Department of the Army
Pamphlet 600–8–11

Personnel General

Military Personnel Office Separation Processing Procedures

Rapid Action Revision (RAR) Issue Date: 4 August 2011

Headquarters
Department of the Army
Washington, DC
1 July 1984

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 600-8-11
Military Personnel Office Separation Processing Procedures

This rapid action revision, dated 4 August 2011--

- Implements the Don’t Ask, Don’t Tell Repeal Act of 2010 by deleting all references to separation for homosexual conduct or homosexuality (fig 1-2 and paras 1-2*b*(1) and 1-2*c*(6)(a)1; rescinded fig 1-2, note 2 and para 1-2*b*(3)).

Headquarters
Department of the Army
Washington, DC
1 July 1984

*Department of the Army Pamphlet 600–8–11

Personnel General

Military Personnel Office Separation Processing Procedures

By Order of the Secretary of the Army:

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History. This publication is a rapid action revision (RAR). This RAR is effective 20 September 2011. The portions affected by this RAR are listed in the summary of change.

Summary. This pamphlet provides guidance to the military personnel offices, U.S. Army Separation Transfer Points/Activities and units processing members for separation.

Applicability. This pamphlet applies to the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, 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 pamphlet 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 guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1, (DAPC–EPA–AS), Washington, DC 22332.

Distribution. This pamphlet is available in electronic media only and is intended for command levels A and D for the active Army, Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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*This change supersedes interim change I01, August 1983. This edition publishes a rapid action revision of DA Pam 600–8–11.

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Chapter 1
Personnel Separation Actions

1–1. Purpose

To provide guidance to the Military Personnel Offices (MILPO), US Army Separation Transfer Points/Activities (STP/STA) and units processing members for separation.

1–2. Applicability

This pamphlet is applicable to the Active Army and to the Army National Guard (ARNG); and the United States Army Reserve (USAR) members when they are serving on Federal active duty. The words "he, him, and his," when used in these procedures apply to both males and females, unless otherwise stated.

Procedure 1-1
DEPENDENCY OR HARDSHIP SEPARATION
(Enlisted Personnel)

Primary references:	AR 635-200	Personnel Separations-Enlisted Personnel
Other references:	AR 37-104-3	Military Pay and Allowances Procedures-(JUMPS-Army)
	AR 37-56	Waiver of Claims of the United States Arising out of Erroneous Payments of Pay and Allowances
	AR 55-46	Travel of Dependents and Accompanied Military and Civilian Personnel to, from, or between Oversea Areas.
	AR 55-71	Transportation of Personal Property and Related Services
	AR 600-20	Army Command Policy and Procedures
	AR 600-31	Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings.
	AR 601-210	Regular Army Enlistment Program
	AR 601-280	Army Reenlistment Program
	AR 608-1	Army Community Service Program
	AR 614-6	Permanent Change of Station Policy
	AR 614-30	Oversea Service
	AR 630-5	Leave, Passes. Permissive Temporary Duty, and Public Holidays
	AR 635-5	Personnel Separations-Separations Documents
	AR 635-10	Processing Personnel for Separation
	AR 640-2-1	Personnel Qualification Records
	AR 930-4	Army Emergency Relief
	AR 930-5	American National Red Cross Service Program and Army Utilization
	DA Pamphlet 608-1	Dependent Travel Information
Forms used:	DD Form 173	Joint Message Form
	DA Form 4187	Personnel Action

Figure 1–1. Procedure 1–1 "Dependency or Hardship Separation (Enlisted Personnel)"—References

a. Discussion. This procedure supplements AR 635–200.

(1) This procedure prescribes guidance for processing applications for dependency or hardship separation for enlisted personnel.

(2) An enlisted service member may be released from active duty or discharged from the Army because of—

(a) Dependency, when by reason of death or disability of a member of his family, family members become principally dependent upon the service member for care or support.

(b) Hardship, when in circumstances not involving death or disability of a member of his family, his separation from the service will materially affect the care or support of his family in alleviation of the hardship. Application is normally submitted to the immediate commanding officer of the individual.

(3) However, an individual assigned to an oversea unit who has returned to the United States on leave or TDY may submit his request for separation to the commander of the Army installation (except Armed Forces Examining and Entrance Stations and Recruiting Main Stations) nearest his leave address, installation to which he is temporarily assigned while awaiting final decision on his application. Personnel on orders for oversea shipment either as individuals or members of units, who have applied for separation will be held at losing station pending final disposition of application. If individuals on emergency leave qualify for early release, they may be released from active duty or discharged under chapter 5, AR 635–200, rather than under chapter 6 for dependency or hardship.

(4) In order to qualify for separation under chapter 6, dependency or hardship must not be of a temporary nature; must have developed or become increasingly worse since entry on active duty; discharge or release from active duty is the only readily available means of alleviation; and the individual must have made reasonable effort to relieve the conditions through other means available and appropriate to the family circumstances. Commanders are required to ensure that adequate guidance and counseling are provided to personnel who apply for dependency or hardship. All assistance and guidance possible will be provided to the individual and his family in relieving their problems.

(5) Applications for hardship or dependency separation must be supported by appropriate documents, usually in affidavit form, depending on the nature of the personal circumstances. (See AR 635–200, para 6–7.) Statements by the American National Red Cross may be included when available or the commander may request additional information, when required to make his decision, through the local Red Cross representative.

(6) (For statement concerning determination of dependency for benefits under the Dependents Assistance Act of 1950, see AR 635–200, paragraph 6–6*b*(2) .) It is of the utmost importance that applications be accurate, complete, fully substantiated, and be processed through appropriate command channels in accordance with instructions in applicable directives. Otherwise, approval is subject to delay, or the application may be disapproved for lack of justification.

(7) Individuals under charges, in confinement, under investigation requiring action under AR 600–31, or being processed for discharge or retirement for physical disability will not be separated until proper disposition is made of the case. A sentence of confinement, not including dishonorable or bad conduct discharge, will be fully served, unless sooner terminated by proper authority, before separation for dependency or hardship may become effective. Separation will not be disapproved because of indebtedness to the Government or to another individual, or because applicant's services are needed by his organization when he is otherwise eligible for separation by reason of dependency or hardship.

(8) Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340–16 and AR 340–10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340–17 and AR 340–21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction would be by burning, shredding, or other appropriate method.

Procedure 1-1	CAUTION: Records custodians must PROTECT PERSONAL PRIVACY. Personnel records and information will be treated and safeguarded as "FOUO" whether bearing special markings or unmarked. See paragraphs 3 & 5 AR 340-16.

Dependency or Hardship Separation (Enlisted Personnel)

STEP	A Action required by	B Description of Actions
1	Unit Commander	Interview individual. Advise him he must present evidence to substantiate dependency or hardship conditions upon which application for separation is based. Make appointment at Military Personnel Office for additional counseling and assistance in preparation of application.
2		Prepare and have individual sign Part III, DA Form 4187.
3		Recommend approval or disapproval including reason, and sign. Include any additional pertinent information and confirmation of personal circumstances of individual and family. (See fig 1-1-1.) Forward to servicing MILPO as promptly as possible.
4	Personnel Actions Specialist	Preparatory to personal interview, obtain MPRJ and DA Forms 2 and 2-1. Take following action: *a.* Verify individual's ETS from personnel records. If eligible for early separation, inform individual and process under chapter 5, section V, AR 635-200. *b.* Determine if individual is under investigation, or type of personnel action which would preclude separation under AR 635-200 (chap 5 and 6). Application may be processed, but individual may not be separated until such action is resolved in accordance with AR 600-31. *c.* Inform him of agencies which can give appropriate assistance during the interval pending his discharge (e.g., Army Emergency Relief, Army Community Services, social workers at army hospitals, legal assistance officers). *d.* Provide specific guidance regarding the documentation required (content, format, notarization, financial data). Furnish examples when practicable. Monitor service member's progress in obtaining documentation and assist him in this process if he has difficulty in interpreting AR 635-200. Inform individual that he or his dependent(s) may request assistance from local chapters of the American National Red Cross in obtaining necessary documentation to substantiate application for separation. Application must be supported by the following evidence, normally in affidavit form, i.e., notarized form: (1) Dependency: (*a*) That undue and genuine dependency exists as a result of death or disability of a member of the family occurring after individual's entry into military service; or (*b*) That conditions resulting from the death or disability of a member of the family which occurred prior to individual's entry into active military service have been aggravated to such a degree as to necessitate his care or support. (*c*) That dependency is not of a temporary nature. (2) Hardship: (*a*) That undue and genuine hardship conditions affecting members of the individual's family have arisen after, or as a result of, his/her entry into active military service; or (*b*) That conditions existing in the family prior to individual's entry into active military service have been aggravated to such a degree as to constitute undue and genuine hardship. (*c*) That hardship conditions are not of a temporary nature. Notarized affidavits or statements will be submitted by or in behalf of the applicant's dependents and by at least two interested persons or agencies having firsthand knowledge of the circumstances. If dependency or hardship is the result of disability of a member of the individual's family, a physician's certificate will be furnished, specifically stating when disability occurred, the nature and degree thereof, and prognosis for recovery. (3) Names, ages, occupations, home addresses, and monthly incomes of other members of the applicant's family. (The affidavits of disinterested individuals and agencies should include reasons, within their knowledge, why these family members can or cannot aid in the financial or physical care of dependents concerned for the remaining period of applicant's active duty service.)
5		Type letter of application or prepare DA Form 2496 (fig 1-1-2). Attach affidavits and other documentation to application. Have applicant review and sign application. Furnish him a personal copy.
6		Contact servicing finance activity to determine if individual has allotment(s) in effect. If applicable, obtain amount and type of allotment, and name and relationship of each allottee.
7		Request a statement whether a determination of dependency for benefits under the Dependents' Assistance Act of 1950 (DODPM) has been requested, and the decision, from Allotments and Deposits Operations, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Figure 1–1. Procedure 1–1 "Dependency or Hardship Separation (Enlisted Personnel)"–Steps

Procedure 1-1

Dependency or Hardship Separation (Enlisted Personnel)

STEP	A Action required by	B Description of Actions
8		Prepare comment forwarding DA Form 4187, with the following information (para 6-7, AR 635-200): *a.* Date of current enlistment or entry on active duty, and ETS. (Include both for Reserve Component personnel.) *b.* Prior services, and time lost if any. *c.* Whether applicant is under charges, in confinement; under investigation for separation under AR 635-40, AR 604-10, or chapters 13 and 14, AR 635-200. *d.* Type and amount of allotment(s) in effect, name and relationship of each allottee. (Step 6 above.) *e.* Determination of dependency for benefits under Dependents' Assistance Act of 1950 by the US Army Finance and Accounting Center (step 7 above).
9		Attach application with supporting documents to DA form 4187. Retain copy for suspense purposes. Give outgoing correspondence and individual's records to supervisor.
10	Personnel Actions Specialist	Review application, inclosures, and forwarding comment for completeness and adequacy of justification; that all factors bearing on the case are included and strongly presented with proper documentation. Obtain authenticating official's signature and forward as expeditiously as possible.
11	Personnel Actions Specialist	If application is returned from higher headquarters for additional information, take following action as appropriate: *a.* Prepare letter to American National Red Cross requesting the specific information as desired by the discharge authority; prepare a brief, and attach as inclosure containing information to identify applicant. When applicable, include name, address, relationship of dependent(s). (See para 6-9, AR 635-200.) *b.* Return application with forwarding comment or indorsement through channels to individual's immediate commander for additional information/comment, if applicable. Handle as expeditiously as possible.
12		Upon receipt of requested information, prepare appropriate forwarding correspondence to meet requirements of higher headquarters. Retain a copy with previous correspondence for suspense purposes. Forward through supervisor for signature and transmittal to requesting office.
13		Have comeback copy filed as action pending document in MPRJ. If applicant is in leave status from an oversea command, and to be attached to unit at the installation to await action on his application, take the following action: *a.* Request orders to attach individual to appropriate unit. Expedite request. *b.* Upon receipt of orders, prepare DD Form 173 to individual's assigned unit commander (leave authority); request information as to whether AR 600-31 applies. Send DD Form 173 with copy of orders by airmail in event of MINIMIZE. Forward through supervisor for review. *c.* Furnish copy of orders to individuals, with additional instructions as necessary. *d.* Check distribution of orders, and be sure they are properly distributed to all concerned.
14		Upon receipt of reply to application, take following action: *a.* Inform individual and his immediate commander by the most expeditious means, of action taken; include preliminary instructions to individual. If information is given verbally, follow with appropriate correspondence. *b.* For attached individual whose application is disapproved: (1) Request orders to release individual from attached status, revert to leave status, and return to home station. Expedite request. (2) Prepare DD Form 173 to notify applicant's oversea commander of disapproval of application. Include individual's date of departure to station of assignment. Forward copy of orders by airmail. (Follow on to step 13*a* above.) *c.* For attached individual whose application is approved: (1) Request orders to assign individual to appropriate transfer activity. Expedite request. (2) Prepare DD Form 173 to notify applicant's oversea commander of approval of application; send orders by airmail. Send to commander who issued orders. Include request for personnel records to be forwarded to transfer activity by air mail, when commander is also custodian of records.

Figure 1–1. Procedure 1–1 "Dependency or Hardship Separation (Enlisted Personnel)"—Steps—Continued

Procedure 1–1

Dependency or Hardship Separation (Enlisted Personnel)

STEP	A Action required by	B Description of Actions
		(3) When commander who issued travel orders is not the records custodian, send request for personnel records to Military Personnel Officer of appropriate organization; attach copy of orders assigning individual to transfer activity, and copy of original travel orders for expeditious action. (4) Make arrangements for movement of individual to the transfer activity as required. Procees DA Form 31 (AR 630–5) in accordance with Procedure 4–8, Pam 600–8. (5) When appropriate, accomplish preseparation processing, medical examination and such other processing as can be done pending receipt of personnel records. ★(6) Inform Unit/BnPAC to telephonically notify the servicing finance activity of approved separation. If a Statement of Charge action (DD Form 362) is being processed also telephonically notify the servicing finance activity. ★(7) Upon receipt of orders and records, process for separation. Distribute copies of orders as required. *d.* For assigned personnel whose application is approved: (1) Request orders for discharge or release from active duty in accordance with chapter 6, section II, AR 635–200. Include appropriate SPD to indicate type of separation in accordance with AR 635–5–1. (2) Initiate preseparation processing; schedule medical examination. Notify servicing finance activity. (3) If situation justifies, expedite orders and completion of separation processing. Provide assistance to individual and his family appropriate to the circumstances, or refer to agencies who can provide counseling and guidance. (4) Furnish information and documents to Records for updating of personnel qualification records and MPRJ, preparatory to outprocessing. *e.* For assigned personnel whose application is disapproved, and for attached personnel as applicable: (1) Be sure that individual is informed of reasons for disapproval and understands action taken, why separation could not be approved. (2) Provide for appropriate follow-up assistance and guidance, including referral to other offices or agencies. (3) Consider action under other directives at a later date, if circumstances justify.
15		As each case is completed, forward correspondence through supervisor for signature and transmittal through unit commander to addressee. Maintain suspense controls until each case is closed. File completed correspondence in accordance with AR 340–series and AR 640–10. Return personal copies of official documents to individual when no longer needed.
16		In cases involving emergency actions, or departure on emergency leave, with probable approval of separation, alert the Records Supervisor of impending separation.
17	Records Specialist	Update personnel qualification records and prepare contents of MPRJ for disposition in accordance with AR 640–10 and AR 635–10. See procedure for transmittal of records in outprocessing procedure.

Figure 1–1. Procedure 1–1 "Dependency or Hardship Separation" (Enlisted Personnel)—Steps—Continued

PERSONNEL ACTION

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf *(Section III)*. Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: *(Include ZIP Code)*	TO: *(Include ZIP Code)*	FROM: *(Include ZIP Code)*
CDR, 1st Bn, 2d Inf 99th Inf Div Ft Defense, VA 22310	CDR, 99th Inf Div ATTN: MILPO Ft Defense, VA 22310	COMMANDER C.A, 1st Bn 2d Inf, 99th Inf Div Ft Defense, VA 22310

SECTION I - PERSONAL IDENTIFICATION

NAME *(Last, first, MI)*	GRADE OF RANK/PMOS *(Enl only)*	SOCIAL SECURITY NUMBER
Foxx, Guy S.	SGT 11B	123-45-6789

SECTION II - DUTY STATUS CHANGE *(Proc 9-1, DA Pam 600-8)*

The above member's duty status is changed from _____

_____ to _____

_____ effective _____ hours, _____ 19 ____

SECTION III - REQUEST FOR PERSONNEL ACTION *(DA Pam 600-8)*

I request the following action:

	TYPE OF ACTION	Procedure		TYPE OF ACTION	Procedur
	Service School *(Enl only)*	3-10		Reassignment Married Army Couples	3-32
	ROTC or Reserve Component Duty	3-12		Reclassification	3-46
	Volunteering For Oversea Service	3-14		Leave - Excess/Advance/Outside CONUS	4-8
	Ranger Training	3-15		Officer Candidate School	4-10
	Reasgmt Extreme Family Problems	3-16		Change of Name/SSN/DOB	4-11
	Exchange Reassignment *(Enl only)*	3-18		Identification Card	4-23
	Airborne Training	3-19		Identification Tags	4-24
	Special Forces Training/Assignment	3-22		Asgmt of Pers with Handicapped Dependents	4-28
	On-the-Job Training *(Enl only)*	3-23		Separate Rations	9-1
	Retesting in Army Personnel Tests	3-25	X	Other *(Specify)* Separation (DEPN/Hardship)	1-1

SIGNATURE OF MEMBER *(When required)* Guy S. Foxx — DATE 1 Aug 00

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

1. SGT Foxx is not under charges, in confinement, under investigation (AR 600.31), or being processed for discharge or retirement for physical disability or IAW 604-10, or Chapters 13 and 14, AR 635-200.

2. Statement as to why separation from active duty is the only means of eliminating or materially alleviating the dependency or hardship condition. If the commander has a strong feeling that the application should be either approved or disapproved his comment should be comprehensive enough to reflect it.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☒ HAS BEEN VERIFIED ☒ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL

☐ IS APPROVED ☐ IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE
TERRY E. LEADER, CPT, INF COMMANDING	Terry E. Leader	1 Aug 00

DA FORM FEB 81 4187 EDITION OF 1 MAY 74 WILL BE USED UNTIL EXHAUSTED. DA FORM 4187-R, COPY 1

Figure 1–1–1. Sample Form DA 4187

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General Center.

REFERENCE OR OFFICE SYMBOL	SUBJECT
	(Dependency) (Hardship) Separation

TO Commander
99th INF DIV
Ft Defense, VA 22310

FROM SGT Guy S. Foxx
123-45-6789
Co A, 1st Bn, 2d Inf
Ft Defense, VA 223310

DATE 15 Jan 00

CMT 1

1. Under provisions of chapter 6, AR 635-200 request separation for (dependency) (hardship) reasons.

2. The following information is submitted:

a. Name: SSN: Grade:

b. PMOS:

c. Home address:

d. Name and address of dependent(s) for whose care or support separation is being requested:

e. Statement as to efforts made to alleviate dependency condition. If request for dependency separation is being requested by an inductee, statement that a determination of dependency for benefits under Dependent's Assistance Act of 1950 was or was not requested and denied by the Allotments and Deposits Operations, Finance Center, US Army, or

f. Statement as to efforts made to alleviate hardship conditions (including application for benefits under Dependents' Assistance Act of 1950).

List all Inclosures

GUY S. FOXX
123-45-6789
SGT

NOTE: See Chapter 6, AR 635-200, for specific information and affidavits required as applicable to the circumstances of the individual service member.

DA FORM 1 FEB 62 2496

REPLACES DD FORM 96, WHICH IS OBSOLETE.

Figure 1–1–2. Sample Form DA 2496

Primary reference:	AR 635-200	Enlisted Personnel—Personnel Separations
Other references:	AR 600-31	Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and other Investigations or Proceedings
	DA Pam 600-8	Military Personnel Office Management and Administrative Procedures.
	DA Pam 600-8-1	SIDPERS USER Manual: Standard Installation/Division Personnel System: Unit Level Procedures.
	DA Pam 600-8-2	SIDPERS: Military Personnel Office Level Procedures
Forms used:	DA Forms 2, 2-1	Personnel Qualification Record, Parts I and II
	DA Form 2339	Application for Voluntary Retirement
	DA Form 2446	Request for Orders
	DA Form 2475-2	Personnel Data—SIDPERS
	DA Form 4187	Personnel Actions

Figure 1–2. Procedure 1–2 "Separation For Unsuitability"—References

b. Discussion. This procedure supplements AR 635–200.

(1) This procedure prescribes processing of enlisted personnel for separation by reason of unsuitability.

(2) Action should be taken under AR 635–200 when it is clearly established that, despite reasonable attempts to rehabilitate or develop the individual as a satisfactory Soldier, further effort is unlikely to succeed, or rehabilitation is impractical and disposition under other regulations is inappropriate. A person's separation for unsuitability may be warranted when one or more of the following conditions exist:

(a) Inaptitude.

(b) Personality disorders.

(c) Apathy, defective attitudes, and inability to expend effort constructively.

(3) **Rescinded.**

(4) The MILPO officer is responsible for verifying data and reviewing supporting documents to ensure the commander's recommendation is sustained in accordance with criteria in AR 635–200.

