged**

The purpose and authority of the ADRB or the Army Board for Correction of Military Records (ABCMR) will be explained during separation processing, except when the separation is for immediate reenlistment (see AR 15–180 and AR 15–185). Counseling will include advice that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Department of Veterans Affairs, notwithstanding any action by the ADRB or the ABCMR. Such explanation must be furnished to the Soldier in written form. Such explanation must also include information on petitioning the Department of Veterans Affairs for certain benefits under the laws administered by the Secretary of Veterans Affairs, despite the characterization of the Soldier's service. Failure on the part of the Soldier to receive or understand this counseling does not create a bar to separation or affect characterization.

#### **2–13. Orders**

a. The following order formats prescribed by AR 600–8–105 will be used for separations processed under this regulation:

(1) Order Format 500 where discharge is directed in accordance with this regulation, to include expiration of the service obligation and immediate reenlistment.

(2) Order Format 502 where ROTC cadets are discharged to accept a commission.

(3) Order Format 505 where a Soldier is released from the custody and control of the Army.

(4) Order Format 540 where a Soldier is dropped from the rolls.

b. Once a Soldier receives their orders, by actual or constructive delivery, such orders may not be revoked except in one or both of the following circumstances:

(1) The orders are revoked by proper authority, either orally or in writing, prior to the effective date of the discharge. Orally revoked orders should be documented in writing within 30 days of the revocation.

(2) When one or more of the exceptions to the doctrine of administrative finality exist (for example, fraud, mistake of law, mathematical miscalculation, and/or substantial new evidence discovered contemporaneously within a short time following the action), as determined by proper authority.

c. After the effective date of discharge, the separation authority may amend orders only to correct administrative errors, such as errors concerning grade, DoD identification number, or misspelled name.

#### **2–14. Separation before expiration of the service obligation**

a. A discharge for the purpose of complete separation from military service terminates a Soldier's statutory and contractual MSO on the effective date of the discharge.

b. An enlisted ARNGUS Soldier who is discharged from the ARNG and not concurrently discharged as a Reserve of the Army automatically becomes a member of the USAR. An enlisted Selected Reserve Soldier who is discharged from the Selected Reserve or leaves active-duty status and is not concurrently discharged as a Reserve of the Army becomes a member of the IRR if eligible for and desires to maintain Reserve of the Army status.

c. A discharge issued only for the purpose of a change in status with continuing military service does not terminate a statutory MSO. Some examples of such changes in status are—

- (1) Discharge from enlisted status upon appointment as an officer.
- (2) Discharge from an RC upon enlistment in a regular component.
- (3) Discharge upon transfer between RCs.
- (4) Discharge for the purpose of reenlistment in the same component.

#### **2–15. Separation after expiration of the service obligation**

a. A Soldier is entitled to be discharged on the expiration of their service obligation, and normally will be discharged unless action is taken to retain the Soldier beyond such expiration date.

b. Retention beyond the expiration date of a service obligation may be voluntary or involuntary.

(1) Soldiers may voluntarily remain beyond the expiration date of a service obligation if they are undergoing required health care or are being processed for physical disability separation. They may also consent to remain beyond the expiration date if they are subject to criminal jurisdiction of a foreign court but not physically confined by that country.

(2) Soldiers may be involuntarily retained beyond expiration of their service obligation only when action with a view toward trial by court-martial has been taken by the appropriate authorities. Such action must have been initiated before the Soldier's service obligation expired.

c. Soldiers properly held beyond expiration of their service obligation, whether voluntarily or involuntarily, retain their military status and continue to be subject to the UCMJ until formally separated by the appropriate authorities.

d. Soldiers otherwise eligible for separation on expiration of their service obligation will not be retained to satisfy a debt to the United States Government or to an individual, or to process and complete an involuntary administrative separation action in accordance with this regulation. On the other hand, if the Army does not affirmatively act to separate a Soldier and the Soldier does not demand discharge, but rather remains on duty and accepts pay and benefits, the military status of that Soldier continues.

#### **2–16. Effective date of discharge**

The effective date of discharge is 2400 hours on the date of notice of discharge (see para 2–17). When discharge is for change of military status, the effective date of the order will be the day prior to the date of the Soldier's entry into a new military status. When discharge is under the provisions of paragraph 14–1c, the effective date of the order will be the last day of the month during which maximum allowable age is reached.

#### **2–17. Notification of discharge**

Notice of discharge may be either—

a. Actual, as by delivery to the Soldier of the discharge order or certificate; or

b. Constructive, when actual delivery of the discharge order cannot be accomplished due to the absence of the Soldier to be discharged.

(1) If the Soldier is assigned to a Selected Reserve unit or duty position, receipt of the order directing his or her discharge by the Soldier's organization at the proper station of the organization will be sufficient notice. The date of receipt of the order by the Soldier's organization and the reason actual notice was not

given will be entered by endorsement on the back of the discharge order. A confirmed copy of the annotated discharge order will be sent by registered or certified mail to the Soldier at the most recent address provided by the Soldier for that purpose. The annotated order, reflecting the date of mailing to the Soldier, will be included in the personnel file forwarded to the Commander, U.S. Army Human Resources Command (AHRC-CIS-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5401.

(2) If the Soldier is assigned to the IRR, Standby, or Retired Reserve, the CG, HRC (AHRC-PAR), will issue an annotated discharge order. The order will be annotated on the back to show that the order was mailed to the Soldier at the most recent address furnished by the Soldier as an address for receipt or forwarding of official mail and the date the order was mailed. The annotated order will be sent by registered or certified mail. A copy of the annotated order, reflecting the date of mailing to the Soldier, will be placed in the Soldier's AMHRR.

(3) If a mailed discharge order is returned as "unclaimed" or "undeliverable," the returned order and its accompanying envelope will be retained in the Soldier's file.

(4) The discharge order of a court-determined mentally incompetent Soldier will be delivered to the Soldier's legal guardian.

## **2-18. Notification of discharge of a Soldier who cannot be located or is absent in the hands of civilian authorities**

When discharge has been ordered by the separation authority and the Soldier cannot be located or is absent in the hands of civilian authorities subsequent to the issuance of the discharge orders, the discharge may be executed regardless of absence. The notification procedure in paragraph 2-17 is applicable.

## **2-19. Certificates**

a. Discharge certificates will be furnished to Soldiers when they are honorably discharged. The discharge certificate is DD Form 256 (Honorable Discharge Certificate).

b. Discharge certificates will not be issued under the following conditions:

- (1) Where service is characterized as general, under honorable conditions or as under other than honorable conditions.
- (2) Where the service is uncharacterized.
- (3) On discharge for immediate reenlistment.
- (4) On discharge from a cadet status on appointment as an officer or warrant officer.

## **2-20. Preparation of certificates**

a. *Number of copies.* Discharge certificates will be issued in the original only.

b. *How prepared.* Entries on discharge certificates will be typed or printed in black ink only.

c. *Entries.* Entries on the discharge certificates will be as follows:

(1) On the line provided under the words "This is to certify that," enter the Soldier's name in signature order, followed by their DoD identification number and grade, and "USAR." When the discharge certificate is prepared by automated systems, the Soldier's name may be entered in last name, first name, and middle initial sequence.

(2) Enter effective date of discharge in space provided. This date must agree with the effective date of discharge shown in the discharge order.

(3) Discharge certificates normally will be authenticated by a commissioned officer. However, the separation authority or other appropriate commander may delegate this authority in writing to a warrant officer or noncommissioned officer (NCO) in the rank/grade of sergeant first class and above or DA Civilian in the grade of general schedule (GS)-7 and above. The designated official will sign the certificate in the space provided. Signature blocks will be in accordance with AR 25-50.

## **2-21. Amendments and corrections to certificates**

The discharge certificate as originally prepared cannot be altered or amended after the effective date of discharge. Correction of cosmetic or typographical administrative errors will be made on written application of the individual to CG, HRC. Applications for review of the type of discharge certificate awarded under this regulation will be submitted by the individual to the Army Review Boards Agency, 251 18th Street South, Suite 385, Arlington VA 22202-3531 on DD Form 293 (Application for the Review of Discharge from the Armed Forces of the United States) or electronically at [army.arbinquiry@army.mil](mailto:army.arbinquiry@army.mil) for consideration by the ADRB.

## **Chapter 3 Separation**

### **Section I**

#### **Application**

##### **3–1. Scope**

The policy and procedures in this chapter are applicable only when required under a specific reason for separation cited in this regulation. These actions are subject to the requirements set forth in the section addressing the specific reason for separation.

##### **3–2. Policy**

a. When initiating an administrative separation on any Soldier, for any reason (voluntary or involuntary), include documentation in the separation packet that specifies whether the Soldier was a victim of sexual assault (see fig 3–1).

(1) All separation cases initiated under the notification or administrative board procedure require the unit commander to indicate in the commanding officer's report to the separation authority whether the Soldier was or was not a victim of sexual assault for which an unrestricted report was filed within the past 24 months prior to initiation of the separation action.

(2) All separation cases initiated under the notification or administrative board procedure require the Soldier to indicate on the election of rights statement whether they were a victim of sexual assault and filed an unrestricted report of sexual assault within 24 months of initiation of the separation action (see fig 3–1). The Soldier under consideration for separation must state whether he/she believes the separation action is a result of sexual assault or a result of filing an unrestricted report of sexual assault. A Soldier recommended for involuntary separation within 1 year of making an unrestricted report of sexual assault may request general/flag officer review of and concurrence with the circumstances of, and grounds for, the involuntary separation.

b. When a Soldier is processed on the basis of multiple reasons for separation, the following guidelines apply to procedural requirements (including procedural limitations on characterization or description of service):

(1) The basis for each reason must be clearly established.

(2) If a reason for separation set forth in the notice of proposed action requires processing under the administrative board procedure, the entire matter will be processed under section III of this chapter.

(3) When there is any other clear conflict between a specific requirement applicable to one reason and a general requirement applicable to another reason, the specific requirement will be applied.

(4) If a conflict in procedures cannot be resolved on the basis of the foregoing principles, the procedure most favorable to the Soldier will be used.

c. When there is any other clear conflict between a specific requirement applicable to one reason and a general requirement applicable to another reason, the specific requirement will be applied.

d. If a conflict in procedures cannot be resolved on the basis of the foregoing principles, the procedure most favorable to the Soldier will be used.





DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

[Date]

MEMORANDUM FOR [Commander, unit]

SUBJECT: Victim of Sexual Assault Statement of Administrative Separation

DODI 6495.02 and AR 600-20 (Sexual Assault Prevention and Response Program) requires Soldiers being administratively separated to sign a statement answering the following questions:

- (a) Did you file an unrestricted report of 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 of filing the unrestricted report?

[YES]

[NO]

[Soldier's name and grade]

[Unit]

Figure 3–1. Sample memorandum for victims of sexual assault statement for administrative separations

### 3–3. Counsel for respondent

Counsel for consultation and counsel for representation for Soldiers being considered for separation under this regulation are described as follows:

*a. Counsel for consultation.*

(1) An RC or Regular Army officer of The Judge Advocate General's Corps detailed to consult with and advise a Soldier being processed under this regulation at the outset of an involuntary separation proceeding (see AR 27–10). The Judge Advocate General will ensure that counsel for consultation advise respondent using DA Form 7423 (Consulting Counsel's Checklist).

(2) Civilian counsel retained by the Soldier at no expense to the Government. Civilian counsel is not appointed to the Soldier by the government.

*b. Counsel for representation.*

(1) RC or Regular Army officer of The Judge Advocate General's Corps appointed by the convening authority to provide representation during the course of any hearing before an administrative separation board under the provisions of this regulation. Representation by counsel will be in accordance with AR 15–6. Such counsel must be qualified under UCMJ, Art. 27(b)(1).

(a) RC judge advocates are appointed under the provisions of AR 27–3.

(b) Regular Army judge advocates are appointed under the provisions of AR 27–10.

(2) A respondent who declines representation by a qualified judge advocate officer is not entitled to appointment of a different counsel or counsel of choice.

(3) Civilian counsel not employed by the Government and at no expense to the Government.

(4) Non-lawyer counsel may represent a respondent before an administrative board only where:

(a) The respondent expressly declines appointment of counsel under UCMJ, Art. 27(b)(1) and requests a specific non-lawyer counsel; or

(b) The separation authority assigns non-lawyer counsel as assistant counsel.

*Note:* Counsel for consultation and counsel for representation need not be the same individual.

### **3–4. Screening and counseling of victims of sexual assault**

*a.* When initiating an administrative separation on any Soldier, for any reason covered by this regulation, commanders must ensure the separation packet contains a statement signed by the Soldier with the Soldier's answers to the following questions (see fig 3–1):

(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 the question in paragraph 3–4a(1) is “yes,” do you believe that this separation action is a direct or indirect result of your sexual assault, or of filing the unrestricted report?

*b.* When a Soldier is not available or fails to provide the statement required in paragraph 3–4a, commanders will sign a statement explaining the Soldier was unavailable or refused to provide a victim's of sexual assault statement, whether the Soldier's personnel file contained evidence that the Soldier was a victim of sexual assault within the past 24 months, and whether the commander is aware of any evidence that the Soldier filed an unrestricted report as a victim of sexual assault within the past 24 months.

*c.* The Special Court-Martial Convening Authority or GCMCA will review all administrative separations involving victims of sexual assault who filed an unrestricted report and Soldiers who answered “yes” to any of the questions listed in paragraph 3–4a or in their signed statement. The reviewing authority will determine:

(1) Does the separation appear to be in retaliation resulting from the Soldier filing an unrestricted sexual assault report? If so, the reviewing authority will consult with his or her local staff judge advocate.

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

(3) Is the separation in the best interest of the Army and/or the Soldier? If not, the reviewing authority will consult with his or her local staff judge advocate.

(4) The status of the case against the alleged offender, and the effect of the Soldier's (victim's) separation on the disposition or prosecution of the case. If the case is still open, the reviewing authority will consult the servicing Criminal Investigation Division unit and staff judge advocate.

## Section II

### Separation Using the Notification Procedure

#### 3–5. Notice under the notification procedure

a. When the notification procedure is required under a reason for separation cited in this regulation, the commander will notify the Soldier, in writing, of the matter set forth in this section. (Use the memorandum format in fig 3–2, with the endorsement format in fig 3–3, for this purpose.)

(1) The basis of the proposed separation, including the circumstances upon which the action is based, and a reference to the applicable provisions of this regulation.

(2) Whether the proposed separation could result in a discharge from the Army, transfer from the ARNGUS to the USAR, or release from custody or control of the Army.

(3) The least favorable characterization or description of service authorized for the proposed separation.

(4) The right to obtain copies of documents that will be sent to the separation authority supporting the basis of the proposed separation. Classified documents may be summarized. For separation under chapter 10 or chapter 11, based on a positive urinalysis, the Soldier will be provided, on request, a copy of the laboratory documents (as described in AR 600–85).

(5) The Soldier's right to submit statements.

(6) The Soldier's right to consult with military legal counsel. The Soldier may also consult with civilian counsel retained at the Soldier's own expense.

(7) If the Soldier has 6 or more years of total active and reserve military service on the date of initiation of recommendation for separation, the Soldier's right to request an administrative board (see sec III of this chapter). (See para 3–6a.)

(8) The right to waive the rights in paragraphs 3–5a(4) through 3–5a(7), in writing (see fig 3–3), after being afforded a reasonable opportunity to consult with counsel, and that failure to respond within 30 calendar days from the date of receipt of the notice will constitute a waiver of the right.

(9) The notification of separation will include a sample of the victims of sexual assault statement for administrative separations (see fig 3–1).

b. Reasonable effort should be made to furnish copies of the notice to the Soldier through personal contact by a representative of the command. In such a case, a written acknowledgment of the notice will be obtained. If the Soldier cannot be personally contacted or refuses to acknowledge receipt of the notice, the notice will be sent by registered or certified mail, return receipt requested, to the most recent address furnished by the Soldier as an address for receipt or forwarding of official mail. The individual who mails the notification will prepare an affidavit of service by mail (see fig 1–1). This will be inserted in the Soldier's personnel file together with PS Form 3800. If available, the command will contact the Soldier via a known email address, cellular phone number, or any other reasonably available means of contact.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

[Office Symbol]

S: [Suspense date]  
[Date]

MEMORANDUM FOR [Soldier's name, grade, and organization of assignment]

SUBJECT: Notification of Separation Proceedings Under AR 135-178, Chapter [appropriate chapter].

1. Under the provisions of AR 135-178, (specific chapter, section and paragraph), I am initiating action to separate you from (see note below) for (narrative reason). The reasons for my proposed action are: (specific, factual details which constitute the basis for the proposed action).

2. I am recommending that you receive a(n) [insert selection: (Honorable characterization of service), (General (Under Honorable Conditions) characterization of service), or (Uncharacterized description of service)]. My recommendation and your reply will be submitted through intermediate commanders (if any) to the separation authority, [name, grade, and organization of the separation authority], who will make the final decision in your case.

3. The intermediate commander(s) and the separation authority are not bound by my recommendation as to characterization of service. The separation authority may direct that your service be characterized as honorable or under honorable conditions, or you may receive an uncharacterized description of service if you are in an entry level status.

4. [Select and enter the paragraph from the following]:

(Use for ARNG)

4. If my recommendation is approved, the proposed separation could result in discharge from the Army National Guard and as a Reserve of the Army, discharge from the Army National Guard and transfer to the Individual Ready Reserve, or release from custody and control of the Army.

(Use for USAR)

4. If my recommendation is approved, the proposed separation could result in discharge from the U.S. Army Reserve, transfer or reassignment from your U.S. Army Reserve unit to the Individual Ready Reserve, or your release from custody and control of the Army.

5. I am suspending separation action for 45 days to give you an opportunity to exercise the following rights:

a. You have the right to consult with an appointed counsel for consultation, or military counsel of

Figure 3–2. Format for notification of separation proceedings when the notification procedure is used

your choice, if he or she is reasonably available, or civilian counsel at your own expense.

(1) If you desire an appointed counsel for consultation, notify this command before completing the response by endorsement and the name and phone number of the appointed counsel will be provided.

(2) If you desire a military counsel of your choice, provide this command with the officer's name and grade before completing the response by endorsement and if the officer is reasonably available, he or she will be appointed counsel for consultation.

(3) If you retain civilian counsel at no expense to the government, recommend the counsel be retained before completing the response by endorsement.

b. You have the right to obtain copies of documents that will be sent to the separation authority supporting the basis for the proposed separation. (Classified documents may be summarized.)

c. You have the right to request a hearing before an administrative separation board if you have 6 or more years of total active service and/or reserve service on the date of this notification.

d. If you request a hearing before an administrative separation board, you have the right to representation at the administrative board by military counsel.

e. You have the right to representation at the administrative separation board by civilian counsel at your own expense and at no expense to the Government.

f. You have the right to present written statements on your behalf instead of the administrative board proceedings.

g. You have the right to waive the rights listed above in paragraphs a through e in writing, and you may withdraw any such waiver at any time before the date the separation authority orders, directs, or approves your separation.

[Insert paragraph 6 when required per AR 135-178, paragraph 1-9, and renumber subsequent paragraphs.]

6. You are required to undergo a medical evaluation in accordance with AR 40-501. Arrangements have been made for this examination and you are to report to [location] at [time] on [date].

*7. If recommended for involuntary separation within 1 year of making an unrestricted report of sexual assault, you may request general/flag officer review of and concurrence with the circumstances of and grounds for the involuntary separation.*

**Figure 3–2. Format for notification of separation proceedings when the notification procedure is used—Continued**

8. You must complete the attached endorsement acknowledging receipt of this memorandum and indicating the election of your rights. A copy of this memorandum with the completed endorsement attached must be delivered to the address shown on the endorsement within 30 calendar days after you receive this memorandum of notification. Any statement or documents you desire to submit on your behalf must also reach me within 30 calendar days after you receive this memorandum, unless you request and receive an extension for good cause shown. Unless an extension is granted, failure to deliver the completed endorsement within 30 calendar days of the date of your receipt of this memorandum will constitute a waiver of your rights in paragraphs 5a, b, c, d, e, and f above.

Encl Listing

[Commander's signature]  
[Name, grade, branch]

Note: Enter one of the following, as appropriate: the Army National Guard of the United States; the Army National Guard and Reserve of the Army; the U.S. Army Reserve; or, your USAR organization of assignment.

**Figure 3–2. Format for notification of separation proceedings when the notification procedure is used—Continued**



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(NOTE: The commander issuing the notification memorandum (fig 3-1) will prepare and partially complete the following endorsement and enclose it with the notification memorandum. The Soldier will complete the endorsement by making the appropriate entries where indicated and return the endorsement attached to a copy of the notification memorandum.)

*[Insert Soldier's last name] [Insert memo office symbol/date] 1<sup>st</sup> End*

*[Insert preparer's name and telephone number]*

SUBJECT: Notification of Separation Proceedings Under AR 135-178, Chapter *[insert the appropriate chapter]*

*[Insert the Soldier's full name, address, and organization of assignment]*

*[Soldier will enter date of response here]*

FOR COMMANDER *[Insert the complete organization address shown on memorandum]*

1. I hereby acknowledge receipt of the Notification of Separation Proceedings under AR 135-178, chapter *[insert the appropriate chapter]* dated *[insert the date of memorandum]*. I understand that I may expect to encounter substantial prejudice in civilian life if my service is characterized as general (under honorable conditions).

2. Before completing this response, I understand that I have the right to consult with an appointed counsel for consultation; or military counsel of my own choice, if he or she is reasonably available, or civilian counsel at my own expense. (The Soldier will exercise this right by initialing one of the following paragraphs:)

a. *[initial]* I have exercised my right and I have consulted with counsel in preparation of this response to the notification memorandum. I have been advised by my consulting counsel of the basis for the contemplated action to separate me for *[enter the reason]* under AR 135-178, *[enter appropriate chapter]*, and its effects; of the rights available to me; and the effect of any action taken by me in waiving my rights. The counsel has confirmed this by entering and signing the statement at the end of this endorsement; or

Figure 3-3. Format for Soldier's response by endorsement to notification of separation proceedings when the notification procedure is used



b. [initial] I hereby waive my right to consult with an appointed counsel for consultation; or military counsel of my own choice, or civilian counsel at my own expense.

3. I understand I have the right to obtain copies of documents that will be sent to the separation authority supporting the basis of my proposed separation. (The Soldier will exercise this right by initialing one of the following paragraphs:)

a. [initial] I hereby waive my right to obtain copies of documents.

b. [initial] I hereby request copies of the documents.

4. I understand that if I have 6 or more years of total active and/or reserve service, on the date of this notification, I have the right to a hearing before an administrative separation board, unless I waive that right. (The Soldier will exercise this right by initialing one of the following paragraphs:)

a. [initial] I have 6 or more years of total active and/or reserve service on the date of this notification and I hereby exercise my right to a hearing before an administrative separation board. I understand that after having requested appearance before the board, my willful failure to appear before the board will constitute a waiver of my rights to personal appearance before the board, unless I am in civil confinement. (When requesting a board hearing the Soldier must also initial one of the following subparagraphs:)

(1) [initial] I request a counsel for representation at the hearing be designated.

(2) [initial] I waive my right to a counsel for representation at the board hearing.

b. [initial] I have 6 or more years of total active and/or reserve service on the date of this notification and I hereby waive my right to a hearing before an administrative separation board.

5. I have the right to representation at the administrative board by civilian counsel at my own expense and at no expense to the Government. (The Soldier will initial the following if civilian counsel is retained:)

[initial] I have retained, or will retain, civilian counsel.

6. I understand I have the right to present written statements in my behalf instead of the administrative board proceedings. (The Soldier will exercise this right by initialing one of the following paragraphs:)

a. [initial] I hereby waive my right to submit written statements.

b. [initial] Statements in my own behalf are submitted herewith and attached as enclosures.

7. I understand that I have the right, up until the date the separation authority orders, directs, or approves my separation, to withdraw any waiver of my rights that I may have

Figure 3–3. Format for Soldier's response by endorsement to notification of separation proceedings when the notification procedure is used—Continued



submitted. If I had a right to a board hearing and waived that right, I can withdraw the waiver and request a hearing before an administrative board.

8. I understand that if I have been ordered to undergo a medical or mental status evaluation and refuse to comply with the order, or willfully fail to undergo such examination or evaluation, separation action will be taken without an examination or evaluation.

9. I understand that there is no automatic upgrading or review by any Government agency of any characterization of service that is less than honorable. After discharge, I may apply to the Army Discharge Review Board or the Army Board for Correction of Military Records if I wish review of my characterization of service. I realize that consideration by either board does not imply that my characterization of service will be upgraded.