Procedure 1-2	CAUTION: Records custodians must PROTECT PERSONAL PRIVACY. Personal records and information will be treated and safeguarded as "FOUO" whether bearing special markings or unmarked. See paragraphs 3 & 5 AT 340-16

Separation for Unsuitability

STEP	A Action Required by	B Description of Actions
1	Unit Commander (notes 1 and 2)	When individual, by nature of his behavior, may be subject to separation for unsuitability– *a.* Ensure individual is counseled. Each counseling session will be recorded on DA Form 4856 (General Counseling Form). Counseling will include but not be limited to – (1) Reasons for counseling. (2) The fact that continued behavior of this nature may result in initiation of elimination action under provisions of AR 635-200. (3) The type of discharge that may be issued and its effect if action is taken and separation accomplished. *b.* If counseling appears to have no effect, arrange for reassignment of individual normally to a new unit (change in Article 15 authority). Reassignment will normally be accomplished without expenditure of PCS/MPA funds.
2		When it is established that further attempts to rehabilitate an individual are unlikely to succeed, or rehabilitation is impractical, and disposition under other regulations in inappropriate, initiate action to accomplish a medical examination. Sufficiently detailed information will be furnished the medical facility to give medical examiners a thorough understanding of the contemplated action.
3		Upon receipt of medical evaluation determine whether individual will be further processed under AR 635-200 or will be processed for separation under medical jurisdiction. Notify medical treatment facility commander of decision.
4		When individual is considered for elimination under AR 635-200 have Unit Clerk prepare letter to individual per paragraph 1-18, AR 635-200. Letter will include: *a.* The basis for the proposed discharge action, and that individual has the following rights – (1) To present his case before a board of officers. (2) To submit statements in his own behalf. (3) To be represented by counsel. (4) To waive his rights in writing. Individual will be given a reasonable time (not less than 72 hours to consider waiver of board proceedings and have the opportunity to consult with counsel prior to waiving his rights) (notes 4 and 5). (5) To withdraw his waiver of rights any time prior to the date the discharge authority directs or approves his discharge and request that his case be presented before a board of officers. *b.* Request that individual and his counsel complete and return attached statement. (If individual refuses to sign statement it will be considered that he does not waive his rights.)
5	Unit Clerk	Prepare letter. (Sample letter in fig 1-2-1.) Attach original and copy of statement to letter as an Inclosure. Give letter to Unit Commander.
6	Unit Commander	Review, sign, and send letter to individual. Maintain appropriate suspense controls.
7		Initiate suspension of favorable action in accordance with AR 600-31.
8		Upon receipt of correspondence from individual have Unit Clerk prepare recommendation through channels to the general court-martial convening authority or officer exercising special court-martial jurisdiction, as appropriate, in accordance with guidelines in AR 635-200 and this procedure (fig 1-2-1). Attach documentation, sign, and send through channels to personnel office.
9	Unit Clerk	Annotate DA Form 2475-2 "Recommendation for unsuitability discharge submitted (date)".
10	Intermediate Commanders	*a.* Recommend approval and forward case through personnel office to commander exercising discharge authority; or *b.* Disapprove the recommendation and direct reassignment of individual to another organization or disposition by other means; or *c.* Recommend disposition of case through medical channels (see note 6.)
11	Personnel Actions Specialist	Obtain individual's MPRJ and DA Form 2 and 2-1. Verify data in case. Review supporting documents to ensure case is substantiated in accordance with criteria in AR 635-200.

See footnotes at end of table.

Figure 1–2. Procedure 1–2 "Separation For Unsuitability"

Procedure 1-2

Separation for Unsuitability

STEP	A Action Required by	B Description of Actions
12		Prepare forwarding indorsement to discharge authority.
13		Give case to Personnel Actions Supervisor.
14	Personnel Actions Supervisor	Review case. Obtain authenticating official's signature on indorsement and send to discharge authority. Return MPRJ and DA Form 2 and 2-1.
15	Personnel Actions Specialist	Upon notification of final action– *a.* If elimination is recommended for an individual who has completed 19½ more years of active service creditable toward retirement, ensure DA Form 2339 (Application for Voluntary Retirement) is completed and attached to discharge packet prior to forwarding HQDA. *b.* Upon determination by officer exercising discharge authority that individual is to be separated, prepare DA Form 2446 ordering individual to appropriate transfer point, and take appropriate action to effect reduction of individual to E1, if applicable. ★*c.* Inform Unit/BnPAC to telephonically notify the servicing finance activity of approved separation. If a Statement of Charge action (DD Form 362) is being processed also telephonically notify the servicing finance activity.
16		Give case to Personnel Actions Supervisor.
17	Personnel Actions Supervisor	Obrain MILPO Officer's signature on DA Form 2446 and send to orders issuing activity.
18	Records Clerk	File approved board proceedings for separation as a permanent document in MPRJ.
19	Unit Commander	If retention of individual has been directed, initiate action to remove suspension of favorable action (see procedure 4-12, Pam 600-8)
★20	Unit Clerk	Upon notification of final action post DA Form 2475-2.

Figure 1–2. Procedure 1–2 "Separation For Unsuitability"–Continued

Notes:

1. Counseling and rehabilitation requirements may be waived under section II, chapter 13, AR 635-200.
2. **Rescinded.**
3. In small, independent or isolated units from which transfer is not feasible, arrange for a change in supervisory personnel, and if applicable, a change in duty.
4. Waiver of board hearing will not be accepted if individual has completed 10 or more years of active Federal Service, and individual must be represented by counsel.
5. If intermediate commander exercises special court-martial jurisdiction, case is forwarded to personnel office for verification of data (step **11**) prior to effecting elimination action.
6. Such disposition is required if the individual has no incapacitating physical or mental illness which was the direct of substantial contributing cause of the conduct for which action under AR 635-200 was being considered and action under the Uniform Code of Military Justice is not being initiated.

Figure 1–2. Procedure 1–2 "Separation For Unsuitability"–Continued

SUBJECT: Separation under AR 635–200.

THRU (channels)

(Discharge Authority)

1. (Recommendation of Unit Commander).

2. Under AR 635–200, following information is submitted:

a. Name, grade, SSN, age, date of enlistment or induction, length of term for which enlisted (if applicable), and prior service.

b. Statement indicating whether individual has a Reserve commission or warrant. (If affirmative, show grade and date of appointment.)

c. Reason for action recommended.

d. Aptitude Area scores and duty military occupational specialty.

e. Results of MOS evaluation/Skill qualification testing, to include MOS in which evaluated and evaluation score.

f. Record of counseling, (if applicable).

g. Description of rehabilitation attempts, (if applicable). (List assignments and duties under different officers and noncommissioned officers in each organization or unit. Include duration of each assignment.)

h. Statement indicating why it is not feasible or appropriate to accomplish other disposition.

i. Record of trials by court-martial.

j. Record of other disciplinary action (including company punishment)

k. Any other pertinent information.

____ Inclosures
1. Medical evaluation report
2. Statement by individual that he has been advised of his rights
3. Other applicable inclosures (not illustrated)

TERRY E. LEADER
CPT, Inf
Commanding

Figure 1–2–1. Sample Letter: Procedure 1–2 "Separation For Unsuitability"

Procedure 1–3
DISCHARGE-MISCONDUCT
(Enlisted Personnel)

Primary references:	AR 635–200	Enlisted personnel—Separations
Other references:	AR 600–200	Enlisted Personnel Management System
	DA Pam 600–8	Military Personnel Office Management and Administrative Procedures
	DA Pam 600–8–2	SIDPERS USER Manual: Military Personnel Office Level Procedures
Forms used:	DA Forms 2 and 2–1	Personnel Qualification Record, Parts I and II
	DA Form 2446	Request for Orders
	OF 41	Routing and Transmittal Slip

Figure 1–3. Procedure 1–3 Discharge–Misconduct (Enlisted Personnel)—References

c. Discussion. This procedure supplements AR 635–200.

(1) This procedure prescribes guidance for processing of enlisted personnel for discharge by reason of misconduct.

(2) Individuals may be separated for misconduct by reason of fraudulent enlistment/reenlistment, conviction by civil court (members who have been initially convicted or adjudged juvenile offenders), desertion and absence without leave, and other patterns of misconduct. Elimination action will not be taken in lieu of disciplinary action solely to spare an individual who may have committed a serious offense from the penalties which may be imposed under the Uniform Code of Military Justice.

(3) See table 1–3–1 for conditions relating to fraudulent entries.

(4) Individuals who, during their current term of active duty service are convicted or adjudged juvenile offenders, will be considered for discharge when it is determined that—

(a) Individual has been convicted by civil authorities, or action is taken against him which is equivalent to finding of guilty of an offense for which the maximum penalty under the Uniform Code of Military Justice is death or confinement for one year or more.

(b) Individual has been convicted by civil authorities of an offense which involves moral turpitude regardless of the sentence received.

(c) Individual is adjudged a juvenile offender for an offense involving moral turpitude.

(5) An individual will be considered as having been convicted or adjudged a juvenile offender, even though an appeal is pending or is subsequently filed. However, execution of the approved discharge will be withheld until—

(a) The individual has indicated in writing that he does not intend to appeal the conviction or the adjudication as a juvenile offender, or

(b) Until the time in which an appeal may be made has expired, whichever is earlier, or

(c) If an appeal has been made, until final action has been taken. Individuals under military control may be considered for discharge when—

1. There is substantial evidence to support a determination of desertion or absence without leave.

2. The unauthorized absence was continuous for 1 year or longer.

3. Retention in the service is precluded by regulation or is not considered desirable in the best interest of the service.

(d) Trial by courts–martial on a charge of desertion or AWOL is waived or deemed inadvisable by the general courts–martial convening authority; or such trial resulted in—

1. Disapproval of the findings or sentence by the convening authority, based upon a technical or evidentiary error which does not go to the innocence or guilt of the individual, or

2. The accused successfully pleaded the statute of limitations, 10 USC 843 (Art. 43, UCMJ).

(6) A person's separation for misconduct may be warranted when one or more of the following conditions exist:

(a) Acts of misconduct.

1. Sexual perversion, including but not limited to—

Lewd and lascivious acts.
Indecent exposure.
Indecent acts with or assault upon a child.
Other indecent acts or offenses.

2. Alcohol or other drug offense(s).

(b) Patterns of misconduct.

1. Frequent incidents of discreditable nature with civil or military authorities.

2. An established pattern for shirking.

3. An established pattern showing dishonorable failure to contribute adequate support to dependents or failure to comply with orders, decree, or judgments of a civil court concerning support of dependents.

(7) Personnel officers are responsible for administratively processing recommendations submitted by Unit Commanders to insure that recommended action meets criteria outlined in AR 635–200 and is properly supported by required documentary evidence.

(8) Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340–16 and AR 640–10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340–17 and AR 340–21–series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

Procedure 1-3	CAUTION: Records custodians must PROTECT PERSONAL PRIVACY. Personnel records and information will be treated and safeguarded as "FOUO" whether bearing special markings or unmarked. See paragraphs 3 & 5 AR 340-16.

Discharge—Misconduct

STEP	A Action required by	B Description of Actions
1	Unit Commander	Initiate suspension of favorable personnel actions (Procedure 4-12, Pam 600-8)
2		When an individual is considered for separation for misconduct have Unit Clerk prepare letter to individual (note 1). *a.* A letter to an individual under military control will include— (1) The basis for the proposed separation action, its effect, and that individual has the following rights: (*a*) To present his case before a board of officers. (*b*) To be represented by appointed counsel; military counsel of his own choice, provided such counsel is reasonably available; or civilian counsel at his own expense. (*c*) To submit statements in his own behalf. (*d*) To waive his rights in writing. (Individual will be given an opportunity and a reasonable period of time (not less than 72 hours) to consult with counsel prior to waiving his rights.) (2) Request individual and his counsel complete and return attached statement. (If individual refuses to sign statement it will be considered that he does not waive his rights.) *b.* A letter to an individual unable to appear in person before a board of officers by reason of confinement by civil authorities will include— (1) Notification of proposed discharge action, the type of discharge certificate that may be issued, and the fact that action has been suspended to give him the opportunity to exercise the following: (*a*) To request appointment of military counsel to represent him and, in the individual's absence, present his case before a board of officers. (*b*) To submit statements in his own behalf. (*c*) To waive his rights in writing. (2) Request that individual expedite his reply. Individual will be advised of reply if not received within 30 days of date or receipt of letter of notification, the recommendation for his discharge, if approved by the discharge authority, will be accomplished with type of discharge certificate as determined appropriate (note 2).
3	Unit Clerk	Prepare letter. If individual is under military control, prepare statement (fig 4-17-1). Attach original and copy of statement to letter as an Inclosure. Give letter to Unit Commander.
4	Unit Commander	Review and sign letter. Have Unit Clerk send letter to individual. If individual is confined by civil authorities, ensure letter is sent by registered mail.
5		Maintain appropriate suspense controls.
6		Upon receipt of correspondence from individual, or time frame in which individual had to reply expires, and individuals is to be processed for separation (or retention requested)— *a.* When individual is physically under military control notify personnel office that separation physical is required. *b.* Obtain information required by chapter 14, AR 635-200 from personnel office. *c.* If case involves fraudulent entry—follow appropriate step(s) in table 4-17-1. *d.* If case involves conviction by civil court and form of civil custody exists, (i.e., parole or probation), and retention in the service is desired (note 3) ascertain whether civil authorities will relinquish custody during individual's term of military service. (If civil authorities decline to relinquish custody, or the conditions placed on relinquishment of custody are unduly burdensome to the Army, the individual will not be recommended for retention.) *e.* If discharge in a foreign country is desired either by the individual concerned or commander, comply with provisions of chapter 3, AR 635-200 before forwarding request through channels to Headquarters, Department of the Army.
7		Upon receipt of necessary documentation, have Unit Clerk prepare recommendation in accordance with guidelines in AR 635-200 and this procedure (fig 1-3-1). If individual concealed a conviction by civil court of a criminal offense or has been convicted by a foreign tribunal and has waived a board hearing, recommendation will include the nature of the civil offense and disposition made thereof. Attach documentation to letter, sign letter, and send through channels to personnel office.

Figure 1–3. Procedure 1–3 Discharge–Misconduct (Enlisted Personnel)

Procedure 1–3

Discharge—Misconduct

STEP	A Action required by	B Description of Actions
8	Unit Clerk	Make entry "Recommendation for discharge—misconduct submitted (date)"; if unit CDR desires, in Remarks, DA Form 2475.
9	Personnel Actions Specialist	Initiate action to have separation physical accomplished (procedure 1–6) if individual is under military control. The reason for considering individual for separation will be furnished servicing medical facility. Chapter 10, AR 40–501, applies
10		Obtain individual's MPRJ and DA Form 2 and 2–1. Verify data in case. Review supporting documents to insure case is substantiated in accordance with criteria in AR 635–200, as appropriate.
11		*a.* If case requires further documentation prepare comment to Unit Commander through channels indicating the recommendation and/or documentation are insufficient to support recommended action. Outline required action. *b.* When case is administratively complete prepare forwarding indorsement to discharge authority. If individual concealed a conviction by civil court or has been convicted by a foreign tribunal forwarding indorsement will include: (1) Time lost to be made good under 10 U.S.C. 972. (2) AFQT score or equivalent.
12		Give case to Personnel Actions Supervisor.
13	Personnel Actions Supervisor	Review case. Obtain authenticating official's signature on indorsement or DF and send to discharge authority, or return to unit, as applicable. Return MPRJ and DA Forms 2 and 2–1.
14	Personnel Actions Specialist	Upon notification of final action— *a.* If individual concealed true citizenship status— (1) Prepare letter to nearest office of the Immigration and Naturalization Service informing them that individual is to be discharged in order that arrangements may be made by that office, if so desired, to take individual into custody; or notifying them that individual has been retained in the service. (2) Prepare a report of the facts, together with report of action taken, for forwarding through intelligence channels to the Assistant Chief of Staff for Intelligence, Department of the Army, Washington, DC 20310. *b.* If individual concealed a conviction by civil court or a record as a juvenile offender and a form of civil custody exists—prepare letter to civil authorities notifying them of final action taken. *c.* If individual has been convicted or adjudged a juvenile offender and a detainer has been lodged with civil authorities notifying them that the detainer is canceled. *d.* Upon determination by officer exercising discharge authority that an individual convicted by civil court is to be separated prepare DA Form 2446 reducing individual to an E1. ★*e.* Inform Unit/BnPAC to telephonically notify the servicing finance activity of approved separation. If a Statement of Charge action (DD Form 362) is being processed also telephonically notify the servicing finance activity. ★*f.* Prepare OF 41 to Records Supervisor requesting appropriate entries be made on DA Form 2–1.
15		Give case to Personnel Actions Supervisor.

Figure 1–3. Procedure 1–3 Discharge–Misconduct (Enlisted Personnel)–Continued

Procedure 1–3—Continued

Discharge—Misconduct

STEP	A Action required by	B Description of Actions
16	Personnel Actions Supervisor	Review case. Obtain authenticating official's signature on letter and dispatch as appropriate. Obtain Personnel Officer's signature on DA Form 2446 and send to orders issuing agency, if applicable. Send OF 41 to Records.
17	Records Clerk	*a.* If individual concealed an unauthorized absence from prior Army service make appropriate entries in items 46 and 47, DA Form 2; and Item 35, DA Form 2–1. *b.* Make appropriate entries in item 37 DA Form 2–1 if action pertains to fraudulent or invalid enlistment, or civil confinement. *c.* If individual convicted by civil court is being separated with Under Other Than Honorable Conditions Discharge Certificate, make appropriate entries in item 18, DA Form 2–1. *d.* If retention of individual has been directed, withdraw all correspondence pertaining to case from MPRJ.
18	Unit Commander	If retention of individual has been directed, initiate action to remove suspense of favorable personnel actions. (Procedure 4–12, Pam 600–8).
19	Unit Clerk	Upon notification of final action post PDC accordingly. (If desired)

Notes.

1. If individual is convicted by civil authorities, or action taken against him is equivalent to a finding of guilty of an offense for which the maximum penalty under the Uniform Code of Military Justice is death or confinement in excess of 1 year, request that individual state in writing that he does not intend to appeal the conviction or the adjudication as a juvenile offender, or that an appeal has been made.

2. Where warranted by the distances involved or other circumstanes, a period in excess of 30 days may be allowed for individual to reply.

3. Discharge will be considered and processed even though individual has filed an appeal or has stated his intention to do so. However, execution of approved discharge will be withheld until the member has indicated in writing that he does not intend to appeal the conviction or adjudication as a juvenile offender, or until the time an appeal may be made has expired, whichever is earlier; or if an appeal has been made until final action has been taken thereon.

Figure 1–3. Procedure 1–3 Discharge–Misconduct (Enlisted Personnel)–Continued

_____
(Date individual and counsel sign statement)

SUBJECT: Separation under AR 635-200.

(Discharge Authority)

*1. I have been advised by counsel of the basis for the contemplated action to accomplish my separation for (fraudulent entry) (conviction by civil court) under AR 635-200.

2. I (request) (waive) consideration of my case by a board of officers.

3. I (request) (waive) personal appearance before a board of officers.

4. Statements in my own behalf (are) (are not) submitted herewith (as Inclosure _____).

5. I (request) (waive) representation by (my appointed counsel) (_____ _____ _____ as military counsel) (civilian counsel at my own expense).

6. I understand that, as a result of issuance of a discharge under conditions other than honorable, I may be ineligible for many or all benefits as a veteran under both Federal and State laws, and that I may expect to encounter substantial prejudice in civilian life.

7. I understand that I may, up until the date the discharge authority orders, directs, or approves my discharge, withdraw this waiver and request that a board of officers hear my case.

8. I have retained a copy of this statement.

_____
(Signature of individual)

_____
(Typed name, SSN, grade)

Having been advised by me of the basis for this contemplated separation and its effect and the rights available to him, (name of individual) personally made the choices indicated in the foregoing statement.**

_____
(Signature of counsel)

_____
(Typed name, SSN, grade)

Figure 1–3–1. Sample Letter—Procedure 1–3 Discharge–Misconduct (Enlisted Personnel)

SUBJECT: Separation under AR 635-200

THRU (channels)

(Discharge Authority)

*In the event the individual declines to consult with counsel prior to waiving his rights, insert as paragraph 1, the following statement:
"Prior to completing this form, I have been afforded the opportunity to consult with appointed counsel, or military counsel of my own choice, if he is reasonably available, or civilian counsel at my own expense. I decline the opportunity".
**If counsel is not a JAG officer, he must indicate whether he is qualified under Article 27b(1), UCMJ.

Note. An individual who holds a Reserve status as a commissioned or warrant officer will include in his statement whether a waiver of board hearing does or does not apply to his Reserve status.

1. (Recommendation of Unit Commander).

2. Under AR 635-200 following information is submitted:
   a. Name, grade, SSN, age, date and term of enlistment and prior service.
   b. Statement indicating whether individual has a Reserve commission or warrant. (If affirmative, show grade and date of appointment.)
   c. Justification as to reason for action recommended.
   d. Record of trials by courts-martial.
   e. Record of other disciplinary action, including nonjudicial punishment.
   f. Any other pertinent information.

Inclosures
1. Medical evaluation report
2. Statement by individual that he has been advised of his rights.
3. Other applicable inclosures (not illustrated)

TERRY E. LEADER
CPT, Inf
Commanding

Figure 1–3–1. Procedure 1–3 Discharge–Misconduct (Enlisted Personnel)–Continued

Table 1–3–1
Conditions relating to fraudulent entries

	A	B	C	D
RULE	Upon receipt of information that individual has	and	Unit Commander will	If
1	concealed prior separation from any of the Armed Forces under conditions barring reentry into the Army		Prepare request for verification of suspected prior service through channels to USAREC FT BEN HARRISON, IN. Request will include name and SSN of individual, a complete set of individual's fingerprints, when appropriate. If trial by courts-martial is contemplated (and individual is not an inductee) a request for certificate of service and documents (MCM 1969) will be included in communication or by later communication. Complete verification of facts concerning alleged concealment of prior service will be made prior to initiating elimination or retention action	individual's general qualifications are such that he is an asset to the service, individual may be recommended for retention
2	concealed true citizenship status			information received is affirmative; individual will not be recommended for retention
3			ascertain through inquiry to (or from) the Immigration and Naturalization Service if a warrant for individual's arrest has been issued by immigration officials, or if deportation proceedings are currently pending or contemplated upon completion of military service	information received is negative and individual's general qualifications are such that he is an asset to the service, individual may be recommended for retention. (If individual is an alien not lawfully admitted to the United States, he is not retained in the service (AR 635–200).)
4	concealed a civil court conviction of a criminal offense	individual was sentenced to imprisonment, probation, or given a suspended sentence for a term of 1 year or less	ascertain whether or not a form of civil custody exists, and if so, whether civil authorities will terminate or suspend jurisdiction	information received that a form of civil custody exists and civil authorities will not terminate or suspend jurisdiction, individual will not be recommended for retention
		individual was sentenced to imprisonment, probation, or given a suspended sentence for a term exceeding 1 year		information received that a form of civil custody does not exists or civil authorities will terminate or suspend jurisdiction, individual may be recommended for retention. When retention is recommended, furnish the convention authority the following information: *a.* Nature of the civil offense and disposition made thereof. *b.* Conduct and efficiency ratings. information received that a form of civil custody exists and civil authorities will not terminate or suspend jurisdiction, individual will not be recommended for retention

Table 1–3–1
Conditions relating to fraudulent entries—Continued

	A	B	C	D
RULE	Upon receipt of information that individual has	and	Unit Commander will	If
5	concealed a criminal record		insure that the criminal record is compared against that statement made by the individual on the enlistment or induction record completed at time of entry into service	commander wishes information concerning existence of a civil criminal record a request for information will be prepared and submitted through channels to CDR MILPERCEN; if details as to the exact circumstances or final sentence are desired they may be obtained by direct communication with the appropriate civil law enforcement agencies, other than the Federal Bureau of Investigation. If individuals overall record warrants such action, individual may be recommended for retention.
6	concealed a record			evidence clearly shows that individual gave a negative answer to a specific question as to whether he has a record of being a juvenile offender, or denied that civil custody as a result of such record existed at time of entry into the service individual will be informed of his rights under Article 31, Uniform Code of Military Justice and afforded the opportunity to make a statement regarding the alleged offence. Appropriate civil authorities will be requested to furnish information concerning the actual confinement served, whether any form of civil restraint still exists, and any other data deemed relevant. a. If individual concealed the commission of an offence resulting in a sentence to confinement, probation, or a suspended sentence for a term exceeding 1 year, and his civil and military record do not warrant retention, individual will not be recommended for retention. b. If a form of civil custody exists it will be ascertained whether civil authorities will relinquish such custody for the duration of individual's military service. If civil authorities decline to relinquish custody, individual will not be recommended for retention.