*[Insert the following as paragraph 10 if the Soldier is considered for separation based on fraudulent entry. Renumber later paragraphs if this paragraph is used.]*

10. I understand that if I am being considered for separation for fraudulent entry my enlistment may be voided under certain circumstances and that all pay and allowances will be suspended immediately upon verification of the fraudulent entry.

11. I have retained a copy of the Notification Memorandum and a copy of this completed endorsement and I submit the following statement of understanding:

UNDERSTANDING: I have read and understand each of the statements above and understand that they are intended to constitute all promises whatsoever concerning my waiver options. Any other promise, representation, or commitment made to me in connection with my separation is written below in my own handwriting or is hereby waived (if none, write "NONE").

Encl

*[Signature of individual]*

*[Typed name, grade]*

**Figure 3–3. Format for Soldier's response by endorsement to notification of separation proceedings when the notification procedure is used—Continued**

(Entries will be made in the following statement, where indicated, by the counsel for consultation if the Soldier elects to consult with consulting counsel.) Having been advised by me of the basis for [(his) (her)] contemplated separation and its effects, the rights available to [(him) (her)], and the effect of a waiver of [(his) (her)] those rights, (Soldier's name) personally made the choices indicated in the foregoing endorsement.

[Signature of counsel]

[Typed name, grade, branch]

[Date counsel signed statement]

Figure 3–3. Format for Soldier's response by endorsement to notification of separation proceedings when the notification procedure is used—Continued

### 3–6. Additional notice requirements

- a. If separation processing is initiated on the basis of more than one reason, the Soldier will be notified of the basis of each reason, including the circumstances on which the action is based, with reference to the specific provisions of this regulation that authorize separation.
- b. If the Soldier is in civilian confinement, the relevant notification procedures of paragraph 3–5b apply.
- c. If the separation action involves a transfer from the ARNGUS to the USAR, the notification procedures in paragraph 1–27 are required.
- d. When the Soldier is processed for separation by reason of convenience of the Government and characterization of service of general (under honorable conditions) is authorized, the Soldier must be notified of the specific factors in the service record that warrant such a characterization (see chap 6).
- e. The intermediate commander(s), in making recommendations on the characterization or description of service, may recommend any characterization or description of service authorized for the notified basis of separation, but will normally be limited to considering facts contained within the proposed action. If the intermediate commander(s) consider additional unfavorable information outside that contained in the proposed action in making recommendations, the intermediate commander(s) will state, in writing, the specific facts and incidents in the Soldier's record that warrant such type of discharge and characterization or description. The Soldier will be given an opportunity to rebut the additional material prior to the proposed action being forwarded from that intermediate commander. Military legal counsel will be made available to assist in preparation of rebuttal of the additional material. An explanation by the intermediate commander of the reasons for their recommendation that refers only to facts contained within the proposed action or to the commander's conclusions based on those facts will not constitute "additional unfavorable information" within the meaning of this paragraph.

### 3–7. Response

The Soldier will be provided a reasonable period of time (not fewer than 30 calendar days) to respond by endorsement to the notification memorandum (see fig 3–3). An extension may be granted on a timely showing of good cause by the Soldier. An extension will normally be granted until any documents requested by the Soldier pursuant to paragraph 3–5a(4) are provided to the Soldier and the Soldier has a reasonable opportunity to respond to such documents. The decision of the Soldier on each of the rights set forth in paragraphs 3–5a(4) through 3–5a(7), and applicable provisions referenced in paragraph 3–6, will be recorded and signed by the Soldier and counsel, subject to the following limitations (see fig 3–3):

- a. If the Soldier elects to exercise their right to a hearing before an administrative board (see para 3–5a(7)), then the entire matter will be processed under the administrative board procedure commencing with paragraph 3–14 (see sec III of this chapter). (Compliance with paras 3–11, 3–12, and 3–13, is not required in this situation.)

b. If the notification memorandum was mailed (see para 3–5b) and the Soldier fails to acknowledge receipt, or to submit a reply within 30 calendar days (see fig 3–3), that fact will constitute a waiver of the right to respond. An appropriate notation will be recorded on the retained copy of the memorandum of notification (see fig 3–2).

c. If the Soldier declines to respond as to the selection of rights, such declination will constitute a waiver of rights and an appropriate notation will be recorded on the retained copy of the memorandum of notification (see fig 3–2). If the Soldier indicates that one or more of the rights will be exercised, but declines to sign the receipt of notification, the selection of rights will be noted (see fig 3–3). An appropriate notation as to the failure to sign will be made.

### **3–8. Initiating commander's report to the separation authority**

The commander initiating the separation proceedings will forward a full report of the recommended proceedings through intermediate commanders, if any, to the appropriate separation authority (see para 1–12) using the commanding officer's report in the format shown in figure 3–4.



DEPARTMENT OF THE ARMY  
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(Office Symbol)

[Date]

THRU (Intermediate commander(s), if any)

MEMORANDUM FOR (Commander, unit)

SUBJECT: Commander's Report for Separation under AR 135–178, [enter appropriate chapter].

1. Under the provisions of AR 135–178, chapter [number], paragraph [number], I recommend [name and grade of Soldier], be separated from (see note 1) prior to the expiration of [(his) (her)] term of military service, and that [(his) (her)] service be (Uncharacterized), or characterized as (Honorable) (General (under honorable conditions) (Under Other than Honorable Conditions).
2. In accordance with AR 135–178, (para 3–4) (para 3–10), I have notified the Soldier of these proceedings and the characterization of service I have recommended. Following are my reasons for the recommended action(s) and characterization of service:
  - a. [Commander will insert here the specific and factual reasons for the recommended action(s) and characterization of service.]
  - b. [Insert here a statement why the commander does not consider it feasible or appropriate to accomplish other disposition of the case.]
  - c. (See note 2.) [Insert a recommendation regarding the Soldier's potential to perform useful service if ordered to active duty to meet mobilization requirements.]
3. I hereby provide the following information and facts relative to this report:
  - a. The Soldier's:
    - (1) Organization of assignment.
    - (2) Current reported home address.
    - (3) Date of birth.

Figure 3–4. Format for commanding officer's report to the separation authority

(4) Date of current enlistment/reenlistment agreement, term of service, and the date the contractual or statutory military service obligation (whichever is later) will expire.

(5) Retirement year ending (RYE) date and the total years of qualifying service for retired pay at age 60 accrued by the last (RYE) date.

(6) Aptitude area scores and duty military occupational specialty (DMOS):

(7) Primary MOS (PMOS), secondary MOS (SMOS), and additional MOS (AMOS) if any:

(8) Results of the Common Task Test (CTT):

b. Military history:

(1) Summary of previous military service, if any, including tours of active duty or active duty for training.

(2) Promotion(s) and dates thereof.

(3) Reduction(s) and dates thereof.

(4) Citations or awards.

c. Counseling/rehabilitation:

(1) Record of DA Form 2166-9-1A (NCO Evaluation Report Support Form), if appropriate.

(2) Record of counseling, if applicable.

(3) Description of rehabilitation attempts, if applicable.

(4) Evidence of rehabilitation, where unfavorable information has been revealed.

(5) Other applicable records.

d. Medical/mental examinations or evaluations:

(1) Report of mental status evaluation or psychiatric report (*is*) (*is not*) enclosed, if applicable.

(2) Report of medical examination (*is*) (*is not*) enclosed, if applicable.

Figure 3–4. Format for commanding officer's report to the separation authority—Continued

e. Record of other disciplinary action including nonjudicial punishment (*include offense(s), findings, and sentence*).

f. Medical or other data meriting consideration in the overall evaluation to separate the Soldiers and in the determination as to the appropriate characterization of service.

g. Favorable communications or recommendations for the Soldiers.

h. Other information considered pertinent to this case:

4. When the Soldier is being processed for separation for alcohol or other drug abuse rehabilitation failure (AR 135–178, chap 11) include—

a. A statement that the commander, in consultation with the rehabilitation team, has determined that further rehabilitative efforts are not practical, rendering the rehabilitation a failure. Documentation indicating this must be included with the statement.

b. A chronological history of the Soldier's alcohol/drug abuse. Inclusion of limited use evidence (AR 600–85) is discretionary. (If limited use evidence is included, the provisions of AR 135–178, para 2–10f and 3–17f apply.)

c. Circumstances (*to include dates*) concerning Soldier's referral, initial screening interview, medical evaluation (*when conducted*), and enrollment in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).

d. A summary of the rehabilitation efforts made before and after Soldier was enrolled in the ADAPCP to include—

(1) Dates of detoxification, if applicable.

(2) Extent (*to include dates*) of counseling and other rehabilitative efforts made by the ADAPCP facility.

(3) Extent (*to include dates*) of counseling and other rehabilitative efforts made by the unit chain of command.

5. In addition, where Soldier is recommended for separation for unsatisfactory participation (AR 135–178, chap 13) include—

a. The reason why the Soldier has been determined to be an unsatisfactory participant to include dates and notification procedures.

Figure 3–4. Format for commanding officer's report to the separation authority—Continued

- b. Records of certified mailings.
  - c. Record of participation during current term of service.
  - d. List assignments and duties under different officers and noncommissioned officers in each organization or unit during the current term of service. Include the duration of each assignment.
6. The memorandum of notification and Soldier's response by endorsement, or record of result of delivery by certified mail (including inability to deliver, refusal to accept, and failure or refusal to respond) are attached as enclosures.

Encls

*[Initiating commander's signature]*

*[Typed name, grade, branch]*

Notes:

1. Select the appropriate entry from the following:
  - a. The [Name of State, Commonwealth, or Territory] Army National Guard. [Use this entry where Soldier is to be transferred as a Reserve of the Army].
  - b. The [Name of State, Commonwealth, or Territory] Army National Guard and as a Reserve of the Army. [Use this entry where Soldier is to be discharged from all military service obligation.]
  - c. The U.S. Army Reserve.
2. To be used when required by the Mobilization Asset Transfer Program (AR 135–178, chap 1, sec V) and only for separation reasons cited in AR 135–178, paragraph 1–22b.

Figure 3–4. Format for commanding officer's report to the separation authority—Continued

### 3–9. Action by intermediate commanders

Intermediate commanders may take the following action:

- a. Disapprove the recommendation and direct reassignment of the Soldier to another organization, if applicable, or direct disposition by other means. In case of reassignment, the commanding officer's report will be forwarded to the new organization commander for information.

b. Approve the commanding officer's recommendation and forward the report to the separation authority.

### **3–10. Action by separation authority**

a. The separation authority for actions initiated under the notification procedure will be the authority cited in paragraph 1–12.

b. The action of the separation authority will be recorded.

c. On receipt of the commander's report, the separation authority will determine if there is sufficient evidence to verify the allegations set forth in the notification of the basis for separation (see para 3–8 or 3–11). If an allegation is not supported by a preponderance of the evidence, it may not be used as a basis for separation. If there is not sufficient basis for separation, the separation authority will disapprove the recommendation and return the case to the originator for disposition by other means or take other appropriate action under this regulation. If the recommendation is disapproved, the returned endorsement will cite reasons for disapproval.

d. If there is a sufficient factual basis for separation for the reason set forth in the notification, the separation authority will determine whether separation is warranted under the guidance in chapter 2, sections I and II. On the basis of that guidance, the separation authority will direct one of the following actions:

(1) Retention.

(a) In current assignment or pay category; or

(b) In the USAR with reassignment to the IRR under the MATP, or in accordance with AR 140–10 (see chap 1, sec V).

(2) Separation. If an ARNGUS Soldier eligible for MATP (see para 1–25a) is being separated for reasons cited in paragraph 1–24b and the separation authority determines the Soldier has mobilization potential (see para 1–27), the separation authority may direct the Soldier be discharged from the ARNG in accordance with NGR 600–200 with concurrent transfer as a Reserve of the Army to the IRR of the USAR as a mobilization asset.

(3) Suspended separation in accordance with the guidance in chapter 2, section II.

e. If the separation authority directs separation or suspended separation on the basis of more than one reason authorized by this regulation, the separation authority will designate the most appropriate basis as the primary reason for reporting purposes (see para 3–2).

f. If separation or a suspended separation is directed, the separation authority will assign a characterization or description of service in accordance with chapter 2, section III.

g. Action by the separation authority is final and may not be appealed.

## **Section III**

### **Separation Using the Administrative Board Procedure**

#### **3–11. Notice under the administrative board procedure**

a. When the administrative board procedure is required under a reason for separation cited in this regulation, the Soldier will be notified in writing of the matters set forth in this section. (Use the memorandum format in fig 3–5, with the endorsement format in fig 3–6, for this purpose.)

(1) The basis of the proposed separation, including the circumstances upon which the action is based, and a reference to the applicable provisions.

(2) Whether the proposed separation could result in a discharge from the Army, transfer from the ARNGUS to the USAR, or release from custody and control of the Army.

(3) The least favorable characterization or description of service authorized for the proposed separation.

(4) The Soldier's right to consult with military legal counsel. The Soldier may also consult with civilian counsel retained at the Soldier's own expense.

(5) The right to obtain copies of documents that will be sent to the separation authority supporting the basis of the proposed separation. Classified documents may be summarized. For separation under chapter 10 or chapter 11, based on a positive urinalysis, the Soldier will be provided, on request, a copy of the laboratory documents (as described in AR 600–85).

(6) The Soldier's right to request a hearing before an administrative board.

(7) The Soldier's right to present written statements instead of the administrative board proceedings.



(8) The Soldier's right to representation at the administrative board by military counsel designated in accordance with AR 27-10. Request for military counsel of choice is not authorized (see AR 15-6).

(9) The Soldier's right to representation at the administrative board by civilian counsel at the Soldier's own expense.

(10) Non-lawyer counsel may not represent a Soldier before an administrative board unless:

(a) The Soldier expressly declines appointment of counsel qualified under UCMJ, Art. 27(b)(1) and requests a specific non-lawyer counsel; or

(b) The separation authority assigns non-lawyer counsel as assistant counsel.

(11) The Soldier's right to submit a conditional waiver of the right to a hearing before an administrative board (see para 3-16a).

(12) Unless prohibited by paragraph 3-13c, the right to waive the rights in paragraphs 3-11a(4) through 3-11a(10), in writing (see fig 3-6), after being afforded a reasonable opportunity to consult with counsel, and that failure to respond within 30 calendar days from the date of receipt of the notification memorandum will constitute a waiver of the right (see fig 3-2 or fig 3-5).

(13) The right to be present at the board hearing will be waived if the Soldier fails to appear without good cause.

b. Reasonable effort should be made to furnish copies of the notification memorandum to the Soldier through personal contact by a representative of the command (see fig 3-5). In such a case, a written acknowledgment of receipt of the notification will be obtained. If the Soldier cannot be contacted or refuses to acknowledge receipt of the notification, the notification memorandum will be sent by registered or certified mail, return receipt requested, to the most recent address furnished by the Soldier as an address for receipt or forwarding of official mail. The individual who mails the notification will prepare an affidavit of service by mail (see fig 1-1). This will be inserted in the Soldier's personnel file together with PS Form 3800. If available, the command will contact the Soldier via a known email address, cellular phone number, or any other reasonably available means of contact.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

[Office Symbol]

S: [suspense date]  
[Date]

MEMORANDUM FOR [Soldier's name, grade, and organization of assignment]

SUBJECT: Notification of Separation Proceedings Under AR 135-178, Chapter [appropriate chapter].

1. Under the provisions of AR 135-178, (specific chapter, section, and paragraph), I am initiating action to separate you from (see note below) for (narrative reason). The reasons for my proposed action are: (State specific, factual details which constitute the basis for the proposed action).

2. I am recommending that upon separation you receive a(n) [insert selection: (Honorable characterization of service), (General (Under Honorable Conditions) characterization of service), (Under Other than Honorable characterization of service), or (Uncharacterized description of service)]. My recommendation and your reply will be submitted through intermediate commanders (if any) to the separation authority, [name, grade, and organization of the separation authority], who will make the final decision in your case.

3. The intermediate commander(s) and the separation authority are not bound by my recommendation as to characterization of service. The separation authority may direct that your service be characterized as honorable, general (under honorable conditions), under other than honorable conditions, or you may receive an uncharacterized description of service if you are in an entry level status. However, the separation authority may not direct the issuance of a type of discharge or characterization of service less favorable than that recommended by an administrative separation board should you request a hearing before an administrative separation board.

4. [Select and enter the paragraph from the following]:

(Use for ARNG)

4. If my recommendation is approved, the proposed separation could result in discharge from the Army National Guard and as a Reserve of the Army, discharge from the Army National Guard and transfer to the Individual Ready Reserve, or release from custody and control of the Army.

(Use for USAR)

4. If my recommendation is approved, the proposed separation could result in discharge from the Reserve of the Army, transfer or reassignment from your U.S. Army Reserve unit to the

Figure 3-5. Format for notification of separation proceedings when the administrative board procedure is used

Individual Ready Reserve, or your release from custody and control of the Army.

5. I am suspending separation action for 45 days to give you an opportunity to exercise the following rights:

a. You have the right to consult with an appointed counsel for consultation, military counsel of your choice, if he or she is reasonably available, or civilian counsel at your own expense.

(1) If you desire an appointed counsel for consultation, notify this command before completing the response by endorsement and the name and phone number of the appointed counsel will be provided.

(2) If you desire a military counsel of your choice, provide this command with the officer's name and grade before completing the response by endorsement and if the officer is reasonably available, he or she will be appointed counsel for consultation.

(3) If you retain civilian counsel at no expense to the government, recommend the counsel be retained before completing the response by endorsement.

b. You have the right to obtain copies of documents that will be sent to the separation authority supporting the basis for the proposed separation. (Classified documents may be summarized.)

c. You have the right to request a hearing before an administrative board.

d. You have the right to representation at the administrative board by military counsel.

e. You have the right to representation at the administrative board by civilian counsel at your own expense and at no expense to the Government.

f. You have the right to present written statements on your behalf instead of the administrative board proceedings.

g. Except as explained in paragraph 6 below, you have the right to waive the rights listed above in paragraph a through f in writing, and you may withdraw any such waiver at any time before the date the separation authority orders, directs, or approves your separation.

h. Except as explained in paragraph 6 below, you may submit a conditional waiver of your right to an administrative board proceeding contingent upon receiving a characterization of service higher than the least favorable characterization of service authorized for the basis of your proposed separation.

6. *Administrative separation boards are required for all Soldiers having completed 18 but fewer than 20 years of qualifying service for retired pay. The board cannot be waived. If you have over*

**Figure 3–5. Format for notification of separation proceedings when the administrative board procedure is used—  
Continued**

*20 qualifying years for retired pay and are being involuntarily separated, you have the option of submitting a request for consideration by the separation authority, to transfer to the Retired Reserve rather than process through an administrative separation board.*

[Insert paragraph 7 when required per AR 135-178, paragraph 1-9 and renumber subsequent paragraphs.]

7. You are required to undergo a medical evaluation in accordance with AR 40-501. Arrangements have been made for this examination and you are to report to [Location] at [Time] on [Date].

[Insert paragraph 7 when required per AR 135-178, paragraph 1-9 and renumber subsequent paragraphs.]

7. You are required to undergo a mental status evaluation in accordance with AR 40-501. Arrangements have been made for this evaluation and you are to report to [Location] at [Time] on [Date].

*8. If recommended for involuntary separation within 1 year of making an unrestricted report of sexual assault, you may request general/flag officer review of and concurrence with the circumstances of and grounds for the involuntary separation.*

9. You must complete the response memorandum acknowledging receipt of this memorandum and indicating the election of your rights. A copy of this memorandum with the completed response endorsement attached, must be delivered to the address shown on the response memorandum within 30 calendar days from the date of your receipt of this memorandum of notification. Any statement or documents you desire to submit in your behalf must also be received by me within 30 calendar days after you receive this memorandum, unless you request and receive an extension for good cause shown. Unless an extension is granted, failure to deliver the completed endorsement within 30 calendar days of the date of your receipt of this memorandum will constitute a waiver of your rights in paragraphs 4a through 4h above.

Encl

[Commander's signature]  
[Name, grade, branch)

Note: Enter one of the following, as appropriate: the Army National Guard of the United States; the Army National Guard and Reserve of the Army; the U.S. Army Reserve; or, your USAR organization of assignment.

**Figure 3–5. Format for notification of separation proceedings when the administrative board procedure is used—  
Continued**



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(NOTE. The commander issuing the notification memorandum will prepare and partially complete the following response memorandum and enclose it with the notification memorandum. The Soldier will complete the response memorandum by making the appropriate entries where indicated and return the response memorandum attached to a copy of the notification memorandum)

(Office Symbol)

[Date]

MEMORANDUM FOR COMMANDER [Insert the complete organization address shown on memorandum]

SUBJECT: Notification of Separation Proceedings Under AR 135-178, Chapter [enter appropriate chapter].

1. I hereby acknowledge receipt of the Notification of Separation Proceedings under AR 135-178, chapter [insert the appropriate chapter] dated [insert the date of memorandum]. I understand I may expect to encounter substantial prejudice in civilian life if my service is characterized as General (Under Honorable Conditions), or Under Other Than Honorable conditions. I further understand that, as the result of issuance of a discharge where the service is characterized as Under Other Than Honorable conditions, I may be ineligible for many or all benefits as a veteran under both Federal and State laws.

2. Before completing this response, I understand that I have the right to consult with an appointed counsel for consultation, or military counsel at my own choice, if he or she is reasonably available, or civilian counsel at my own expense. (The Soldier will exercise this right by initialing one of the following paragraphs:)

a. [initial] I have exercised my right and I have consulted with counsel in preparation of this response to the notification memorandum. I have been advised by my consulting counsel of the basis for the contemplated action to separate me for [enter the reason] under AR 135-178, [enter appropriate chapter], and its effects; of the rights available to me; and the effect of any action taken by me in waiving my rights. The counsel has confirmed this by entering and signing the statement at the end of this memorandum; or

b. [initial] I hereby waive my right to consult with an appointed counsel for consultation, or military counsel of my own choice, or civilian counsel at my own expense.

3. I understand I have the right to obtain copies of documents that will be sent to the separation authority supporting the basis of my proposed separation. (The Soldier will exercise this right by initialing one of the following paragraphs:)

Figure 3-6. Format for Soldier's response by endorsement to notification of separation proceedings when the administrative board procedure is used



- a. [initial] I hereby request copies of documents.
- b. [initial] I hereby waive my right to obtain copies of documents.
4. I understand I have a right to a hearing before an administrative board. (The Soldier will exercise this right by initialing one of the following paragraphs:)
- a. [initial] I hereby exercise my right to a hearing before an administrative separation board. I understand that after having requested appearance before the board, my willful failure to appear before the board will constitute a waiver of my rights to personal appearance before the board, unless I am in civil confinement. (When requesting a board hearing the Soldier must initial one of the following subparagraphs:)
- (1) [initial] I request a counsel for representation at the hearing be designated.
- (2) [initial] I waive my right to a counsel for representation at the board hearing (see para 9 below).
- b. [initial] I hereby waive my right to a hearing before an administrative separation board (see paragraph 9 below).
5. I have the right to representation at the administrative board by civilian counsel at my own expense and at no expense to the Government. (The Soldier will exercise this right by initialing the following paragraph:)
- [initial] I have retained, or will retain, civilian counsel.
6. I understand I have the right to present written statements in my behalf instead of the administrative board proceedings. (The Soldier will exercise this right by initialing one of the following paragraphs:)
- a. [initial] Statements in my own behalf are submitted herewith and attached as enclosures.
- b. [initial] I hereby waive my right to submit written statements.
7. I understand that I may submit a waiver of my rights to an administrative board, except as explained in paragraph 9 below, on the condition that I receive a characterization of service higher than the least favorable characterization of service authorized in my separation action. I understand that the separation authority may decline to accept my conditional waiver. A request for a conditional waiver may be enclosed with this response, or in addition to but separate from this response, but in either case I understand it must be received by the commander by the suspense date shown on the Notification Memorandum. I understand that my request may be disapproved (see AR 135–178, para 3–15b).

**Figure 3–6. Format for Soldier’s response by endorsement to notification of separation proceedings when the administrative board procedure is used—Continued**

8. Except as explained in paragraph 9 below, I understand that I have the right, up until the date the separation authority orders, directs, or approves my separation, to withdraw any waiver of my rights that I may have granted above. If I had a right to a board hearing and waived that right, I can withdraw the waiver and request a hearing before an administrative board.

9. I understand that if I have over 20 qualifying years for retired pay and being separated for unsatisfactory participation, I have the option of transferring to the Retired Reserves rather than process through an administrative separation board.

10. I understand that if I have been ordered to undergo a medical or mental status evaluation and refuse to comply with the order, or willfully fail to undergo such examination or evaluation, separation action will be taken without an examination or evaluation.