Table 1–3–1
Conditions relating to fraudulent entries—Continued

	A	B	C	D
RULE	Upon receipt of information that individual has	and	Unit Commander will	If
7	concealed a medical defect or disability		initiate action for physical evaluation under AR 635–40. If individual is determined physically fit for duty, he may be recommended for retention.	
		it is established that individual purposely concealed a medical defect or disability for the purpose of fraudulently obtaining veterans benefits, hospitalization, disability retirement, or monetary benefits or positions to which individual would not otherwise be entitled.	recommended discharge under Ar635–200.	
8	concealed absence without leave from prior service	individual was a member of the U.S. Navy, Air Force, Marine Corps, or Coast Guard	submit a report of the circumstance through channels to the CDR, MILPERCEN who will ascertain whether service concerned desires to take custody of the individual.	appropriate service will accept custody of individual, CDR, MILPERCEN will issue necessary instruction to elease individual form the Army. service from which individual absented himself does not desire to accept custody, the CDR MILPERCEN will so advise the individual's commanding officer. This information will be furnished, with recommendations, through channels to officers exceeding general courts–martial jurisdiction.
		status of desertion is from prior Army service and trial is barred by statute of limitations	initiate action to have individual discharged from the prior service from which he deserted if individual's retention in current service is requested and approved.	trial for fraudulent entry or such other charges as may exist is deemed inappropriate by the officer exercising general courts–martial jurisdiction, and retention in the service is not desired, individual will be dropped from his fraudulent period of service and discharged from his first unterminated period of service.
9	concealed any fact circumstances or condition that existed prior to entry which would have made him ineligible for acceptance, other than concealment of minority or true name		not recommend individual for retention unless his general qualifications are such that request for retention is warranted	

Procedure 1–4

VOLUNTEER RETIREMENT OF ENLISTED PERSONNEL (LENGTH OF SERVICE)

Primary references:	AR 635–200	Personnel Separations—Enlisted Personnel
Other references:	AR 40–501	Standards of Medical Fitness
	AR 310–10	Military Orders
	AR 600–200	Enlisted Personnel Management System
	AR 601–280	Army Reenlistment Program
	AR 608–9	The Survivor Benefit Plan (SBP)
	AR 608–25	Retirement Services Program
	AR 630–5	Leave, Passes, Permissive Temporary Duty, and Public Holidays
	AR 635–5	Separation Documents
	AR 635–10	Processing Personnel for Separation
	AR 635–40	Physical Evaluation for Retention, Retirement, or Separation
	AR 635–100	Personnel Separations—Officer Personnel
	AR 640–2–1	Personnel Qualification Records
	AR 672–5–1	Military Awards
	DA Pamphlet 360–531	Your Personal Affairs—A Check List
	DA Pamphlet 360–539B	Survivor Benefit Plan for the Uniformed Services
	DA Pamphlet 600–5	Handbook on Retirement Services for Army Personnel and their families
	DA Pamphlet 608–2	Your Personal Affairs
	DA Pamphlet 623–1	Preparation of Enlisted Evaluation Reports
	DA Pamphlet 600–8–2	Military Personnel Office Level Procedures
Forms used:	DD Form 13	Statement of Service
	DA Form 363A	Military Personnel Records Jacket (MPRJ)
	DA Form 363A	Certificate of Retirement
	DA Form 1341	JUMPS-Army allotment Authorization
	DA Form 1506	Statement of Service for Computation of Length of Service for Pay Purposes
	DA Form 1882	Survivor Benefit Plan—Election Change
	DDD Form 1883	Survivor Benefit Plan—Election Certificate
	DA Form 2339	Application for Voluntary Retirement or Extension
	DA Form 3340	Request for Regular Army Reenlistment or Extension
	DA Form 3563	Certificate of Appreciation
	DA Form 3713	Data for Retired Pay
	DA Form 3728	SIDPERS Input and Control Data—Personnel Change, Expanded
	DA Form 4187	Personnel Action

Figure 1–4. Volunteer Retirement of Enlisted Personnel (Length of Service)—References

d. Discussion. This procedure supplements AR 635–200.

(1) This procedure prescribes guidance for processing of applications for voluntary retirement submitted under chapter 12, AR 635–200, of Regular Army enlisted personnel by reason of length of service.

(2) Chapter 4, AR 635–100, governs the retirement of Regular Army enlisted personnel eligible to retire in commission or warrant officer grades.

(❋3) Authority to approve or disapprove requests for retirement under chapter 12, AR 635–200, is delegated to commanders specified in paragraph 1–21, AR 635–200. The Commanding General, US Army Military Personnel Center, HQDA (DAPC–OPP–R) 200 Stovall Street, Alexandria, VA 22332, is the approving authority for all units, activities, or organizations which do not come under the jurisdiction of a commander specified in paragraph 1–21, AR 635–200.

(4) Military personnel officers are responsible for counseling service members concerning applicable statutory provisions of retirement laws and will require each member who desires to apply for retirement to first read chapter 12, AR 635–200 (Retirement for Length of Service). AR 608–25 provides guidance for establishment of Retirement Services Offices to furnish preretirement counseling to eligible personnel who have completed 18 years of active military service. Paragraph 4–3 AR 635–200, also requires the military personnel officer to counsel each enlisted member of the Regular Army who, upon expiration of term of service, will have completed 20 or more years of active Federal service, regarding service member's options; and consequences in connection with the service obligation remaining which would require extension of current enlistment or reenlistment to complete, and eligibility for immediate or subsequent reenlistment for any reason. Counseling will be accomplished during the sixth month prior to the service member's ETS, whether or not the member states an intention to submit an application for retirement. The service member will be required to sign a statement that he has been counseled. The format in figures 4–1 and 4–2, AR 635–200 will be reproduced for this purpose.

(5) Verification of military service creditable toward retirement should he accomplish upon completion of 18 years service for basic pay. An enlisted member of the Regular Army with 30 or more years of active Federal service will be placed on the retired list at the member's request. An enlisted member of the Regular Army with 20, but less than 30, years of active Federal service may be retired at the discretion of the Secretary of the Army. To be retired under chapter 12, AR 635–200, the individual must be on active duty in Regular Army enlisted status when the application for retirement is submitted, and retirement must be accomplished while on active duty in such a status. An individual with 18 years and 11 months or more of active Federal service may submit an application for retirement not earlier than 13 months prior to requested retirement date. All members retiring after more than 20 years active duty are required to undergo a medical examination prior to retirement.

(6) An individual who is promoted to pay grade E7, E8, or E9 incurs a 2–year service obligation which must be completed prior to retirement, except as provided in paragraph 12–8, AR 635–200, when temporarily suspended by HQDA, and as follows:

(a) Individual has completed 30 or more years of active duty on requested retirement date.

(b) Individual is already eligible for a higher grade upon retirement.

(c) Age 55 or older.

(7) Retirement applications must be submitted and forwarded so as to reach the retirement approval authority at least 2 months prior to the retirement date. Applications submitted less than 2 months prior to requested retirement date must state the specific reason for the delay in submitting the application, i.e., the emergency or hardship involved and must include a statement that applicant is aware that insufficient time for processing may preclude retirement on the date requested.

(8) Except as provided in paragraphs 12–8b and 12–15, AR 635–200, applications for retirement already submitted may not be withdrawn. Further, an application for retirement may not be withdrawn after travel has been performed in connection with retirement.

(9) The effective date of retirement is the first day of the month, with release from active duty on the last day of the preceding month, except for cases processed under AR 635–40. Final separation processing must be completed by the release from active duty date specified in the retirement orders.

(10) To assure prompt establishment of the member's retired pay account and preclude undue hardship on the member and his family, DA Form 3713 (Data for Retired Pay) must be completed with meticulous accuracy and distributed promptly. Preparation of this form is the responsibility of the officer having custody of the personnel records for each member on whom retirement orders are issued, including orders issued by the Commanding General, US Army Military Personnel Center, Department of the Army.

Procedure 1–4	CAUTION: Records custodians must PROTECT PERSONAL PRIVACY. Personnel records and information will be treated and safeguarded as "FOUO" whether bearing special markings or unmarked. See paragraphs 3 & 5 AR 340–16.

Voluntary Retirement of Enlisted Personnel (Length of Service)

STEP	A Action required by	B Description of Actions
★1	1 SG	Counsel an individual who has completed 19 years or more of active Federal service he/she should apply for retirement not earlier than 11 months nor later than 2 months prior to desired retirement date. Retirement in lieu of PCS see para 12–9.
2	Unit Clerk	Ascertain whether individual is subject to suspension of favorable personnel actions or other personnel actions which would preclude retirement on scheduled date.
3		Prepare DA Form 4187 (fig. 1–4–1) for individual's signature, obtain unit commander's recommendation and signature of DA Form 4187, and arrange for individual to be interviewed at MILPO.
4	Customer	Upon Receipt of DA Form 4187, obtain individual's Personnel Qualification Records and MPRJ.
5	Service Activity	Check to verify individual's active military service; that physical profile and assignment limitations are posted to DA Form 2–1 when applicable.
6	Military Personnel Officer	Interview individual. Require service member to read chapter 12, (Retirement for Length of Service), AR 635–200.
★7		Assure that each applicant understands that he must complete medical examination, but will not be held on active duty beyond requested retirement date to complete a medical examination.
8		Furnished a copy of Pam 600–5 (Handbook on Retirement Services) to each applicant for retirement (unless previously issued). Counsel individual on the Survivor Benefit Plan (AR 608–9) in order for the member to have sufficient time to arrive at a decision.
★9	Customer Service Activity/Records Specialist	Interview individual service member to determine service in the Armed Forces or other service creditable for retirement. See paragraph 12–26 and 12–27, AR 635–200. Request certified Statement of Military Service (para 12–28, AR 635–200) for all military service or service creditable for retirement which is not documented in the MPRJ.
10		Upon receipt of Statements requested in preceding step, resolve any discrepancies, by interviewing individual if necessary. Initiate corrective action if personnel qualification records are in error. Comply with provisions of AR 608–9.
11	Customer Services Activity	Complete Section I, DA Form 2339, from information provided by individual, Statement of Military Service, Military Personnel Records Jacket or Personal Financial Record. Each item will be completed in full. The words "not applicable (NA)" or "none" will be entered where appropriate.
★12		Enter in item 31, DA Form 2339 statements from paragraph 12–13 and require applicants to sign all copies of DA Form 2339 immediately below these statements. Attach verification of A service forms when applicable.
★13		When an exception to a service obligation is requested, complete justification will be included as an inclosure to DA Form 2339, in accordance with Army policy in effect at that time. (Para 12–11, AR 635–200).
14		Forward an additional signed copy of DA Form 2339, as soon as sections I and II are completed, to HQDA(DAPC–EPC–Career Management Division) Alexandria, VA 22331.
15		Ensure that if individual's enlistment expires prior to requested retirement date, it should be extended to date of retirement, but not more than 6 months under paragraph 3–2, AR

Figure 1–4. Volunteer Retirement of Enlisted Personnel (Length of Service)

Procedure 1–4

Voluntary Retirement of Enlisted Personnel (Length of Service)

STEP	A Action required by	B Description of Actions
		601–280. If individual is not eligible for extension, applications for exception will be forwarded to Commander, Enlistment Eligibility Activity, 9700 Page Boulevard, St Louis, MO 63182.
16		Forward completed DA Form 2339 to retirement approval authority; by sure applicable inclosures are attached. Immediately notify Records Supervisor. Furnish a copy of the application for file in MPRJ (action pending), with instructions that AEA code "A" should be reported in accordance with procedure 5–3, Pam 600–8 and procedure 2–6, Pam 600–8–2.
17	Military Personnel Officer	Notify Retirement Services Officer and arrange for individuals to attend preretirement counseling session in accordance with chapter 3, AR 608–25 and AR 608–9. Ensure that all eligible personnel are notified by letter of precounseling sessions. See figures 3–1 and 3–2., AR 608–25 for sample format of letter and suggested reply. Set up internal suspense as required for receipt of individual's reply. Have copy of notification with letter of reply filed in MPRJ.
★18	Customer Services Activity	After application has been dispatched, take follow-up action as required: If, after retirement orders are issued, there is any change in the member's status or physical condition which precludes retirement, notify HQDA (DAPC–OPPR) by the most expeditious means to obtain a decision either to revoke the orders or to let them stand. Notify the servicemember and Records Supervisor of the decision.
19	Records Supervisor	Upon return of MPRJ to records with copy of retirement application, be sure records are updated as required. Be sure AEA Code "A" is reported as required. (See step 16 above.)
20		At least 60 days prior to retirement, or otherwise as soon as possible, make personnel records available to custodian of financial records for reconciliation of documents pertaining to pay account FAO is authorized for this purpose to review. *a.* Promotion and reduction orders. *b.* Article 15 orders, court-martial orders *c.* Personnel Qualification Records.
21	Customer Services Activities	Upon approval of retirement application: *a.* Request orders as required. *b.* Initiate separation processing to include reassignment orders when appropriate.
★22		Prepare DA Form 3713 (Data for Retired Pay) for distribution as required in paragraph 12–23, AR 635–200, not later than the second workday following issuance of retirement orders. Unless circumstances dictate otherwise, furnish to Records Supervisor all applicable documents to be forwarded with MPRJ.
23	Records Supervisor	Be sure records are in order for pick-up by individual, and that all documents (see above) are completed as required in AR 635–200 and AR 640–10. Be sure copies of orders and amendments thereto, if any, are included in the MPRJ.

Figure 1–4. Volunteer Retirement of Enlisted Personnel (Length of Service)–Continued

PERSONNEL ACTION

For use of this form, see AR 680-1, the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012, Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf *(Section III)*. Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: *(Include ZIP Code)*	TO: *(Include ZIP Code)*	FROM: *(Include ZIP Code)*
CDR, 1ST BN, 2d INF 99th INF DIV FT DEFENSE, UA 22310	CDR, 99th INF DIV ATTN: MILPO FT DEFENSE, UA 22310	COMMANDER, Co A, 1ST BN 2d INF, 99th INF DIV FT DEFENSE, UA 22310

SECTION I - PERSONAL IDENTIFICATION

NAME	GRADE OF RANK/PMOS *(Enl only)*	SOCIAL SECURITY NUMBER
Foxx, Guy S.	SGT 11B	123-45-6789

SECTION II - DUTY STATUS CHANGE *(Proc 9-1, DA Pam 600-8)*

The above member's duty status is changed from _____

_____ to _____

_____ effective _____ hours, _____ 19 ____

SECTION III - REQUEST FOR PERSONNEL ACTION *(DA Pam 600-8)*

I request the following action:

	TYPE OF ACTION	Procedure		TYPE OF ACTION	Procedure
	Service School *(Enl only)*	3-10		Reassignment Married Army Couples	3-32
	ROTC or Reserve Component Duty	3-12		Reclassification	3-46
	Volunteering For Oversea Service	3-14		Leave - Excess Advance/Outside CONUS	4-8
	Ranger Training	3-15		Officer Candidate School	4-10
	Reasgmt Extreme Family Problems	3-16		Change of Name/SSN/DOB	4-11
	Exchange Reassignment *(Enl only)*	3-18		Identification Card	4-23
	Airborne Training	3-19		Identification Tags	4-24
	Special Forces Training/Assignment	3-22		Asgmt of Pers with Handicapped Depn	4-28
	On-the-Job Training *(Enl only)*	3-23		Separate Rations	9-1
	Retesting in Army Personnel Tests	3-25	X	Other *(Specify)* Voluntary Retirement	

SIGNATURE OF MEMBER *(When required)*	DATE
Guy S. Foxx	17 Oct 00

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☒ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL

☐ IS APPROVED ☐ IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE
TERRY E. LEADER CPT, INF, Commanding	Terry E. Leader	18 Oct 00

DA FORM 1 JUN 80 4187

Figure 1–4–1. Sample Form DA Form 4187

Procedure 1-5
VOLUNTARY RETIREMENT OF OFFICERS/WARRANT OFFICERS

Primary references:	AR 635-100	Personnel Separations-Officer Personnel
Other references:	AR 608-9	The Survivor Benefit Plan (SBP)
	AR 635-10	Processing Personnel for Separation
	DA Pamphlet 600-5	Handbook on Retirement Services for Army Personnel and Their Families
	DA Pamphlet 600-8	Military Personnel Office Management and Administrative Procedures

Figure 1–5. Voluntary Retirement of Officers/Warrant Officers—References

e. Discussion. This procedure supplements AR 635–100.

(1) The procedure prescribes guidance pertaining to the voluntary retirement of commissioned and warrant officers of Regular and Reserve components of the Army, and warrant officers of the Army of the United States without component. The final authority to approve or disapprove an application for retirement is vested in the Secretary of the Army. Orders announcing retirement of officers and warrant officers are issued solely by Headquarters, Department of the Army. Personnel officers will ensure that retirement applications meet the criteria set forth in AR 635–100. Requests for the withdrawal of retirement applications or change in retirement date will be processed in accordance with paragraph 4–13, AR 635–100.

(2) Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340–16 and AR 640–10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340–17 and AR 340–21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

Procedure 1–5	CAUTION: Records custodians must PROTECT PERSONAL PRIVACY. Personnel records and information will be treated and safeguarded as "FOUO" whether bearing special markings or unmarked. See paragraphs 3 & 5 AR 340–16.

Voluntary Retirement of Officer/Warrant Officers

STEP	A Action required by	B Description of Actions
1	Individual	Submit application for retirement to your servicing MILPO not earlier than 12/13 (see note) months or later than 2 months prior to requested retirement date. Read chapter 4, section V, AR 635–100, concerning medical examination. Use sample format in figure 1–5–1 for application. Obtain Pam 600–5 from MILPO.
2	Records Specialist	Verify information on the application for retirement with individual's MPRJ. Handcarry request to the Personnel Actions Specialist.
★3	Personnel Actions Specialist	Contact officer/warrant officer and advise individual he is responsible for obtaining a medical examination as prescribed in chapter 4, section V of AR 635–100, prior to his retirement. Arrange for counseling as required. See procedure 6–7, Pam 600–8 concerning counseling and election for the Survivor Benefit Plan (SBP).
4		Prepare forwarding indorsement to the next higher administrative headquarters in the chain of command recommending approval or disapproval, together with statement that action is or is not in contravention with AR 600–31. Recommendation for disapproval will state reason therefor.
5	Personnel Actions Supervisor	Review completed application with attached documents for accuracy against individual's MPRJ and AR 635–100. Be sure all required documents are attached, properly completed and signed as appropriate.
★6	MILPO	Upon receipt of application for withdrawal, or change in retirement date, forward through channels to HQDA (DAPCOPP–R), Alexandria, VA 22332. Indorsement to each application will contain recommendation for approval or disapproval and state reasons therefor. Applications will be considered only for extreme compassionate reasons and/or extenuating circumstances which will justify an exception to policy under paragraph 4–13, AR 635–100.
7		Ensure all service members are counseled at the appropriate time concerning employment, benefits, and entitlements. AR 608–9 and AR 608–25 apply, in addition to AR 635–10 and AR 635–100. Be sure each individual receives a copy of Pam 600–5.

★*Note:*
Retirement application may be made 12 months in advance of retirement date for members with 19 or more years of active service, provided the requested date is no more than 12 months subsequent to the date it is requested. For service members submitting retirement applications after receipt of reassignment notification, see paragraph 4–11c(1)(e), AR 635–100.

Figure 1–5. Voluntary Retirement of Officers/Warrant Officers

SUBJECT: Voluntary Retirement

THRU:

★TO: HQDA (DAPC-OPP-R)
Alexandria, Va 22332

1. Under the provisions of law cited in paragraph _____, AR 635-100, I request that I be relieved from active duty and assignment on _____ (last day of month in which retirement would otherwise be effective) and placed on the retired list on _____ (first day of the following month, or as soon thereafter as practicable, and that I be transferred to the Retired Reserve immediately upon retirement (Regular Army officers omit last phrase). I will have completed over _____ years of active Federal service on the requested retirement date.

2. Assignment status: (organization and station to which currently assigned and duty station to which attached, if any).

3. Authorized place of retirement: (Enter the authorized and directed transfer activity where required to be processed—paragraph 2-17, AR 635-10. If applicable, identify the CONUS debarkation area.)

4. Location of choice transfer activity: (Members electing to be processed for retirement at a transfer activity other than the one prescribed by paragraph 2-17, AR 635-10, enter an appropriate transfer activity as provided by paragraph 2-18, AR 635-10: otherwise, enter "Not applicable.")

5. I have been counseled as specified by paragraph 2-18, AR 635-10. I fully understand the provisions of section V, chapter 2, AR 635-10 concerning entitlements pertaining to per diem, travel and transportation allowances based upon retirement at a location of choice transfer activity.

★6. I have read section V, chapter 4, AR 635-100. I am responsible for insuring that physical examination is completed not earlier than 4 months nor later than 1 month prior to my approved retirement date (subject physical to be arranged through coordination with my unit of assignment). I am aware that the purpose of this examination is to insure that my medical records reflect as accurately as possible my state of health on retirement and to protect my interests and those of the Government. I also understand that my retirement will take effect on the requested date and that I will not be held on active duty to complete this examination.

7. I have been briefed concerning the Survivor Benefit Plan. I understand that I will automatically be in the plan and will pay the full cost for coverage for my wife, and children if applicable, unless I submit an election form to the contrary prior to my retirement.

8. Address upon retirement: (a reliable forwarding address for mail).

9. I am familiar with paragraph 4-13, AR 635-100, and understand that if this application for retirement is accepted by the Secretary of the Army it may not be withdrawn except for extreme compassionate reasons or for the definitely established convenience of the Government.

10. (If para 4-18, AR 635-100, is applicable, continue with the information required by para 4-19.)

★11. (For officers serving in grades 05 through 08). I have read and understand the provisions of paragraph 4-31, AR 635-100 pertaining to determi-

Figure 1-5-1. SAmple Letter—Voluntary Retirement

nation of my retired grade. Considering those provisions, and after a review of my records, I believe that I am entitled to retire in the grade of _____. I understand that final determination of my retired grade will be made by HQDA, and that I will be informed if I am not entitled to retire in the grade I have specified in this paragraph.

★12. As of the date of this application, I have ____ days accrued Leave. I (do) (do not) plan to take terminal leave. If applicable complete the following: I plan to take ____ days leave.