(Insert the following as paragraph 11 if the Soldier is considered for separation based on fraudulent entry. Renumber later paragraphs if this paragraph is used.)

11. I understand that if I am being considered for separation for fraudulent entry my enlistment may be voided under certain circumstances and that all pay and allowances will be suspended immediately upon verification of the fraudulent entry.

12. I understand that there is no automatic upgrading or review by any Government agency of any characterization of service that is less than honorable. After discharge, I may apply to the Army Discharge Review Board or the Army Board for Correction of Military Records if I wish review of my characterization of service. I realize that consideration by either board does not imply that my characterization of service will be upgraded.

15. I have retained a copy of the Notification Memorandum and a copy of this completed response memorandum and I submit the following statement of understanding:

UNDERSTANDING: I have read and understand each of the statements above and understand that they are intended to constitute all promises whatsoever concerning my waiver options. Any other promise, representation, or commitment made to me in connection with my separation is written below in my own handwriting or is hereby waived (if none, write "NONE").

Encl

[Signature of individual]  
[Typed name, grade]

**Figure 3–6. Format for Soldier’s response by endorsement to notification of separation proceedings when the administrative board procedure is used—Continued**

(Entries will be made in the following statement, where indicated, by the counsel for consultation if the Soldier elects to consult with consulting counsel.) Having been advised by me of the basis for [(his) (her)] contemplated separation and its effects, the rights available to [(him) (her)], and the effect of a waiver of those rights. [Soldier's name] personally made the choices indicated in the foregoing memorandum.

[Signature of counsel]  
[Typed name, grade, branch]  
[Date counsel signed statement]

**Figure 3–6. Format for Soldier's response by endorsement to notification of separation proceedings when the administrative board procedure is used—Continued**

### **3–12. Additional notice requirements**

a. If separation processing is initiated on the basis of more than one reason, the Soldier will be notified of the basis of each reason, including the circumstances on which the action is based, with reference to the specific provisions of this regulation that authorize separation.

b. If the Soldier is in civilian confinement, the relevant notification procedures of paragraph 3–11*b* apply.

c. If the separation action involves a transfer from the ARNGUS to the USAR, the notification procedures in paragraph 1–26 are required.

d. The intermediate commander(s), in making recommendations on the characterization or description of service, may recommend any characterization or description of service authorized for the notified basis of separation, but will normally be limited to considering facts contained within the proposed action. If the intermediate commander(s) considers additional unfavorable information outside that contained in the proposed action in making recommendations, the intermediate commander(s) will state in writing the specific facts and incidents in the Soldier's record that warrant such type of discharge and characterization or description. The Soldier will be given an opportunity to rebut the additional material prior to the proposed action being forwarded from that intermediate commander. Military legal counsel will be made available to assist in preparation of rebuttal of the additional material. An explanation by the intermediate commander of the reasons for their recommendation that refers only to facts contained within the proposed action or to the commander's conclusions based on those facts will not constitute "additional unfavorable information" within the meaning of this paragraph.

### **3–13. Response**

The Soldier will be provided a reasonable period of time (not fewer than 30 calendar days) to respond by endorsement to the notification memorandum (see fig 3–6). An extension may be granted on a timely showing of good cause by the Soldier. An extension will normally be granted until any documents requested by the Soldier pursuant to paragraph 3–11*a*(5) are provided to the Soldier and the Soldier has a reasonable opportunity to respond to such documents. The decision of the Soldier on each of the rights set forth in paragraphs 3–11*a*(1) through 3–11*a*(10), and applicable provisions referenced in paragraph 3–12, will be recorded and signed by the Soldier and counsel, subject to the following limitations (see fig 3–6):

a. If the notification memorandum was mailed in accordance with paragraph 3–11*b*, and the Soldier fails to acknowledge receipt or to submit a reply by endorsement within 30 calendar days, that fact will constitute a waiver of rights (see figs 3–5 and 3–6). An appropriate notation will be recorded on a retained copy of the notification memorandum (see fig 3–5).



b. If the Soldier declines to respond as to the selection of rights, such declination will constitute a waiver of rights, and an appropriate notation will be made on the retained copy of the notification memorandum (see fig 3–5).

c. If the Soldier indicates that one or more of the rights will be exercised but declines to sign the endorsement (see fig 3–6), the selection of rights will be noted. An appropriate notation as to the failure to sign will be made on the retained copy of the endorsement (see fig 3–6).

### **3–14. Initiating commander's report to the separation authority**

The commander initiating the separation proceedings will forward a full report of the recommended proceedings through intermediate commanders, if any, to the appropriate separation authority (see para 1–12) using the commanding officer's report in the format shown in figure 3–4.

### **3–15. Action by intermediate commanders**

Except as may be prescribed in paragraph 11–1d, intermediate commanders may take the following action:

a. Disapprove the recommendation and direct reassignment of the Soldier to another organization, if applicable, or direct disposition by other means. In case of reassignment, the commanding officer's report will be forwarded to the new organization commander for information.

b. Approve the commanding officer's recommendation and forward the report to the separation authority.

### **3–16. Waiver**

a. When a Soldier waives their right to a hearing before an administrative board, then the entire matter will be processed under the notification procedure commencing with paragraph 3–8 (see sec II of this chapter). (Compliance with paras 3–5, 3–6, and 3–7 is not required in this situation.) However, the separation authority will be a general officer cited in paragraphs 1–13a or 1–13b.

b. A Soldier entitled to an administrative board may submit a conditional waiver to a hearing by a board after a reasonable opportunity to consult with counsel under paragraph 3–11a(11). (The memorandum format in fig 3–7 will be used for this purpose.) The conditional waiver (see fig 3–7) is a memorandum submitted by a Soldier waiving the right to a hearing by a board on the condition characterization of service on separation will be higher than the least favorable characterization or description of service authorized for the basis of the separation reason listed in the notification memorandum (see fig 3–5). The separation authority will be the same as if the Soldier had not submitted the conditional waiver.

(1) The separation authority may approve or disapprove the conditional waiver. If the conditional waiver is disapproved, the case will be referred to a hearing before an administrative board, unless there is a subsequent unconditional waiver of a right to a hearing before an administrative separation board under paragraphs 3–5a(7) and 3–11a(6).

(2) There is no requirement to delay board proceedings pending action by the separation authority on the conditional waiver. However, once the board has made its findings and recommendations, the convening authority may not approve the conditional waiver.

(3) Administrative boards are required for all Soldiers having completed 18 but fewer than 20 years of qualifying service for retired pay. The board cannot be waived.

c. A Soldier with over 20 qualifying years for retired pay being involuntarily separated has the option of submitting a request, for consideration by the separation authority, to transfer to the Retired Reserve rather than process through an administrative separation board.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

[Date]

FOR [Appropriate commander in basic memorandum]

SUBJECT: Request for Conditional Waiver—Separation Under AR 135-178, Chapter [enter appropriate chapter].

1. I hereby submit this request for conditional waiver and voluntarily waive my right to a hearing before an administrative separation board on the condition that upon separation my service will be characterized as (the Soldier will make known an election by initialing one of the following paragraphs:)

- a. [initial] Honorable
- b. [initial] General (Under Honorable Conditions).

I am making this request of my own free will and have not been subjected to any coercion whatsoever by any person.

2. Before submitting this request, I understand that I have the right to consult with an appointed counsel for consultation, or military counsel of my own choice, if reasonably available, or civilian counsel at my own expense. (The Soldier will exercise this right by initialing one of the following paragraphs:)

a. [initial] I have exercised my right and I have consulted with counsel in preparation of this request for a conditional waiver of my right to a hearing before an administrative board. I have been advised by my consulting counsel of the basis for the contemplated action to separate me for [enter the reason] under AR 135-178, [enter the appropriate chapter], and its effects; of the rights available to me; and the effect of any action taken by me in waiving my rights. The counsel has confirmed this by entering and signing the statement at the end of this endorsement;

or

b. [initial] I hereby waive my right to consult with an appointed counsel for consultation; or military counsel at my own choice, or civilian counsel at my own expense.

3. I understand I have the right to present written statements in my behalf instead of the administrative board proceedings. (The Soldier will exercise this right by initialing one of the following paragraphs:)

Figure 3-7. Format of request for conditional waiver of administrative board proceedings

a. [initial] Statements in my own behalf are submitted herewith and attached as enclosures.

b. [initial] I hereby waive my right to submit written statements.

4. I understand that I may, up until the date the separation authority orders, directs, or approves my separation, withdraw this waiver and request that an administrative board hear my case.

5. I understand that if the separation authority refuses to grant my request for a conditional waiver of a hearing before an administrative board, my case will be referred to an administrative board and a military counsel will be designated as my counsel for representation at the board hearings.

6. I understand I may expect to encounter substantial prejudice in civilian life in my service is characterized as General (Under Honorable Conditions), or Under Other Than Honorable conditions. I further understand that, as the result of issuance of a discharge where the service is characterized as Under Other Than Honorable conditions, I may be ineligible for many or all benefits as a veteran under both Federal and State laws.

7. I understand that if my service is characterized as less than Honorable, I may make application to the Army Discharge Review Board or the Army Board for Correction of Military Records for upgrading; however, I realize that consideration by either board does not imply that my discharge will be upgraded.

8. I have retained a copy of this statement.

9. I [Have] [Have Not] filed an unrestricted report of sexual assault within 24 months of initiation of the separation action.

10. (To be answered only if the Soldier answered the previous question affirmatively). I [Believe] [Do Not Believe] that this separation is a direct or indirect result of the sexual assault itself or the filing of the unrestricted report. [N/A].

UNDERSTANDING: I have read and understand each of the statements above and understand that they are intended to constitute all promises whatsoever concerning my conditional waiver. Any other promise, representation, or commitment made to me in connection with my separation is written below in my own handwriting or is hereby waived (if none, write "NONE").

Encl

[Signature of individual]  
[Typed name, grade]

Figure 3–7. Format of request for conditional waiver of administrative board proceedings—Continued

Having been advised by me of the basis for [(his) (her)] contemplated separation and its effects, the rights available to [(him) (her)], and the effect of a waiver of [(his) (her)] rights. [Soldier's name] personally made the choices indicated in the foregoing statement.

[Signature of counsel]  
[Typed name, grade, branch]  
[Date counsel signed statement]

Figure 3–7. Format of request for conditional waiver of administrative board proceedings—Continued

### 3–17. Action by the separation authority on commander's recommendation

Upon receiving the commanding officer's report, the separation authority may take one of the following actions (see para 3–8 or 3–14):

- a. Disapprove the recommendation and return the case to the originator for disposition by other means.
- b. Disapprove the recommendation relating to reason for separation and direct the Soldier be processed for separation under another reason for separation. This may be done when the separation authority determines that an alternative basis for separation is more appropriate than the originating command's reason for separation. In this case, the Soldier must be so advised, and new proceedings must be initiated using the notification procedure or administrative board procedure as required.
- c. When the board hearing has been properly and effectively waived, approve the separation and direct characterization of service or description of separation in accordance with chapter 2, section III.
- d. When the board hearing has been properly and effectively waived, approve the separation and direct characterization of service or description of separation in accordance with chapter 2, section III, and suspend execution of the separation (see chap 2, section II).
- e. Convene an administrative board to conduct a hearing and provide recommendations as prescribed in paragraph 3–18.
- f. Direct that the case be processed through medical channels, if appropriate, as provided in paragraph 1–10.

### 3–18. Hearing requirements

Except as otherwise provided herein, the procedures of AR 15–6 as they relate to boards of officers will also be used in these proceedings. If a Soldier requests or does not waive the right to a hearing before an administrative board, the following actions are applicable:

- a. *Composition.*
  - (1) The separation authority will appoint to the administrative board at least three experienced commissioned, warrant, or NCOs (see para 1–12). At least one of the voting commissioned officers must be a Reserve officer.
    - (a) Enlisted Soldiers appointed to the board must be sergeants first class or above and must be senior to the respondent.
    - (b) At least one member of the board must be a major or higher, and a majority must be commissioned or warrant officers. However, all board members must be commissioned officers (to include warrant officers) if under other than honorable conditions character of service is authorized for the reason for separation.
    - (c) The senior member will be the president of the board.

- (d) The separation authority may appoint to the board a nonvoting recorder.
- (e) A nonvoting legal advisor may be appointed to assist the board.
- (2) Boards with ARNGUS respondents will include at least one ARNGUS officer as a voting member. Boards with USAR respondents will include at least one USAR officer as a voting member.
- (3) The separation authority will ensure that the opportunity to serve on administrative boards is given to women and minorities. However, the mere appointment or failure to appoint a member of such a group to the board does not provide a basis for challenging the proceeding.
- (4) The respondent may challenge a voting member of the board or the legal advisor, if any, only for cause.
- b. Presiding officer.* The president will preside and rule on all matters of procedure and evidence, but the rulings of the president may be overruled by a majority of the board. If appointed, the legal advisor will rule finally on all matters of evidence and challenges, except for a challenge for cause to the legal advisor. Military judges may be appointed as board members. If a military judge is appointed as the president of a board, a legal advisor to the board need not be appointed.
- c. Witnesses.*
  - (1) The Soldier will be notified of the names and addresses of witnesses expected to be called at the board hearing and that the recorder of the board will, on written request of the Soldier, endeavor to arrange for the presence of any available witness the Soldier desires to call. Pursuant to AR 15–6, expert medical and psychiatric testimony routinely may be provided in the form of affidavits.
  - (2) The respondent may submit a written request for temporary duty or invitational travel orders for witnesses. Such a request will contain the following matter:
    - (a) A synopsis of the testimony that the witness is expected to give.
    - (b) An explanation of the relevance of such testimony to the issues of separation or characterization.
    - (c) An explanation as to why written or recorded testimony would not be sufficient to provide for a fair determination.
  - (3) The convening authority may authorize expenditure of funds for production of witnesses only if the presiding officer (after consultation with a judge advocate) or the legal advisor (if appointed) determines that—
    - (a) The testimony of a witness is not cumulative.
    - (b) The personal appearance of the witness is essential to a fair determination on the issues of separation or characterization.
    - (c) Telephonic, written, or recorded testimony will not adequately accomplish the same objective.
    - (d) The need for live testimony is substantial, material, and necessary for a proper disposition of the case.
    - (e) The significance of the personal appearance of the witness when balanced against the practical difficulties in producing the witness favors production of the witness. Factors to be considered in relation to the balancing test include the cost of producing the witness, the timing of the request for production of the witness, the potential delay in the proceeding that may be caused by producing the witness, or the likelihood of significant interference with military operational deployment, mission accomplishment, or essential training.
  - (4) If the convening authority determines that the personal testimony of a witness is required, the hearing will be postponed or continued if necessary to permit the attendance of the witness.
  - (5) The hearing will be continued or postponed to provide the respondent with a reasonable opportunity to obtain a written statement from the witness if a witness requested by the respondent is unavailable in the following circumstances:
    - (a) When the presiding officer or the legal advisor (if appointed to assist the board) determines that the personal testimony of the witness is not required; or
    - (b) When the commanding officer of a military witness determines that military necessity precludes the witness' attendance at the hearing; or
    - (c) When a civilian witness declines to attend the hearing.
  - (6) Paragraph 3–18c(5)(c) does not authorize a federal employee to decline to appear as a witness if directed to do so in accordance with applicable procedures of the employing agency.
- d. Record of proceedings.* The proceedings of the board will be summarized as fairly and accurately as possible. The proceedings will contain a verbatim record of the findings and recommendations.
- e. Presentation of evidence.* Except as otherwise provided in this regulation, the procedures in AR 15–6 apply.

*f. Introduction of limited use evidence.* The Government may initially introduce limited use evidence into separation proceedings accomplished under this regulation or, at its option, may elect to proceed solely with independent evidence not subject to limited use (see AR 600–85). If limited use evidence is initially introduced by the Government and the separation proceedings result in separation, the Soldier will receive an honorable characterization of service (see para 2–10a). However, the proceedings may be reinitiated or a rehearing held in accordance with the following guidance:

(1) If limited use evidence is introduced by the Government before the board convenes, the separation proceedings may be reinitiated, excluding all references to limited use evidence.

(2) If limited use evidence is introduced by the Government after the board convenes, a general officer who is the separation authority may set aside the proceedings and refer the case to a new board for rehearing (see AR 600–85.)

(3) The reason for the rehearing will not be disclosed to the new board and limited use information will not be initially introduced by the Government. Review and action in the case will be based only on the new record. If a rehearing is not deemed appropriate, the Soldier may be separated with an honorable characterization of service (see para 2–10a). The servicing Judge Advocate will review completed board proceedings that contain limited use evidence and advise the separation authority whether a rehearing is appropriate.

*g. Rights of the respondent.*

(1) The respondent may testify on their own behalf. The provisions of UCMJ, Art. 31(a) will apply, as appropriate.

(2) At any time before the board convenes and during the proceedings, the respondent or counsel may submit written or recorded matter for consideration by the board. This includes submission of any answer, deposition, sworn, or unsworn statement, affidavit, certificate, or stipulation, or depositions of witnesses not reasonably available or witnesses unwilling to appear voluntarily.

(3) The respondent or counsel may call witnesses in their own behalf subject to the provisions of paragraph 3–18c.

(4) The respondent or counsel may question any witness who appears before the board.

(5) The respondent or counsel may present argument before the board closes for deliberation on findings and recommendations.

(6) The respondent may appear in person with or without counsel at all open proceedings of the board. When a Soldier appears before a board without counsel, the record will show that the president of the board counseled the respondent as to characterization or description of service that they may receive as a result of the board action, the effects of such characterization or description, and that they may request counsel. The record of the proceedings will reflect the substance of the information conveyed to the respondent and contain the respondent's acknowledgment that they understand the information.

(7) The respondent or counsel may challenge any voting member of the board or the legal advisor, if any, only for cause. Furthermore, when the board is considering a case in which the respondent has exercised his or her right to revoke a previous waiver, the board membership will not be advised in any manner of such action by the respondent, or of the type of discharge which had been recommended in their case. When it has come to the attention of the respondent or their counsel that facts intended to be excluded are known by any member of the board, failure to challenge the member having such knowledge constitutes a waiver of the matter.

(8) Failure of the Soldier to invoke any of the rights in paragraphs 3–18g(1) through 3–18g(7), after having been apprised of same, is not a bar to the board proceedings, findings, or recommendations.

*h. Findings and recommendations.* The board will—

(1) Determine its findings and make recommendations in closed session. Only voting members will be present.

(2) Determine whether each allegation in the notice of proposed separation is supported by a preponderance of the evidence.

(3) Make recommendations on the following:

(a) *Retention or separation.* The board will recommend retention or separation. Should the board recommend retention, the recommendation must provide for the Soldier to be retained in the component and status in which the Soldier is currently serving, and no characterization of service will be recommended. A board will not recommend retention when recommending a characterization of service.

(b) *Suspension of separation.* If the board recommends separation, it may recommend that the separation be suspended in accordance with chapter 2, section II, but the recommendation of the board is not binding on the separation authority.

(c) *Characterization of service or description of separation.* If separation or suspended separation is recommended, the board will recommend a characterization of service or description of separation as authorized by the basis for separation (see chaps 6 through 16) in accordance with the guidance in chapter 2, section III.

i. *Report of proceedings.* A complete report of proceedings will be forwarded to the separation authority for final determination and disposition.

### **3–19. Action by separation authority on board recommendations**

a. The separation authority for actions initiated under the administrative board procedure will be the authority cited in paragraphs 1–13a and 1–13b. This authority will not be further delegated.

b. The board proceedings will be reviewed by a qualified officer fully cognizant of applicable regulations and policies. This officer determines whether the action meets the requirements of this regulation. However, in every case in which characterization of service under other than honorable conditions is recommended, or when limited use evidence was introduced in the board proceedings, or when the Soldier identifies specific legal issues for consideration by the separation authority, the proceedings will be reviewed by a member of The Judge Advocate General's Corps or DA Civilian attorney prior to action by the separation authority (see para 3–18f).

c. The respondent will be provided a copy of the board's statement of findings and recommendations. (See figure 3–8.)

d. In cases where the separation authority recommends the separation of a Soldier with at least 18 but less than 20 years of qualifying service for retired pay, the report of board proceedings and the separation authority recommendation will be sent to HQDA in accordance with paragraph 1–14 for consideration (see 10 USC 12732).

e. In cases where a board has recommended separation of a Soldier based on a civilian court conviction and the Soldier is not incarcerated (see para 11–2), approval and execution of the separation will normally be withheld only if the Soldier has filed an appeal of the conviction or stated their intention to do so (see para 11–2b). If the separation authority determines execution of the separation is appropriate without waiting for final action on the appeal, the Soldier may be separated with the appropriate characterization of service upon the approval of CNGB/CAR (DAAR), or at the request of the Soldier (see para 1–14).

f. The separation authority will take action in accordance with this paragraph, the requirements of chapters 4 through 16 with respect to the reason for separation, the guidance in chapter 2 on separation and characterization, and the guidance in chapter 1, section V, regarding the MATP.

(1) If the separation authority approves the recommendations of the board on the issue of separation and/or characterization, this constitutes approval of the board's findings and recommendations under paragraph 3–18h, unless the separation authority expressly modifies such findings or recommendations. However, the separation authority cannot authorize a characterization of service less favorable than that recommended by the board.

(2) If the board recommends retention, the separation authority will not direct discharge. The separation authority may take one of the following actions:

(a) Approve the recommendation.

(b) If the separation authority believes that discharge is warranted and in the best interests of the Army, a request for separation under the provisions of chapter 13 may be sent to NGB, ARNG–HRP/OCAR (DAAR) (see para 1–13). The separation authority will personally sign the memorandum to NGB, ARNG–HRP/OCAR (DAAR) which sets forth specific reasons justifying the Soldier's discharge as being in the Army's interest. Prior to forwarding the case, the notification procedure will be used (see sec II of this chapter). However, the procedure for requesting an administrative board is not applicable (see para 3–5a(7)). It is the policy of HQDA to uphold the recommendations of a duly constituted board unless sufficient justification is provided to warrant separation under Secretarial authority to SECARMY or the Secretary's approved designee. This justification is based on all the circumstances, as being in the best interest of the Army. Incomplete record available to the board, false testimony, or other procedural defects are examples (not an exhaustive list) of issues that may compel justification to warrant separation. If separation

is approved under chapter 13, the characterization or description of service will be in accordance with paragraph 13–2.

(3) If the board recommends separation, the separation authority may:

(a) Approve the board's recommendation.

(b) Approve the board's recommendations, but modify the recommendations by one or more of the following actions, when appropriate:

1. Approve the separation but suspend execution as provided in chapter 2, section II.

2. Change the character of service or description of separation to a more favorable characterization or description. The separation authority cannot authorize a characterization of service less favorable than that recommended by the board.

(c) Disapprove the board's recommendation and direct retention.

(4) If the separation authority approves the board's findings and recommendations in whole or in part with respect to more than one reason for separation, the separation authority will designate the most appropriate basis as the primary reason for reporting purposes (see chaps 6 through 16).

(5) If the separation authority notes a defect but deems it harmless in a case in which separation has been recommended, they will take final action in accordance with paragraph 3–19f(3). If these are substantial defects, the separation authority may take one of the following actions:

(a) Direct retention.

(b) If the board has failed to make findings or recommendations required, return the case to the same board for compliance with this regulation.

(c) If there is an apparent procedural error or omission in the record of proceedings that may be corrected without reconsideration of the findings and recommendations of the board, return the case to the same board for corrective action.

(d) If the board's error materially prejudiced a substantial right of the Soldier, the separation authority may only take action that can be sustained without relying on the proceedings affected by the error. The separation authority may set aside the findings and recommendations and refer the case to a new board for a rehearing. A member of the new board cannot have served on a prior board that considered any of the same matters against the Soldier. The new board may be furnished the evidence properly considered by the first board. This evidence will include extracts from its record of testimony of witnesses not deemed by the convening authority to be reasonably available to testify at the rehearing. Additional admissible evidence may be furnished to or obtained by the new board. The separation authority may, on due notice to the Soldier, incorporate new allegations based on later conduct of the Soldier. Unless the new board considers substantial additional evidence unfavorable to the Soldier, the separation authority may not approve any findings and recommendations of the new board less favorable than those rendered by the first board.

(6) If the separation authority determines, based on newly discovered evidence, that the findings of the first board were obtained by fraud or collusion, the case may be referred to a new board. The fraud or collusion, which serves as the basis for referral to a new board, must be based on newly discovered evidence which was unknown at the time of the original proceedings. No member of the new board may have been a member of the first board. The separation authority may not approve findings and approve recommendations less favorable to the Soldier than those rendered by the first board unless the separation authority finds that the newly discovered evidence of fraud or collusion in the first board is attributable to the Soldier or an individual acting on the Soldier's behalf.

### **3–20. Disposition of proceedings**

a. When separation is ordered by the separation authority or their designee, they will so note in the record of proceedings and forward them as authority for separation to the appropriate commander for execution of the separation. (See para 3–22 for disposition of the case file when separation is accomplished.)

b. When separation is not ordered by the separation authority, the proceedings will be filed at that headquarters. The Soldier's commanding officer will be notified of the final action. When deemed appropriate, consideration will be given to the Soldier's reassignment to a different organization. Ultimate disposition of the board proceedings will be governed by AR 25–400–2.

c. A Soldier who is to be separated will be furnished a copy of the board proceedings.

(1) The Soldier's copy of the proceedings will be marked "copy for (name and DoD identification number of the member)" and furnished the Soldier or their counsel. A signed receipt will be obtained from the



Soldier or the Soldier's counsel to whom the copy is furnished and filed with the original board proceedings. If the Soldier refuses to sign the receipt, a statement to that effect will be filed.

(2) If the Soldier or the Soldier's counsel does not desire a copy of the board proceedings or if for any other reason a copy is not furnished, a notation will be made on the Soldier's copy, which will be filed with the original. Release of this copy thereafter may be made only by the CG, HRC.

### **3-21. Errors and discrepancies noted before accomplishing separation**

If material errors or discrepancies in approved board proceedings are found, the case will be referred to HQDA for review before separation, as appropriate (see para 1-14).

### **3-22. Disposition of the case file**

When separation of the Soldier has been accomplished by appropriate authority under this regulation, the complete file of the case together with the Soldier's military personnel records will be disposed of in accordance with the instructions contained in AR 600-8-104 or NGR 600-200, as appropriate.

## **Section IV**

### **Additional Provisions Concerning Soldiers Confined by Civilian Authorities**

### **3-23. Proceedings when Soldier is confined by civilian authorities**

If separation proceedings under this chapter have been initiated against a Soldier confined by civilian authorities, the case may be processed in the absence of the respondent (see para 2-18).

### **3-24. Notification requirements**

The following requirements apply:

a. A Soldier confined by civilian authorities will receive a notification memorandum under the notification procedure (see para 3-5b) or the administrative board procedure (see para 3-11b), as appropriate, in accordance with paragraphs 3-6b and 3-12b.

b. If the notification memorandum (see fig 3-2 or fig 3-5) is delivered personally, receipt will be acknowledged by signing the endorsement (see fig 3-3 or fig 3-6). If the Soldier does not acknowledge receipt, the notification memorandum will be sent by mail as provided in paragraph 3-24a.

c. The required actions governing the Soldier's response or failure to respond are prescribed in paragraph 3-7 or paragraph 3-13, as appropriate.

d. The notice will state that the action has been suspended until a specific date (not less than 45 days from the date of delivery) to give the Soldier the opportunity to exercise the rights set forth in the notice. When warranted by the distance involved or other circumstances, a period in excess may be allowed for the Soldier to reply. If the Soldier does not reply by the given date, the separation authority will take appropriate action under paragraph 3-17d. The name and address of the appointed military counsel for consultation will be specified in the notification memorandum.

e. When the Soldier has a right to and requests a hearing before an administrative board, the Soldier will be notified that the board may be conducted in their absence (see paras 3-5a(7) and 3-11a(6)). In addition, the Soldier will be notified that an appointed military counsel will represent them.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

[Date]

MEMORANDUM FOR RECORD

SUBJECT: Summary of Board Proceedings Concerning [Rank, Name, Headquarters, Unit Name, Street Address, City, State, Zip Code +4]

1. In the board proceedings concerning [rank, name, unit], the board finds by a preponderance of the evidence that the respondent:

- a. Finding 1: [name] [(did) (did not)] commit [alleged offense], as provided in the notice of initiation of separation. This offense [(does) (does not)] warrant separation.
- b. Finding 2: [name] [(did) (did not)] commit [alleged offense], as provided in the notice of initiation of separation. This offense [(does) (does not)] warrant separation.

2. Recommendation:

- a. This board recommends in view of the findings: [respondent] is retained in military service.

**OR**

- b. [Respondent] is separated from military service and receives the following:

Honorable characterization of service.

General, Under Honorable Conditions characterization of service.

Under Other Than Honorable Conditions characterization of service.

- c. It is recommended that the execution of this separation will be suspended and automatically remitted if not vacated, for a period of [number of months].

[Signature]  
Board President

[Signature]  
Board Member

[Signature]  
Board Member

Figure 3–8. Sample findings and recommendations memorandum

## Chapter 4

### Expiration of Service Obligation

#### 4-1. Basis

A Soldier will be discharged from the Army upon expiration of the later of the term of contractual service or the statutory MSO.

#### 4-2. Military service obligation

The period of military service required for all enlisted Soldiers will be in accordance with applicable laws and Department of Defense directives. Contractual terms of enlistment or reenlistment are as set forth in AR 140-111, AR 601-210, AR 601-280, and NGR 600-200.

*a. Statutory military service obligation.* A person whose initial entry into military service was on or after 1 June 1984, incurred an obligation under 10 USC 651 to serve a period of 8 years in the military service from the date of entry unless sooner discharged for personal hardship. Unless reenlisted or extended for a term of service that exceeds the expiration date of the statutory MSO, or retained as prescribed in paragraph 2-15, the Soldier will be discharged on the expiration of the statutory MSO by the separation authority (see para 1-13).

*b. Contractual military service obligation.* On enlistment and reenlistment, a Soldier enters into an agreement to serve in a regular or RC of the U.S. Armed Forces for a specified term of service. The contracted term of service may expire during, run concurrent with, or exceed the term of an incurred statutory MSO. Unless reenlisted or extended, a Soldier will be discharged from military service on expiration of a contractual MSO, or a statutory MSO, whichever is the later, by the separation authority (see para 1-12). Consider the following examples:

(1) A Soldier enlists in the ARNGUS or USAR TPU for 6 years and incurs an 8-year statutory MSO. On expiration of the 6 years, unless reenlisted or extended in the ARNGUS or USAR TPU, the Soldier will be transferred as a Reserve of the Army to the USAR (control group). Unless reenlisted or extended in the USAR (control group), the Soldier will be discharged on expiration of the 8-year statutory MSO.

(2) A Soldier enlists in the USAR for 8 years with a concurrent assignment to a TPU under the 6 x 2 option (6 years TPU and 2 years IRR) and incurs an 8-year statutory MSO. Unless reenlisted in the USAR for a term of service that exceeds the expiration date of the statutory MSO, the Soldier may request reassignment to the IRR on completion of the 6 years or remain assigned to the TPU. In either case, unless sooner reenlisted or extended, the Soldier will be discharged from the USAR on expiration of the 8-year statutory MSO.

(3) A Soldier enlists or reenlists in the ARNGUS or USAR for a term of service that exceeds the expiration date of the 8-year statutory MSO. Unless sooner reenlisted or extended, the Soldier will be discharged from the ARNGUS or USAR on expiration of the enlistment or reenlistment agreement.

(4) A Soldier having no incurred statutory MSO remaining enlists or reenlists in the ARNGUS or USAR. Unless sooner reenlisted or extended, the Soldier will be discharged from the ARNGUS or USAR on expiration of the enlistment or reenlistment agreement.

*c. Early separation.* USAR enlisted Soldiers assigned to TPU units in receipt of sourcing notification whose enlistment contracts expire during the unit's mobilization plus 90 days who decline or are ineligible to reenlist or extend their enlistments will be voluntarily or involuntarily separated from the TPU up to 12 months prior to the expiration of their service obligation.

(1) Soldiers with a remaining statutory obligation will be reassigned to the control group (annual training (AT)).

(2) Soldiers whose expiration of term of service is reached within the mobilization plus 90 days will be discharged.

#### 4-3. Retention beyond expiration of service obligation

A Soldier may not be held in the Army beyond the normal expiration of service obligation unless the service obligation is extended by law or the provisions of paragraph 2-15 apply. When through administrative error a Soldier is not discharged on the actual date of completion of term of Soldier enlistment, reenlistment, or date of completion of statutorily obligated service, or as provided in paragraph 2-15, a remark will be included in the "Remarks" section of the Soldier's ARB as follows: "Retained beyond normal discharge date for the convenience of the Government."

#### **4-4. Voluntary separation of Soldiers on indefinite re-enlistments**

a. Army Reserve Soldiers serving on indefinite re-enlistments desiring a voluntary separation for reasons not specifically covered in this regulation must submit requests through command channels to the authority cited in paragraph 1-12.

(1) Soldiers requesting voluntary separation under this provision will indicate the reason(s) for voluntary separation.

(2) Such requests generally will be denied if the Soldier has an unfulfilled service obligation for training, as prescribed in AR 614-200, or an unfulfilled service obligation due to promotion, as prescribed in AR 600-8-19.

(3) If requests are approved, Soldiers will be separated under the provisions of this chapter, as they are considered to have fulfilled the MSO.

b. Soldiers applying for separation may request specific separation dates. Requested separation dates will not be more than 6 months after the date of the application.

#### **4-5. Characterization of service**

The service of a Soldier being discharged on expiration of the term of an enlistment, reenlistment, or on fulfillment of a statutory MSO will be characterized as honorable except as provided in paragraph 1-28.

#### **4-6. Separation authority**

The appropriate authority cited in paragraph 1-12 can order separations under this chapter.

### **Chapter 5**

#### **Selected Changes in Service Obligations**

##### **5-1. Basis**

A Soldier may be separated on the basis of a reason set forth in this chapter. The separation actions and the characterization of service are as prescribed for the reason for separation.

##### **5-2. Reduction in authorized strength of the U.S. Army Reserve or Army National Guard of the United States**

a. *Early separation.* Soldiers may be discharged from Reserve of the Army status prior to expiration of their service obligations when budgetary constraints or authorization limitations require a reduction in enlisted strength. The CAR will issue discharge instructions pertaining to a Soldier or to all Soldiers of a specified class or category of personnel. Discharge may be voluntary or involuntary. Enlisted Soldiers with at least 18 but less than 20 years of service qualifying for retired pay who meet other requirements of 10 USC 1176 will be retained.

b. *Procedures.* The notification procedure chapter 3, section II will be used for involuntary discharges under this paragraph. However, the notification memorandum may contain information other than that shown in figure 3-1, as the notification will be based on information and instructions furnished by HQDA.

c. *Characterization of service.* The service of Soldiers discharged under this paragraph will be characterized as honorable unless an uncharacterized description of service is required by paragraph 2-11.

d. *Separation authority.* On receipt of instructions from CNGB and CAR, the authorities cited in paragraphs 1-13a and 1-13b may order discharge under this paragraph.

##### **5-3. Discharge for immediate reenlistment**

a. *Immediate reenlistment.* Enlisted Soldiers who immediately reenlist for continuing service in the ARNGUS in accordance with NGR 600-200, or in the USAR in accordance with AR 140-111, as appropriate, will be discharged effective the date preceding the date of the immediate reenlistment agreement.

b. *Discharge certificate.* A formal discharge certificate will not be issued when a Soldier is discharged under this paragraph.

c. *Discharge order.* Use Order Format 500 (see AR 600-8-105). Under additional instructions insert the following: "Your enlistment in, or assignment to, the (ARNGUS or USAR) on (date) was terminated on the effective date of this order as a result of your immediate reenlistment in the (ARNGUS or USAR) on (date). No formal discharge certificate will be issued."

*d. Characterization of service.* The service of a Soldier discharged in accordance with this paragraph will be characterized as honorable.

*e. Separation authority.* The authorities cited in paragraph 1–12 may order discharge under this paragraph.

#### **5–4. Discharge on enlistment in another component of the U.S. Armed Forces**

*a. Enlistment in a regular or Reserve Component.* Except as cited in paragraph 5–4c, a Reserve of the Army Soldier will be discharged on enlistment or reenlistment in any regular or RC of the U.S. Armed Forces, other than—

(1) Enlistment in the ARNGUS. The Soldier will be transferred as a Reserve of the Army to the ARNGUS in accordance with AR 140–10.

(2) Appointment as a cadet or midshipman to one of the Service academies. An enlisted Soldier of the ARNGUS will be discharged from the ARNG in accordance with NGR 600–200 and transferred to the Service academy as a Reserve of the Army in accordance with AR 140–10.

*b. Enlistment in the Senior Reserve Officers' Training Corps.* ARNGUS and USAR Soldiers who execute a USAR enlistment on enrollment in the SROTC with assignment to control group (ROTC) in accordance with AR 145–1 will be discharged from their current ARNGUS or USAR enlistment agreements effective the date preceding the date of enlistment as a cadet in the SROTC.

*c. Discharge limitation.* Discharge to enlist in a regular or RC of any of the U.S. Armed Forces, other than the Army, is not authorized for enlisted Soldiers within the 60-day period immediately preceding the effective date of order to active duty or active duty for training (ADT) other than AT or during the performance of active duty (except extended active duty, ADT, or AT). A Soldier serving on extended active duty in the Regular Army may be discharged as a Reserve of the Army to enlist in the Regular Army under AR 601–280.

*d. Discharge certificate.* A formal discharge certificate will not be issued when a Soldier is discharged under this paragraph.

*e. Discharge order.* Use Order Format 500 (see AR 600–8–105). The effective date of discharge will be the date preceding the date of enlistment in the U.S. Armed Forces. Under additional instructions insert the following: “Your enlistment in, or assignment to, the (ARNGUS or USAR) on (date) was terminated on the effective date of this order, preceding the date of your enlistment in the (enter the name of the Regular or RC). No formal discharge certificate will be issued.”

*f. Characterization of service.* The service of a Soldier discharged in accordance with this paragraph will be characterized as honorable unless an uncharacterized description of service is authorized in accordance with paragraph 2–11.

*g. Separation authority.* The authorities cited in paragraphs 1–13a and 1–13b may order discharge under this paragraph.

#### **5–5. Discharge on appointment as a commissioned or warrant officer**

*a. Acceptance of appointment.* An enlisted Soldier (including a cadet) will be discharged on acceptance of an appointment as—

(1) An officer or warrant officer in any regular or RC of the U.S. Armed Forces.

(2) A commissioned officer in the Public Health Service.

(3) A commissioned officer of the National Oceanic and Atmospheric Administration Corps.

*b. Discharge limitation.* Before such discharge, the separation authority must have documentary evidence proving that the Soldier will be appointed as a commissioned or warrant officer upon discharge from enlistment.

*c. Discharge order.* Use Order Format 500 (see AR 600–8–105). The effective date of discharge will be the date preceding the date of appointment as an officer or warrant officer. Under additional instructions insert the following: “Your enlistment in, or assignment to, the (ARNGUS or USAR) on (date) was terminated on the effective date of this order, preceding the date of your appointment as an officer or warrant officer in the (enter the name of the Regular or RC). No formal discharge certificate will be issued.”

*d. Characterization of service.* The service of a Soldier discharged in accordance with this paragraph will be characterized as honorable unless an uncharacterized description of service is authorized in accordance with paragraph 2–11.

*e. Separation authority.*

(1) The authorities cited in paragraphs 1–13a and 1–13b may order discharge under this paragraph.

(2) The authorities cited in paragraph 1–13b(4) may order the discharge of ROTC cadets on appointment as an officer.

(3) The authorities cited in paragraph 1–13b(5) may order the discharge of a warrant officer candidate on appointment as a warrant officer.

#### **5–6. Separation of cadets on disenrollment from the Senior Reserve Officers' Training Corps or a Reserve Officers' Training Corps Scholarship Program**

*a. Disenrollment.* ROTC cadets enrolled in the SROTC advanced course, or an ROTC Scholarship Program are assigned as members of the control group (ROTC) of the IRR (see AR 140–1), unless they are participating in the ROTC/Simultaneous Membership Program (SMP) in accordance with AR 601–210 or NGR 600–200. The disposition of a cadet who is disenrolled from the ROTC Scholarship Program is prescribed by AR 145–1 and AR 135–91.

*b. Disposition.* The separation authority may order that a cadet be—

(1) Discharged from the USAR citing this paragraph as the authority.

(2) Retained in the IRR under the MATP in accordance with chapter 1, section V.

*c. Characterization of service.* The service of cadets discharged or retained under the provisions of this paragraph will be described as uncharacterized.

*d. Procedures.*

(1) The procedures for separation of cadets under this paragraph will be governed by AR 135–91 and AR 145–1.

(2) The notification procedures of chapter 3 are not applicable to separations under this paragraph.

(3) The MATP policy prescribed by chapter 1, section V will govern whether the cadet is eligible to be retained in the IRR and assigned to control group (AT or reinforcement).

*e. Separation authority.* The authorities cited in paragraph 1–13b(4) are authorized to order the separation of cadets under this paragraph.

#### **5–7. Reserve Officers' Training Corps cadet early release**

The provisions of this paragraph, and separations hereunder, are applicable only where HQDA has authorized and announced a voluntary ROTC cadet release program.

*a. Characterization of service.* The service of cadets discharged under the provisions of this paragraph will be uncharacterized.

*b. Procedures.* The requirements for the early release of cadets will be provided in the HQDA announcement. If authorized by the HQDA announcement, eligible cadets may be retained in the IRR and reassigned to control group (AT or reinforcement) under the MATP in accordance with chapter 1, section V. However, the following is applicable to ROTC cadets assigned to USAR units who are SMP participants:

(1) Cadets who enlisted in the ARNGUS prior to enrollment in the SROTC, and have a remaining statutory MSO will, after disenrollment from the SROTC, be retained in their ARNGUS unit in an enlisted grade determined under NGR 600–200 and serve under the terms of their ROTC/SMP agreement.

(2) Cadets who enlisted in the USAR, completed required IET, were awarded an MOS prior to enrollment in the SROTC, and have a remaining statutory MSO will, after disenrollment from the SROTC, be retained in a USAR unit in an enlisted grade determined in accordance with AR 600–8–19 and serve under the terms of their ROTC/SMP agreement.

(3) Except for cadets identified in paragraphs 5–7b(1) and 5–7b(2), ROTC cadets will be offered an opportunity to remain assigned to their ARNGUS or USAR unit and serve under the terms of their ROTC/SMP agreement. However, cadets who decline continuing unit participation in an enlisted status will be discharged from the USAR by the appropriate separation authority.

*c. Separation authority.* The authorities cited in paragraph 1–13b(4) are authorized to order the separation of cadets under this paragraph.

#### **5–8. Discharge of a potential Reserve Officers' Training Corps/Simultaneous Membership Program participant**

*a. Criteria.* A Soldier who enlisted as a potential participant in the ROTC/SMP in accordance with AR 601–210 with duty status coded 09R10, and who applies but is not accepted for enrollment in the ROTC advanced course, will be discharged on their request.

*b. Characterization of service.* The service of Soldiers discharged under the provisions of this paragraph will be uncharacterized unless an honorable characterization is warranted in accordance with paragraph 2–11a.

*c. Separation authority.* The authorities cited in paragraphs 1–13a and 1–13b may order discharge under this paragraph.

## **Chapter 6**

### **Convenience of the Government**

#### **6–1. Basis**

A Soldier may be separated for the convenience of the Government on the basis of the reasons set forth in this chapter.

#### **6–2. Dependency or hardship**

Upon the request of a Soldier and approval of the separation authority, separation may be directed when it is considered that continued membership and service on active duty, full-time National Guard duty (FTNGD), or ADT would result in genuine dependency or undue hardship.

*a. Criteria for separation.* Separation may be approved when all of the following circumstances exist:

- (1) The hardship or dependency is not temporary.
- (2) Conditions have arisen or have been aggravated to an excessive degree since entry in the Army, and the Soldier has made every reasonable effort to remedy the situation without success.
- (3) The administrative separation will eliminate or materially alleviate the condition.
- (4) There are no other means of alleviation reasonably available.

*b. Limitation of criteria for separation.* The following circumstances do not justify separation because of dependency or hardship. However, the existence of these circumstances does not preclude separation because of dependency or hardship provided the application meets the criteria in paragraph 6–2a.

(1) Pregnancy of a Soldier's wife is not a condition for which separation is justified. However, this does not prevent separation because of a permanent medical disability resulting from pregnancy.

(2) Undue hardship does not necessarily exist solely because of altered income, separation from Family, or the inconvenience normally incident to military service.

*c. Conditions of dependency or hardship.*

(1) *Dependency.* Dependency exists when death or disability of a member of a Soldier's (or spouse's) immediate Family causes the Soldier's (or spouse's) immediate Family to rely upon the Soldier for principal care or support (see para 6–2c(4) for definition of "immediate Family") and such care or support cannot be provided with continued membership and service on active duty, FTNGD, or ADT.

(2) *Hardship.* Hardship exists in cases, not involving death or disability of a member of the Soldier's (or spouse's) immediate Family, that cause the Soldier's (or spouse's) immediate Family to rely upon the Soldier for principal care or support (see para 6–2c(4) for definition of Soldier's "immediate family") and such care or support cannot be provided with continued membership and service on active duty, FTNGD, or ADT.

(3) *Special considerations.*

(a) *Parenthood of married Soldiers.* A married Soldier who becomes a parent by birth, adoption, or marriage (stepparent) and whose child (or children) is less than 18 years of age and resides within the household, may apply for separation under hardship. The Soldier must submit evidence that the roles of parent and Soldier are clearly incompatible. Counseling given by the commander should include information regarding deferral of deployment and other duty, triggering of Family Care Plan, and other relevant policies. The Soldier must show that he or she cannot adequately fulfill his or her military obligation without neglecting the child or children (see para 6–2e(2)(e)).

(b) *Sole parents.* Soldiers who are sole parents and whose child (children) is (are) under 18 years of age and reside(s) within the household, may apply for separation under hardship. A "sole parent" is defined as a parent who is single by reason of never having been married, who is divorced or legally separated and has been awarded physical custody of the child by judicial decree or court order, or who is a widow/widower.

(c) *Intent.* Except in exceptional cases, it is not the intent of the Army to allow the separation of a Soldier who elects to remain in the service during pregnancy and then requests release after receiving the medical and monetary benefits related to prenatal and postnatal absence and delivery. Also, barring

exceptional circumstances, it is also not the intent of the Army to allow parenthood alone to form the basis for hardship. An example of unexpected and exceptional circumstances is the birth of a child with a serious birth defect requiring significant additional care. Inability to obtain an approved Family Care Plan does not qualify the Soldier for separation under this provision.

(d) *Supporting evidence.* Supporting evidence will be provided in accordance with paragraph 6–2e. Paragraph 6–2e(2) minimizes the supporting evidence when the basis is parenthood of either a sole parent or a married Soldier. However, Soldiers must meet the application criteria in paragraph 6–2d in addition to the requirement that there be unexpected circumstances beyond the Soldier's control justifying separation. An example of these circumstances is the birth of a child with a serious birth defect requiring significant additional care. Inability to obtain an approved Family Care Plan does not qualify the Soldier for separation under this provision (see AR 600–20).

(e) *Surviving spouse.* Soldiers may request separation for hardship when the death of a spouse occurs. There will be a presumption of approval in these cases, especially cases when the death of the spouse causes the Soldier to become a sole parent.

(4) *Members of the immediate Family.* For the purpose of separation under dependency or hardship conditions, the term “members of the immediate Family” includes only spouse, children, father, mother, brothers, sisters, only living blood relative, and any person who stood “in loco parentis” to the Soldier (or spouse) before entry into the service. The term “in loco parentis” is any person who has stood in the place of a parent to the Soldier (or spouse) for a continuous period of at least 5 years before he or she reached 21 years of age.

d. *Application for separation.* A Soldier must complete a DA Form 4187 (Personnel Action) for separation because of dependency or hardship. A request for separation will be submitted as follows:

(1) An ARNGUS Soldier, or USAR Soldier assigned to a TPU or IMA duty position, must submit a written application to the unit commander who will immediately forward it with recommendations and Soldier's records through channels to the separation authority for final action (see para 1–12).

(2) A Soldier assigned to the IRR, Standby Reserve, or Retired Reserve, must submit a written application to the Commander, U.S. Army Human Resources Command (AHRC–PAR), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5401. The Chief, Regional Personnel Actions Division, will immediately forward it with recommendations and Soldier's records through the Director, Personnel Actions and Services Directorate, and Director, Enlisted Personnel Management Directorate, to the CG, HRC for final action.

e. *Evidence required.* The evidence required for dependency or hardship separation will normally be in affidavit form. The evidence must substantiate dependency or hardship conditions on which the application for separation is based.

(1) The evidence required will depend upon the nature of the claim. The DA Form 4187 should include, as a minimum, the following:

(a) A personal affidavit requesting separation and explaining the nature of the dependency or hardship condition and addressing the four required criteria in paragraph 6–2a.