JOHN J. DOE
COL, Inf
xxx-xx-xxxx

Figure 1–5–1. Sample Letter—Voluntary Retirement—Continued

Procedure 1–6
MEDICAL EXAMINATIONS (SEPARATION/RETIREMENT)

Primary reference:	AR 40–501	Standards of Medical Fitness
Other references:	AR 340–2	Maintenance and Disposition of Records in TOE Units of the Active Army Reserve
	AR 340–18–7	Maintenance and Disposition of Military Personnel Functional Files
	AR 640–2–1	Personnel Qualification Record
	DA Pam 600–8	Military Personnel Office Management and Administrative Procedures
	DA Pam 600–8–2	SIDPERS User Manual: Military Personnel Office Level Procedures
Forms used:	DA Form 2496	Disposition Form
	DA Form 3444 Series	Alphabetical and Terminal Digit File for Treatment Records
	SF 88	Report of Medical Examination

Figure 1–6. Medical Examinations (Separation/Retirement)—References

f. Discussion. This procedure supplements AR 40-501.

(1) This procedure pertains to medical examinations for all types of separations and is applicable to all officer and enlisted members of the Army and Active duty.

(2) There is no statutory requirement for members of the active Army (including USMA cadets and members of the USAR and ARNG on active duty or active duty for training) to undergo a medical examination incidental to separation from active Army service. However, it is Army policy to accomplish a medical examination in the following instances.

(a) Member requests an examination.

(b) Upon review of Health Record, evaluating physician assistant (PA) at servicing Medical Treatment Facility (MTF) determines that, because of medical care received during active service, medical examination will serve best interests of member and Government; e.g., hospitalization for other than diagnostic purposes within 1 year of anticipated separation date.

(c) Active Army member retiring after more than 20 years active duty.

(d) Required by schedule of requirements for separation medical examinations contained in AR 40–501.

(3) Military personnel officers are responsible for suspense control and notification to unit commanders of individual examinations for separation. Close coordination is required between military personnel offices (MILPO), unit

commanders, and commanders of medical treatment facilities (MFT) to assure timely scheduling and completion of medical examinations. Separation medical examinations will be scheduled in time to assure completion of required examinations not later than 72 hours prior to anticipated separation date; and voluntary examinations not earlier than 4 months nor later than 1 month prior to anticipated date of separation or retirement.

(4) Unit commanders will arrange for service members, individually or in groups, to report to the appropriate medical activity (MEDDAC) at a time scheduled by the medical officer. Medical officers who furnish primary medical care to the unit are responsible for advising and consulting with unit commanders for the expeditious administration of medical care and treatment.

(5) Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340–16 and AR 640–10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340–17 and AR 340–21 series; and applicable medical regulations when appropriate. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be burning, shredding, or other appropriate method.

Procedure 1–6	CAUTION: Records custodians must PROTECT PERSONAL PRIVACY. Personnel records and information will be treated and safeguarded as "FOUO" whether bearing special markings or unmarked. See paragraphs 3 & 5 AR 340–16.

Medical Examinations (Separation Retirement)

STEP	A Action required by	B Description of Actions
1	Records Specialist	Upon receipt of AAC–C81, Suspense Roster, identify soldiers who require separation medical examinations. See AR 40–501. Further determine if examination is required (mandatory) or is voluntary (at the option of the individual service member). If necessary, also use the AAC–C13 (Loss Roster), Personnel Qualification Records, and the MPRJ to make determinations as accurately as possible.
2		When records need to be updated or corrected, make appropriate entries and submit SIDPERS transactions as required. See AR 640–2–1; procedures in Pam 600–8–2; and for ORB correction, see procedure 5–1, Pam 600–8.
3		Notify the unit commander through the PSNCO by DF as in figure 1–6–1, using a separate DF for each individual. Prepare DF in five copies. Establish appropriate suspense. *a.* When medical examination is voluntary, attach two copies of statement as in figure 1–6–2. *b.* Attach two copies of SF 88 (Report of Medical Examination) to DF. (When individual is required to take the medical examination, complete items 1 through 17 and item 75 (if in accordance with local policy).) *c.* Attach two copies of blank CMT 3 (fig 1–6–4) to DF. *d.* Place copy of DF in suspense file.
4	Records Supervisor	Maintain close supervisory control to assure actions are accomplished promptly in accordance with AR 40–501 and this procedure.
5	Records OIC	Review actions. Sign correspondence as appropriate.
6	Records Specialist	Make required distribution of correspondence. Forward by most expeditious means when time and/or distance are factors.
7	BnPAC/PSNCO	Upon receipt of DF for separation medical examination, pull copy of each DF for suspense file and forward correspondence to unit commander by most expeditious means.
8	Unit Cdr/1 SG and Unit/BnPAC Clerk	Upon receipt of DF for separation medical examination (fig 1–6–1), take following actions: *a.* Counsel service member regarding Army policy and desirability of separation examination. Have individual read and complete the statement as in figure 1–6–2. Statement must be signed by the service member. *b.* Schedule medical examination, or have the service member schedule, for those who are taking an examination. Coordinate with unit commander and supervisor if any, servicing medical facility, and individual, as to appropriate date and time. Take into consideration the interference with military duties, TDY, leave or other absence of soldier. Complete CMT 2 to DF as in figure 1–6–3 and give to unit commander for signature. *c.* Give DF and forms to service member take to the MTF. Statement (signed) as in figure 1–6–2 must be presented by those who are undergoing voluntary separation examinations. Further instruct individual to pick up Health Records (DD Forms 3444 series) when health records are not located at or not furnished to the examining facility; and to inform the unit when the examination is completed. *d.* Place copy of DF in suspense file.
9		When service member elects *not* to undergo medical examination before separation, complete CMT 2 to DF as in figure 1–6–6. Be sure service member understands the medical records will be reviewed, and that he/she maybe notified that examination is required as the result of findings during the review.
10		Upon receipt of CMT 3 (as in fig 1–6–7), take appropriate action as follows: *a.* If medical records review indicates *examination is required*, inform individual and fur-

Figure 1–6. Medical Examinations (Separation/Retirement)

Procedure 1–6

Medical Examinations (Separation Retirement)

STEP	A Action required by	B Description of Actions
		nish individual a copy of the CMT. If individual is not available at the time examination is scheduled, reschedule at appropriate time. *b.* If medical records review indicates *examination is not* required, inform individual. Furnish individual a copy of the CMT if he/she desires. Prepare CMT 4 through BnPAC to MILPO (as in fig 1–6–8), obtain signature and forward. *c.* Readjust or clear suspense, as appropriate. *d.* Upon completion of action, file correspondence in office file in accordance with AR 340–2 or AR 340–18–7.
★11	Servicing MEDDAC	Upon request from unit or individual for medical examination, take the following actions: *a.* Schedule appointment as appropriate. Notify unit (as in fig 1–6–3). *b.* Complete medical examinations in accordance with AR 40–501. *c.* Report results of examination to unit. See figure 1–6–4. *d.* For general officers and full colonels, send duplicate copy of SF 88 to HQDA (DAPC–MS–P) Alexandria, VA 22332, for file in OMPF (AR 640–10).
12	Unit Cdr/1 SG	Ensure all individuals are informed promptly and report for their medical appointments as scheduled by the MEDDAC; and, when necessary, appointments are rescheduled as promptly as possible.
13		Upon receipt of results of medical examination (CMT 3, fig 1–6–4), depending on the results of the examination, take actions as required. Insure that soldier is assigned to duties commensurate with the physical profile and assignment limitations, if any, for the period of service remaining on active duty.
14	Unit/BnPAC Clerk	Upon receipt of results of medical examination (CMT 3, fig 1–6–4) from unit commander, take the following actions: *a.* Notify MILPO through PSNCO that service member has completed the medical examination. See example of CMT 4, figure 1–6–5. Clear suspense for medical examination. *b.* Post DA Form 2475–2 (Personnel Data—SIDPERS) in accordance with procedure 5–1, Pam 600–8–1. *c.* When all actions are completed, file correspondence in office file in accordance with AR 340–2 or AR 340–18–7.
15	BnPAC/PSNCO	Clear suspense and forward correspondence to MILPO.
16	Records Specialist	Upon receipt of information that medical examination has been completed, and results of the examination (figure 1–6–4), destroy suspense copy of original DF. Update Personnel Qualification Records (and ORB for officers proc 5–1, Pam 600–8) in accordance with AR 640–2–1 and Pam 600–8–2. Make appropriate disposition of correspondence (AR 340–2 or AR 340–18–7).

Figure 1–6. Medical Examinations (Separation/Retirement)–Continued

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General Center.

S:

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Medical Examination for Separation

THRU BnPAC/PSNCO

FROM Cdr
99th Inf Div
Ft Defense, VA 22310

DATE

CMT 1

(writer/phone no.)

TO Cdr, Co A
1st Bn, 2d Inf
99th Inf Div
Ft Defense, VA 22310

1. Separation medical examination is (required) (voluntary) for _____ (Rank Name, SSN) _____ by _____ (date)

*2. When medical examination is voluntary (at the option of the service member), see attached statement. It is Army policy to encourage all service members to undergo examination for separation; however, the option must be indicated in a written, signed statement. Service member will read the statement and indicate "do" or "do not" desire medical examination; and sign and date the statement.

a. If service member does desire examination, follow instructions in paragraph 3 below.

b. If service member does not desire examination, return original signed statement with this DF to the office. A copy of the completed statement will be furnished to the service member.

3. For service members taking examinations (required or voluntary), the following procedure applies:

* a. Have medical examination scheduled (at appropriate time and place in accordance with local procedures).

b. This DF with completed CMT 1 and attached SF 88 (Report of Medical Examination) will be handcarried by the individual to the medical facility at the time of the examination. When examination is voluntary, attached statement must be completed, signed, and furnished to the medical facility at the time of the examination.

c. When medical records are not located at the medical examining facility (or not made available under local procedure), service member will be responsible for obtaining and taking the records with him/her at the time of the examination.

d. Blank CMT 3 attached will be completed in duplicate by the servicing medical examination facility and returned to the unit commander. Completed CMT 3 will be returned through channels other than the individual service member.

FOR THE COMMANDER:

_ Incl

ROBERT G. RECKORD
CPT, AGC
Asst AG

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE.

Figure 1–6–1. Sample Form DA Form 2496

MEDICAL EXAMINATION FOR SEPARATION
STATEMENT OF OPTION

I understand that I am not required to undergo a medical examination for separation from active duty; however, I may request a physical examination. If I elect not to undergo a separation examination, I also understand that my medical records will be reviewed by a physician at the appropriate medical treatment facility; and if the review indicated that an examination should be accomplished, I will be scheduled for examination based on the results of the review.

I (____ do) (____ do not) desire a separation medical examination

_____	_____
(Date)	(Name, Rank, SSN, Unit of Assignment)

Note: Medical examinations will be scheduled *in time to assure completion of the examination* as follows:

★*a. Voluntary:* Not earlier than 4 months nor later than 1 month prior to anticipated date of separation except that when the member is separated under chapter 10, or section V, chapter 14, AR 635–200, and requests a medical examination, it will be accomplished expeditiously, without regard to the time constraints otherwise applicable to voluntary examinations.

b. Required: Not later than 72 hours prior to anticipated date of separation or retirement.

Figure 1–6–2. Medical Examination for Separation Statement of Option

SUBJECT: Medical Examination for Separation

TO Medical examination facility	FROM (Unit Cdr)	DATE 00 000 00 CMT 2

1. Your attention is invited to preceding CMT 1.
2. Medical examination has been scheduled at _____
(time and date)
3. (For voluntary examination) Required statement requesting voluntary medical examination, completed and signed by the service member, is attached.

Incl

TERRY E. LEADER
CPT, Inf
Commanding

Figure 1–6–3. Sample Letter—Medical Examination for Separation from Unit Cdr, CMT 2

★SUBJECT: Medical Examination for Separation

TO (Unit Cdr) FROM (Medical Examination Facility) DATE 00 000 00 CMT 3 (action officer/phone no)

Results of medical examination are furnished for: _____ (Grade of Rank,

_____ Name, SSN)

a. Physical profile serial and code _____:

P	U	L	H	E	S

b. Medical condition(s) or physical defect(s) and assignment limitations are:
c. Height: _____ inches.
d. Weight: _____ pounds.
e. Glasses: Yes ☐; No ☐.
f. Date of examination _____.
g. Exceeds weight for age and height in table ____ I and II), appendix III, AR 40–501: Yes ☐; No ☐.
h. Obese (nonmedical): Yes ☐; No ☐.

Figure 1–6–4. Sample Letter—Medical Examination for Separation from Medical Examination Facility, CMT 3

★SUBJECT: Medical Examination for Separation

THRU Bn PAC/PSNCO FROM (Unit Cdr) DATE 00 000 00 CMT 4

TO (MILPO)

1. Your attention is invited to preceding CMT 3.
2. Request individual's Personnel Qualification Records be updated.

TERRY E. LEADER
CPT, Inf
Commanding

Figure 1–6–5. Sample Letter—Medical Examination for Separation from Unit Cdr, CMT 4

SUBJECT: Medical Examination for Separation

TO Medical examination facility | FROM (Unit Cdr) | DATE 00 000 00 CMT 2

1. Your attention is invited to preceding CMT 1.

2. Service member has elected not to undergo medical examination before separation. Required statement is attached for file in his/her Health Records (DA Form 3444 series).

3. Request review of member's medical records in accordance with AR 40–501 to determine if examination is required. Upon completion of review, request notification by completion and return CMT 3.

4. (When applicable) Service member has been in a medical surveillance program because of hazardous job exposure. Request clinical evaluation and laboratory tests as appropriate be accomplished prior to separation.

—Incl

TERRY E. LEADER
CPT, Inf
Commanding

Figure 1–6–6. Sample Letter—Medical Examination for Separation from Unit Cdr, CMT 2

★SUBJECT: Medical Examination for Separation

THRU	BnPAC/PSNCO	FROM	(Medical	DATE 00 000 00
TO	(Unit Cdr)		examination	CMT 3
			facility)	(action officer/phone no)

1. Medical records of _____
(Name, rank, SSN)
have been reviewed under provisions of AR 40–501. Determination has been made that medical examination for separation (is) (is not) required.

2. (When applicable) Medical examination has been scheduled at _____.
(time)

_____
(date, location)

_____
_____
_____

Figure 1–6–7. Sample Letter—Medical Examination for Separation from Medical Examination Facility, CMT 3

★SUBJECT: Medical Examination for Separation

THRU Bn PAC/PSNCO

TO MILPO

1. Your attention is invited to preceding CMT3.

2. Information is furnished to update your records and clear your suspense.

TERRY E. LEADER
CPT, Inf
Commanding

Figure 1–6–8. Sample Letter—Medical Examination for Separation from Unit Cdr, To MILPO

Chapter 2
Separation Preprocessing and Final Processing

2–1. Contents of Chapter 2

This chapter consists of —

a. Separation Preprocessing—Procedure 2–1.

b. Separation Final Processing—Procedure 2–2.

2–2. Separation processing

Separation processing must be conducted so that members leave the service with respect for the Army and with a feeling that the Army appreciated their service and is interested in their welfare and their transition to the civilian community.

2–3. Separation preprocessing

Separation preprocessing in some instances may be performed by the STP/STA; however, in most instances it will be performed by the MILPO/Unit. All personnel records and documents must be accurate and complete in every respect. Local deviation in processing of members is authorized, provided officials—

a. Complete all requirements within the established timeframe.

b. Provide written requirements that deviate from these procedures to all local activities.

c. Modify forms and checklists locally only to add items or change routing.

2–4. Coordination between all parties

The installation Adjutant General/Adjutant and Finance and Accounting Officer will ensure that close coordination exists between the MILPO, Finance and Accounting Office (FAO), the STP/STA, and the units.

2–5. Handling of personnel documents

Store, handle and transmit military personnel records and documents containing information of a personal nature under AR 340–16. Disclose or release information of a personal nature only to authorized personnel under AR 340–17 and AR 340–21. Dispose of documents as prescribed in AR 340–18 series. When destroying documents, burn, shred, or cut them to ensure complete destruction.

Primary references:	AR 653-10	Processing Personnel for Separation
	AR 635-5	Separation Documents
	AR 635-5-1	Separation Program Designators
	AR 635-40	Physical Evaluation for Retention, Retirement or Separation
	AR 635-100	Personnel Separations—Officer Personnel
	AR 635-120	Personnel Separations—Officer Resignations and Discharges
	AR 635-200	Personnel Separations—Enlisted Personnel
	AR 640-10	Individual Military Personnel Records
Other references:	AR 37-103	Finance and Accounting for Installation: Disbursing Operations
	AR 37-104-3	Military Pay and Allowance Procedures: Joint Uniform Military Pay System (JUMP-ARMY)
	AR 37-106	Finance and Accounting for Installations: Travel and Transportation Allowances
	AR 40-121	Uniform Services Health Benefits Program
	AR 40-501	Standards of Medical Fitness
	AR 135-91	Service Obligations, Methods of Fulfillment Participation Requirements, and Enforcement Procedures
	AR 135-155	Promotion of Commissioned Officers and Warrant Officers Other Than General Officers
	AR 135-200	Active Duty for Training and Annual Training of Individual Members
	AR 140-5	Army Reserve Recruiting
	AR 190-47	The United States Army Correctional System
	AR 310-10	Military Orders
	AR 340-16	Safeguarding for "Official Use Only" Information
	AR 340-17	Release of Information and Records From Army Files

Figure 2–1. Separation Preprocessing and Separation Final Processing—References

AR 340-18-1	The Army Functional File System: GENERAL PROVISIONS
AR 340-18-7	Maintenance and Disposition of Military Personnel Functional Files
AR 340-21	The Army Privacy Program
AR 600-8	Military Personnel Offices
AR 600-31	Suspension of Favorable Personnel In National Security Cases and Other Investigations or Proceedings
AR 600-43	Conscientious Objection
AR 600-47	Reporting Procedures on Defense Related Employment
AR 600-50	Standards of Conduct for Department of Army Personnel
AR 600-85	Alcohol and Drug Abuse Prevention and Control Program
AR 600-200	Enlisted Personnel Management System
AR 601-280	Army Reenlistment Program
AR 640-3	Identification Cards, Tags, and Badges
AR 608-2	Servicemen's Group Life Insurance (SGLI): Veteran's Group Life Insurance (VGLI)
AR 608-8	Mortgage Insurance for Service Members
AR 608-9	The Survivor Benefit Plan (SBP)
AR 608-25	Retirement Services Program
AR 623-105	Officer Evaluation Reporting System
AR 623-205	Enlisted Evaluation Reporting System
AR 630-5	Leave, Passes, Permissive Temporary Duty, And Public Holidays
AR 630-10	Absence Without Leave and Desertion
AR 640-2-1	Personnel Qualification Records
AR 672-5-1	Military Awards
AR 680-29	Military Personnel Organization, and Type-of-Transaction Codes

Figure 2–1. Separation Preprocessing and Separation Final Processing—References—Continued

	AR 680-31	Military Personnel Asset Inventory and Strength Reconciliation
	AR 700-84	Issue and Sale of Personal Clothing
	AR 710-2	Material Management for Using Units, Support Units and Installations
	DA Pamphlet 360-506	Disability Separations
	DA Pamphlet 360-524	Your Personal Affairs
	DA Pamphlet 360-539B	Survivor Benefit Plan for the Uniform Services
	DA Pamphlet 570-551	Staffing Guide for US Army Garrisons
	DA Pamphlet 600-5	Handbook on Retirement Services for Army Personnel and their Families
	DA Pamphlet 600-8	Military Personnel Office Management and Administrative Procedures
	DA Pamphlet 600-8-1	SIDPERS Users Manual: Unit Level Procedures
	DA Pamphlet 600-8-2	SIDPERS Users Manual: Military Personnel Office Level Procedures
	DA Pamphlet 600-8-3	SIDPERS Users Manual: SIB Level Procedures, Organization, and Operations (General)
	VA Fact Sheet IS-1	Federal Benefits for Veterans and Dependents
	VA Pamphlet 20-67-1	Benefits for Veterans and Servicemen with Service Since January 1955 and Their Dependents
	VA Pamphlet 360-526	Once a Veteran
	DODMPM	DOD Military Pay and Allowances Entitlement Manual
	JTR Vol 1	Joint Travel Regulation, Vol 1: Members of the Uniform Services
	CHAMPUS HANDBOOK	
	College Placement Annual	
Forms Used:	DA Form 2, 2-1	Personnel Qualification Record, Part I and II
DA Form 31		Request Authority for Leave
	DA Form 137	Installation Clearance Record

Figure 2–1. Separation Preprocessing and Separation Final Processing—References—Continued

DA Form 200	ADP Data Transmittal Record
DA Form 201	Military Personnel Records Jacket, US Army
DA Form 268	Report for Suspension of Favorable Personnel Actions
DA Form 428	Application for Identification Card
DA Form 647	Personnel Register
DA Form 664	Service Member's Statement Concerning Application for Compensation from the Veterans Administration (VA Form 21-526e)
DA Form 669	Educational Development Record
DA Form 1341	JUMPS-Army Allotment Authorization
DA Form 1506	Statement of Service for Computation of Length of Service for Pay Purposes
DA Form 1811	Physical Data and Aptitude Test Scores Upon Release From Active Duty
DA Form 2140	Military Pay Voucher
DA Form 2142	Pay Inquiry
DA Form 2339	Application for Voluntary Retirement
DA Form 3340	Request for Regular Army Reenlistment or Extension
DA Form 3444 series	Alphabetical and Terminal Digit File for Treatment Records.
DA Form 3713	Data for Retired Pay
DA Form 3716	JUMPS-Army (Joint Uniform Military Pay System-Army) Personal Financial Record United States Army
DA Form 3728	SIDPERS Input and Control Data-Personnel Change (Expanded)
DA Form 3815	SIDPERS Input and Control Data-Authentication and Transmittal
DA Form 3891	Certificate of Appreciation (For Wives of Retiring US Army Personnel)
DA Form 3891-1	Certificate of Appreciation (For Husbands of Retiring US Army Personnel)
DA Form 4187	Personnel Actions

Figure 2–1. Separation Preprocessing and Separation Final Processing—References—Continued

DA Form 4188	Military Personnel Office/Finance Verification of MPRJ and PFR
DA Form 4240	Data for Payment of Retired Army Personnel
DD Form 2	United States Uniform Services Identification Card (Ret) (Blue)
DD Form 2A	US Armed Forces and Geneva Conventions Identification Card (Active Duty) (Green)
DD Form 2A	United States Uniform Services Identification Card (Res) (Red)
DD Form 4/1–4/4	Enlistment/Reenlistment Document—Armed Forces of the United States
DD Form 214WS	Worksheet for Certificate of Release or Discharge From Active Duty
DD Form 214	Certificate of Release or Discharge From Active Duty
DD Form 256A	Honorable Discharge Certificate
DD Form 257A	General Discharge Certificate (Honorable Conditions)
DD Form 259A	Bad-Conduct Discharge Certificate
DD Form 260A	Dishonorable Discharge Certificate
DD Form 363A	Certificate of Retirement
DD Form 473	Official Records Envelope
DD Form 794A	Discharge Certificate (Under Other than Honorable Conditions)
DD Form 803	Certificate Termination
DD Form 1172	Application for Uniformed Services Identification and Privilege Card
DD Form 1173	Uniformed Services Identification and Privilege Card
DD Form 1392	Data Message Form
DD Form 1407	Dependent Medical Care and DD Form 1173 Statement
DD Form 1787	Report of DOD and Defense Related Employment as Required by Public Law 91–121
SF 88	Report of Medical Examination
SF 93	Report of Medical History
SF 520	Clinical Record-Electrocardiographic Record

Figure 2–1. Separation Preprocessing and Separation Final Processing—References—Continued

Department of Labor Forms:	
OVRR–2	Reemployment Rights and Employment Data
Veteran Administration Forms:	
VA Form 21–526E	Veteran's Application for Compensation or Pension at Separation From Service
Department of Justice Forms:	
FD Form 249	Fingerprint Card

Figure 2–1. Separation Preprocessing and Separation Final Processing—References—Continued

2–6. Discussion

These procedures supplement AR 635–10, AR 635–100, AR 635–120, and AR 635–200. These regulations will govern in event of conflict between the procedures and the regulations.