(b) An affidavit or statement by, or on behalf of, the Soldier's Family members substantiating the dependency or hardship claim.

(c) Affidavits by at least two agencies or individuals, other than members of the Soldier's Family, substantiating the dependency or hardship claim.

(2) Additional evidence may be required as follows:

(a) When the basis for the application is financial difficulty, a detailed statement is required to establish the monthly income and expenses of the Family.

(b) When the basis for the application is death of a member of the Soldier's Family, a death certificate or other valid proof of death should be furnished.

(c) When the basis for the application is disability of a member of the Soldier's Family, provide documentation, statements, or certificates showing the diagnosis, prognosis, and date of disability.

(d) When the Soldier requests separation to support members of his or her Family, other than spouse or children, the DA Form 4187 should show the names, addresses, and contact information of other members of the Family and proof that they cannot aid in the care of the Soldier's Family.

(e) When the basis for separation is the Soldier's parenthood, supporting evidence will be in affidavit form.



1. Evidence will support the applicant's claim that unexpected circumstances, or circumstances beyond his or her control, have occurred since acquired parenthood that prevent adequate fulfillment of military obligations without neglect of the child.

2. Affidavits or sworn statements from the Soldier's immediate commander or officer who is the job supervisor, as appropriate, will be considered sufficient to substantiate the applicant's claim. The affidavit or sworn statement will indicate what efforts have been made to accommodate or alleviate the condition(s) and why such efforts have failed or are not sustainable.

3. Evidence in paragraphs 6–2e(1)(b) and 6–2e(1)(c) is not required for these applications; however, a judicial decree or court order awarding child custody to the Soldier will substantiate sole parenthood resulting from divorce or legal separation.

*f. Procedures.* On receipt of a written application with required supporting evidence, the separation authority will—

- (1) Consider carefully the facts on which the request is based.
- (2) Obtain any other information that may be necessary to determine the validity of the request.
- (3) Take final action to approve or disapprove the application. If disapproved, the specific reason(s) for denial of a DA Form 4187 will be included in the return memorandum.

### **6–3. Pregnancy**

When it has been determined that a Soldier was pregnant at the time of enlistment, she will be processed in accordance with paragraph 6–6. When it has been determined that a Soldier became pregnant after enlistment, she may elect to request discharge under the provisions of AR 135–91.

*a. Discharge for pregnancy.* Upon her request, a Soldier who meets all of the following criteria will be discharged from military service when it has been determined that the pregnancy occurred after she was processed for enlistment:

- (1) She has not entered on initial active duty for training (IADT) or ever completed IET.
- (2) She has not incurred an active duty obligation as a result of a federally subsidized program.

*b. Application for discharge.* A Soldier who meets the criteria in paragraph 6–3a may submit a written application to be discharged because of pregnancy.

(1) The Soldier may request a specific discharge date, which will not be later than 30 days prior to the expected date of delivery.

(2) A request for separation will be submitted as follows:

(a) An ARNGUS Soldier, or USAR Soldier assigned to a TPU or IMA duty position, may submit a written application to the unit commander who will immediately forward it with recommendations and the Soldier's records through channels to the separation authority for final action (see para 1–12).

(b) A Soldier assigned to the IRR or Standby Reserve may submit a written application to the Commander, U.S. Army Human Resources Command (AHRC–PAR), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5401. The Chief, Soldier Support Division, will immediately forward it with recommendations and the Soldier's records through the Director, Personnel Actions and Services Directorate, and Director, Enlisted Personnel Management Directorate, to the CG, HRC for final action (see para 1–13b(1)).

*c. Pregnancy terminated prior to discharge.* If, before discharge is accomplished, a medical doctor determines that the Soldier's pregnancy has terminated for any reason, discharge under this paragraph is no longer authorized.

### **6–4. Surviving sons or daughters**

*a. Criteria.* A Soldier who becomes a surviving son or daughter after having enlisted or reenlisted, may apply for and promptly will be discharged. For the purpose of this paragraph, a surviving son or daughter is any son or daughter in a Family in which the father or mother or one or more of the sons or daughters:

(1) Have been killed in action or have died when serving in the U.S. Armed Forces from wounds, accident, or disease.

(2) Are in a captured or missing-in-action status.

(3) Have a permanent 100-percent service-related disability (including 100-percent mental disability), as determined by the Director of Veterans Affairs or one of the military services and are not gainfully employed because of the disability.

*b. Ineligible.* A Soldier may not apply for discharge as a surviving son or daughter under any of the following circumstances:

(1) When the Soldier has court-martial charges pending against him or her.

(2) When the Soldier has been convicted by court-martial with appellate review in process.  
(3) When the Soldier is serving a sentence to confinement, or is otherwise undergoing punishment, imposed by a court-martial.

(4) When the Soldier is being processed for involuntary administrative separation for cause.

(5) During a period of war or National emergency declared by the Congress.

c. *Waiver*. A Soldier who—

(1) After having been advised of the provisions in paragraph 6–4a, enlists, reenlists, or voluntarily extends their term of service after having been notified of the Family casualty on which the surviving status is based, will be considered as having waived their rights to request separation based on the determination that they are a surviving son or daughter.

(2) Has waived their right to discharge as a surviving son or daughter, in accordance with paragraph 6–4c(1), may request reinstatement of that status at any time. However, a request for reinstatement will not be granted automatically, but will be considered on the merits of the individual case. Approval for reinstatement rests with the separation authority in accordance with paragraph 1–12.

d. *Application*. A Soldier who meets the criteria in paragraph 6–4a may submit a written application to be discharged as a surviving son or daughter.

(1) The application will include the following information:

(a) Name, grade, service number (when appropriate), DoD identification number, branch of Service (that is, Army), relationship, and date of death or disability of the Family member on which request is based.

(b) Department of Veterans Affairs claim number, if appropriate.

(c) Name, age, and sex of other immediate Family members.

(2) The application will be submitted as follows:

(a) An ARNGUS Soldier, or USAR Soldier assigned to a TPU or IMA duty position, may submit a written application to the unit commander who will immediately forward it with recommendations and Soldier's records through channels to the separation authority for final action (see para 1–12).

(b) A Soldier assigned to the IRR or Standby Reserve may submit a written application to the Commander, U.S. Army Human Resources Command (AHRC–PAR), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5401. The Chief, Regional Personnel Actions Division, will immediately forward it with recommendations and the Soldier's records through the Director, Personnel Actions and Services Directorate, and Director, Enlisted Personnel Management Directorate, to the CG, HRC for final action.

## **6–5. Involuntary separation due to parenthood**

A Soldier may be separated by reason of parenthood if, as a result thereof, it is determined under the guidance set forth in chapter 2, section I, the Soldier is unable satisfactorily to perform their duties.

a. Soldiers are deferred or excused for 365 days (12 months) after a qualifying birth, adoption, or child placement event from all continuous duty events that are in excess of one normal duty day/shift. These include, but are not limited to, pre-mobilization training, mobilization, deployment, field training, unit training assembly away from home station (unit of assignment), and temporary duty.

b. Commanders will initiate involuntary separation due to parenthood only when a Soldier has been adequately counseled concerning deficiencies in their Family Care Plan and afforded the opportunity to overcome them. Commanders should consider all available counseling and rehabilitative options, including transfers, before initiating separation.

## **6–6. Not medically qualified under procurement medical fitness standards**

a. Discharge will be accomplished on determination that a Soldier was not medically qualified under procurement medical fitness standards when accepted for enlistment, or who became medically disqualified under these standards prior to entry on IADT. A Soldier found to be not medically qualified under procurement medical fitness standards will be discharged on the earliest practicable date following such determination and prior to entry on IADT.

b. A basis for discharge exists when—

(1) A medical finding of the staff surgeon that the Soldier has a medical condition that—

(a) Would have permanently disqualified them from entry in the Army had it been detected or had it existed at the time of enlistment; and

(b) Does not disqualify them from retention under the provisions of AR 40–501.

(2) A Soldier is found positive for drugs as a result of accession testing on or after 1 June 1988.

(3) A Soldier is found to have been pregnant at the time of enlistment. Pregnancy is a disqualifying medical condition for enlistment under AR 40–501, AR 601–210, and NGR 600–200. Women who are discharged under this paragraph for pregnancies that existed prior to entry are not entitled to maternity care, as provided in AR 40–400. The option of separation authorities provided elsewhere in the chapter to retain Soldiers recommended for discharge does not apply to existed prior to entry service pregnancies.

c. This paragraph is not to be used in personality disorder cases. Such cases will be processed under paragraph 6–7.

#### **6–7. Other designated physical or mental conditions**

a. The separation authority (see para 1–12) may approve discharge under this paragraph on the basis of other physical or mental conditions not amounting to disability that interfere with assignment to or performance of military duty (see AR 635–40). Such conditions may include, but are not limited to—

- (1) Aisickness, motion, and/or travel sickness.
- (2) Phobic fear of air, sea, and submarine modes of transportation.
- (3) Attention-deficit/hyperactivity disorder.
- (4) Sleepwalking.
- (5) Enuresis.
- (6) Adjustment disorder (except chronic adjustment disorder).

(a) Soldiers recommended for separation under this paragraph based upon a diagnosis of adjustment disorder must meet the following criteria: Soldier experiences one or more incident(s) of acute adjustment disorder and does not respond to treatment (or refuses treatment) when one or more treatment modalities have been offered and/or attempted. Even after the attempted treatment, the condition must continue to interfere with assignment to or performance of duty.

(b) Duration of adjustment disorder episode must be less than 6 months when separation procedures are initiated. The provider must clearly document in the medical record how the condition interferes with assignment to or performance of duty.

(c) When an adjustment disorder has persisted for longer than 6 months and continues to interfere with assignment to or performance of duty, the Soldier must be referred to Integrated Disability Evaluation System (IDES).

(7) Personality disorder. A Soldier may be separated under this paragraph for personality disorder (not amounting to a physical disability) that interferes with assignment to or performance of duty. A personality disorder is an enduring pattern of inner experience and behavior that deviates markedly from cultural expectations, is stable and of long duration, inflexible, and pervasive across a broad range of situations, and leads to clinically significant distress or impairment in functioning. The onset of personality disorder is frequently manifested in the early adult years and may reflect an inability to adapt to the military environment as opposed to an inability to perform the requirements of specific jobs or tasks or both. As such, observed behavior of specific deficiencies should be documented in appropriate counseling or personnel records, and should establish that the behavior is persistent, interferes with assignment to or performance of duty, and has continued after the Soldier was counseled and afforded an opportunity to overcome the mental condition.

b. When a commander is concerned that a Soldier may have a physical or mental condition that interferes with assignment to or performance of duty, the commander will refer the Soldier for a medical examination and/or mental status evaluation in accordance with DoDI 1332.14 and DoDI 6490.04. Mental status evaluations are only required for separation on the basis of mental disorders (not physical conditions), including personality disorders, not amounting to a disability.

(1) The evaluation will assess whether PTSD, TBI, depression, reaction to sexual assault, or other medical issues/behavioral health conditions may be contributing factors to the basis for administrative separation.

(2) The behavioral health provider will document in the electronic medical record the specific diagnostic criteria for the condition used as the basis for the Soldier's separation action in accordance with the most current edition of the Diagnostic and Statistical Manual of Mental Disorders. A statement indicating that the Soldier's disorder is of sufficient severity to interfere with the Soldier's ability to function in the military must be included. The diagnosis must be established by a privileged mental health provider as defined in DoDI 6490.04. The installation director of psychological health, or their designee, will corroborate the diagnosis and sign DA Form 3822 (Report of Mental Status Evaluation).

(a) In accordance with paragraph 1–10, Soldiers will not be processed for administrative separation under this paragraph if PTSD, TBI, depression, reaction to sexual assault, and/or other medical issues/behavioral health conditions are significant contributing factors to the basis for separation, but will instead be processed under the IDES in accordance with AR 635–40.

(b) In accordance with paragraph 1–11, Soldiers determined to have a medical condition that may not meet medical fitness standards for retention under AR 40–501 will be processed under IDES. Processing under IDES takes precedence over administrative separation.

(c) In accordance with AR 600–85, Soldiers who present with symptoms consistent with alcohol and/or drug use disorder must be referred for further evaluation and treatment.

(d) In accordance with AR 608–18, in cases where a mandated referral to the Family Advocacy Program is required based on the Soldier's clinical presentation, documentation must be submitted to confirm that a referral was made.

c. In the case of Soldiers who have served or are currently serving in an imminent danger pay area, the installation director of psychological health will corroborate the diagnosis of personality disorder or other mental disorder not constituting a physical disability and forward to the Office of The Surgeon General (DASG–HSZ), Behavioral Health Division for final review. The diagnosis will address PTSD, TBI, depression, reaction to sexual assault, and/or other condition co-morbidity. Unless found fit for duty by the DES, a separation for personality disorder, or other mental disorder not constituting a physical disability is not authorized if service-related PTSD is also diagnosed. The Office of The Surgeon General will ensure healthcare provider compliance with the requirements in paragraphs 6–7b(2)(a) through 6–7b(2)(d) and provide a memorandum to the installation director of psychological health. The Office of The Surgeon General review will be included in the separation packet. Soldiers who have never served in an imminent danger pay area do not require review by the Office of The Surgeon General.

d. Separation for personality disorder, or other mental disorder not constituting a physical disability, is not appropriate nor should it be pursued when separation is warranted on the basis of unsatisfactory performance or misconduct. Commanders will not take action prescribed in this chapter in lieu of disciplinary action solely to spare a Soldier who may have committed serious acts of misconduct for which harsher penalties may be imposed under the UCMJ.

e. Separation under this paragraph is authorized only if the condition is so severe that the Soldier's ability to function effectively in the military environment is significantly impaired. Separation under this paragraph is not appropriate when separation is warranted under any other reason authorized by this regulation, AR 380–67, or AR 635–40.

f. Separation processing may not be initiated under this paragraph until the Soldier has been counseled in writing formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records (see para 2–4). The Soldier will also be counseled in writing that the condition does not qualify as a disability. Additionally, applicable counseling statements that support separation under this paragraph will be included as part of the separation action and will be uploaded by the transition center into the Interactive Personnel Electronic Records Management System (IPERMS) prior to the administrative separation of the Soldier.

## **6–8. Characterization of service**

The service of a Soldier separated under this chapter will be characterized as honorable, unless an uncharacterized description of service is required by paragraph 2–11, or a characterization of general (under honorable conditions) is warranted under chapter 2, section III.

## **6–9. Procedures**

a. For separations under paragraphs 6–2, 6–3, and 6–4, prior to characterization of service of general (under honorable conditions), the Soldier will be notified of the specific factors in the service record that warrant such a characterization, and the notification procedure will be used (see chap 3, sec II).

b. For separations under paragraphs 6–5, 6–6, and 6–7, the notification procedure will be used (see chap 3, sec II).

c. For separation under paragraph 6–3, the MATP policy prescribed by chapter 1, section V, will govern whether the Soldier will be discharged from the Army, or retained in, or transferred/reassigned to the IRR.

## **6–10. Separation authority**

a. The authorities cited in paragraph 1–13 may order separation under this chapter.

b. The involuntary separation (other than for physical disability) of a Soldier with at least 18 but less than 20 years of qualifying service for retired pay requires the approval of HQDA (see para 1–14).

## **Chapter 7**

### **Defective Enlistments and Reenlistments**

#### **7–1. Enlistment of minors**

*a. Basis.*

(1) *Under age 17.* A minor under 17 years of age is barred from entering into a valid enlistment. The enlistment is void in the case of a minor who was under 17 years of age at date of enlistment and who has not attained the age of 17 on receipt of satisfactory evidence of their date of birth.

(2) *Age 17 without parental consent.* Except when retained for the purpose of trial by court-martial, the Soldier will be separated in the following circumstances:

(a) There is satisfactory evidence that the Soldier is under 18 years of age.

(b) The Soldier enlisted without the written consent of his or her parent or guardian.

(c) An application for the Soldier's separation has been submitted to the Soldier's command by the parent or guardian within 90 days of the Soldier's enlistment.

*b. Description of separation.*

(1) A Soldier separated under paragraph 7–1a(1) will receive an order of release from the custody and control of the Army (by reason of void enlistment). (Use Order Format 505, see AR 600–8–105.)

(2) The separation of a Soldier under paragraph 7–1a(2) will be described as an entry level separation and the service will be uncharacterized.

*c. Procedure.* The notification procedure will be used (see chap 3, sec II).

*d. Separation authority.* The authorities cited in paragraph 1–13 may order separation under this paragraph.

#### **7–2. Erroneous enlistment, reenlistment, and extension**

*a. Basis.* A Soldier may be discharged on the basis of an erroneous enlistment, reenlistment, or extension of enlistment under the guidance set forth in chapter 2, section I. An enlistment, reenlistment, or an extension of enlistment is erroneous in the following circumstances, if:

(1) It would not have occurred had the relevant facts been known by the Government or had appropriate regulations been followed.

(2) It was not the result of fraudulent conduct on the part of the Soldier.

(3) The defect is unchanged in material respects.

*b. Actions on discovery.* When it is discovered that a Soldier's enlistment, reenlistment, or extension is erroneous because they failed to meet the qualifications for enlistment, reenlistment, or extension, as applicable, the unit commander (CG, HRC (AHRC–EP–S) for IRR, IMA, or Standby Reserve Soldiers) will initiate action to retain, discharge, or release the Soldier, as appropriate, under the provisions of this paragraph (see AR 140–111, AR 601–210, AR 601–280, or NGR 600–200). The unit commander (CG, HRC (AHRC–EP–S), for IRR, IMA, or Standby Reserve Soldiers) will forward the case through channels to the appropriate separation authority with the following information (see para 1–12):

(1) Facts relating to and circumstances surrounding the erroneous enlistment or extension.

(2) The desire of the Soldier regarding retention or discharge.

(3) A statement by the immediate commander as to the Soldier's conduct, efficiency, and overall value to the Army.

(4) A specific recommendation for retention or discharge, and the reasons, by each commander in the chain of command.

*c. Actions by separation authority.* The separation authority will—

(1) Direct retention.

(a) In an exceptionally meritorious case involving a disqualification listed as nonwaivable in AR 140–111, AR 601–210, or AR 601–280, when, in the judgment of the separation authority, retention of the Soldier is in the best interest of the Army and retention is otherwise in accordance with law. The following statement will be entered in the Soldier's ARB. "Separation action based on erroneous enlistment or extension is waived and retention is authorized by."

(b) In those cases, in which the disqualification was waivable, or the defect is no longer present, and retention is deemed to be in the best interest of the Army and the Soldier. The Soldier's ARB will be annotated as in paragraph 7-2c(1)(a).

(2) Direct separation.

(a) In those cases, in which the disqualification was waivable, or the defect is no longer present, and discharge is requested by the Soldier and deemed to be in the best interest of the Army. (Use Order Format 500, see AR 600-8-105.)

(b) In all cases in which the disqualification was nonwaivable, except in extremely meritorious cases as described in paragraph 7-2c(1)(a).

(c) When it has been established that an enlistment is erroneous because it was effected without the voluntary consent of a person who has the capacity to understand the significance of the enlistment (to include persons intoxicated or insane at enlistment) and a constructive enlistment did not arise within the same term of service, issue orders releasing the person from custody and control of the Army by reason of a void enlistment. (Use Order Format 505, see AR 600-8-105.) The following entry will be made in "Remarks" section of the ARB: "Released from custody and control of the Army because of a void enlistment (cite order number and issuing headquarters)." A copy of the orders releasing the individual will be filed as a permanent document in their AMHRR.

(d) When it has been established that an enlistment is erroneous because the individual is a deserter from another military service, issue orders releasing the person from custody and control of the Army by reason of a void enlistment, regardless of any subsequent constructive enlistment. (Use Order Format 505, see AR 600-8-105.)

(e) If, before an enlistee's departure from a military entrance processing station, it is discovered that they were erroneously enlisted in a circumstance, set forth in DoDI 1332.14, Enclosure 3, the enlistment will be voided as follows:

1. The military entrance processing station commander will revoke any orders already issued regarding the enlistee's assignment and training; and

2. Will issue an order assigning the individual to the adjacent RBN. The RBN commander will issue orders releasing the person from custody and control of the Army by reason of a void enlistment. (Use Order Format 505, see AR 600-8-105.)

*d. Characterization or description of service.*

(1) When discharged under paragraph 7-2c(2)(a), service will be characterized as honorable unless an uncharacterized description of service is required by paragraph 2-11a.

(2) When separated under paragraphs 7-2c(2)(b) through 7-2c(2)(e), the separation will be described as a release from custody and control of the Army and service will not be characterized.

*e. Procedure.*

(1) If the command recommends the Soldier be retained in military service, the initiation of separation proceedings is not required if the separation authority approves the recommendation.

(2) If separation processing is initiated, the notification procedure will be used (see chap 3, sec II).

*f. Separation authority.* The authorities cited in paragraph 1-13 may order separation under this paragraph.

### **7-3. Defective enlistments or reenlistments**

*a. Basis.* A defective enlistment or reenlistment agreement exists in the following circumstances:

- (1) As a result of a material misrepresentation by recruiting or retention personnel, upon which the Soldier reasonably relied, and the Soldier was induced to enlist or reenlist with a commitment for which the Soldier was not qualified.

- (2) The Soldier received a written enlistment or reenlistment commitment from recruiting or retention personnel for which the Soldier was qualified, but which cannot be fulfilled by the Army.

- (3) The enlistment or reenlistment was involuntary.

*b. Characterization or description.* Service will be characterized as honorable, unless an uncharacterized description of service, or an order of release from custody and control of the Army (by reason of void enlistment) is required under chapter 2, section III.

*c. Requirements.* This provision does not bar appropriate disciplinary action or other administrative separation proceedings regardless of when the defect is raised. Separation is appropriate under this provision only in the following circumstances:

- (1) The Soldier did not knowingly participate in creation of the defective enlistment or reenlistment.

(2) The Soldier brings the defect to the attention of appropriate authorities within 30 days after the defect is discovered or reasonably should have been discovered by Soldier.

(3) The Soldier requests separation instead of other authorized corrective action.

(4) The request otherwise meets such criteria as established by this regulation.

*d. Separation authority.* The authorities cited in paragraph 1–13 may order separation under this paragraph.

#### **7–4. Fraudulent enlistments or reenlistments**

*a. Basis.* A Soldier may be separated under the guidance set forth in chapter 2, section I, on the basis of procurement of a fraudulent enlistment or reenlistment through any deliberate material misrepresentation, omission, or concealment which, if known at the time of the enlistment or reenlistment, might have resulted in rejection. This includes all disqualifying information requiring a waiver. The enlistment of a minor with false representation as to age without proper consent will not in itself be considered as fraudulent enlistment. It may, however, fall under para 7–1 of this regulation.

*b. Establishing fraud.* The following tests must be applied in each case of suspected fraudulent enlistment or reenlistment to establish that the enlistment or reenlistment was, in fact, fraudulent:

(1) *First test.* Commanders will determine if previously concealed information is in fact disqualifying. This information will be evaluated using the appropriate criteria for enlistment or reenlistment. Any waivable or nonwaivable disqualification concealed, omitted, or misrepresented constitutes fraudulent entry. This includes concealing information with alleged or actual recruiter involvement. If, however, the newly revealed information does not amount to a disqualification from enlistment or reenlistment under the appropriate regulation, then there is no fraudulent enlistment or reenlistment. Hence, the enlistment or reenlistment is valid, and separation may not be directed.

(2) *Second test.* Commanders must verify the existence and true nature of the apparently disqualifying information. Verification of the actual offense may reveal that the enlistee was not disqualified and, therefore, is not a fraudulent enlistee. For example, if the Soldier alleged that they were convicted of burglary and placed on probation, inquiries must be made as to whether they were actually convicted of burglary. They may have initially been charged with burglary, but it may have been reduced to trespass, which is a minor nontraffic offense for enlistment purposes. If it is the only record that the Soldier has, they are not disqualified for enlistment or reenlistment. Hence, the enlistment or reenlistment is valid, and separation may not be directed. To conduct an inquiry using these tests to establish existence of fraud, a delay of 30 days is considered reasonable.

*c. Fraudulent actions.* The following represent some, but not all, of the actions which, when verified, substantiate the existence of a fraudulent enlistment or reenlistments:

(1) Concealment of a prior separation from any of the Armed Forces of the United States under conditions barring enlistment or reenlistment in the ARNGUS or USAR.

(2) Concealment of true citizenship status by an alien at the time of enlistment or reenlistment.

(3) Concealment by a Soldier of a conviction by civilian court for a criminal offense for which the Soldier was sentenced to imprisonment, probation, or parole, or given a suspended sentence.

(4) Concealment of a record as a juvenile offender.

(5) Concealment of medical defect. Deliberate concealment of a medical defect or disability that would have precluded enlistment or reenlistment in the ARNGUS or USAR known to the individual before enlistment or reenlistment constitutes fraudulent enlistment or reenlistment. Deliberate concealment is defined as purposely concealing a medical defect or disability with the intent to deceive.

(6) Concealment of absence without leave or desertion from any of the Armed Forces of the United States.

(7) Misrepresentation of intent with regard to legal custody of children. A Soldier who was an applicant without a spouse at the time of enlistment and who executed the certificate required by AR 601–210 will be processed for separation for fraudulent entry if custody of a child is regained by court decree, as provided by state law, or as a result of the child resuming residency with the Soldier instead of the legal custodian. Because the Soldier certified at enlistment that the custody arrangement was intended to remain in full force and effect during the term of enlistment, the burden is on the Soldier to demonstrate that regaining custody is not contrary to statements made at the time of enlistment.

(8) Concealment disqualification. Where a Soldier has procured entry into the ARNGUS or USAR by assuming the identity of another individual, or by intentional concealment of any fact, circumstances, or condition that existed prior to enlistment or reenlistment which would have made the Soldier ineligible.

*d. Characterization or description.* Characterization of service or description of separation will be in accordance with chapter 2, section III. If the fraud involves concealment of a prior separation in which service was not characterized as honorable, characterization normally will be under other than honorable conditions.

*e. Requirements.* The notification procedure will be used except as follows (see chap 3, sec II):

(1) Characterization of service under other than honorable conditions may not be issued unless the administrative board procedure is used (see chap 3, sec III).

(2) When the sole reason for separation is fraudulent entry, suspension of separation is not authorized (see chap 2, sec II). When there are approved reasons for separation in addition to fraudulent entry, suspension of separation is authorized only in the following circumstances:

(a) A waiver of the fraudulent entry is approved by the proper authority; and

(b) The suspension pertains to reasons for separation other than fraudulent entry.

(3) If the command recommends that the Soldier be retained in the ARNGUS or USAR, the initiation of separation processing is unnecessary in the following circumstances:

(a) The defect is no longer present; or

(b) The defect is waivable, and a waiver is obtained from appropriate authority.

*f. Separation authority.* The authorities cited in paragraph 1–13 may order separation under this paragraph.

## **Chapter 8**

### **Entry Level Performance and Conduct**

#### **8–1. Basis**

a. A Soldier may be separated under this chapter if they are notified of the initiation of separation proceedings while in an entry level status (see glossary) when it is determined under the guidance set forth in chapter 2, section I, that the Soldier is unqualified for further military service by reason of unsatisfactory performance or conduct (or both), as evidenced by inability, lack of reasonable effort, failure to adapt to the military environment, or minor disciplinary infractions.

b. When separation of a Soldier in entry level status is warranted by unsatisfactory performance or minor disciplinary infractions (or both), the Soldier normally will be separated in accordance with this chapter. Nothing in this chapter prevents separation under another provision of this regulation when such is warranted.

#### **8–2. Counseling and rehabilitation**

Separation processing may not be initiated under this chapter until the Soldier has been formally counseled under the requirements prescribed by paragraph 2–4.

#### **8–3. Characterization and description**

The service of a Soldier who is separated under this chapter will be uncharacterized.

#### **8–4. Procedures**

a. The notification procedure will be used (see chap 3, sec II).

b. The MATP policy prescribed by chapter 1, section V, will govern whether the Soldier will be discharged, or transferred to the IRR.

#### **8–5. Separation authority**

The authorities cited in paragraph 1–13 may order separation under this paragraph.

## **Chapter 9**

### **Unsatisfactory Performance**

#### **9–1. Basis**

A Soldier may be discharged when it is determined under the guidance set forth in chapter 2, section I, the Soldier is unqualified for further military service by reason of unsatisfactory performance.



## **9–2. Criteria**

a. Commanders may initiate separation for a Soldier for unsatisfactory performance when the three following conditions are met—

- (1) The Soldier's performance has been unsatisfactory.
- (2) After sufficient counseling and rehabilitative efforts have been made, the Soldier's performance continues to be unsatisfactory.
- (3) The Soldier's performance and potential indicate that he or she will not develop sufficiently to become a fully satisfactory Soldier.

b. Commanders will initiate separation action only when the Soldier is under military control. As an exception, commanders may initiate this action when a Soldier is confined by civilian authorities and their military record indicates that they should be processed for separation by reason of unsatisfactory performance.

c. When a Soldier has committed serious acts of misconduct, commanders will not take action prescribed in this chapter in lieu of discharge for misconduct under chapter 11 solely to spare their penalties.

d. Commanders will initiate separation for unsatisfactory performance for Soldiers who are eliminated for cause from a Noncommissioned Officer Education System course. Commanders have the discretion to impose a bar to continued service in lieu of initiation of separation for these Soldiers per AR 140–111 or NGR 600–200.

e. No earlier than April 1, 2024, commanders will initiate separation for unsatisfactory performance when the Soldier fails or has failed two consecutive record ACFTs under AR 350–1. The ACFT failures must be within the timeline set forth in AR 350–1. The time a Soldier is on a temporary profile, which prohibits taking an ACFT, does not count towards the timeline prescribed in AR 350–1. Commanders have the discretion to impose a bar to continued service in lieu of initiation of separation per AR 140–111 or NGR 600–200.

## **9–3. Counseling and rehabilitation**

Discharge processing may not be initiated under this chapter until the Soldier has been formally counseled under the procedures prescribed by paragraph 2–4.

## **9–4. Suspension of favorable personnel action**

Favorable personnel action will be suspended in accordance with AR 600–8–2 upon initiation of discharge proceedings under this chapter.

## **9–5. Medical processing and evaluation**

Medical processing and evaluation guidance is listed in paragraph 1–10.

## **9–6. Characterization of service**

The service of Soldiers discharged because of unsatisfactory performance will be characterized as honorable or general (under honorable conditions) in accordance with chapter 2, section III.

## **9–7. Procedures**

a. The notification procedure outlined in chapter 3, section II will be used, except under paragraph 9–7b.

b. The administrative board procedure will be used if the Soldier has at least 18 but less than 20 years of qualifying service for retired pay (see chap 3, sec III).

## **9–8. Separation authority**

a. The authority cited in paragraph 1–13 may order discharge under this chapter.

b. The involuntary discharge (other than for physical disability) of a Soldier with at least 18 but less than 20 years of qualifying service for retired pay requires the approval of HQDA (see para 1–14).

## **Chapter 10**

### **Separation for a Substance Use Disorder**

#### **10–1. Basis**

a. Initiation of separation proceedings is required in the case of a Soldier who has been referred to a program of rehabilitation for alcohol or drug abuse under the provisions of AR 600–85, and who fails, through inability or refusal to participate in, cooperate in, or successfully complete the program in the following circumstances:

- (1) There is a lack of potential for continued military service.
- (2) The chronic treatment required for the Soldier to maintain recovery degrades full mission readiness.
- (3) Long-term rehabilitation in a civilian medical facility is determined necessary.
- (4) Rehabilitation failure includes Soldiers with a subsequent alcohol or drug-related incident of misconduct at any time during the 12-month period following successful completion of substance use disorder clinical care (SUDCC) or during the 12-month period following removal from the program.

b. A Soldier may be separated when the commander, in consultation with an SUDCC clinician, determines that further rehabilitation efforts are not practical, and discharge is in the best interest of the Army (see AR 600–85).

c. Nothing in this chapter precludes separation of a Soldier who has been referred to such a program under any other provision in appropriate cases.

d. Soldiers with a subsequent alcohol or drug-related incident of misconduct at any time during the 12-month period following successful completion of SUDCC treatment, or during the 12-month period following removal from the program for any reason, will be processed for separation for a substance use disorder.

#### **10–2. Characterization or description**

When a Soldier is separated under this chapter, characterization of service as honorable or general (under honorable conditions) is authorized, except when service is uncharacterized for Soldiers in entry level status.

a. The relationship between voluntary submission for treatment and the evidence that may be considered on the issue of characterization is set forth in paragraph 2–10f.

b. On the issue of whether mandatory urinalysis results may be considered on the issue of characterization of service, see paragraph 2–10g and AR 600–85.

#### **10–3. Procedures**

a. The notification procedure outlined in chapter 3, section II will be used, except under paragraph 10–3b.

b. The administrative board procedure will be used if the Soldier has at least 18 but less than 20 years of qualifying service for retired pay (see chap 3, sec III).

#### **10–4. Separation authority**

a. The authorities cited in paragraph 1–13 may order discharge under this chapter.

b. The discharge of a Soldier with at least 18 but less than 20 years of qualifying service for retired pay requires the approval of HQDA (see para 1–14).

## **Chapter 11**

### **Misconduct**

#### **11–1. Basis**

A Soldier may be discharged for misconduct when it is determined under the guidance set forth in chapter 2, section I, that the Soldier is unqualified for further military service by reason of one or more of the following circumstances:

a. *Minor disciplinary infractions.* A pattern of misconduct consisting solely of minor disciplinary infractions. If separation of a Soldier in entry level status is warranted solely by reason of minor disciplinary infractions, the action will be processed under chapter 8.

*b. A pattern of misconduct.* A pattern of misconduct consisting of discreditable involvement with civilian or military authorities or conduct prejudicial to good order and discipline. Discreditable conduct and conduct prejudicial to good order and discipline include conduct which violates the accepted standards of personal conduct found in the UCMJ, Army regulations, the civilian law, and time-honored customs and traditions of the Army.

*c. Commission of a serious offense.* Commission of a serious military or civilian offense, if the specific circumstances of the offense warrant discharge and a punitive discharge would be authorized for the same or a closely related offense under the UCMJ.

*d. Abuse of illegal drugs or alcohol.* Illegal drug use is serious misconduct. Separation action normally will be based upon commission of a serious offense. However, relevant facts may mitigate the nature of the offense. Therefore, a single drug offense may be combined with one or more disciplinary infractions or incidents or other misconduct and processed for discharge under paragraph 11–1a or 11–1b, as appropriate.

(1) Commanders will process for separation all Soldiers who—

(a) Test positive for illegal drug use.

(b) Are involved in two serious incidents of alcohol-related misconduct within a 12-month period, in accordance with AR 600–85.

(c) Are involved in illegal trafficking, distribution, possession, use, or sale of illegal drugs.

(d) Are convicted of driving while intoxicated or driving under the influence a second time during their military career.

(e) Have not been referred to a court-martial authorized to impose a punitive discharge.

(2) The term “process for separation” means that the separation action will be initiated and processed through the chain of command to the separation authority for appropriated action.

(3) Voluntary (self) identification/referral in accordance with AR 600–85 does not require initiation of discharge proceedings under this paragraph.

*e. Civilian conviction.* See paragraph 11–2.

## **11–2. Conviction by civilian court**

A Soldier may be discharged for misconduct when it is determined under the guidance set forth in chapter 2, section I, that the Soldier is unqualified for further military service by reason of a civilian conviction.

*a. Conditions which subject Soldier to discharge.*

(1) Discharge action may be initiated against Soldiers under the following circumstances:

(a) When initially convicted by civilian authorities. Conviction includes a plea or finding of guilty, a plea of nolo contendere (plea of no contest—a plea of guilty to the charge(s) without admitting guilt) and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult or juvenile pretrial intervention programs, and any similar disposition of charges.

(b) When a punitive discharge would be authorized for the same or a closely related offense under the UCMJ, or the sentence by civilian authorities includes confinement for 6 months or more without regard to suspension or probation.

(c) When specific circumstances of the offense warrant discharge.

(2) The immediate commander will consider whether to initiate separation action against a Soldier when the criteria of paragraph 11–2a are satisfied.

(3) Adjudication in juvenile proceedings includes adjudication as a juvenile delinquent, wayward minor, or youthful offender.

(4) If no separation action is undertaken on a Soldier’s final civilian conviction after the passage of 2 years, it is presumed that the Soldier’s commanding officer has determined that retention of the Soldier is in the best interest of the Army. However, this presumption may be rebutted and separation action initiated when it is established by a preponderance of the evidence that the Soldier’s commanding officer did not make such a determination.

*b. Appeals.*

(1) A Soldier will be considered as having been convicted or adjudged a juvenile offender even though an appeal is pending or is later filed.

(2) A Soldier subject to discharge under this chapter will be considered and processed for discharge even though he or she has filed an appeal or has stated his or her intention to do so. However, execution of the approved discharge will be withheld until one of the following circumstances occurs, whichever is earlier:

(a) Final outcome of the appeal.  
(b) The time in which an appeal may be made has expired.  
(c) The Soldier requests discharge under this chapter prior to final action on the appeal.  
(d) Approval of the Soldier's discharge by SECARMY or the Secretary's approved designee as announced in updated memoranda. In such cases, the entire file will be forwarded to HQDA for a final decision (see para 1–14). The request of the separation authority for immediate discharge as an exception will be fully substantiated with the circumstances requiring expedited discharge.

*c. Retention action.* Cases often arise that warrant consideration with a view toward retention of the Soldier in the Army.

(1) In determining whether retention should be recommended or approved, full consideration should be given to the gravity of the offense involved, the circumstances related to it and any matters in extenuation. Also, the military record of the Soldier prior to the commission of the offense should be considered as well as prospects for rehabilitation.

(2) If retention in the Army is desired and a form of civilian custody exists, such as conditions of parole or probation, the nature of which would interfere with the Soldier's normal performance of military duties, civilian authorities will be requested to relinquish such custody during the Soldier's term of military service. If the civilian authorities decline to relinquish custody or if the conditions placed on relinquishment of custody are unduly burdensome to the Army, as a general rule, the Soldier will not be considered for retention but will be discharged under this regulation.

*d. Action following disposition by civilian courts.*

(1) When discharge is contemplated, while a Soldier is under military control, the unit commander will take action as specified in the administrative board procedure (see chap 3, sec III). Where the Soldier is confined, the provisions of paragraph 2–18 and chapter 3, section IV, are applicable.

(2) If the sole basis for discharge is conviction of a civilian offense, counseling, and rehabilitative efforts are not required prior to initiation of discharge action.

(3) When a board hearing has been properly waived, the case will be processed under the notification procedure and the separation authority will take action under paragraph 3–9.

### **11–3. Procedures for civilian court cases in foreign countries**

*a.* Discharge of Soldiers convicted by a foreign court or tribunal may be approved by overseas area commanders except as provided in paragraph 11–3c. This authority may be delegated to an Army Reserve Command/general officer commander with a judge advocate on his or her staff. Every action taken in such delegation will state the authority. When a Soldier is convicted by a foreign tribunal, and the Soldier returns to the United States before the initiation or completion of discharge proceedings in accordance with this paragraph, discharge proceedings will be initiated or completed in accordance with paragraph 11–2. The proceedings will be completed as if the Soldier had been convicted by a court of the United States or its territorial possession. However, the recommendation for discharge will include the items specified in paragraphs 11–3b(1) through 11–3b(4). In such cases, the authorities specified in paragraph 1–12 may approve and order discharge under this paragraph if the Soldier has been assigned to their command. SECARMY's or the Secretary's approved designee, authorization is required before Soldiers who have completed at least 18 but less than 20 years of qualifying service for retired pay may be discharged (see para 1–14). This provision is not intended to relieve overseas commanders of their responsibility to promptly initiate separation for foreign convictions of Soldiers in their command.

*b.* The commander will forward the board proceedings, or waiver, through channels to the overseas area commander. Cases will be processed through the chain of command to the commander in the United States authorized to approve discharge. In both situations, the recommendation regarding discharge will include—

(1) Information concerning the civilian criminal record and military service of the Soldier.  
(2) A statement from the court indicating that the Soldier has been convicted and status of any appeal or right to appeal.

(3) A statement as to the character of discharge recommended, including a statement as to whether paragraph 3–10 has been complied with.

(4) A report of the trial proceedings submitted by the official U.S. observer, if any, attending the trial or a transcript of the record of trial, if obtainable.

*c.* Soldiers confined in foreign prisons will not be discharged from military service until the term of imprisonment is completed and they return to the United States. Normally, Soldiers whose cases are

disposed of by a foreign court or tribunal, but who are not confined, or who are confined but whose release from confinement is imminent, will be returned to the United States or its territorial possessions for discharge. Very unusual cases may be forwarded through command channels to SECARMY or the Secretary's approved designee, with supporting reasons as to why a Soldier should be authorized discharge in a foreign country (see para 1–15). Only most unusual situations will be considered. If discharge in a foreign country is sought, either by the commander or the Soldier concerned, this paragraph will be complied with before such requests are submitted to HQDA.

d. If SECARMY's or the Secretary's approved designee authorizes discharge in a foreign country, the overseas commander accomplishing the discharge will inform the nearest U.S. diplomatic or consular mission of such action.

#### **11–4. Related separations**

a. Soldiers convicted in civilian or military court of the following will be processed for separation:

(1) *Sex offense.* Any Soldier convicted of a sex offense, but whose sentence did not include a punitive discharge, will be processed for separation. This policy applies to all Soldiers currently in the Army, regardless of when the conviction for a sex offense occurred and regardless of component of membership and current status in that component. If the separation authority approves retention, they will initiate an action for the exercise of Secretarial plenary separation authority under paragraph 13–3. If a Soldier who has been convicted of a sex offense has previously been subject to an administrative separation action for that conviction and has been retained as a result of that proceeding, the separation authority will also initiate an action for exercise of Secretarial plenary separation authority under paragraph 13–3. The processing of Secretarial plenary separation authority actions will comply with all current notification and processing guidance contained in this regulation.

(2) *Sexual assault.* Any Soldier convicted of rape, sexual assault, forcible sodomy, or an attempt to commit one of those offenses who is not punitively discharged must be processed for administrative separation for commission of a serious offense.

b. In all instances where administrative separation for an enlisted military sex offender is forwarded to the initial separation authority for final action, and the initial separation authority supports retention, the separation authority will forward the case to the SECARMY for final decision pursuant to Secretarial plenary authority (see para 13–3).

c. Any separation decision will be based on the full facts of the case, and due process will be provided to the enlisted Servicemember.

d. Soldiers currently serving in any non-permitted overseas locations who have been convicted of a sex offense are ineligible for continued duty at those locations. Accordingly, overseas commanders of Army commands, Army service component commands or direct reporting units will identify such Soldiers in their commands and coordinate with the applicable HQDA assignment authority (Commander, HRC; The Judge Advocate General; or Chief of Chaplains) for reassignment to continental United States (CONUS), Hawaii, Alaska, the Commonwealth of Puerto Rico, or territories or possessions of the United States as soon as possible. Soldiers who are deployed to a non-permitted overseas location in any status (temporary duty/temporary change of station) will immediately be returned to their parent organization. Command responsibility to reassign or redeploy a Soldier under this policy takes precedence over initiation of separation. Accordingly, Soldiers convicted of a sex offense will first be reassigned or redeployed to a CONUS or permitted outside the continental United States location. The receiving commander will subsequently ensure the initiation of separation.

#### **11–5. Counseling and rehabilitation**

a. Separation processing for minor disciplinary infractions or a pattern of misconduct will not be initiated under this chapter until the Soldier has been formally counseled under the requirements prescribed by paragraph 2–4 (see paras 11–1a and 11–1b).

b. If the sole basis for discharge is a single offense or a civilian conviction or a juvenile adjudication (see para 11–2), the counseling and rehabilitation requirements of paragraph 2–4 are not applicable (see paras 11–1c and 11–1d).

#### **11–6. Suspension of favorable personnel action**

Favorable personnel action will be suspended in accordance with AR 600–8–2 upon initiation of separation processing under this chapter.

### **11–7. Medical processing and evaluation**

Medical examinations are not required for Soldiers pending involuntary administrative separation under this chapter. However, in accordance with 10 USC 1177, a medical examination and mental status evaluation is required for any Soldier pending administrative separation under conditions other than honorable who has deployed overseas in support of a contingency operation during the previous 24 months or has been sexually assaulted during the previous 24 months, and is diagnosed as experiencing PTSD and/or TBI, or reasonably asserts the influence of such a condition, based upon service while deployed or such sexual assault (see para 1–10g).

### **11–8. Characterization of service**

a. Characterization of service normally will be under other than honorable conditions, but characterization as general (under honorable conditions) may be warranted under the guidelines in chapter 2, section III.

b. For Soldiers who have completed entry level status, characterization of service as honorable is not authorized, unless the Soldier's record is otherwise so meritorious that any other characterization clearly would be inappropriate. In such cases, separations for misconduct with an honorable characterization will be approved by the separation authority (see para 1–12). As an exception, the separation authority will approve separations with service characterized as honorable when the sole evidence of misconduct is command-directed urinalysis results, which cannot be used for characterization of service, or when an administrative discharge board has recommended separation with an honorable characterization of service.

c. When characterization of service under other than honorable conditions is not warranted for a Soldier in entry level status under chapter 2, section III, the service will be described as uncharacterized.

### **11–9. Procedures**

a. The administrative board procedure outlined in chapter 3, section III will be used, except under paragraph 11–10b.

b. The use of the notification procedure is authorized provided characterization of service under other than honorable conditions is unwarranted.

### **11–10. Separation authority**

a. The authority cited in paragraph 1–13 may order discharge under this chapter.

b. The involuntary discharge (other than for physical disability) of a Soldier with at least 18 but less than 20 years of qualifying service for retired pay requires the approval of HQDA (see para 1–14).

## **Chapter 12**

### **Unsatisfactory Participation in the Ready Reserve**

#### **12–1. Basis**

a. A Soldier is subject to discharge for unsatisfactory participation when it is determined that the Soldier is unqualified for further military service because:

(1) The Soldier is an unsatisfactory participant as prescribed by AR 135–91.

(2) Attempts to have the Soldier respond or comply with orders or correspondence have resulted in—

(a) The Soldier's refusal to comply with orders or correspondence.

(b) A notice sent by certified mail was refused, unclaimed, or otherwise undeliverable.

(c) Verification that the Soldier has failed to notify the command of a change of address and reasonable attempts to contact the Soldier have failed.

b. Separation action may be taken when the Soldier cannot be located or is absent in the hands of civilian authorities in accordance with the provisions of paragraph 2–18 and chapter 3, section IV.

c. Commanders will not take action prescribed in this chapter in lieu of disciplinary action solely to spare a Soldier who may have committed serious misconduct the harsher penalties that may be imposed under the UCMJ.

## **12–2. Suspension of favorable personnel action**

Favorable personnel action will be suspended in accordance with AR 600–8–2 upon initiation of separation processing under this chapter.

## **12–3. Characterization of service**

a. Characterization of service normally will be under other than honorable conditions, but characterization as general (under honorable conditions) may be warranted under the guidelines in chapter 2, section III.

b. For Soldiers who have completed entry level status, characterization of service as honorable is not authorized unless the Soldier's record is otherwise so meritorious that any other characterization clearly would be inappropriate. In such cases, separation for unsatisfactory participation with an honorable characterization will be approved by the separation authority (see para 1–12). As an exception, the separation authority will approve separation with service characterized as honorable when an administrative separation board has recommended such characterization.

c. When characterization of service as under other than honorable conditions is not warranted for a Soldier in entry level status under chapter 2, section III, the service will be described as uncharacterized.

## **12–4. Procedures**

a. The administrative board procedure outlined in chapter 3, section III, will be used except under paragraph 12–4b.

b. Except for a Soldier who has at least 18 but less than 20 years of qualifying service for retired pay, the use of the notification procedure outlined in chapter 3, section II, is authorized if a characterization of service under other than honorable conditions is not warranted under chapter 2, section III.

c. Under the MATP policy prescribed in chapter 1, section V, Soldiers with a history of unsatisfactory participation will not be transferred or reassigned to the IRR.

## **12–5. Separation authority**

a. The authority cited in paragraph 1–13 may order separation under this chapter.

b. The involuntary separation (other than for physical disability) of a Soldier with at least 18 but less than 20 years of qualifying service for retired pay requires the approval of HQDA (see paras 1–14 and 1–14).

# **Chapter 13**

## **Secretarial Plenary Authority**

### **13–1. Basis**

a. Separation under this paragraph is the prerogative of the SECARMY. Secretarial plenary separation authority is used when no other provision of this regulation applies. Separation under this chapter is limited to cases where the early separation of a Soldier is clearly in the best interests of the Army. Separations under this chapter are effective only if approved in writing by the SECARMY or the Secretary's approved designee as announced in updated memoranda.

b. Secretarial separation authority is normally exercised on a case-by-case basis but may be used for a specific class or category of Soldiers. When used in the latter circumstance, it is announced by a special HQDA directive that may, if appropriate, delegate blanket separation authority to field commanders for the class or category of Soldiers concerned.

c. Individual cases that may be submitted to HQDA for consideration of separation under Secretarial plenary authority include those processed under paragraphs 2–3a, 3–18e, and 3–18f(2). Other bases for separation under this paragraph may include, but are not limited to, refusal to submit to medical care, human immunodeficiency virus (HIV) infection (voluntary request), and when religious practices cannot be accommodated (see AR 600–20).