Separation processing must be conducted so that members leave the service with respect for the Army and with a feeling that the Army appreciated their service and is interested in their welfare and their transition to the civilian community. Separation preprocessing in some instances may be performed by the STP/STA; however, in most instances it will be performed by the MILPO/Unit. All personnel records and documents must be accurate and complete in every respect. Local deviation in processing of members is authorized, provided officials—

a. Complete all requirements within the established timeframe.

b. Provide written requirements that deviate from these procedures to all local activities.

c. Modify forms and checklists locally only to add items or change routing.

2–7. Coordination between all parties

The installation Adjutant General/Adjutant and Finance and Accounting Officer will ensure that close coordination exists between the MILPO, Finance and Accounting Office (FAO), the STP/STA, and the units.

2–8. Handling of personnel documents

Store, handle and transmit military personnel records and documents containing information of a personal nature under AR 340–16. Disclose or release information of a personal nature only to authorized personnel under AR 340–17 and AR 340–21. Dispose of documents as prescribed in AR 340–18 series. When destroying documents, burn, shred, or cut them to ensure complete destruction.

Procedure 2–1	CAUTION: Records custodians must PROTECT PERSONAL PRIVACY. Personnel records and information will be treated and safeguarded as "FOUO" whether bearing special markings or unmarked. See paragraphs 3 & 5 AR 340–16.

Separation Preprocessing

STEP	A Action required by	B Description of Actions
★1	Military Personnel Clerk	Upon receipt of loss roster and approximately 180 days prior to scheduled separation, commence pre-processing. A decision logic table for separation processing is located at figure 2–1–10. Insure that loss roster is distributed to the following activities under figure 4–22–5, procedure 4–22, DA PAM 600–8–2. *a.* BnPAC/PSNCO *b.* Servicing Education Center *c.* FAO *d.* Reserve Component In-Service Recruiting NCO *e.* Reenlistment Office *f.* Personnel Records Section *g.* Separation Transfer Point *h.* Medical Treatment Facility *i.* Adjutant General

Figure 2–1. Procedure 2–1—Separation Preprocessing and Separation Final Processing

Procedure 2–1 (Continued)

Separation Processing

STEP	A Action required by	B Description of Actions
2	Personnel Records Section	Upon receipt of loss roster, identify members who require separation medical examinations. See AR 40–501 and take appropriate action.
3	Personnel Actions	Approximately 120 days prior to separation date, schedule members to report for the Pre-Separation Counselling Program as established by the installation Pre-Separation Counselling Program Coordinator. (See AR 621–5).
4		Organize separation processing team when several members are to be preprocessed for separation.
5		*a.* Prepare DF (fig 2–1–1). *b.* Forward it through supervisor for review and signature of Chief, Personnel Actions Section. *c.* Distribute it to unit commander/PSNCO for notification of pending separation, schedule for separation preprocessing and action as indicated on DF. When necessary, expedite delivery. Retain one copy of DF in suspense file to ensure completion of actions.
6	Unit Cdr	*a.* Upon receipt of DF, take the actions requested. *b.* Prepare CMT 2 (fig 2–1–3). *c.* Notify the members of separation and insure members report as required for the Pre-Separation Counselling Program. Provide transportation if necessary. *d.* Conduct the showdown inspection of personal military clothing and organizational clothing and equipment required by AR 700–84 and AR 710–2— (1) Immediately upon receiving orders assigning the member to an STP, or (2) If assignment to an STP is not required, not earlier than 10 days nor later than 5 days before scheduled separation. *e.* Have each member to be discharged or REFRAD execute the statement required by paragraph 12–9, AR 700–84.
7	Active Army Reenlistment NCO	Upon receipt of loss roster, take the following actions— *a.* Counsel and interview members as prescribed by AR 601–280 and Chapter 2, AR 635–10 on the benefits of immediate reenlistment. *b.* Notify Personnel Actions Section, STP/STA and unit commander immediately if member reenlists or reenlistment is pending. *c.* Provide the National Guard/USAR In-Service Recruiter a duplicate copy of the DA Form 1315 for all service members indicating they will decline immediate reenlistment. Forward copy of DA Form 1315 not later than 60 days prior to ETS. *d.* Coordinate with supporting In-Service Recruiter in scheduling reserve component interviews for all qualified service members declining reenlistment. *e.* If installation is not supported by an ISR, to the maximum extent practicable, advise members not immediately reenlisting of the advantages of membership in the reserve components.
8	Reserve Component In-Service Recruiting NCO (ISR)	*a.* Coordinate with Reenlistment NCO in scheduling reserve component interviews. *b.* Interview potential separatees 30–60 days prior to ETS. *c.* Insure that the reserve component interview data is recorded on the DA Form 1315. *d.* Maintain a mutual referral system with the Active Army Reenlistment NCO. *e.* Provide necessary documentation of the STP if member decides to join a USAR Troop Program Unit, enlist for the Individual Ready Reserve (Reinforcement Control Group), or is referred to an ARNG unit.
9	Personnel Records	*a.* Prepare DD Form 214WS not earlier than 90 days prior to normal separation date or departure on leave in conjunction with separation. Prepare the form for discussion with the member at the preprocesing separation orientation. Control and account for this sensitive form, at all times (see AR 635–5). Prepare in two copies and forward an authenticated copy via MTL to FAO. *b.* Initiate preprocessing worksheet (fig 2–1–6) by completing name, SSN, separation date and file on temporary side of MPRJ.

Figure 2–1. Procedure 2–1—Separation Preprocessing and Separation Final Processing–Continued

Procedure 2–1 (Continued)

Separation Processing

STEP	A Action required by	B Description of Actions
10	Personnel Actions	When several members are being preprocessed for separation assemble members in preprocessing area. Contact FAO representative for possible participation in separation preprocessing orientation. Arrange MPRJs in order that they will be used. Address each member by grade and name.
11		Within 90 days of member's separation date or departure on leave in conjunction with separation, conduct MILPO portion of preprocessing orientation. Give brief introduction as to what will be covered. Motivate the members as to the importance of this orientation. Cover the following items— *a.* Health Care Coverage (MAJOR CARE 90). Inform members as to the opportunity they will be afforded at time of separation to purchase short-term medical insurance designated by the Department of the Army. Insure that each member has been provided copy of handout (fig 2–1–5). *b.* Inform members whose dependents are in possession of DD Form 1173 (Dependent ID Card) that is an accountable document which must be surrendered during separation processing. Members must have this form in their possession for the final records processing interview. *c.* Advise members separating in an oversea command that accepting employment before returning to the United States could affect their eligibility for unemployment compensation based on their military service. *d.* Discuss leave in conjunction with separation. Advise members that— (1) They cannot expect to receive any pay or allowances from any finance office while on leave, to include the finance office serving the authorized, or in the case of retirees, requested separation transfer point. If mid-month or end-of-month pay is due during the leave, member must make arrangments at least 30 days prior to departure for the separation transfer point, for any change in check mailing address. (2) All separation processing must be accomplished prior to departure on leave. (3) They or their next of kin will— *(a)* Forward ID Cards to STP/STA ASAP after separation date. *(b)* Notify STP/STA on separation date that they are alive. *(c)* Notify STP/STA in event of hospitalization or death. *f.* Ask members who did not take a separation medical examination whether or not they were given the option. *g.* Check with member on status of any pending awards or personnel actions. Make note on DD Form 214WS. If member has copies of missing documents, prepare copies for the MPRJ. *h.* Determine if member desires to separate early on the last work day prior to their ETS when their scheduled separation date falls on a Saturday, Sunday or holiday and they are not taking leave in conjunction with separation. This option does not apply to Aliens, see para 2–2*h*, AR 635–200. *i.* Advise all members who do not have 6 years military service upon separation (with the exception of females who enlisted or were appointed prior to 1 February 1978 and members who enlisted prior to 10 Nov 79 and were 26 years of age and older) that they will be briefed on their reserve obligation and given a handout during final separation processing at the STP/STA. *j.* Counsel all members in grade of Major or above, who, on their ESA, will have 10 or more years of extended active duty, as required by paragraph 3*b*(1), AR 600–47 and chapter 2, AR 635–10, regarding the Reporting Procedures for Defense Related Employment. *k.* Counsel, as required by chapters 2, AR 635–10 and AR 635–200, each Regular Army enlisted member who, on his ETS, will have 20 or more years of active Federal service but who is being processed for separation upon ETS, rather than retirement. *l.* Discuss shipment of household goods, travel pay to home of record, and pay for unused accrued leave, etc. *m.* The following films will be shown during the Pre-Separation Counselling Program orientation— (1) "Helpful Hints" (2) "It's Your Chance of a Lifetime (VA Benefits)." ★(3) "Applying For A Job" ★(4) "Applying For A Federal Job" ★(5) "The Opportunity for Citizen-Soldier: Army National Guard and Reserve" *n.* Note completed actions on preprocessing checklist.

Figure 2–1. Procedure 2–1—Separation Preprocessing and Separation Final Processing–Continued

Procedure 2–1—Continued

Separation Preprocessing

STEP	A Action required by	B Description of Actions
12		Arrange for NON-CONUS residents to be interviewed at least 90 days prior to scheduled separation date or immediately upon final approval of separation under other criteria, as appropriate (see chap 2, sec IV, AR 635–10), to determine whether the member desires to— *a.* Return to his HOR area for separation (if authorized). *b.* Return to his HOR area immediately upon separation. *c.* Remain in CONUS. Forward information by MTL to FAO under DA Pam 600–8.
★13		When member is being released from active duty or being discharged prior to normal ETS/release date, take the following action: *a.* Notify records supervisor. *b.* Review item 4, Da Form 2–1 to identify those members who have attended an advance course of instruction at government expense and by virtue of separating early will not complete their active duty service obligation. *c.* MILPO must notify the servicing FAO immediately after notification of the pending separation. And prior to processing provide FAO name, rank, SSN, SPD, date of separation and, if applicable, information that member attended an advance course of instruction and will not complete their active duty service obligation. *d.* The above information and other documents outlined in para 8–1, DA PAM 600–8 will be provided to FAO by MTL, as soon as possible. Notify records supervisor when member is being released from active duty or being discharged and effective date is different from ETS/date of release. Provide this information and other documents outlined in para 8–1, DA Pam 600–8, to FAO by MTL, as soon as possible.
14	Personnel Records/FAO	After general orientation, review each DD Form 214WS with each member individually. Reviewed PFR and MPRJ under para 2–3*e*, AR 635–10 and AR 37–101–1 at the end of the preprocessing orientation or as early as possible in case of approved early separation. The best procedure is a joint review with member. In all cases, prepare DA Form 4188 under figure 2–1–8.
15	Personnel Records	Coordinate with unit to procure missing documents indicated from preprocessing orientation and MPRJ review and update personnel records as required.
16	Personnel Actions	Check MPRJ and Suspense Roster (Procedure 4–32 Pam 600–8–2) for issuance of Good Conduct Medal (GCMDL) for eligible members. If eligible, issue DF as specified under procedure 4–13, DA Pam 600–8. Ensure suspense date to unit allows for receipt from unit and issuance of orders 30 days prior to member's separation date. If member is not eligible or unit commander denies award of GCMDL, forward DF or notice to Personnel Records Specialist for action.
17		Prepare RFO for separation orders as early as processing will allow but not later than 60 days prior to date of separation. Place copy of RFO in suspense file to ensure receipt.
18	Personnel Records	If member is being reassigned to an STP using a different data base, initiate an "INQY" transaction (output code "M") under procedure 2–40, DA Pam 600–8–2 (not earlier than 30 days nor later than 21 days prior to separation date) to obtain TDR cards and a current DA Form 2 for inclusion in members MPRJ. Upon recept— *a.* Replace the old DA Form 2 with an entire set (carbon intact) of the current DA Form 2. *b.* Place TDR cards in MPRJ for use by gaining STP.

Figure 2–1. Procedure 2–1—Separation Preprocessing and Separation Final Processing–Continued

Procedure 2-1—Continued

Separation Preprocessing

STEP	A Action required by	B Description of Actions
19		Upon receipt of notice from the Personnel Actions Specialist denying GCMDL or copy of GCMDL orders, complete actions under steps 35 and 36, procedure 4-13, DA Pam 600-8.
20		Do the following to update personnel records— *a.* DA Forms 2 and 2-1 (Personnel Qualification Records). Review, update, and initiate any corrective action required under AR 640-2-1. *b.* MPRJ. (1) Remove unauthorized and temporary documents. Make appropriate disposition under AR 640-10. (2) Ensure that permanent and action pending documents are filed properly; verify that minimum documentation required by chapter 3, AR 640-10 is included and correctly filed. ★(3) When applicable, complete DF (fig 2-1-9) and forward to servicing FAO by MTL to report absences affecting accrued leave. (4) Review Action Pending documents. Contact PSNCO for completion of pending actions, e.g., DA Form 4187 for AWOL may indicate Article 15 is pending from unit or entries are needed on DA Form 2-1. If all pending actions are complete, withdraw actions pending documents from MPRJ. (5) Assign RE Codes based on Cdr determination of character of service and reenlistment eligibility, and review of records. (6) Review DD Form 214WS for changes, e.g. GCMDL, etc and completeness.
21	Personnel Management	Approximately 30 days prior to separation date, determine eligibility for promotion in the USAR for officers upon release from active duty. Prepare promotion letter using proper format in AR 135-155 for officers if your activity has been delegated authority to promote under these circumstances. If authority has not been delegated, request the commander having promotion authority to accomplish the promotion action.
22	Personnel Records	Approximately 14-21 days prior to member's scheduled separation date or departure on leave in conjunction with separation, obtain MPRJ and— *a.* Make closing and opening entries (Item 35, DA Form 2-1). *b.* Ensure that GCMDL is posted, if applicable. *c.* Ensure that OER/EER is posted. For members in grades E-5, insure copy of EER is in the MPRJ. *d.* Ensure that character of service and RE Code is posted and DF from Unit Commander is filed in MPRJ. *e.* Ensure that a current DA Form 2 and TDR cards, if applicable, are filed in MPRJ. *f.* Check for items which need to be updated or corrected. *g.* Input SIDPERS changes in accordance with DA Pam 600-8-2, and annotate these changes on DA Form 2. *h.* Return DA Forms 2 and 2-1 to MPRJ. *i.* Indicate completion of action on Separation Preprocessing Checklist. (fig 2-1-6). *j.* Ensure that orders are correct and a copy is filed in MPRJ. Make final check of records and Separation Preprocessing Checklist for accuracy and completeness.
23	Unit Cdr/	Ensure member picks up PFR, Health and Dental Records, and other miscellaneous documents from their respective custodians and delivers them to the Personnel Records Clerk— *(Note:* Advise member to ensure dependents pick up their health records.)
24	Personnel Records	Upon receipt of PFR (if appropriate), Health and Dental Records, and other miscellaneous documents, place in MPRJ. Be sure separation medical examination or option statement as

Figure 2-1. Procedure 2-1—Separation Preprocessing and Separation Final Processing-Continued

Procedure 2–1—Continued

Separation Preprocessing

STEP	A Action required by	B Description of Actions
		required by procedure 1–6 is in the health records. When PFR and Health and Dental Records are not available or are transmitted separately, proceed as follows— *a.* Place statement in the MPRJ— (1) Include reason the records are not available. (2) If records are to be forwarded later, indicate an approximate date when they will be forwarded to STP. *b.* When all documents or information applicable to the absence of such documents are included in the MPRJ, forward it to the supervisor.
25	Records Processing	Make final check of MPRJ and qualification records for completeness and required entries. When member handcarries his MPRJ, counsel him concerning— *a.* Improtance of documents to member and the Army. *b.* Protecting MPRJ and other records from mutilation, destruction, loss, or theft. Ensure MPRJ is ready for forwarding to STP/STA under AR 640–10 and AR 635–10.
26		Review Separation Preprocessing Checklist to ensure all applicable actions have been accomplished. Initial and date checklist.
27	Personnel Records	Prepare DF (fig 2–1–7) indicating that member has been completely preprocessed and schedule time and date for member to pick up MPRJ, when he is to be reassigned to an off-post STP. Forward completed DF through Records Processing Supervisor to Chief, MILPO for signature.
28		When DF is signed, forward it to member's unit of assignment.
29		When member is to be separated at the same installation, forward MPRJ to STP approximately 14 calendar days prior to separation date.
30	Unit CDR	Prior to member's departure from unit, Unit Commander will— *a.* Conduct unit departure ceremony for members separating with an "honorable" character of service (See para 2–2*d*, AR 635–10).

Figure 2–1. Procedure 2–1—Separation Preprocessing and Separation Final Processing–Continued

Procedure 2-1 (Continued)

Separation Preprocessing

STEP	A Action required by	B Description of Actions
		b. When member is to be reassigned to an off-post STP, ensure that he reports to MILPO, as scheduled. *c.* Check installation clearance form for completion of all required entries. *d.* Have member sign out of unit. *e.* Ensure member departs unit, as scheduled. *f.* Retain a copy of separation orders and clearance form.

Figure 2–1. Procedure 2–1—Separation Preprocessing and Separation Final Processing–Continued

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General Center.

REFERENCE OR OFFICE SYMBOL	SUBJECT Separation of Members

TO Commander FROM MILPO DATE CMT 1

1. During the month of ____ _____ __the members listed at inclosure are scheduled to be separated from the service.

2. Take the following actions:

a. Review status of servicemembers subject to flagging action (according to MILPO records) as indicated by an asterisk by their name on the inclosed list. Take necessary action to close the case, expeditiously or other action as appropriate. If individuals not indicated by asterisk are flagged according to your records, notify the MILPO immediately.

b. Record entry on Personnel Data Card-SIDPERS (DA Form 2475-2) to reflect pending separation.

c. Make determination of character of service and reenlistment eligibility.

d. Notify members of pending separation. Advise them concerning place, date and time to report for separation preprocessing. Provide transportation, if required.

e. Ensure that the following actions, if applicable, are completed NLT 30 days prior to separation:

(1) Good Conduct Medal
(2) OER/EER

f. Ensure that Separation medical examination or option statement is accomplished as prescribed by paragraph 2-3c, AR 635-10.

g. Initiate DA Form 137 (Installation clearance Record) (figure 2-1-4) in duplicate under AR 210-10. Have members pick up and handcarry the following documents to the MILPO Outprocessing Clerk approximately 21 days prior to separation date:

DA Form 3444 series (Alphabetical and Terminal Digit file for Treatment Records), DA Form 669 (General Education Development Individual Record, DA Form 348 (if applicable), DA Form 3078, DA Form 3479-R (if applicable), DA Form 3513 (if applicable), DA Form 3716 (if appropriate), and other (specify).

3. REMARKS:

1 Incl
as

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE.

Figure 2–1–1. Sample Form DA 2496

Name	*SSN*	*Grade*	*Date*	*Report to MILPO* *Time*	*Bldg*

Figure 2–1–2. Incl 1

SUBJECT: Separation of Members

TO MILPO FROM Unit CDR DATE CMT 2

1. The following members are subject to suspension of favorable personnel actions under AR 600-31. (Give date suspension will be lifted if known.)

2. Character of service and reenlistment eligiblity for members not subject to suspension of favorable personnel actions is shown on inclosure.

3. Remarks (as desirable).

1 Incl
as

Figure 2–1–3. Sample Letter—Separation of Members, From Unit Cdr, CMT 2

INSTALLATION CLEARANCE RECORD

For use of this form, see AR 210-10; the proponent agency is The Adjutant General's Office.

INSTALLATION

PREPARE IN DUPLICATE (Original to be retained in transfer activity file; duplicate to individual.)

LAST NAME - FIRST NAME - MIDDLE INITIAL	SOCIAL SECURITY NUMBER	GRADE

ORGANIZATION	TO DEPART (Time and date)

AUTHORITY FOR DEPARTURE Order No. _____

PMOS _____ Purpose _____

NEW DUTY STATION

CHECKLIST

(Normally officers, warrant officers, and enlisted personnel in grades E-7, E-8 and E-9 are not required to secure initials of clearing facility, their signature being official indication that all obligations are settled. Other enlisted personnel will normally have facility concerned initial applicable items. Appropriate administrative office will check items not applicable.)