### **13–2. Characterization of service**

The service of Soldiers separated under this chapter will be characterized as honorable or under honorable conditions as determined under chapter 2, section III, unless an uncharacterized description of service is warranted under paragraph 2–11.

### 13–3. Procedures

a. Separation under this paragraph may be voluntary or involuntary. When involuntary separation proceedings are initiated, the notification procedure will be used (see chap 3, sec II); however, the provision for requesting an administrative board is not applicable (see para 3–5a(7)). Unless waived by DCS, G–1, Directorate of Military Personnel Management (DAPE–MPI), medical examinations are required for Soldiers being processed for involuntary separation (see para 1–10a).

b. Blanket or individual requests for separation under this paragraph will be submitted to the authorities cited in paragraph 1–14. Chain of command forwarding endorsements must include rationale to support determination that early separation is in the best interest of the Army, as well as a statement whether the counseling requirements of paragraph 2–4, have been met. In addition, chain of command forwarding endorsements on individual cases must include recommendations concerning characterization or description of service and, when applicable, transfer, or reassignment to the IRR (see chap 1, sec V), recoupment of incentives or entitlements, and award of separation pay.

## Chapter 14

### Separation for Other Reasons

#### Section I

#### Reasons for Separation

##### 14–1. Basis

a. *Noncitizens*. Provided one of the following conditions exists, a noncitizen will be discharged:

(1) At the time of release from active duty, the Soldier fails or refuses to give a permanent mailing address within the United States or its territories but gives only an address in a foreign country.

(2) Leaves the United States for permanent residence in a foreign country.

(3) Visits a foreign country of which the Soldier is a national for a continuous period of 6 months or more.

b. *Ministers of religion and divinity students*. A Soldier will be discharged, upon request, if they have become a regular or ordained minister of religion, or upon entering full-time training to become or to engage in full-time employment as a regular or duly ordained minister of religion.

(1) A minister of religion is classified as either a duly ordained minister of religion or a regular minister of religion as follows:

(a) *Duly ordained minister of religion*. A person who has been ordained in accordance with the ceremonial ritual or discipline of a church, religious sect, or organization, established on the basis of the community's doctrine and practices of a religious character, to teach the doctrines of such church, sect, or organization and to administer the rites and ceremonies in public worship, and who, as a regular customary vocation, teaches the principles of religion and administers the ordinances of worship as embodied in the creed or principles of such church, sect, or organization.

(b) *Regular minister of religion*. A person who as a customary vocation preaches and teaches the principles of the religion of a church, religious sect, or an organization of which the individual is a member without having been formally ordained as a minister of religion, but who is recognized by such church, sect, or organization as a regular minister.

(2) Requests for discharge will be supported by appropriate documentary evidence as follows:

(a) A statement from the appropriate authority of the church, religious sect, or organization that the Soldier has met the requirements for recognition and has been appointed a regular or duly ordained minister of religion and is employed full-time in a religious occupation paragraph 14–1b(1).

(b) A statement from an appropriate authority of the religious order that as a divinity student the Soldier is fully qualified and acceptable for further religious training; must be separated from military status for further theological education or processing into the religious order or organization; and if separated, will be eligible for ordination or recognition as a minister on or about a specified date.

(c) A statement from the seminary or other educational institution in which the religious training is now or will be received that the individual is now or will be, concurrent with discharge, a full-time divinity student preparing for the ministry.

c. *Attainment of maximum allowable age*. A Soldier who attains age 60 as set forth in AR 140–10, as appropriate, unless granted a waiver, will be discharged or, if eligible and the Soldier applies, be



transferred to the Retired Reserve. The discharge will be effective the last day of the month in which the Soldier attains age 60.

*d. Approved exemption from involuntary order to active duty.* A Soldier will be discharged when a determination is made in accordance with AR 601–25 that the Soldier be exempt from reporting for involuntary call to active duty under emergency or mobilization circumstances.

*e. U.S. Army Reserve dual status technician.* A contractually obligated Soldier who enlisted or reenlisted for permanent employment under the USAR dual status technician program will, on request, be discharged—

(1) On failure to be employed as a technician.

(2) On separation from employment as a technician.

*f. Early discharge of Soldier with a bar to continued service.* A Soldier may be voluntarily discharged before the expiration of their service obligation when the Soldier has received a locally imposed bar to continued service and the following provisions have been met (see AR 140–111):

(1) Except when serving under a statutory MSO, a Soldier who will be unable to overcome a locally imposed bar to continued service may apply for immediate discharge.

(2) A Soldier with a statutory MSO will not be discharged early under this paragraph until completion of the statutory obligation.

(3) An ARNGUS Soldier with a statutory MSO who has been barred from continued service or extension in the ARNGUS and discharged early from the ARNGUS will be transferred to the appropriate IRR control group to serve the remaining term of the obligation.

(4) Reassignments or transfers to other units or to the IRR will be curtailed to the extent necessary to permit early discharge under this section.

*g. Nonavailability of member of Standby Reserve.* A Soldier of the Standby Reserve will be discharged when 12 months after mobilization the Soldier remains unavailable for active duty and the Soldier's case has been reviewed and discharge determined to be appropriate because of extended nonavailability in accordance with AR 601–25.

*h. For security reasons.* The Soldier will be processed in accordance with AR 380–67.

*i. Discharge from Retired Reserve.* A Soldier retired under the provision of 10 USC 9314 may be discharged from the USAR Retired Reserve at the Soldier's request and on completion of 30 years of active and inactive service. This discharge does not affect the Soldier's Army of the United States status on the retired list.

*j. Confirmed as infected with human immunodeficiency virus.* HIV-positive Soldiers may request voluntary discharge under the plenary authority of the SECARMY in accordance with chapter 13.

*k. Medically unfit for retention.*

(1) Discharge will be accomplished when it has been determined that a Soldier is no longer qualified for retention by reason of medical unfitness unless the Soldier requests and is (see AR 40–501 and AR 40–3)—

(a) Granted a waiver under AR 40–501, as applicable.

(b) Determined fit for duty under a nonduty related PEB fitness determination (see AR 635–40).

(c) Eligible for transfer to the Retired Reserve (see AR 140–10).

(2) Soldiers who do not meet the medical fitness standards for retention due to a condition incurred while on active duty, any type of active duty training, or inactive duty training will be processed as specified in AR 635–40 if otherwise qualified.

*l. Conscientious objection.* The Soldier will be processed in accordance with AR 600–43.

*m. Reduction.* Soldiers who exceed maximum years of service as a result of reduction in grade must retire or separate no earlier than 90 days or later than 180 days after the effective date of the reduction in grade.

## **14–2. Characterization of service**

The service of a Soldier separated under this section will be characterized as honorable, unless an uncharacterized description of service is required by paragraph 2–11, or a characterization of general (under honorable conditions) is warranted under chapter 2, section III.

### **14-3. Procedures**

Prior to characterization of service of general (under honorable conditions), the Soldier will be notified of the specific factors in the service record that warrant such a characterization, and the notification procedure will be used (see chap 3, sec II).

### **14-4. Separation authority**

The appropriate authority cited in paragraph 1-13 can order separations under this section.

## **Section II**

### **Separation from the Delayed Entry Program**

#### **14-5. Basis**

A Soldier who enlisted in the USAR under the DEP in accordance with AR 601-210 must be processed for separation if they satisfy the conditions in paragraphs 14-5a or 14-5b, and may be processed for separation if they satisfy the conditions in paragraphs 14-5c or 14-5d.

- a. Upon enlistment in the Regular Army (see para 5-4a).
- b. On discovery that the USAR enlistment is defective. The Soldier will be processed for separation under paragraph 7-3.
- c. The Soldier is found to be ineligible for enlistment in the Regular Army.
- d. The Soldier declines enlistment in the Regular Army and is not being ordered to active duty as a Reserve of the Army (see 10 USC 12103(b)).

#### **14-6. Characterization or description**

- a. The service of a Soldier discharged on the basis of paragraph 14-5a is not characterized. (See DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States), section G.)
- b. The separation of a Soldier on the basis of paragraph 14-5c or 14-5d will be described as an entry level separation and the service will be uncharacterized.

#### **14-7. Procedures**

When it is determined that a member of the DEP is unqualified for further military service or has requested separation, the Commander, U.S. Army RBN, will advise the Soldier, in writing, of the proposed separation and the reasons using the notification procedure (see chap 3, sec II).

- a. The notification memorandum (see fig 3-2) will be presented to the Soldier. If the Soldier cannot be personally notified, the certified mail procedures in paragraph 3-5b will be applied or an equivalent procedure if such service is not available by the U.S. mail at an address outside the United States. The notice will inform the Soldier that they must respond by endorsement within 45 days from the date of delivery (see fig 3-2).
- b. Insert the following with the member's original DEP enlistment packet:
  - (1) A copy of the endorsement completed by the Soldier (see fig 3-2).
  - (2) A copy of the notification memorandum and PS Form 3800 (see fig 3-2).
  - (3) The original notification memorandum (see fig 3-2) and envelope marked "unclaimed" or other designation indicating it was not delivered, and the affidavit of service by mail (see fig 1-1).
- c. On receipt of the completed endorsement from the Soldier, the Commander, U.S. Army RBN, will make the final determination for retention or separation from the USAR DEP. A careful consideration of the Soldier's statement or rebuttal is mandatory (see fig 3-3).
- d. If the Soldier is not approved for retention or fails to respond within 30 days from the date of delivery, the authorities cited in paragraph 14-7a will process the Soldier for discharge.
- e. The discharge order will cite this paragraph and regulation as the authority. (Use Format 500, see AR 600-8-105.)
- f. On discharge, with the discharge order as the top document, the Soldier's USAR DEP enlistment packet will be sent to Director, National Personnel Records Center, Accession, and Disposal Section, 9700 Page Avenue, St. Louis, MO 63132-5200.

#### **14-8. Separation authority**

The authorities cited in paragraph 1-13b(5) may order discharge under this section.

## **Section III**

### **Dropping from the Rolls**

#### **14–9. Sentenced to imprisonment (10 USC 12684)**

a. A Soldier who is sentenced to confinement in a federal or state penitentiary or correctional institution after having been found guilty of an offense by a court other than a court-martial or other military court, and whose sentence has become final, may be dropped from the rolls of the Army. For purposes of this regulation, a conviction is final when the authorized time for an appeal has expired or final action on an appeal has been taken.

b. A Soldier who is convicted by a civilian court, other than a Soldier who is sentenced as in paragraph 14–9a, may be processed for discharge for misconduct in accordance with chapter 11.

c. When a Soldier is to be dropped from the rolls of the Army, they will be reduced to private E–1 by the reduction authority in accordance with AR 600–8–19.

#### **14–10. Characterization of service**

No characterization or description of service is authorized, and no discharge certificate will be issued (see para 2–11c).

#### **14–11. Procedures**

The appropriate separation authority will issue orders dropping the Soldier from the rolls of the Army using order Format 540 as prescribed in AR 600–8–105. Disposition of personnel records will be accomplished as set forth in AR 600–8–104.

#### **14–12. Separation authority**

The authority cited in paragraph 1–13 is authorized to drop a Soldier from the rolls of the Army under this section.

## **Chapter 15**

### **Failure to Meet Army Body Composition Standards**

#### **15–1. Applicability**

The applicability for separation processing under this chapter is determined by the following criteria:

a. An ARNGUS or USAR Soldier who has not completed IET or been awarded an MOS will be processed for separation under this chapter.

b. An ARNGUS or USAR Soldier who has completed IET and been awarded an MOS, and is not within 3 months of the date of expiration of a statutory or contractual obligation, whichever is the later, will be processed for separation under this chapter when such processing is required under paragraph 15–2, but will only be discharged when it has been determined by the separation authority that the Soldier has no potential to perform useful service if ordered to active duty to meet mobilization requirements in accordance with paragraph 1–27.

c. A Soldier who is within 3 months of the date of expiration of a statutory MSO will not be processed for separation under this chapter.

#### **15–2. Basis**

a. A Soldier is subject to separation for failure to meet the Army body composition standards in accordance with AR 600–9 when it is determined the Soldier is unqualified for further military service and meets all of the following conditions:

(1) The Soldier is not diagnosed with a medical condition that precludes participation in the Army weight control program. A Soldier with a medically diagnosed condition that precludes participation in the Army weight control program will be processed through medical channels, if appropriate, or under the guidance set forth in paragraph 6–6, 6–7, or 14–1k.

(2) The Soldier fails to meet the Army body composition standards in accordance with AR 600–9 and the sole reason for separation is failure to meet those standards.

b. Where no medical condition exists, initiation of separation proceedings is required for Soldiers who—

(1) Do not make satisfactory progress in the Army Body Composition Program after a period of 6 months, unless the responsible commander chooses to impose a bar to continued service in accordance with AR 140–111 or NGR 600–200.

(2) Fail to maintain Army body composition standards during the 12-month period following removal from the Army Body Composition Program.

c. Separation action under this chapter will not be initiated against a Soldier who meets the criteria for separation under other provisions of this regulation. For example, a Soldier who, apart from failure to meet body composition standards, is an unsatisfactory performer will be processed for separation under the provisions of chapter 9.

d. After the conclusion of a pregnancy, including perinatal loss, Soldiers are allowed 365 days (12 months) before being subject to body composition standards.

### **15–3. Counseling and rehabilitation**

Separation processing may not be initiated under this chapter until the Soldier has been formally counseled under the requirements prescribed by paragraph 2–4.

### **15–4. Medical processing and evaluation**

Medical processing and evaluation guidance is listed in paragraph 1–10.

### **15–5. Characterization or description**

The service of Soldiers separated under this chapter will be characterized as honorable.

### **15–6. Separation authority**

a. The authorities specified in paragraph 1–13 are authorized to order separation under this chapter.

b. The involuntary separation (other than for physical disability) of a Soldier with at least 18 but less than 20 years of qualifying service for retired pay requires the approval of HQDA (see para 1–14).

## **Chapter 16**

## **Qualitative Retention Program**

### **Section I**

#### **Introduction**

#### **16–1. Applicability**

a. This chapter provides policy governing the selective retention of Soldiers in ARNGUS units and USAR TPUs. It also prescribes the composition and function of the Qualitative Retention Board.

b. The purpose of the QRP is to determine retention potential. In general, the QRP provides for a review every 2 years of RC Soldiers serving in ARNGUS units and USAR TPUs who have 20 or more years of qualifying service for nonregular retired pay, are within the zones of consideration prescribed by paragraph 16–3, and are not excluded from consideration by paragraph 16–4.

c. Soldiers serving on active duty within the Active Guard Reserve (AGR) program are not subject to the QRP (see 10 USC or 32 USC).

#### **16–2. Objectives**

A continuing program of qualitative retention is essential to provide for career progression of qualified enlisted personnel at proper intervals in their careers. The QRP—

a. Ensures only the best qualified Soldiers are retained beyond 20 years of qualifying service for nonregular retired pay. These Soldiers will be retained for continuing assignments to the comparatively few senior NCO positions.

b. Provides career incentives.

c. Ensures an opportunity for advancement to the higher grades during the peak years of a Soldier's effectiveness.

d. Satisfies the continuing requirement for senior NCOs by the appropriate commands.

e. Provides the command with a force-shaping tool to control enlisted personnel inventory and manage career progression. The QRP is not to be used in lieu of separation or removal procedures for reasons

such as unsatisfactory performance, unsatisfactory participation, failure to meet body composition standards, and so on.

## **Section II**

### **Policy**

#### **16–3. Zones of consideration for qualitative retention**

a. The Qualitative Retention Board will consider all unit Soldiers who meet the following criteria on the day before the board convene date (with the exception of those listed in para 16–4):

(1) At least 20 years of qualifying service for nonregular retired pay as determined under provisions of AR 135–180.

(2) Previously selected for retention but the commander has referred them to the board for revalidation of their retained status.

(3) Previously selected for retention but the board recommended that the Soldier's file be reviewed the following year.

b. The Qualitative Retention Board will examine records of Soldiers in the zone of consideration no more than once every 2 years after they qualify for nonregular retired pay under provisions of AR 135–180, unless the board convening authority directs that a Soldier's record be reviewed the following year.

c. Soldiers who should have been reviewed by a board but were not for any reason, other than those listed in paragraph 16–4, will be reviewed by the next scheduled board.

#### **16–4. Soldiers not to be considered**

a. The Qualitative Retention Board will not consider a Soldier who meets any of the following conditions:

(1) Has not completed 20 qualifying years of service for nonregular retired pay by the day before the date the board convenes.

(2) Is within 12 months of reaching age 60 on the date the board convenes.

(3) Was promoted to his or her current grade less than 4 years USAR/2 years ARNG prior to the convening date of the board or is enrolled and making satisfactory progress in the United States Army Sergeants Major Course.

(4) Is a command sergeant major (CSM) serving in the position of state CSM or senior enlisted advisor, or division CSM in the ARNGUS or serving as a CSM in a nominative general officer command in the USAR.

(5) Is an ARNGUS military technician previously not selected by a QRP board but who was retained to serve in the current military technician assignment.

(6) Is on active duty (other than for training) and has at least 18 but less than 20 years of active federal service and is eligible for sanctuary (see 10 USC 12686).

(7) Is serving on active duty within the AGR program (see 10 USC or 32 USC).

(8) Is otherwise subject to screening under the Qualitative Management Program prescribed by AR 635–200.

(9) Is under suspension of favorable personnel action (see AR 600–8–2), unless the suspension action was initiated for failure to meet the body fat standards under the provisions of AR 600–9, or for failure to pass the ACFT under the provisions of AR 350–1.

b. The CNGB and CAR may authorize Qualitative Retention Board convening authorities to exempt from consideration Soldiers serving on (or in receipt of orders for) active duty pursuant to 10 USC 12301(d), 10 USC 12302, or 10 USC 12304 on the date the Qualitative Retention Board convenes. This exemption, if exercised, must apply to all Soldiers within the affected state (for NGB), status (Title 10/Title 32), or general officer command (for USAR).

#### **16–5. Scheduling of the Qualitative Retention Board**

State adjutants general (for ARNGUS) and USARC (for USAR) may convene annual Qualitative Retention Boards consistent with the guidance promulgated by CNGB and CAR in accordance with paragraph 1–4 when the numbers and grades of enlisted Soldiers within the state or territory (for ARNGUS), or

specific general officer commands subordinate to USARC (for USAR), inhibit or deter the objectives of the QRP outlined in paragraph 16–2.

### **Section III**

#### **Composition and Conduct of the Qualitative Retention Board**

##### **16–6. Support required**

a. The board will examine the record of each Soldier within the zone of consideration (see para 16–3). The board will provide a report of personnel recommended and a report of personnel not recommended for continued unit service (see para 16–13).

b. Commanders specified in paragraph 16–5 will—

(1) Announce the time and location of the annual Qualitative Retention Board to all subordinate commands no later than 90 days prior to the convene date of the board.

(2) Select and appoint board members and publish orders.

(3) Issue instructions to subordinate units for submitting required records and information.

(4) Refer personnel records to the board.

(5) Provide required administrative support.

(6) Approve or disapprove the board report.

(7) Issue selection or nonselection memorandums within 30 days following approval of the board report. These memorandums will be issued over the convening authority's signature (see fig 16–1 and fig 16–2).

(8) Ensure that Soldiers that are not recommended for retention are transferred (for ARNGUS) or reassigned (for USAR), as appropriate (see para 16–18).

(a) ARNGUS Soldiers are discharged from the ARNGUS and transferred as Reserve of the Army to the control group (reinforcement) in the IRR or to the Retired Reserve of the USAR, as appropriate.

(b) USAR Soldiers are released from a current TPU assignment and reassigned to the control group (reinforcement) in the IRR or to the Retired Reserve, as appropriate.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

*(Office Symbol)*

[Date]

MEMORANDUM FOR [Command channels]

FOR [Soldier concerned]

SUBJECT: Selection for Retention under AR 135–178

1. I am pleased to inform you that the Qualitative Retention Board has recommended you as among the best qualified for continued retention in a unit of the (Army National Guard of the United States) (U.S. Army Reserve). I have approved the recommendation of the board.
2. You should take particular pride in the confidence that has been evidenced by your selection. I urge you to continue performing your assigned duties to the best of your ability at all times and to take every opportunity to enhance your military education, skills, knowledge and abilities.
3. The ((State) Army National Guard) (U.S. Army Reserve) will continue to rely on you in meeting its objectives.

[Signature block of convening authority]

Figure 16–1. Sample selection for retention memorandum



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

[Date]

MEMORANDUM THRU [Command channels]

FOR [Soldier concerned]

SUBJECT: Non-Selection for Continued Unit Participation

1. While you are a fully qualified Soldier of the (Army National Guard of the United States) (U.S. Army Reserve), AR 135-178 provides that only the best qualified be retained in units. The best qualified Soldiers are selected by a Qualitative Retention Board. The regulation further provides that a Soldier who is not selected for retention will be removed from unit participation. You were considered for qualitative retention and were not selected. Accordingly, no later than [enter date] you will be

*(Enter one of the following as appropriate)*

(discharged from the (State) Army National Guard and transferred as a Reserve of the Army to Control Group (Reinforcement) in the Individual Ready Reserve, or transferred to the Retired Reserve, of the U.S. Army Reserve, according to the option you selected by endorsement.)

(released from your current Army Reserve troop program unit assignment and reassigned to Control Group (Reinforcement), or transferred to the Retired Reserve, according to the option you selected by endorsement.)

2. In determining the best qualified personnel for continued unit participation, I can assure you that the board discharged its duties in a thorough and impartial manner. The character of your service has been noted to be honorable and this is reflected in your records.

3. Since you are being separated as a result of your non-selection, there is no appeal process.

4. Your many personal sacrifices to the (State) Army National Guard) (U.S. Army Reserve) are sincerely appreciated. You may take pride in having contributed to the success of the Reserve Components as a viable force capable of meeting today's challenges.

[Signature block of convening authority]

Figure 16-2. Sample nonselection for retention memorandum

c. Unit commanders will—

(1) Identify unit Soldiers in the zone of consideration for qualitative retention (see para 16-3).



- (2) Ensure all Soldiers in the zone of consideration are notified (see para 16–3). See figure 16–3 for sample memorandum of notification.
- (3) Ensure all notified Soldiers receive an endorsement to complete and return to the unit (see fig 16–4 for sample response to memorandum of notification).
- (4) Ensure personnel records are current, correct, and audited by the Soldier.
- (5) Include with the records any comments or recommendations deemed pertinent to retention consideration.
- (6) Include a statement either justifying the retention or non-retention of a sergeant or below (ARNGUS only).
- (7) Send the required information and personnel records to the convening authority (see para 16–5).



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

[Date]

MEMORANDUM FOR [Soldier scheduled for retention consideration]

SUBJECT: Notification of Qualitative Retention Board Review

1. This memorandum is notification that your military records are scheduled for review by a Qualitative Retention Board. The board will be convened on [convening date of the board] according to AR 135–178, chapter 16. Only Soldiers who have at least 20 years of qualifying service for retired pay at age 60 and have been issued a notification of eligibility for retired pay will be considered by this board. Records indicate that you are eligible for such retired pay. By reviewing records, this board will select the best qualified personnel for continued unit membership. As a full qualified unit Soldier you will be considered for retention. Personal appearance before the board is not authorized.
2. Your Army Military Human Resource Record (AMHRR) has been prepared for submission to the board. You are encouraged to review your AMHRR and the attached comments (if any). To review your records, complete the attached endorsement and bring this memorandum with you to the unit within 10 days.
3. If you do not wish to review your records, complete the enclosed endorsement. Mail the endorsement to this unit within 10 days in the envelope provided.
4. Failure to reply by endorsement within 10 days after receipt will be reported to the unit commander and will not cause any delay in the board review of your records. The board will be informed that your reply by endorsement was not received and, if not selected for retention, you will be reassigned or transferred to the Control Group (Reinforcement) in the Individual Ready Reserve of the U.S. Army Reserve, or, if eligible, to the Retired Reserve.
5. You will be notified in writing of your selection or nonselection for retention after adjournment of the board.

[Signature block of unit commander]

Figure 16–3. Sample memorandum of notification

d. The Soldier, when notified of pending board consideration, will—  
(1) Indicate by endorsement to response memorandum the option preferred, if not selected for retention (see fig 16–4). These options are as follows:

- (a) Reassignment (for USAR) or transfer (for ARNGUS) to the Retired Reserve, if otherwise qualified.
- (b) Reassignment (for USAR) or transfer (for ARNGUS) to the control group (reinforcement) of the IRR.
- (2) Complete the response to notification memorandum (see fig 16–4). Return the memorandum to the unit commander within 10 days after receipt. (Soldiers who refuse to complete the endorsement or fail to respond within 10 days will be reported to the unit commander.)
- (3) Audit the Soldier's military personnel records to ensure they are current, complete, and correct.
- (4) If desired, include with the records any comments regarding the pending board consideration. Such comments may include, but are not limited to, the unit commander's comments or recommendations.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

[Date]

MEMORANDUM FOR [Appropriate unit commander]

SUBJECT: Notification of Qualitative Retention Board Review

1. I have [(reviewed) (declined to review)] my Army Military Human Resources Record (AMHRR).

2. If I am not selected for retention, I choose the following options:

*(Soldier will circle and initial the chosen option)*

- a. Transfer/reassignment to Control Group (Reinforcement) of the Individual Ready Reserve.
- b. Transfer/reassignment to the Retired Reserve, if qualified.

3. I have reviewed my unit commander's comments. I have the following comments to make:

*(Soldier will enter the word NONE or enter the appropriate comments.)*

[Signature block of enlisted Soldier and date]

Figure 16–4. Sample response to memorandum of notification

### 16–7. Appointing authority

Authority to appoint and convene the Qualitative Retention Board rests with the authorities specified in paragraph 16–5.

**16–8. Board composition**

- a. The board will be composed of three CSMs and two field grade officers as voting members. One officer, in the grade of colonel (or lieutenant colonel if a colonel is not available), will serve as president of the board.
- b. A commissioned officer, warrant officer, or NCO will be appointed as recorder without a vote.
- c. A person being considered by the board will not serve as a member of the board or as a recorder.
- d. Board members do not have to be from the same command, state, or Army component that convenes the board.

**16–9. Instructions to board members**

- a. A memorandum of instruction (MOI) will be issued to each board member by the convening authority following the sample in figure 16–5.
- b. The board will be briefed by a designated representative of the convening authority. This briefing will cover the entire MOI and direct board members to read and become familiar with this chapter before beginning their record vote. It will also give board members an opportunity to ask questions.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

[Date]

SUBJECT: Memorandum of Instruction for the Qualitative Retention Board

President and Members

Qualitative Retention Board

1. The qualitative retention program is designed to—
  - a. Provide maximum career progression and incentive.
  - b. Provide recognition for sustained excellent performance.
  - c. Provide highly motivated enlisted Soldiers the opportunity for retention in a troop program unit based on quality performance.
  - d. Ensure that only the best-qualified enlisted Soldiers are retained in units of the U.S. Army National Guard and troop program units of the U.S. Army Reserve.
2. This Qualitative Retention Board is convened under AR 135–178. The board will recommend the best-qualified Soldiers, in the following zones of consideration, for continued troop program unit participation:
  - a. Must have at least 20 years of qualifying service for retired pay at age 60 and been issued a notification of eligibility for retired pay.
  - b. Have not been reviewed by a board in 2 or more years.
  - c. Were previously selected for retention and the commander has referred their records to this board for revalidation of their retention status. The unit commander has determined that the manner of performance has deteriorated to such an extent as to cause a recommendation for termination of retention status.
3. All Soldiers who will be considered by this board are fully qualified for continued participation with a troop program unit.
4. Headquarters, Department of the Army, requires that only the best-qualified Soldiers be retained. It does not prescribe specific qualifications necessary for best-qualified status and selective retention. However, general guidance on the factors to be considered in determining best-qualified status and retention potential are outlined below.

Figure 16–5. Sample memorandum of instruction for the Qualitative Retention Board

a. Best-qualified status is based on demonstrated performance and future potential. Evaluation of demonstrated performance or potential for future service cannot be complete or objective without a review of the entire record. The "total person" concept should govern. An isolated example of excellence or mediocrity should not be used as a basis for selection or non-selection. The analysis of individual records should include a careful review of-

(1) The degree of efficiency demonstrated in the assignments held; the degree of responsibility and the magnitude of the functions involved; and the leadership and managerial ability required.

(2) General physical fitness as prescribed in AR 350-1 and AR 600-9. The Soldiers should be able to perform without significant limitation in the event of mobilization.

(3) Demonstrated performance as attested by evaluation reports, letters of commendation, and other evaluations, which cite the Soldier's manner of performance.

b. The weight to be given derogatory information is a matter for the collective judgment of the board. The board should give the greatest weight to the most recent years of service and the significance of that information. Undue weight should not be given to unfavorable comments of a derogatory nature that are followed by a continuous outstanding performance of duty. Incidents of a disciplinary nature should be weighed against the Soldier's overall manner of performance. Bear in mind that it is not the function of the board to punish the Soldier by withholding selection.

5. Recommendations of the board will be marked FOR OFFICIAL USE ONLY and will be considered until approved by the convening authority. Details of the board proceedings, whether recorded or not, will not be disclosed except as authorized by proper authority.

[Signature block of convening authority]

Figure 16-5. Sample memorandum of instruction for the Qualitative Retention Board—Continued

#### 16-10. Board oath

a. The following oath will be administered by the recorder to the members of the board: "Do you (identify each member by grade and name) solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of individual Soldiers and the efficiency of the (Army National Guard of the United States)/(Army Reserve), perform the duties imposed on you, and further, that you will not divulge the proceedings or results of this board except to proper authority." Each member will respond, "I do."

b. The president of the board will administer the following oath to the recorder: "Do you (identify by grade and name), as a recorder of this board, solemnly swear (or affirm) that you will perform duties imposed on you by the president of the board, and further, that you will not divulge the proceedings or results of this board except to proper authority." The recorder of the board will respond, "I do."

#### 16-11. Conduct of the board

a. The board will evaluate the future benefits that can be expected to accrue to the ARNGUS or USAR (as appropriate) from the continued service of each person. The board should consider the following factors:

(1) Performance and leadership potential as demonstrated by evaluation reports, review of the Soldier's personnel file, and other evidence contained in the official record presented to the board.

(2) Physical fitness.

(3) Any other factors having a bearing on a Soldier's future performance and contribution to a unit.

*b.* If the board vote is not unanimous, the dissenting member(s) may prepare a minority report to support the dissenting position. A copy of this report will be attached to each copy of the board report.

#### **16–12. Board recommendations for retention**

*a.* ARNGUS and USAR Qualitative Retention Boards may recommend Soldiers in the zone of consideration for unit retention (see para 16–3).

*b.* ARNGUS and USAR Soldiers, if retained, will again be considered by a Qualitative Retention Board when they become eligible in accordance with paragraphs 16–3 and 16–4.

#### **16–13. Board reports**

*a.* Before adjournment, the board will complete a report of the board proceedings in the format shown in figure 16–6.

*b.* The recorder will complete a statistical report of the board deliberations indicating the number of Soldiers considered by grade and the number of Soldiers retained by grade.

*c.* A copy of the board report with all enclosures will be routed through the following agencies to arrive at Deputy Chief of Staff, G–1 (DAPE–MPI), 300 Army Pentagon, Washington, DC 20310–0300, within 60 days after the board adjourns:

(1) For ARNGUS reports, send through Director, Army National Guard, National Guard Bureau (ARNG–HRH–M), 111 South George Mason Drive, Arlington, VA 22204–1382.

(2) For USAR reports, send through the Commander, U.S. Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310–5010 to Deputy Chief of Staff, G–1 (DAPE–MPI), 300 Army Pentagon, Washington, DC 20310–0300.





DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

[Office Symbol]

[Date]

MEMORANDUM FOR [Convening authority]

SUBJECT: Report of Qualitative Retention Board

1. References.

a. Paragraph [number] Orders Number, [number] Headquarters, [name] Dated [date] (encl 1).

b. Memorandum of Instructions to Qualitative Retention Board (encl 2).

2. To comply with instructions contained in the above references, the Qualitative Retention Board convened at [hours] [date] at [place].

3. The following board members were present:

[Grade, Name] President.

[Grade, Name] Member.

[Grade, Name] Member.

[Grade, Name] Member.

[Grade, Name] Member.

[Grade, Name] Recorder (without vote).

\* Indicate which member was female and which member was minority.

4. The board has carefully reviewed the records of those Soldiers in the zone of consideration for qualitative retention in units of the (Army National Guard of the United States) (U.S. Army Reserve).

Figure 16–6. Report of Qualitative Retention Board

5. The names of those Soldiers recommended as best qualified for continued retention are at the following enclosures:

- a. Command Sergeant Major and Sergeant Major (encl 3).
- b. First Sergeant and Master Sergeants (encl 4).
- c. Sergeant First Class (encl 5).
- d. Staff Sergeant and below (encl 6).

6. The names of those Soldiers not recommended as best qualified for continued retention are listed by grade (encl 7).

7. A statistical report of the number of Soldiers considered and retained by grade (encl 8).

8. The board adjourned at [hours] on [date].

9. Recommend the Soldiers listed on enclosures 3 through 6 be retained in units of the (Army National Guard of the United States) (U.S. Army reserve).

AUTHORITY LINE:

8 Encls

[Signature block, board president]

**Figure 16–6. Report of Qualitative Retention Board—Continued**

#### **16–14. Protective markings**

Board presidents will review the information included in the board report to determine if it is controlled unclassified information (CUI). If the board report includes CUI, the board president is responsible for applying CUI markings and dissemination instructions on all copies of the board report (see DoDI 5200.48 and AR 380–5).

### **Section IV**

#### **Approval, Disapproval, and Disposition**

#### **16–15. Approval or disapproval of board recommendations**

a. The convening authority will review the Qualitative Retention Board recommendations. Within 30 days following adjournment of the board, the convening authority will—

- (1) Approve the report as submitted.
- (2) Disapprove a part of or the whole report and require the board to reconsider some or all cases. This will occur if the board report contains substantial administrative errors or procedural deficiencies that adversely affect those considered. The convening authority will either provide supplemental guidance to the board to correct the deficiencies or appoint a new board.

(3) Modify the board report to move a Soldier's name from the "not recommended" list to the "recommended" list. Justification for any such modification must be attached and made a part of the board report. The convening authority is prohibited from moving a Soldier from the "recommended" list to the "not recommended" list.

(4) Require board reconsideration of any individual case in which material error in the record (as reviewed by the board) is established. The convening authority may do this at any time during 60 days after the board adjourns.

(5) Administratively delete from the "recommended" list or the "not recommended" list the name of any Soldier erroneously considered by the board. A Soldier will be determined to be erroneously considered if the Soldier was not within the zone of consideration (see para 16–3) or was not to be considered by the board (see para 16–4).

b. Reasons for disapproving the results of a board include, but are not limited to, the following:

(1) The board membership did not satisfy the board composition requirements of paragraph 16–8.

(2) The MOI to the board was different from the prescribed content and format in figure 16–5.

(3) The board oath was not properly administered.

(4) The board failed to comply with the MOI.

#### **16–16. Safeguard against premature separation from unit membership**

a. No Soldier will be considered by a Qualitative Retention Board or separated from unit membership under this chapter unless the Soldier has completed 20 qualifying years of service for nonregular retired pay no later than the day before the date the board convened. Units will maintain a written record of each Soldier's response to memorandum of notification as prescribed in paragraph 16–6 and shown in figure 16–4.

b. Final disposition through the DES takes precedence over execution of Qualitative Retention Board results.

#### **16–17. Disposition of Soldiers not selected for retention**

a. Soldiers who were not selected for retention in ARNGUS units or USAR TPUs are considered fully qualified for continued participation in the USAR as assigned IRR Soldiers if they have not reached 60 years of age.

b. Soldiers not selected for retention will be processed for transfer (for ARNGUS) or reassignment (for USAR) according to the option selected under paragraph 16–6d(1) and indicated by endorsement to response memorandum (see fig 16–4). However, a USAR military technician (dual status) or an ARNGUS military technician (dual status) may request continued retention in their current assignment per paragraph 16–17d or 16–17e.

c. The convening authority in paragraph 16–5 will issue selection or nonselection letters within 30 days of approval of the board report. Transfer or reassignment must be completed not earlier than 90 days from the date of the nonselection letter for both ARNGUS and USAR Soldiers. The convening authority may adjust the removal date up to a maximum of 365 days when removal will have an adverse effect on mission accomplishment or is not in the best interest of the Service. If a convening authority adjusts the removal date, the date must be the same for all non-selects, regardless of Soldiers status.

d. An ARNG military technician (dual status) not selected for retention may submit a request for retention in a current assignment provided the military technician (dual status) is not eligible for an immediate unreduced retirement annuity, will have at least 15 years creditable toward such an annuity on the date the military technician (dual status) would otherwise be removed from the unit, and will become eligible for such immediate unreduced retirement annuity on or before the last day of the month in which the military technician (dual status) reaches 64 (for ARNG) years of age. Submit requests through the command to the state adjutant general. The military status will not be changed while the request is pending final determination.

(1) If the request is not approved, the Soldier will be processed for transfer (for ARNG) or reassignment (for USAR) according to the option selected under paragraph 16–6d(1) and indicated by endorsement (see fig 16–4) to notification memorandum (see fig 16–3).

(2) If the request is approved, the Soldier will be retained in their current assignment, unless sooner removed under other provisions of this regulation (to include two consecutive ACFT failures or failure to meet Army body composition standards) until the earlier of attaining eligibility for an immediate unreduced annuity or age 64 (for ARNG). A later Qualitative Retention Board will not again consider the Soldier.

However, since the Soldier was not found best qualified for military retention by a board, but retention was approved to provide for an immediate unreduced civilian service annuity eligibility, the Soldier will not be eligible for later promotion consideration (see AR 600–8–19).

e. A Soldier may not appeal nonselection for retention by a Qualitative Retention Board other than for reason of ineligibility for consideration or material error in the Soldier's record reviewed by the board.

f. Soldiers pending final medical determination from DES and who were selected for non-retention will be separated within 90 days upon notification of final medical disposition.

#### **16–18. Unit reaffiliation policy**

A Soldier who has not been selected for retention by a Qualitative Retention Board will be transferred (for ARNGUS) or reassigned (for USAR) to the Retired Reserve or to the IRR depending on the Soldier's option selection (see para 16–6d). A subsequent reaffiliation with, or reassignment to, a unit is prohibited. (See AR 140–10).

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Unless otherwise stated, Department of the Army publications are available on the Army Publishing Directorate website at <https://www.armypubs.army.mil/>. DoD issuances are available on the Washington Headquarters Services website at <https://www.esd.whs.mil/>.

##### **AR 15–6**

Procedures for Administrative Investigations and Boards of Officers (Cited in para 3–3*b*(1).)

##### **AR 27–3**

The Army Legal Assistance Program (Cited in para 3–3*b*(1)(*a*).)

##### **AR 27–10**

Military Justice (Cited in paras 3–3*a*(1).)

##### **AR 40–3**

Medical, Dental, and Veterinary Care (Cited in para 14–1*k*(1).)

##### **AR 40–400**

Patient Administration (Cited in para 6–6*b*(3).)

##### **AR 40–501**

Standards of Medical Fitness (Cited in para 1–10*g*.)

##### **AR 135–91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions (Cited in para 1–21*b*.)

##### **AR 140–10**

Assignments, Attachments, Details, and Transfers (Cited in para 1–12*a*(1).)

##### **AR 140–111**

U.S. Army Reserve Reenlistment Program (Cited in para 1–13*c*.)

##### **AR 195–2**

Criminal Investigation Activities (Cited in para 1–16*b*.)

##### **AR 380–67**

Personnel Security Program (Cited in para 2–2*d*(6)(*f*).)

##### **AR 600–8–2**

Suspension of Favorable Personnel Actions (Flag) (Cited in para 9–4.)

##### **AR 600–8–19**

Enlisted Promotions and Demotions (Cited in para 2–9*c*(5).)

##### **AR 600–8–105**

Military Orders (Cited in para 2–13*a*.)

##### **AR 600–9**

The Army Body Composition Program (Cited in para 15–2*a*.)

##### **AR 600–20**

Army Command Policy (Cited in para 1–10*b*.)

##### **AR 600–43**

Conscientious Objection (Cited in para 14–1*l*.)

##### **AR 600–85**

The Army Substance Abuse Program (Cited in para 2–10*a*.)

**AR 601–25**

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty (Cited in para 14–1*d*.)

**AR 601–210**

Regular Army and Reserve Components Enlistment Program (Cited in para 4–2.)

**AR 601–280**

Army Retention Program (Cited in para 4–2.)

**AR 614–200**

Enlisted Assignments and Utilization Management (Cited para 4–4*a*(2).)

**AR 635–40**

Disability Evaluation for Retention, Retirement, or Separation (Cited in para 1–11*b*.)

**DoDI 1332.14**

Enlisted Administrative Separations (Cited in title page.)

**DoDI 6130.03**

Medical Standards for Military Service (Cited in summary of change.)

**DoDI 6485.01**

Human Immunodeficiency Virus (HIV) in Military Service Members (Cited in summary of change.)

**DoDI 6490.04**

Mental Health Evaluations of Members of the Military Services (Cited in para 1–10*b*.)

**Section II****Prescribed Forms**

Unless otherwise stated, Department of the Army forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>.

**DA Form 7423**

Consulting Counsel's Checklist (Cited in para 3–3*a*(1).)

## **Appendix B**

### **Internal Control Evaluation**

#### **B–1. Function**

The function covered by this evaluation is the accurate and orderly administrative separation of enlisted Soldiers in a variety of circumstances.

#### **B–2. Purpose**

The purpose of this evaluation is to assist commanders in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

#### **B–3. Instructions**

Answers must be based on the actual testing of key internal controls by utilizing one of four test methods which are Inquiry, Observations, Examination, or Re-performance. Inquiry regarding a control's effectiveness does not, by itself, provide sufficient evidence of whether a control is operating effectively and generally is corroborated through other types of control tests (observation or inspection). Answers that indicate deficiencies must be explained and corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on a DA Form 11–2 (Internal Control Evaluation Certification).

#### **B–4. Key control questions**

- a. Has a managerial review been conducted using DA Form 5138 to ensure compliance with regulatory guidance prior to forwarding to approval authority?
- b. Has the commander's report been completed accurately, as required under paragraph 3–7?
- c. Have the administrative board procedures, as required under paragraph 3–10, been conducted accurately?
- d. Have the hearing procedures, as required under paragraph 3–17, been conducted as required by the regulation?
- e. Have those Soldiers identified for separation under chapter 15 complied with all of the requirements under AR 600–9?

#### **B–5. Supersession**

This evaluation replaces the evaluation previously published in AR 135–178, dated 21 June 2024.

#### **B–6. Comments**

Help to make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G–1 (DAPE–MPI) at [usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil](mailto:usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil).

## **Glossary of Terms**

### **Active duty**

See 10 USC 101.

### **Active Guard and Reserve Duty**

Active duty performed by a member of an RC of the Army or FTNGD performed by a member of the ARNG pursuant to an order to FTNGD, for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing, or training the RCs. Such term does not include the following:

- a. Duty performed as a member of the Reserve Forces Policy Board serving under 10 USC 10301.
- b. Duty performed as United States Property and Fiscal Officers under 32 USC 708.
- c. Duty performed for the purpose of interdiction and counter-drug activities for which funds have been provided under 32 USC 112.
- d. Duty performed as a general officer.
- e. Service as a state director of the Selective Service System under 50 USC 3809(b)(2).

### **Active Guard Reserve**

A member of an RC who is on active duty pursuant to 10 USC 12301(d) or, if a member of the ARNG is on FTNGD pursuant to 32 USC 502(f), and who is performing Active Guard and Reserve duty.

### **Active service**

Service on active duty or FTNGD.

### **Active status**

The status of a member of a RC who is not in the inactive ARNG, on the Standby Reserve (inactive status list), or in the Retired Reserve.

### **Administrative separation**

See 32 CFR 41.6.

### **Area command**

A geographic area of command with RC functions and responsibilities.

### **Area commanders**

Commanders of area commands.

### **Area commands**

The following are defined as area commands:

- a. U.S. Army Europe.
- b. U.S. Army Pacific Command.
- c. U.S. Army Southern Command.
- d. U.S. Army Special Operations Command.
- e. HRC.
- f. USARC.

### **Army**

See 10 USC 3001.

### **Army National Guard**

That part of the organized militia of the several states and territories, Puerto Rico, and the District of Columbia, active, and inactive, that—

- a. Is a land force.
- b. Is trained, and has its officers appointed under the sixteenth clause of section 8, article I, of the Constitution.
- c. Is organized, armed, and equipped wholly or partly at Federal expense.
- d. Is federally recognized.

### **Army National Guard of the United States**

The RC of the Army all of whose members are members of the ARNG.

### **Basic training**

See 10 USC 7419(d).



**Character of service for administrative separation**

A determination reflecting a Soldier's military behavior and performance of duty during a specific period of service. The three characters are honorable, general (under honorable conditions), and under other than honorable conditions. The service of Soldiers in entry level status is normally described as uncharacterized.

**Contractually obligated Soldier**

A Soldier who is serving on a contractual obligation or a Soldier enlisted or appointed under circumstances in which a statutory obligation was not incurred.

**Discharge**

Complete severance from all military status gained through enlistment or induction.

**Entry level status**

See DoDI 1332.14.

**Extended active duty**

Active duty performed by a member of the ARNGUS or USAR when strength accountability passes from the ARNG or USAR to the Regular Army.

**Full-time National Guard duty**

Training or other duty, other than inactive duty, performed by a member of the ARNGUS in the member's status as a member of the National Guard of a state or territory, the Commonwealth of Puerto Rico, or the District of Columbia under 32 USC 316, 32 USC 502, 32 USC 503, 32 USC 504, or 32 USC 505, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

**General officer command**

A USAR TPU, commanded by a general officer, at the level of a regional support command or higher, that reports directly to an area command or to U.S. Army Civil Affairs and Psychological Operations Command.

**Initial entry training**

Training each Army Soldier must complete upon initial entry in the service to qualify in a military specialty or branch. This training is required by law for deployability on land outside the continental limits of the United States in accordance with 10 USC 671. IET encompasses the completion of basic training and specialty or branch qualification while serving on active duty or ADT.

**Military record**

A document or other record that pertains to a Soldier's overall performance while a member of a military service, including personal conduct and performance of duty.

**Release from active duty**

Termination of active duty status and transfer or reversion to an RC, including transfer to the IRR.

**Reserve of the Army**

A member of the ARNGUS or the USAR.

**Reserve Officers' Training Corps cadet**

A student enrolled in the SROTC as a cadet under 10 USC 2104 or 10 USC 2107.

**Respondent**

A designated person involved in an incident or event under investigation by a board in such a way that disciplinary action may follow, the person's rights or privileges may be adversely affected, or the person's reputation or professional standing may be jeopardized.

**Separation**

An all-inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, death, or discharge from the ARNGUS with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the USAR (Selected, Ready, Standby, or Retired) are not considered as separations.

**Separation authority**

An official authorized by the SECARMY, or designated official, to take final action with respect to a specified type of separation.

**Sex offense**

An offense from any of the following categories, established by 34 USC 20911: (1) offenses involving a sexual act or sexual contact, as defined by the jurisdiction where the conviction occurred; (2) certain offenses against minors, as defined by 34 USC 20911; (3) federal offenses under 18 USC 1591, or 18 USC Chapter 109A or 18 USC Chapter 117; (4) a military offense specified DoDI 1325.07, Enclosure 2, Appendix 4; (5) attempts and conspiracies to commit one of the foregoing offenses; or a military offense specified in AR 27–10. For the purposes of this regulation, a conviction for a sex offense includes a plea or finding of guilty, a plea of nolo contendere, and all other actions tantamount to a finding of guilty. The conviction qualifies if it occurred in any U.S. jurisdiction, or in a foreign jurisdiction in accordance with the guidance from the National Guidelines for Sex Offender Registration and Notification (Federal Register Volume 73, Number 128 (73 FR 38030)). A conviction includes a conviction at a general or special court-martial but does not include results from a summary court-martial or nonjudicial punishment under the UCMJ, Art. 15.

**Sexual offender**

See 34 USC 20911.

**Standby Reserve**

See 10 USC 10141.

**Troop program unit**

A table of organization and equipment or table of distribution and allowances unit of the USAR organization which serves as a unit on mobilization or one that is assigned a mobilization mission. The “unit” in this case is the largest separate unit prescribed by the table of organization and equipment or table of distribution and allowances.

**U.S. Army Reserve**

See 10 USC 10171.

**Unsatisfactory participant**

A member of the Selected or IRR who fails to participate as outlined in AR 135–91.

**UNCLASSIFIED**

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