FACILITY	INITIAL	FACILITY	INITIAL	FACILITY	INITIAL
1. ARMY COMMUNITY SERVICE		12. FAMILY HOUSING/HOUSING REFERRAL OFFICE		23. PROVOST MARSHAL (Veh, Wpn, Pets)	
2. ARMY EDUCATION CENTER		13. FINANCE OFFICE		24. RECREATION SERVICES OFFICE	
3. ARMY EMERGENCY RELIEF		14. LIBRARY		25. SECURITY OFFICER (Debriel, Badges) Unit S2	
4. CAREER COUNSELOR (Unit)		15. MEDICAL TREATMENT FACILITY		26. TRANSPORTATION OFFICE	
5. CLASSIFIED DOCUMENTS (S-2)		16. MILITARY PERSONNEL OFFICE (MILPO)		27. UNIT MAIL ROOM (Change of Address)	
6. CLOTHING INSPECTION (AR 700-84)		17. ORDERS FOR CHANGE OF STATION		28. UNIT SUPPLY	
7. COURTS AND BOARDS[1]		18. PERSONAL AFFAIRS OFFICE		29. OER or EER	
8. CREDIT UNION		19. PERSONNEL REGISTER		30. PE Property Off	
9. DENTAL CLINIC (Member & Depn)		20. POST EXCHANGE		31. Training Aids	
10. DEPENDENT SCHOOL OFFICE		21. POST MOTOR POOL (DA Form 348)		32. Central Accounting	
11. ENLISTED/OFFICER CLUB		22. POST TELEPHONE SERVICE		33. Promotion Auth 34. Post Locator,	

[1] *For pending reports of survey or disciplinary matters not referred to Company Commanders, only.*

I HAVE TURNED IN OR PROPERLY TRANSFERRED ALL CLASSIFIED DOCUMENTS EXCEPT THOSE WHICH PERTAIN TO MY OFFICIAL DUTIES AND FOR WHICH I, AS AN INDIVIDUAL, HAVE BEEN DESIGNATED THE AUTHORIZED CUSTODIAN. I HAVE DISCHARGED ALL PERSONAL DEBTS ADMITTEDLY DUE AND PAYABLE AT THIS TIME IN THIS AREA OR HAVE MADE SATISFACTORY ARRANGEMENTS WITH THE PERSONS OR ORGANIZATIONS CONCERNED FOR THE PAYMENT OF SAME, AND I HAVE FURTHER NOTIFIED OF MY NEXT STATION OR POST OFFICE ADDRESS. ALL OTHER PERSONS WHO ARE KNOWN TO BE PRESENTLY ASSERTING CLAIMS OR DEMANDS AGAINST ME OR WHO HOLD INSTRUMENTS OF INDEBTEDNESS MADE OR INDORSED BY ME. I UNDERSTAND THAT THIS CLEARANCE DOES NOT RELIEVE ME OF ANY PECUNIARY CHARGE FOR GOVERNMENT PROPERTY WHICH HAS BEEN OR MAY BE RAISED ON A REPORT OF SURVEY OR REPORT OF BOARD OF OFFICERS IN LIEU OF REPORT OF SURVEY.

REMARKS

After clearing activities listed in items 9 and 15, SM will hand carry medical and ~~dental records if they have not been transferred to STP. Upon clearing~~ the required activities, all members will report back to outprocessing to obtain the final ~~installation clearance stamp one day prior to departure~~ date from the unit. Unit commanders will insure that members are properly cleared prior to signing installation clearance papers. SM IS/IS NOT BARRED FROM REENLISTMENT.

DATE	SIGNATURE

SIGNATURE OF COMMANDING OFFICER OR DESIGNATED REPRESENTATIVE

DATES		TYPED NAME, GRADE, ARM, AND TITLE
FROM	TO	

FC OP 173 (Rev), 1 Jun 77

DA FORM 1 OCT 76 137 REPLACES EDITION OF 1 JAN 72, WHICH IS OBSOLETE.

Figure 2–1–4. Sample Form DA Form 137

Health Care Handout

Members being separated from active duty—and their dependents—lose their eligibility for military medical care or civilian care at military expense (under CHAMPUS) as of midnight of the day they are separated.

Separation of ARNGUS or USAR personnel is effective as of midnight of the last day of their authorized period of travel time to their home of record or place from which ordered to active duty.

This means that most of you will have no health care coverage after separation—either for yourselves or your families—until you take out a health insurance policy on your own or until you are enrolled in a health insurance program offered by your future employer.

Generally, several weeks elapse between the time a person is separated and the time he obtains civilian health care coverage on his own initiative or through employment.

Some of you are no doubt aware of the high cost per day of civilian hospitalization and are concerned about the possibility of becoming ill or being injured between the time you are separated and the time when you first have an opportunity to obtain civilian health insurance. So that you have time to do something about this problem, the Department of Defense has arranged to make available to you a short term health insurance.

This becomes effective at the time your military medical coverage ends and covers you and, and when applicable, your dependents for the following 90 days. If you want this, you may apply during separation processing. THIS POLICY DOES NOT COVER MATERNITY (PREGNANCY) BENEFITS.

At this point, several things need to be emphasized. First, your purchase of health insurance at that time is entirely voluntary. You have two choices: You may decide not to take any coverage, or you may choose the plan offered by Mutual of Omaha. If you decide to take the coverage offered, you must pay the entire cost during your separation processing. Normally, this will be done by a one-time deduction from your final pay. When that method is not feasible, you may pay by cash payment or by US Treasury check obtained from a disbursing officer in exchange for cash. When those methods are not feasible, you may use a postal money order, a bank draft, cashier's check, or a certified check payable to Mutual of Omaha. Once your separation processing is completed, it will be too late to enroll or, if you have already enrolled, it will be too late to change your mind and withdraw.

Please remember that after you are separated send any questions you may have about your policy to Mutual of Omaha and not to any military office or unit.

Figure 2–1–5. Health Care Handout

Separation Preprocessing Checklist
SSN (last 4)

Name/Rank

Date:
Separation Date

Required Actions:

INTERVIEWS:
- REENL: Yes No
- ARNG/USAR Yes No
- NON-CONUS RESIDENTS: Yes No

COUNSELING:
- DEFENDANT ID: Yes No
- DEFENSE RELATED EMPLOYMENT Yes No

MAJOR CARE 90 Yes No

SAT/SUN/HOL SEP Yes No

UNEMPLOYMENT COMPENSATION (OVERSEA) Yes No

LEAVE IN CONJ W/SEP Yes No
EFFECTIVE DATE _____

FIN INSTR: Yes No

STP INSTR: Yes No

RESERVE TRAVEL:
OF DAYS AUTH _____

RFO SUBMITTED: Yes No

DA 4188 PREPARED: Yes No

DF—CHARACTER OF SVC/RE CODE Yes No

DD FORM 214WS PREPARED: Yes No

Medical Examination/Waiver—doctor's review Yes No

★DD Form 2a (RESERVE) (RED)

PREPARED: Yes No

MPRJ Records Review:

OER/EER SUBMITTED: Yes No
DATE OER/EER POSTED: Yes No
AWARD SUBMITTED:
(GCMDL incl)
TYPE: ___ ___
DATE POSTED: ___ ___
ETS DATE: ___ ___
PEBD: ___ ___
BASD: ___ ___
HOR: ___ ___
GRADE/DOR: ___ ___
DA FORM 2 VERIFIED: Yes No

★VERIFY ITEM 4, DA FORM 2–1:
HAS A/D SVC OBLIGATION BEEN COMPLETED: Yes No
IF NOT DOES RECOUP APPLY: Yes No
IF RECOUP APPLIES HAS FAO BEEN NOTIFIED: Yes No

DA FORM 2–1 VERIFIED: Yes No
CLOSED OUT DA FORM 2–1: Yes No
SUSPENSE ACTIONS: _____

Note: FILE THIS CHECKLIST ON TEMP SIDE OF MPRJ PRIOR TO FORWARDING TO STP.

PREPROCESSING CLERK'S SIGNATURE _____

Figure 2–1–6. Separation Preprocessing Checklist

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Departure Clearance

TO Unit Commander FROM MILPO DATE CMT 1

1. _____, a member of your organization, has been preprocessed for separation by the Military Personnel Office and is eligible to depart your unit on _____ or report to STP on _____.
(Grade & Name) (date) (date)

2. Inform member to report to MILPO, Building #_____at_____ time _____to pick up MPRJ (applicable only if member is being reassigned to an off-post STP).
(date)

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE.

Figure 2–1–7. Sample Form DA Form 2496

Instructions for Completion of DA Form 4188

MILPO ACTIONS:

1. Prepare form in duplicate.

2. The MILPO will review the MPRJ, DA Form 2,2-1, whichever is applicable, and enter in Column b the information required in Column a. For each item entered, the MILPO will ensure that a source or substantiating document is present in the Personal Financial Record (PFR) or MPRJ. Upon completion of entries, the MILPO will complete certification and inclose the forms in the PFR. Listed below are sources of information required to complete Column b.

3. Upon receipt of duplicate copy of DA Form 4188 from FAO, forward to Records Section for file in temporary section of MPRJ.

Column a	*Source Documents*
Name:	Item 1, DA Form 2/2-1
SSN:	Item 2, DA Form 2/2-1
Pay Gr & Comp:	Item 9, DA Form 2; Item 18, DA Form 2-1; Item 12, DA Form 2
ARR/DPRT Date:	DA Form 31; Item 35, DA Form 2-1
PEBD/OPED:	Item 46, DA Form 2
BASD:	Item 47, DA Form 2; orders; DD Form 4
ETS—EM:	Item 14, DA Form 2; Reenlistment Orders; DD Form 4; DA Form 1695; AD Orders
ESA—OFF:	Item 14, DA Form 2; AD Orders
SDA (PP) (Level & Type):	Item 25, DA Form 2; Orders
Add Pay Elig/Incentive/Sp Pay:	Item 26/27/28/29, DA Form 2; Orders
DENT/VET/OPT Pay:	Item 28/29, DA Form 2
SGLI (AMT—$-0-5-10-15-20,000):	DD Form 93 and VA Form 29-8286
*Lost time, forfeitures (AWOL, CONF, Art 15, CM):	Item 21, DA Form 2-1; Item 35, DA Form 2-1; DA Form 4187; DA Form 2627; SPCMO, GCMO
Marital Status:	DD Form 93, DA Form 41; Item 59, DA Form 2
EB-SRB:	Orders; DD Form 4; Item 21, DA Form 2
VSP-DCP-BCP-MASP:	Written active duty agreement

FAO ACTIONS:

1. Inprocessing:

a. Check MILPO data with last leave and earnings statement (LES) and documentation in the PFR. Indicate agreement by ( ) in Column c. If not in agreement, enter PFR data in Column C.

b. Resolve any discrepancies with MILPO and member.

c. When pay change input is required, indicate by completing column d and e; prepare DA Form 3684 and forward with PFR on inprocessing block ticket to Quality Edit (QE) for review.

d. Finance Services Section Chief will review actions taken, complete statement at bottom of form, and forward PFR processing block to QE for inprocessing audit.

e. QE will perform inprocessing audit of PFR and edit any DA Form 3684. Complete signature block at bottom of page.

f. File completed form in PFR as a permanent document. Remove and destroy upon execution of new form.

g. Return duplicate DA Form 4188 to MILPO.

2. Separations:

Forward to QE for required preseparation audit of member PFR.

**Note:* If additional space is required for any item of data, enter "See reverse" in the appropriate column and enter data on the reverse side of form.

Figure 2–1–8. Instruction for Completion of DA Form 4188

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General Center.

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Report of Absences Affecting Accrued Leave

TO Finance Officer FROM MILPO DATE CMT 1

Records of the following members of _____ _ _ _ _____ _____, who
(cite unit)
are scheduled to separate, indicate absences during which leave does not accrue under AR 630-5:

GRADE	NAME	SSN	FROM	TO	DAYS	REASON

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE.

Figure 2–1–9. Sample From DA Form 2496

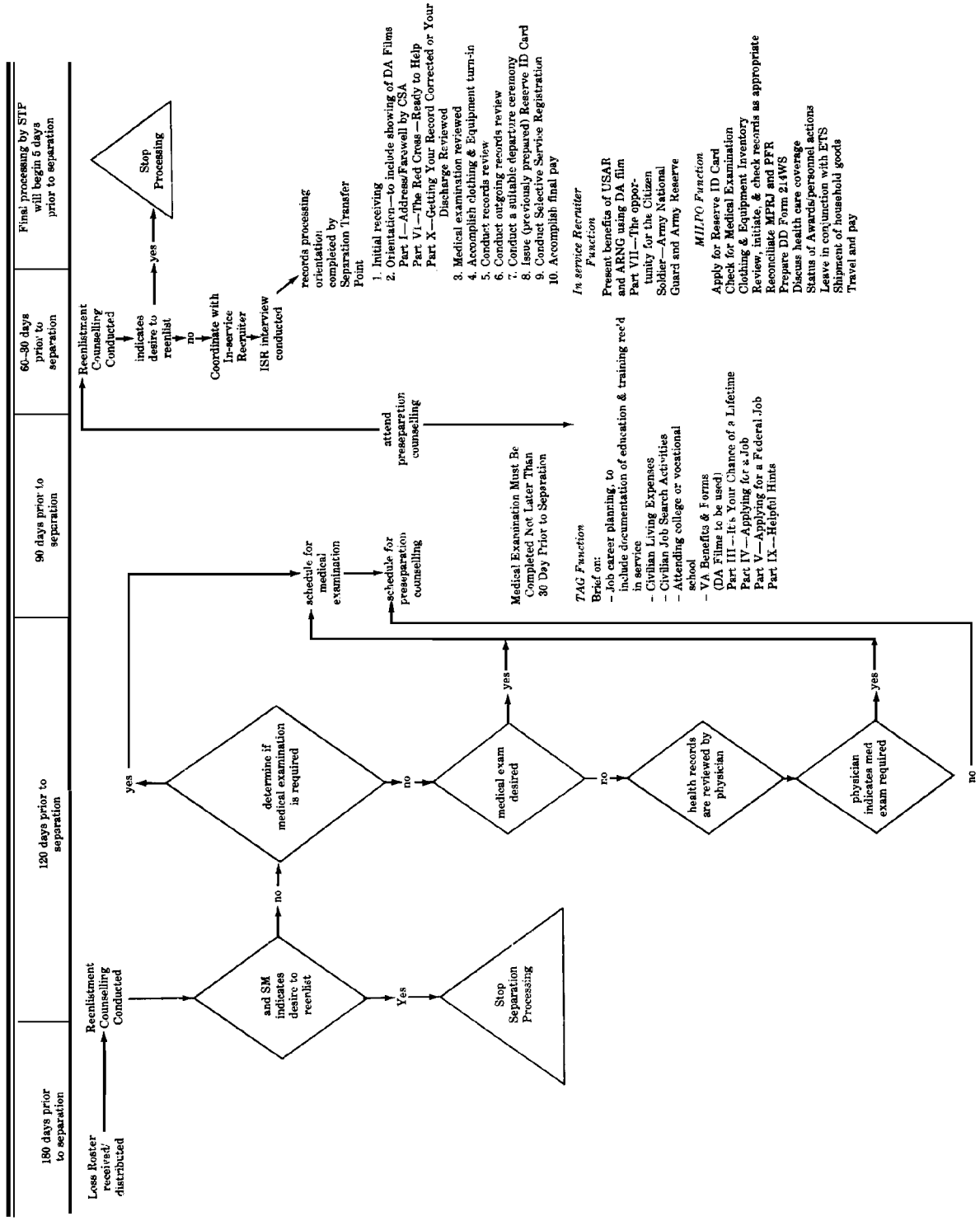

Figure 2–1–10. Separation Processing Procedures Decision Logic Table

Table 2–1–1
Final separation reporting place

RULE	A	B	C
	If the member is	and	then
1	assigned in CONUS	is assigned for duty or training at an activity or installation having an STP, or is within commuting distance of an STP (less than 10 hours)	assign him to the STP for separation processing.
2	assigned in CONUS	is assigned for duty or training at a location without an established STP	process him at the STA servicing the member's unit of assignment.[1]
3	assigned in CONUS	is assigned for duty at a location without an established STP and his unit of assignment is not serviced by an STA	assign him directly to the authorized STP (app A, AR 635–10) nearest his present duty station that will result in the least overall travel cost to the Government. (Overall travel cost includes travel from the duty station to the STP, and from there to the member's home of record).[2]
4	assigned in CONUS or overseas	is a non–CONUS resident, and desires to separate in his HOR area	process him under table 2–3 and section IV, chapter 2, AR 635–10.
5	a non–CONUS resident, stationed in his HOR area	he desires to separate in his HOR area	process him at the STP/STA servicing the member's unit of assignment (table 2–3 and section IV, chapter 2, AR 635–10)
6	assigned in CONUS or overseas	is a non–CONUS resident and desires to separate in CONUS or oversea	process him at the STA servicing the member's unit of assignment (table 2–3 and section IV, chapter 2, AR 635–10).
7	assigned in CONUS or overseas	he will be separated for immediate entry on active duty in another status	process him under AR 635–100 or AR 635–200 at the MILPO, personnel service company, or division servicing his unit of assignment.
8	assigned overseas	is scheduled for return to CONUS for separation/retirement (excluding location of personal choice)	assign him to the STP as prescribed in paragraph 2–5 or table 2–1, AR 635–10.[3]
9	assigned in CONUS or overseas	is scheduled for retirement at a location of personal choice in CONUS, Hawaii, or Alaska	assign him to an authorized STP as prescribed in paragraph 2–18, AR 635–10
10	assigned overseas	*a.*— Is scheduled for return to the United States/HOR area for REFRAD/discharge in conjunction with TDY or emergency leave, and *b.*— Will have, upon completion of TDY or leave, less than 60 days until ETS	assign him to an authorized STP as prescribed in paragraph 2–5h, AR 635–10
11	assigned overseas	is scheduled to separate in the oversea area	process him at STP/STA servicing his unit of assignment.
12	assigned CONUS or overseas	is drug dependent under paragraph 6–15c, AR 600–85	process for separation under chapter 9, AR 635–200 and Appendix E, AR 600–85.

Notes:

[1] As an exception, if the cost to move a member from a distant station to his STA is greater than the cost to move him to an established STP, assign the member to an STP under Rule 3 above.

[2] As an exception, a member may be assigned (para M4157 1c, JTR, Vol I) to any authorized STP (app A). Include AR 635–10 and para M4157 1c, JTR, Vol I as the authority for a member assigned under this exception. The member will not be entitled to any greater or additional monetary or other benefits than those to which he would have been entitled had he separated at the STP nearest his present duty station which would have resulted in the least overall travel costs to the Government.

[3] Transmit his personnel, health, dental, and financial records to the STP under AR 640–10, so he may be separated on his

a. Day of arrival, if he is to be REFRAD or discharged, or

b. Retirement date.

Table 2–1–2
Final separation reporting time

RULE	A	B	C
	If the member is	and	then
1	assigned in CONUS or overseas	he entered on extended active duty (EAD) from the ARNGUS or USAR and is to be released from active duty (REFRAD)	start with—scheduled RERAD date _____ subtract—The number of days leave in conjunction with separation, if applicable, plus authorized travel time from the STP/STA to the member's home of record/place from which entered on or ordered to AD. _____ add—1 day. _____ result—Have member physically report to the STP/STA no later than 0800 on this date (or the last workday prior to, if this date is a Sat, Sun, or hol).[1a, 2, 7]
2	assigned in CONUS or overseas	he is to be REFRAD/discharged prior to ETS or completion of period for which order to active duty/ADT (approved under existing separation criteria)	have him physically report to the proper STP/STA as soon as possible after receiving separation approval and orders[1b, 2, 7]
3	assigned in CONUS (including non CONUS residents)	he is— *a.* ETS, mandatory release, resignating, or retiring *b.* not retiring at location of personal choice *c.* not taking leave in conjunction with separation	have him physically report to the STP/STA NLT 0800 on his scheduled separation date (REFRAD/discharge/retirement).[1a, 3]
4	assigned in CONUS	he is covered by column B, rule 3, but is taking leave in conjunction with separation	start with—scheduled REFRAD/discharge/retirement date. _____ subtract—The number of days leave in conjunction with separation. _____ add—1 day. _____ result—have member physically report to the STP/STA no later than 0800 on this date (or the last workday prior to, if this date is a Sat, Sun, or hol)[1a, 2, 5]
5	assigned in CONUS or overseas	he is retiring at a location of personal choice and is not taking leave in conjunction with separation.	have him physically report to the appropriate STP not earlier than 2 workdays prior to schedule retirement date.[1c, 2]
6	assigned in CONUS or overseas	he is retiring at a location of personal choice and he is taking leave conjunction with separation (leave will not extend beyond his scheduled reporting date)	Column c, rule 5 applies.[1a, 2, 4] See paragraph 8-6, AR 630-5 for exception to this rule.
7	assigned in CONUS or overseas	he is Non-CONUS resident, whose HOR is serviced by an STP and he desires to return to HOR area for separation	depending upon availability of transportation, schedule him to depart his last duty station and physically report to the STP serving his HOR area by 0800, 2 workdays prior to scheduled separation date.[1c, 2, 4]
8	assigned overseas (including a non CONUS resident)	he is scheduled to separate in the oversea or HOR area	have him physically report to the STP/STA NLT 0800 on his scheduled separation date.[3]

Table 2–1–2
Final separation reporting time—Continued

RULE	A	B	C
	If the member is	and	then
9	assigned overseas (including a non-CONUS resident in his HOR area)	he is— *a* — returning to CONUS, *b* — separating on normal ETS/RET *c* — taking leave in conjunction with separation prior to arrival in CONUS (leave will not extend beyond his scheduled reporting date).	have him physically report to the proper STP not earlier than 2 calendar days prior to scheduled separation date/retirement date.[1c, 2, 7]
10	assigned overseas	he is covered by column B, rule 9, but is taking leave in conjunction with separation after arrival in CONUS.	start with-–scheduled separation/ret date. _____ subtract—the number days leave in conjunction with separation. _____ add—1 day. _____ result—have the member physically report to STP on this date.[1a, 2, 5, 6, 7]
11	assigned overseas	he is on TDY/emergency leave in the United States/HOR area and will have less than 60 days to scheduled separation date (REFRAD/discharge) after completion of leave or TDY.	have him physically report to the STP NLT the first calendar day after completion of TDY/emergency leave.[1d, 2]
12	assigned in CONUS	he is— *a* — assigned for duty at a distant location (from unit of assignment) which does not have an established STP or STA *b* — Taking leave in conjunction with separation/retirement.	have him physically report to the authorized STP (app A) nearest his present duty station that will result in the least overall travel cost to the Government not earlier than 2 workdays prior to beginning date of leave.[1a, 5, 6, 7]
13	assigned in CONUS	he is— *a* — Same as column B, rule 12 *b* — Not taking leave in conjunction	have him physically report to STP not earlier than 2 workdays prior to separation date.[1c, 3] With separation/retirement.

Notes:

[1] If assignment to an STP is required, assign member on the—

Scheduled (normal) separation/retirement date.

Establish separation date (normally 3 workdays after date separation is approved).

Second workday before the scheduled separation/retirement date.

First calendar day after completion of TDY or emergency leave.

[7] When returning from oversea, do not permit port–calling of any separation/retiree that will cause his arrival at a CO–NUS ADOE on a Friday or Saturday.

[2] *a.* If his scheduled (normal) separation date falls on a Saturday, Sunday, or holiday, and the enlisted member gives written consent, he will physically report and be assigned to the STP on the last workday before his normal separation date. If assignment to an STP is not required, he reports to his STA on the last workday before his normal separation date. In both cases, this last workday then becomes his actual separation date.

b. If his normal separation date falls on a Saturday, Sunday, or holiday, and the enlisted member does not consent to separation on the last workday prior, he will—

(1) Physically report to the STP/STA on the last workday before his normal separation date (his actual separation date will be his normal separation date).

(2) Be assigned to the STP, if required, on his normal separation date.

(Example: Retirement date 31 Jul 80, requested 30 days of leave and gets 1 day travel time.)

DA Form 31: 2 Jul 80 thru 31 Jul 80

Physically report to STP: 30 Jun 80

Will proceed date: 29 Jun 80

Separation/retirement date: 31 Jul 80

[3] Members are authorized to take leave in conjunction with separation prior to reporting date.

[4] Separation processing must be completed at a CONUS STP (see table 2–1, AR 636–10) prior to departure on leave.

[5] If separation/retirement processing is completed prior to date leave is scheduled to begin members will not be authorized to depart STP earlier than scheduled unless they agree to have a new DA Form 31 prepared showing a new date of departure and extending to retirement.

[6] Members will have in their possession a completed DA Form 31 with leave beginning on first calendar day after the 2d workday and end on the normal

Procedure 2–2	CAUTION: Records custodians must PROTECT PERSONAL PRIVACY. Personnel records and information will be treated and safeguarded as "FOUO" whether bearing special markings or unmarked. See paragraphs 3 & 5 AR 340–16.

Final Separation processing

STEP	A Action required by	B Description of Actions
1	Chief of STP/STA or Designated Indiv	*Loss Roster*—Each month a loss roster will be provided your activity under procedure 4–22, DA Pam 600–8–2. Use this roster for scheduling the separation orientation and update daily, e.g., extensions, reenlistments etc. Upon receipt of the next monthly roster, compare with the old one. As members receive separation orientations and MPRJ are not received for members listed on the roster, contact the PSNCO/MILPO, as appropriate.
2		Separation Orientation—Do the following— *a.* Schedule the separation orientation within 30 days of ETS, or departure on leave in conjunction with separation. *b.* Publish and distribute an orientation schedule if members are to receive an orientation prior to scheduled reporting date to STP (fig 2–2–1). *c.* Assemble members receiving honorable or under honorable condition discharges/character of service in the orientation room. Ensure that these members are processed prior to members receiving less than honorable discharges. *d.* Acquaint separatees with the mission and facilities of the STP. *e.* Give instruction regarding the processing schedule, i.e., where to go and what is required at each phase. *f.* Explain the purpose of records processing interview. *g.* Show DA film/tapes "Address/Farewell by CSA" and "Getting Your Records Corrected or Your Discharge Reviewed." *h.* Insure that members who have not attended a Pre-Separation Counselling orientation are also shown the film/tapes "It's Your Chance of a Lifetime (VA Benefits and "Helpful Hints") *i.* Provide each member with a copy of DA Pam 360–526, DA Pam 360–524, DA Pam 360–506, 1979 as appropriate, VA Pam 20–67–1, RCPAC Pam 140–5 and for members with remaining service obligations DD Form 2A (Reserve) (Red). Provide College graduates upon request a copy of the College Placement Annual. *j.* Counsel members taking leave in conjunction with separation concerning their status while on leave, what members or next of kin should do in the event member is hospitalized or dies prior to 2400 hours on effective date of separation (fig 2–2–2). *k.* Inform members of benefits that can be derived from active participation in a USAR troop program unit or ARNG unit. Allow time during or after the orientation for the USAREC In-Service Recruiting NCO to provide additional information to prospective enlistees.
★3	Initial Receiving Clerk	Receipt of MPRJ–Receive the MPRJ not earlier than 10 workdays prior to ETS/departure date or leave in conjunction with separation. Do the following— *a.* Check orders assigning/attaching member to separation transfer point to ascertain if reporting date is correct. If reporting date, name, SSN, or ETS is incorrect, request an amendment from MILPO. *b.* Check records to determine if members are eligible for discharge, relief from active duty and transfer/return to a Reserve Component, or retirement for length of service. *c.* Using Separation Preprocessing Checklist (fig 2–1–6), verify that all separation preprocessing steps have been completed, i.e., enlisted members have had a reenlistment interview under AR 601–280; DA Form 4188 is in file indicating PFR and MPRJ have been reviewed; and that DD Form 214WS has been prepared. *d.* Verify that MPRJ contains DA Form 2 and 2–1; latest promotion/reduction orders, as appropriate; PMOS and SMOS orders; DD Form 4/1–4/3; DA Form 4187, as appropriate, listing AWOL, periods of confinement, name changes, etc. If documents are missing, contact the MILPO/PSNCO. *e.* Check MPRJ for Transfer Data Record (TDR) if SM is assigned to an STP from a unit using a different data base. If TDR is in MPRJ, pull one copy of orders and TDR and give to SIDPERS clerk for suspense until arrival of member. If TDR is not in MPRJ, request it from the MILPO. *f.* Verify that item 35, DA Form 2–1 has been posted to include the posting of separation OER/SEER, when required, and the close-out entry transferring members from unit to the STP. Ensure that the effective date coincides with the member's reporting date in his orders. *g.* Ensure that action pending documents are resolved, e.g., AWOL, request for Good Conduct Medal, request for character of service, OER/SEER, receipt of final DA Form 268, etc.

Figure 2–2. Procedure 2–2 "Final Separation Processing"

Procedure 2–2 (Continued)

Final Separation Processing

STEP	A Action required by	B Description of Actions
3	Initial Receiving Clerk (Continued)	*h.* Remove unauthorized and temporary documents from MPRJ and make appropriate disposition under AR 640–10. *i.* Verify DD Form 214WS against all pertinent data contained in MPRJ. *j.* Ensure that the Separation Program Designator (SPD) has been verified and is correct. (See AR 635–5–1). *k.* When member meets necessary criteria for separation, ensure that required documents are contained in MPRJ, DD Form 214WS is correct, then forward MPRJ to supervisor for final review.
4	Supervisor	*Records Review*— *a.* Verify that member is eligible for separation. *b.* Determine if appropriate character of service, RE Code, and SPD Code are on DD Form 214WS. Spot check correctness of the data as time permits. *c.* Direct the preparation of the following documents. (1) DD Form 214 (2) Discharge Certificate, when applicable. (3) DA Form 1811, if applicable. (4) DD Form 473.
5	Clerk-Typist	Type DD Form 214 and other documents required under AR 635–5 and AR 635–10. Upon completion, return to supervisor for review (app D).
6	Supervisor of Clerk-Typist	*Records Review*— *a.* Review DD Form 214 and other documents for accuracy. Ensure the orders action and items 9 and 23 of DD Form 214 agree and show correct Control Group or USAR TPU (see table C–1). *b.* Make appropriate closing entries on DA Form 2–1. *c.* Submit all documents to Chief, STP/STA for signature and return.
7	Chief, STP/STA	Review and authenticate, as required, all documents received and return to supervisor. Insure items 9 and 23 of DD Form 214 agree with orders action assigning Control Group or USAR Troop Program Unit (see table C–1).
8	Supervisor	*Records Review*— *a.* Upon return of documents, ensure that all separation documents are included in the MPRJ to include DD Form 214, Discharge Certificate, when applicable, DA Form 1811, if applicable and DD Form 473. *b.* Direct the filing of MPRJ with separation documents therein-alphabetically by separation/retirement date.
★9	Initial Receiving Clerk	Arrival of Member—*a.* If MPRJ accompanies member, then perform step 3 in conjunction with this step. *b.* Check orders assigning/attaching member to STP to ensure reporting date is under Table 2–1–2. If not correct, request an amendment from MILPO. (This step does not apply to STAs). *c.* Ensure that member reports under schedule established by STP. If not and member is assigned/attached for duty at same installation as STP, direct member to return to unit until correct date. *d.* If member reports in from an oversea unit or another CONUS installation and has arrived prior to scheduled reporting date, take the following action— (1) For retirees at location of personal choice, call HQDA (DAPE–EPA–AST) AUTOVON 221–8411/8412 for guidance. (2) For separatees/retirees on emergency leave, ensure members utilize all of their emergency leave prior to reporting to the appropriate STP. (3) For all other problems that cannot be solved at local level, CALL HQDA (DAPC–EPA–AST) for guidance. *e.* Have member sign in. (This step does not apply to STAs).

Figure 2–2. Procedure 2–2 "Final Separation Processing"—Continued

Procedure 2–2 (Continued)

Final Separation Processing

STEP	A Action required by	B Description of Actions
9	Initial Receiving Clerk (Continued)	*f.* Assign members for billeting and furnish information regarding messing and pass policy, if appropriate. *g.* Verify that member has in his possession— (1) MPRJ, if not received earlier. (2) Health and Dental Records, to include separation medical examination or option statement with doctor's review. (3) Clothing record, when applicable. (4) DA Form 669, when applicable. (5) Completed clearance papers, DA Form 137. (6) PFR if reporting from off-post. (7) Military/dependent's ID cards, as appropriate. (8) DA Form 31, if appropriate. *h.* Verify that a character of service determination has been made by the unit commander. If not, contact unit/battalion personnel administration center for missing data). Check each entry on DA Form 137 (see fig 2–1–4). Ask member if he signed out at his unit. If member has not completed all entries on the DA Form 137 or did not sign out at his unit (on same installation as STP), contact his unit commander/1SG to complete installation clearance. *i.* Question member to determine if unit has processed a good conduct medal or another award. If so and appropriate document is not in MPRJ, contact MILPO/PSNCO, when on same installation as STP/STA. *j.* Retention of enlisted member beyond ETS is not authorized without approval of HQDA (DAPC–EPA–A–S), except as indicated in paragraph 1–24 through 1–26, AR 635–200. *k.* Advise enlisted members whose ETS date falls on a Saturday, Sunday, or holiday, that with their consent they will be separated on the last workday prior to their scheduled date of separation. (Enlisted members who decline to separate on the last workday prior to their scheduled date of separation will be processed on that workday but separation documents will reflect their normal separation date. Arrange for the enlisted member to pick up his separation documents on normal separation date from the post SDO/SDNCO. Coordinate with FAO to ensure that the enlisted member receives his final pay prior to departing the installation. (See para 4–9*c*, AR 37–103 and para 40105, DODPM)).
10	Designated Clerk	*Records Processing Interview*— *a.* If inprocessing review with member reveals need to revise previously prepared DD Form 214, make necessary corrections. *b.* Have member verify and sign DD Form 214. *c.* Inform member of the purpose and importance of the documents he is about to receive and that duplicates may not be available for 90 days following separation. *d.* Furnish the following forms to each member with instructions as to why and how to complete (app D): (1) Department of Labor Form OVRR–2 (para C–7, app C.) (2) DA Form 664. (3) VA Form 21–526e, when applicable. (4) DD Form 1407. *e.* Have member complete and sign all documents. ★*f.* Have male members born in 1960 or later complete a Registration—Information Change Form, SSS Form 1 in accordance with appendix C, para C–29*b*.
11	Supervisor	*Outgoing Records Check-Day of Separation*— *a.* Ensure that member's DD Form 473 contains all required documents prior to issuance to member.

Figure 2–2. Procedure 2–2 "Final Separation Processing"—Continued

Procedure 2–2 (Continued)

Final Separation Processing

STEP	A Action required by	B Description of Actions
		b. Ensure that member has turned in his dependent's ID card, if appropriate. If dependents' ID card is not available, ensure member has completed DD Form 1407. Give member a pre-addressed envelope for the return of ID cards that can be physically located or for a member who takes leave in conjunction with separation. Inform member of the importance of expeditiously mailing dependent's ID card to the STP and that a letter will be forwarded to the dependent concerned (fig 2–2–3). Inform member that it is unlawful for him or his dependents to use their ID cards after the day of separation. *c.* Ensure that member, prior to reporting, to FAO, has the following documents in his possession— (1) Four copies of separation/retirement orders. (2) One copy of DD Form 214. (3) Military Identification Card, which will be turned in upon receipt of final pay. *d.* Ensure that Separation Final Processing Checklist has been completed (fig 2–3–4). *e.* Have member sign out and report to FAO for final pay. *f.* Ensure that members departing on leave in conjunction with separation, and who desire to retain military and dependent ID cards until effective date of separation, are— (1) Provided a pre-addressed envelope. (2) Advised to return the ID cards ASAP after the day of separation. (3) Informed of the importance of expeditiously mailing the ID cards to the STP since these cards are controlled and must be accounted for. (4) Informed that it is unlawful for him or his dependents to use ID Cards after the day of separation. *g.* Ensure that clothing retained for appearance, health and comfort is collected under AR 700–84 for oversea returnees separated for cause (applicable only to Ft Dix, Ft Jackson, and Oakland Army Base.)
12	C, STP or Commander's Representative	Departure Ceremony—Conduct an appropriate departure ceremony for member separating with an "honorable" character of service (See para 3–15, AR 635–10). Provide appropriate departure remarks (fig 2–2–5) and handshake to separatees.
13	FAO	*a.* Coordinate as necessary with commanders, personnel officers and separation transfer point/activity personnel to establish a time for payment to members. *b.* Collect military ID cards and destroy on a daily basis by cutting, burning, or shredding. *c.* Comply with paragraph 4–9*c*, AR 37–103 and paragraph 40105, DODPM, when making payment of final pay and allowances to members separating on a Saturday, Sunday, or legal holiday.
14	Chief, STP/STA	ID Cards Receipt/Destruction— *a.* Collect dependent ID cards and destroy on a daily basis by burning, cutting, or shredding. *b.* Establish suspense system to ensure all ID cards to be mailed in are returned. If not, dispatch letter (fig 2–2–6 or 2–2–7). If cards are not returned within 30 days, inform HQDA (DAAG–PSI). *c.* Ensure that only the Chief, STP/STA or his designated representative opens mail containing ID cards and controls the receipt/destruction of these cards.
15	Designated Clerk	*DD Form 214 Disposition*—Ensure that DD Forms 214 are distributed under table 3–1, AR 635–5. See app I for addresses of the Army Areas/Area Commands.

Figure 2–2. Procedure 2–2 "Final Separation Processing"—Continued

Procedure 2–2 (Continued)

Final Separation Processing

STEP	A Action required by	B Description of Actions
16		Records Disposition— *a.* Ensure that all MPRJs include— (1) Health Records (DA Forms 3444 Series) with Separation Medical Examination or option statement with doctor's review as prescribed by procedure 1–6. (2) Copy 2 or 7 of DD Form 214. (3) Copies of separation orders and other documents completed by member during final separation processing. (4) DA Form 664 (original). *b.* For all members applying for VA disability compensation, forward health records to VA Regional Office (VARO) nearest the SM's home. (See AR 635–5 and DA Pamphlet 360–526 for addresses). Ensure that these health records contain— (1) VA Form 21–526e. (2) Copy of DD Form 214. (Reproduced copy 3) (3) Copy of separation medical examination. (4) Copy of separation orders. (5) Copy of DA Form 664 (Original of DA Form 664 is placed in MPRJ).

Figure 2–2. Procedure 2–2 "Final Separation Processing"—Continued

Procedure 2–2 (Continued)

Final Separation Processing

STEP	A - Action required by	B Description of Actions
16	Designated Clerk (Continued)	*c.* Do not delay the disposition of records after separation because of missing documents. When missing documents are received, forward to Commander, USAEREC, ATTN: PCRE–TS, Ft Benjamin Harrison, IN 46247 (enlisted) or HQDA (DAPC–MS–R), Alexandria, VA 22332 (officers) as appropriate, with a copy of separation orders attached, unless otherwise indicated in tables D–1 through D–12, appendix D. *d.* Mail DOL OVRR–2 forms on a daily basis to the Department of Labor, Office of Veterans Reemployment Rights, Washington, DC, 20216. *e.* Maintain an accurate record of when and where the MPRJ was shipped to ensure an audit trail. Prepare and forward one copy of the DA Form 200 with each box or envelope shipped. Ensure that the shipment date is annotated thereon. If desired, each STP/STA may annotate the DA Form 200 with the records and forms being shipped. *f.* Mail MPRJ under paragraph 2–2, AR 340–3, as follows— (1) Mail pieces weighing 12 ounces or less at the first-class rate. (2) Mail pieces weighing more than 12 ounces at the priority rate. (3) Mark each piece either "Priority Mail" or "First Class." (4) Do not use certified or registered mail. *g.* Deliver MPRJ directly to the USPS/Army Postal Facility servicing the installation/activity NLT COB on the 5th workday following the separation/retirement date.
17	Designated Clerk, STP	SIDPERS FUNCTIONS—Applies only to an STP (For STA coordinate with the unit or PSNCO to ensure that the SIDPERS separation transaction is expeditiously submitted). *a.* Prepare SIDPERS input daily and submit to the SIDPERS Interface Branch (SIB) NLT 1000 hours for all members arrived or separated since the preceding workday, except ARNG and USAR on Active Duty for Training. Prepare daily input, as follows— (1) Collect all DD Forms 214 (copy 8) alphabetize, and assign Unit Processing Code. (2) Using sign in sheets and DD Forms 214 from the previous day, prepare an arrival and/or separation transaction for all SM arrived or separated since the previous workday. (Procedure 2–2 and 2–30, Pam 600–8–1). (3) Determine the change in strength and prepare organization strength transition (procedure 2–20, Pam 600–8–1). (4) Prepare corrections to all error cards received from previous SIDPERS cycle. (5) Ensure that Personnel Transaction Register (P11) is received and errors corrected (procedure 4–1, Pam 600–8–1). (6) Ensure that Unit Personnel Accountability Notices (C40) are received and corrected (procedure 4–27, Pam 600–8–1). (7) Ensure that Personnel Strength Zero-Balance Report Parts I and II, (C27) is received and errors corrected (procedure 4–7, Pam 600–8–1). (8) Obtain TDR from MPRJ, if required (step 3e). *b.* Prepare DA Form 3815 (para 2–14, Pam 600–8–1) to record SIDPERS input and retain copy for the files. (Serves as proof of submission until the next personnel transaction register is received). *c.* Arrive members taking leave in conjunction with separation in SIDPERS only on actual reporting date as shown in orders.
★17.1		Post Separation Home Address (NX Transactions)—Submit Post Separation Home Addresses on all personnel separating with a remaining service obligation to SIDPERS Interface Branch in accordance with procedure 2–59, DA PAM 600–8–2.
18	STP Supervisor	Check of SIDPERS—Ensure that— *a.* All SIDPERS separation documents are prepared as required. *b.* DA Form 3815 is signed. *c.* All documents are returned to the SIDPERS clerk for *hand carrying* to SIB NLT 1000 hrs each workday. *d.* All SIDPERS errors are corrected immediately.

Figure 2–2. Procedure 2–2 "Final Separation Processing"—Continued

Final Separation Processing		
STEP	A Action required by	B Description of Actions
19	Designated Clerk	*Report of Separation (RCS: MILPC–5)*— *a.* Prepare report on the first workday of each month in message format (fig 2–2–8). *b.* Have the message authenticated under local policy/procedures. *c.* Hand carry it to communications center for transmittal as soon as possible to HQDA (DAPC–EPA–A). *d.* Retain a copy for files.
20		*Preprocessing Discrepancy Report (RCS: MILPC–71)*—For STP at Fort Dix, Fort Jackson, and Oakland Army Base only. *a.* Prepare and forward this report (fig 2–2–9) to the appropriate major commander, with a copy to HQDA (DAPC–EPA–A), Alexandria, VA 22332. *b.* Retain a copy for files.

Figure 2–2. Procedure 2–2 "Final Separation Processing"—Continued

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General Center.

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Notification of Separation Orientation

TO Unit CDR FROM STP DATE CMT 1

1. The following members of your unit whose names and ETS dates appear on the attached roster (Incl 1), are required to report to the US Army Separation Transfer Point/Activity (STP/STA) Bldg , Room , at hours on for a mandatory separation/retirement orientation, under paragraph 3-9, AR 635-10.

2. Request you --

a. Ensure that members who require or request a separation medical examination are scheduled under paragraph 2-3, AR 635-10. Members must complete all medical and dental work prior to separation date.

b. Advise members who desire leave in conjunction with separation to bring two REPRODUCED copies of the approved DA Form 31 to the STP/STA at least three weeks before beginning date of leave.

c. Ensure that all eligible members are awarded the Good Conduct Medal.

d. Ensure that members receive a copy of the Information Sheet (Incl 2).

3. You will be --

a. Advised of the members who fail to report for this mandatory orientation, and

b. Requested to take appropriate disciplinary action.

FOR THE COMMANDER:

2 Incl
as

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE.

Figure 2–2–1. Sample Form DA Form 2496

INFORMATION SHEET FOR MEMBERS SEPARATING FROM THE SERVICE

1. SEPARATION PROCESSING:

a. Separation Orientation: You must report to the US Army Separation Transfer Point/ Activity within 30 days of your separation.date for a final mandatory separation orientation. You may delay your separation if you do not attend.

b. Orders: You should receive your separation orders through your unit about 60 days prior to your separation date. (Retirees will receive them sooner.) You must have these orders for your separation processing.

c. Date and Hour of Separation: Normally, you will be separated prior to 1630 hours on your established separation date. If you are an enlisted member and your scheduled separation date falls on a weekend or holiday, with your consent, you will be separated on the last workday prior to that weekend or holiday. If you decline to separate on the last workday prior to your scheduled separation date, you will be out-processed on the last workday, but your separation documents will reflect your normal separation date. Pick up your separation documents on your normal separation date from the post Staff Duty Officer or Staff Duty Noncommissioned Officer. See your Finance and Accounting Officer about your final pay. Please do not make any plans or appointments contingent upon being released at a specified time on your scheduled separation date. Because of the workload at the STP, a definite time of release cannot be guaranteed.

d. Reenlistment or Extension: If you have any intention of either reenlisting or extending your current period of active service, notify Post Reenlistment Office IMMEDIATELY.

e. Finance Processing: You will be notified by the FAO separation clerk of the time and date to report for your finance separation processing. At that time, you will receive further instructions.

f. Separation Medical Examination: Unless mandatory, separation medical examination must be requested or declined, however, if you decline a physician or a physician's assistant (PA) must review your health records and may require you to take an examination.

g. Dependent Identification Cards (DD Form 1173): You will be required to surrender your dependents' ID Cards on your separation date. If the cards are not available, you must complete item 6, DD Form 1407 and state that they will be turned in when located.

2. Actions required on your separation date --

a. Report to the STP as directed.

b. Sign out of your unit of assignment prior to reporting to STP.

c. Have DD Forms 2A and 1173 in your possession when you report.

d. Report in Class A Uniform or appropriate civilian attire, as required.

Figure 2–2–1. Sample Form DA Form 2496—Continued

e. At this time you will be issued your DD Form 214 (Certificate of Release or Discharge from Active Duty). THIS IS A VERY IMPORTANT DOCUMENT - DO NOT LOSE OR DESTROY THIS FORM. You will need it to substantiate any Veteran's Benefits, Unemployment Compensation or other claims you may have. Duplicates may not be available for 90 days following separation.

f. You will complete your separation processing by going to Finance and Accounting Office for your final pay and allowances, providing you have not made prior arrangements for it to be mailed.

SPECIAL INFORMATION AND ITEMS TO REMEMBER

DD Form 214 (Certificate of Release or Discharge from Active Duty): DO NOT lose or destroy this form. The only way to obtain a replacement is to write: Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PSE-VS, 9700 Page Blvd, St. Louis, MO 63132.

PAMPHLETS AND BROCHURES: During your processing you will be issued numerous brochures and pamphlets. Please insure that you READ THESE ITEMS CLOSELY AND CAREFULLY. They will answer most of your post-separation questions.

IF THERE IS ANY WAY IN WHICH THE SEPARATION TRANSFER POINT MAY ASSIST YOU PRIOR TO OR AFTER YOUR SEPARATION PLEASE FEEL FREE TO CALL UPON US. REMEMBER THE PRIVACY ACT KEEPS US FROM GIVING OUT INFORMATION WITHOUT YOUR WRITTEN CONSENT. OUR TELEPHONE NUMBERS ARE

Figure 2–2–1. Sample Form DA Form 2496—Continued

LEAVE IN CONJUNCTION WITH SEPARATION BRIEFING

You are required to contact the USA Separation Transfer Point (STP) prior to 2400 hours on your effective date of separation. If your effective date of separation should fall on a weekend or holiday, you are required to contact the STP on the next workday after the effective date of separation. The telephone number(s) at the STP is (DUTY HOURS) and (AFTER DUTY HOURS). Collect calls cannot be accepted. You are reminded that, after departure from the STP, you may terminate your leave prior to the effective date of separation only --

a. If you return to the previous unit of assignment or report to another military organization and request transportation to the previous unit of assignment. Such travel will be at your own expense, and the period of absence until return to previous unit of assigrment will be charged as ordinary leave.

b. Upon your hospitalization or death. When you are unconditionally released from hospitalization, your leave recommences and can be terminated only as outlined in a bove.

It is your personal responsibility to inform your next of kin of the proper procedures to be taken if any of the following should occur --

(1) In the event you are hospitalized prior to 2400 hours on your effective date of separation as the result of injury or sickness, a family member or next of kin will immediately notify the STP at the telephone number(s) listed above. Notification should include date of hospitalization, the name and address of the Medical Treatment Facility, and the name and telephone number of the attending physician.

(2) In the event of your death prior to 2400 hours on the effective date of separation, your next of kin will immediately notify the STP at number(s) listed above. Notification should include the date and place of death and the address and telephone number of next of kin.

Figure 2–2–2. Sample Letter—Leave In Conjunction With Separation Briefing

Dear

You are hereby notified that your eligibility for benefits or privileges administered by the Military Departments will terminate on

Enclosed is a pre-addressed stamped envelope in which to return your dependent(s) ID Cards, DD Form 1173 to the Chief, US Army Separation Transfer Point, , as soon as possible after your separation date. In the event you cannot surrender it (them) due to loss, forward a signed sworn statement explaining the circumstances surrounding the loss.

You are reminded that the card(s) is the property of the United States Government and must be surrendered by the member upon separation from active duty. If I have not received either your dependent ID card(s) or a sworn statement of loss within ten days from your separation date, the matter will be referred to the proper authorities for resolution.

Sincerely yours,

1 Incl
Envelope

Figure 2–2–3. Sample Letter—Termination of Eligibility for Military Benefits or Privileges

Date:

Separation Final Processing Checklist

Name/Rank *SSN (Last 4)* *Separation Date*

Have all records been verified and is MPRJ complete?	Yes No
Has member been completely preprocessed?	Yes No
Has DD Form 214 been prepared and verified?	Yes No
Is member due an OER/EER?	Yes No
Is member due good conduct medal or other award?	Yes No
Have separation orders been indorsed, as required, IAW note 3 to formats 501 and 526, AR 310–10?	Yes No
Has member received Separation Orientation?	Yes No
Have dependents' ID cards been turned in?	Yes No
Have all final documents been prepared and reviewed?	Yes No
Have required documents been authenticated?	Yes No
Have all documents been placed in member's DD Form 473?	Yes No
Has member had a departure ceremony?	Yes No
★Has DD Form 2A (Reserve) (RED) been prepared and presented?	Yes No
Has DA Form 2–1 been properly closed out?	Yes No
Have all strength accounting procedures been accomplished?	Yes No
Prior to forwarding MPRJ does it contain the following documents?	Yes No
Health and Dental Records	Yes No
Separation physical or option statement with doctor's review	Yes No
Copy 2 of DD Form 214	Yes No
Copies of separation orders	Yes No
DA Form 1811, if appropriate	Yes No
DA Form 664 (original)	Yes No
Prior to forwarding Health and Dental Records to VARO, do they contain the following?	Yes No
VA Form 21–526e	Yes No
Reproduced copy #3 of DD Form 214	Yes No
Copy of separation medical examination	Yes No
DA Form 664 (duplicate)	Yes No

PROCESSING CLERK'S SIGNATURE _____

Figure 2–2–4. Separation Final Processing Checklist

Departure Ceremony Briefing

Good Morning. I know you are anxious to start on your journey home, and it is not my intention to detain you for more than a few minutes.

On behalf of the Secretary of the Army and the Commanding General of (Insert name of command). I want to personally express their gratitutde as well as my own for your distinguished service to the United States Army and your country. Through your distinguished honorable service, you have contributed to the preservation of the ideals of democracy and freedom by your voluntary enlistment. One of the primary missions of the Army is the defense of our country, its beliefs, and our democratic way of life. Participation in defense is one of the most important aspects of our citizenship. Your active and honorable military service is a demonstration of your patriotism as an American citizen. You have succeeded in accomplishing the most demanding of challenges by having completed military service.

Through your broadened experience in the Army and because of the training and development you have undergone, you, too, have benefited from your tour in the service. The training you have received and the experiences of travel and working with others should assist you and your community upon your return to civilian life.

Many of you may not realize the fact that, to a large degree, the strength of the Army depends on your support as a veteran. I would like to take this opportunity now to challenge you to accept your civilian responsibility with the same spirit of loyalty and devotion that characterized your military service. Secondly, as a veteran of the United States Army, you have earned and are entitled to a number of benefits. These benefits include low cost home loans; employment assistance and may include education assistance. The DD Form 214 is the most important document you will receive. It is instrumental in applying for those benefits; therefore, it should be safeguarded. Many veterans register their DD Form 214 with the county clerk of deeds in their county.

Following the receipt of your separation documents, please remain seated until given further instructions. You must sign out before reporting to finance.

Before you receive your separation documents, are there any questions concerning your separation from active duty?

Just one last comment on safety. Please drive carefully on your way home. If you have an accident prior to your effective date of separation (For most of you 2400 hours today) notify the separation transfer point during duty hours at (INSERT AREA CODE AND NUMBER). If it is after duty hours, contact (AREA CODE AND NUMBER).

Good luck in all your future endeavors and thank you for your attention. At this time, all those departing on leave in conjunction with separation are dismissed. When your name is called, please step forward and receive your separation documents.

Figure 2–2–5. Departure Ceremony Briefing

Dear

At the time of your separation, you were unable to surrender your dependent's identification card(s), DD Form 1173. You were given a pre-addressed stamped envelope in which to return your dependent's identification card(s) to the Chief, US Army Separation Transfer Point,

As of this date, I have yet to receive your dependent's identification card(s). Enclosed is a second pre-addressed stamped envelope in which to return the card(s) immediately. In the event you cannot surrender it (them) due to loss, forward a signed sworn statement explaining the circumstances surrounding the loss.

Although you have been separated, you are responsible for your dependent's identification cards as long as they remain in your possession. If I have not received either your dependent's identification card(s) or a sworn statement of loss within twenty days from the date of this letter the matter will be referred to the proper authorities for resolution.

Sincerely yours,

1 Incl
Envelope

Figure 2–2–6. Sample Letter—Surrender of DD Form 1173 Upon Separation

Dear

On your separation date, you were required to surrender both your Identification Card and those of your dependents (DD Form 2A and 1173). At the time you departed on leave in conjunction with separation you were given a pre-addressed stamped envelope in which to return the Identification Cards to the Chief, US Army Separation Transfer Point,

As of this date, I have yet to receive these Identification Cards. Enclosed is a second pre-addressed stamped envelope in which to return these cards immediately. In the event you cannot surrender them due to loss, forward a signed sworn statement explaining the circumstances surrounding the loss.

Although you have been separated, you are responsible for yours and your dependents' Identification Cards as long as they remain in your possession. If I have not received these Identification Cards or a sworn statement of loss within twenty days from the date of this letter, the matter will be referred to the proper authorities for resolution.

Sincerely yours,

1 Incl
Envelope

Figure 2–2–7. Sample Letter—Surrender of DD Form 1173 Upon Leave in Conjunction with Separation

JOINT MESSAGEFORM										SECURITY CLASSIFICATION UNCLASSIFIED
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 OF 01				RR		UUUU				021200Z MAR 83
BOOK NO	MESSAGE HANDLING INSTRUCTIONS									

FROM: CDR USAARMC FT KNOX KY//ATZK-AG-STP//

TO: CDR MILPERCEN ALEXANDRIA VA//DAPC-EPA-AST

UNCLAS

SUBJ: MONTHLY REPORT OF SEPARATION (MILPC-5)

FEB 83

ARNGUS/USAR (ACDUTRA) (ACTIVE DUTY FOR TRAINING)

	OFF	WO	ENL
REFRAD/DISCHARGE	___	___	___
RETIREMENTS	___	___	___
TOTAL	___	___	___

6
5
4
3
2
1
0

DISTR:

DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE	SPECIAL INSTRUCTIONS	
RELEASER: TYPED NAME TITLE OFFICE SYMBOL AND PHONE		
SIGNATURE	SECURITY CLASSIFICATION UNCLASSIFIED	DATE TIME GROUP

DD FORM 1 MAR 79 173/1 PREVIOUS EDITION IS OBSOLETE

Figure 2–2–8. Sample Form DD 173/1

MILPC–71 Preprocessing
Discrepancies Report
PROPONENT: HQDA MILPERCEN
(DAPC–EPA–AST
February 1982

MILPO	NUMBER PROCESSED	NO VALID PHYSICAL EXAM/WAIVER	TOTAL ORDERS ERROR	501 UTILIZED 526 IS APPROPRIATE	526 UTILIZED 501 IS APPROPRIATE	INCORRECT SNL ITEMS	ARRIVED WITHOUT MPRJ	ARRIVED WITHOUT PFR	ARRIVED WITHOUT HEALTH RECORDS	ARRIVED WITHOUT DENTAL RECORDS	DD FORM 4 MISSING	DD FORM 2 and DD FORM 2–1 MISSING	ARRIVED WITHOUT PROPERLY APPROVED ADMINISTRATIVE DISCHARGE	ARRIVED WITHOUT COMPLETE RETIREMENT PACKAGE	ERRONEOUSLY APPROVED LEAVE IN CONJUNCTION WITH SEPARATION	DA 31 MISSING OR INCORRECT	ARRIVED 13–29 DAYS PRIOR TO ETS	ARRIVED 30 OR MORE DAYS PRIOR TO ETS	ARRIVED AFTER ETS WITHOUT DOCUMENTATION OF REASON AND SM DUTY STATUS	NO GCMDL DETERMINATION	MISSING DA FORM 2 (RED) RESERVE ID CARD

Figure 2–2–9. Preprocessing Discrepancies Report

Appendix A
Records Created During Separation Preprocessing

A–1. Records review

Refer to figure A–1.

Type of separation				Form number and title	Applicable personnel	Applicable Army Regulations	Special instructions
REFRAD	Discharge	Retirement	SCAD*				
X	X	X	X	—DA Form 201 (Military Personnel Records Jacket, US Army) including DA Forms 2 and 2–1 (Personnel Qualification Record, parts 1 and 2).	Off Enl	AR 640–10	1. Verify eligibility for separation. 2. Find out if a DA Form 268 (Report of Suspension of Favorable Personnel Actions) is on file under of AR 600–31. Ask HQDA (DAPC–MS–PF), Alexandria, VA 22332 for disposition instructions 90 days before scheduled date of separation of any member on whom a DA Form 268 has been initiated and whose case has not been completed. 3. Find out if the member is a non-CONUS resident. Process members whose records show they are non-CONUS residents under chapter 2, AR 635–10. 4. Find out if eligible members have been awarded the Good Conduct Medal or Clasp under AR 672–5–1. Award the Good Conduct Medal or Clasp to eligible members before starting separation processing or, before departure for the separation transfer point/activity. 5. Verify grade, DOR, time lost, etc. 6. Personnel Officers will conduct a thorough review of the DA Form 201 and DA Form 3716 under paragraph 8–8, DA Pam 600–8 including completing a DA Form 4188.
X	X	X	X	DA Form 3716 (Jumps-Army Joint Uniform Military Pay System—Army Personal Financial Record).	Off Enl	Part 4, AR 37–104–3	Finance Officers wil review the DA Form 3716 of each member scheduled for separation, 90 days before the date of separation or as early as possible in the case of approved early separations. The purpose of this review is— *a.* To ensure that all documents in the member's DA Form 201 having a bearing on the member's pay and all documents contained in the DA Form 3716 are present and agree. Commanders of activities serviced by other than Army finance and accounting officers will request a reconciliation of the DD Form 113 or AF 470 (Military Pay Record) and the DA Form 3716 from the Air Force accounting and finance officer, Navy or Marine Corps disbursing officer. *b.* When a document is missing request a copy from MILPERCEN or the US Army Finance and Accounting Center, as follows: (1) Request documents filed in the DA Form 201, from—*(a)* HQDA (DAPC–MS–S), Alexandria, VA 22332 for officer members. *(b)* US Army Enlisted Records and Evaluation Center, (PCRE–RF–I) Fort Benjamin Harrison, IN 46249, for enlisted members. (2) Request documents filed in the DA Form 3716, from US Army Finance and Accounting Center, ATTN: Dept. 40, Indianapolis, IN 46249. *c.* To ensure that all postings have been made. *d.* That the last DA Form 3686 (JUMPS-Army, Leave and Earnings Statement) with JUMPS— Army inputs show an accurate and legible recording of all changes in pay status up to the date separation processing begins.

*See footnote at end of table.

Figure A–1. Records review

A–2. Records initiation

Refer to figure A–2.

Type of separation: REFRAD	Discharge	Retirement	SCAD*	Form number and title	Applicable personnel	Applicable Army Regulations	Special instructions
X	X	.....		Standard Form 88 (Report of Medical Examination)	Off Enl	AR 40–501	Prepared under AR 40–501.
X	X	.....		Standard Form 93 (Report of Medical History)	Off Enl	AR 40–501	Prepared under AR 40–501.
X	X	.....		Standard Form 520 (Clinical Record—Electrocardiographic Record)	Off Enl	AR 40–400	Prepare for all members age 40 or over, or as deemed appropriate by medical examining facility.
X	X	X	X.....	DD Form 214WS (Worksheet for Certificate of Release or Discharge from Active Duty)	Off Enl	AR 635–5	All data contained in source documents on file in member's DA Form 201, DA Form 3444 series and DA Form 3716 will be used to prepare this form. Obtain required information which is not part of the official records by personal interview with member. Prepare the form not earlier than 90 days before normal separation date, and review it before forwarding to STP. Prepare form in two copies and forward one authenticated copy to the FAO.
.....		X	.....	DA Form 3713 (Data for Retired Pay)	Off Enl	AR 635–200	Off-Completed by HQDA (DAPC–OPP–RS) Alex, VA 22332 and forwarded to STP-STA. Enl–Completed by losing MILPO. Forms on enlisted members will be distributed as indicated: Original .....Per (To submit with retirement package). Copy 2.....HQDA (DAPC–PSD–A), Alex, VA 22332. Copy 3 .....MPRJ. Copy 4 .....Local use as required. (Note: Forms on officers are distributed by HQDA(DAPC–OPP–RS).
.....		X	.....	DA Form 4240 (Data for Payment of Retired Army Personnel)	Off Enl	AR 37–104–1 AR 37–104–3	Prepare and distribute under AR 37–104–1 and AR 37–104–3.
X	X	X	.....	DA Form 31 (Request and Authority for Leave)	Off Enl	AR 630–5	Prepare and distribute under AR 630–5.
.....		X	.....	DA Form 2339 (Application for Voluntary Retirement)	Enl	AR 635–200	Prepare under AR 635–200.
.....		X	.....	Voluntary Retirement Letter	Off	AR 635–100	Prepare under AR 635–100.
X	X	X	X.....	Separation orders	Off Enl	AR 310–10	1. Use the standardized order formats in AR 310–10 to accomplish separation of members. *a.* Relief from active duty: Formats 505, 523, 524, 526 and 602. *b.* Discharge: Formats 500, 501, 540 and 620. *c.* Retirement: Formats 600, 602, 610, 612, 660, 662, 680, 682, 684 and 686. *d.* SCAD: Formats 500, 520, 522, 530 and 562. 2. In determining the Reserve assignment to be entered on orders for members being released from active duty and being returned to the ARNG/USAR or transferred to the USAR see table A–1. Orders action must be in agreement with items 9 and 23, DD Form 214. 3. Insure orders are distributed promptly per paragraph 1–16 and Table 1–1, AR 310–10.

*See footnote at end of table.

Figure A–2. Records Initiation

Type of separation: REFRAD	Discharge	Retirement	SCAD*	Form number and title	Applicable personnel	Applicable Army Regulations	Special instructions
X				USAR Promotion Letter	USAR Off WO	AR 135–155	Determine eligibility for promotion in the USAR upon release from active duty. Prepare promotion letter using proper format in AR 135–155 for officers, and warrant officers as applicable if your activity has been delegated authority to promote under these circumstances. If authority has not been delegated, request the major commander having promotion authority to accomplish the promotion. Original .....to member concerned. Copy 2 .....file in officer's DA Form 201. Copy 3 .....forward to HQDA (DAPC–MS), Alexandria, VA 22332.

Figure A–2. Records initiation—Continued

A–3. Records check

Prior to forwarding records to the STP, a check of each member's DA Form 201 (Military Personnel Records Jacket, US Army) and DA Form 3716 (Personal Financial Record) will be made to ensure that the following records are present:

X	X	X	X.....	All forms/orders initiated per paragraph A–2.	Off Enl	AR 640–10 AR 37–104–3	All copies No. 2 of DA Form 3686 (JUMPS-ARMY, Leave and Earnings Statement) will be included in DA Form 3716.
X	X	X	X.....	DD Form 4/1–4/3 (Enlistment/Reenlistment Document–Armed Forces of the United States)	Enl	AR 601–210 AR 601–280	None.
X	X	X	X.....	DD Form 214WS (Worksheet for Certificate of Release or Discharge from Active Duty).	Off Enl	AR 635–5	Edit for changes since initially prepared or for errors not previously noted.
X	X	X	X.....	DA Form 3444 Series (Alphabetical and Terminal Digit File for Treatment Records)	Off Enl	AR 40–66	Health Record Jacket will include the reports of the separation medical examination/Option Statement.
X	X	X	X.....	DA Form 2 & 2–1 (Personnel Qualification Record) (Parts I & II)	Off Enl	AR 640–2–1	Ensure that item #35, DA Form is closed out and date of separation medical examination is posted, if applicable.
X	X	X	X.....	DD Form 93/DA Form 41 (Record of Emergency Data)	Off Enl	AR 600–10 AR 608–2	None.
X	X	X	X.....	DA Form 873 (Certificate of Clearance and/or Security Determination)	Off Enl	AR 604–5 AR 604–10	None.
X	X	X	X.....	DA Form 2627 (Record of Proceedings Under Article 15 UCMJ)	Off Enl	AR 27–10	Take action in accordance with AR 27–10.
X	X	X	X.....	Separation Orders	Off Enl	AR 310–10	Insure that 15 copies of orders are contained within MPRJ prior to forwarding it to STP.

*Separation for the purpose of continuing on active duty in another status.

Figure A–3. Records Check

A–4. Reserve assignment to be entered on orders

Determine the reserve assignment to be entered on orders for members being released from active duty and being returned to the ARNG/USAR or transferred to USAR.

Table A–1
Rules for reserve assignment on orders*

RULE	A If—	B then—
1	Member belongs to the ARNG	release him to the control of the adjutant general of the proper State, Puerto Rico, the Virgin Islands, Guam, or the District of Columbia.
2	Member elects to be assigned to Troop Program unit.	assign him to the USAR Troop Program unit for which he has accepted assignment.
3	Member entered on active duty before 1 Jul 76 and has served at least 4 years active duty; and does not voluntarily join a USAR Troop Program Unit.	assign him to the USAR Control Group (Reinforcement) RCPAC, St. Louis, MO 63132
4	Member entered on active duty on or after 1 Jul 76, but before 20 Oct 78 and has served at least 2 years; and does not Voluntarily join a USAR Troop Program unit*	Rule 4 applies
5	Member entered on active duty on or after 20 Oct 78; and does not voluntarily join a USAR Troop Program unit*	Rule 4 applies
6	Member is a non-Regular officer released from active duty under chapter 3, AR 635–100 and is eligible for and elects transfer to the Retired Reserve under AR 140-10	assign him to the USAR Control Group (Retired), RCPAC, St. Louis, MO 63132
7	The officer has served over 6 years and desires to continue service in the Reserve	assign him to the USAR Control Group (Reinforcement), RCPAC, St. Louis, MO 63132
8	Member belongs to USAR unit and is not separated for cause	released from ADT and return to USAR unit of assignment
9	Member belongs to USAR unit and is on IADT or ADT and is separated for cause	process SM for assignment to USAR Control Group IAW Rule 4 above

Notes:

* As an exception, officers who are released under paragraph 3–49, AR 635–100, and who had a 3 year active duty obligation, will be given credit for the full 3–year tour. Assign these officers to the USAR Control Group (Reinforcement), RCPAC, St. Louis, MO 63132.

Appendix B
Types of Separation Orientations

The following table describes types of separation orientations.

Table B–1
Types of separation orientations[1, 2]

Paragraphs in appendix C	Orientation requirements by type of separation	Relief from Active Duty	Discharge	Retirement
1.	DA Pam 360–526	X	X	X
2.	Protection of separation documents	X	X	X
3.	DD Form 214 (Certificate of Release or Discharge from Active Duty)	X	X	X
4.	IRS Form W–2 (Wage and Tax Statement)	X	X	X
5.	PHS Form 731 (International Certificate of Vaccination)	X	X	X
6.	DA Form 2139 (Military Pay Voucher)	X	X	X
7.	Reemployment rights and employment data (Form OVRR–2)	X	X	X
8.	Civilian employment opportunities	X	X	X
9.	Report of Defense Related Employment	X*	X*	X*
10.	Unemployment compensation	X	X	X
11.	Reserve participation	X	X	X
12.	Safeguarding military information	X	X	X
13.	Commercial life insurance	X	X	X
14.	Servicemen's Group Life Insurance (SGLI) and Veteran's Group Life Insurance (VGLI)	X	X	X
15.	Enlistment in the Regular Army	X	X	X
16.	Correction of records/review of discharge (if less than "Honorable")	X	X	X
17.	Retirement Services Program (Formerly The Retired Activities Programs)			X
18.	DA Pamphlet 600–5 (Handbook on Retirement Services for Army Personnel and Their Families)			X
19.	Army Echoes (formerly DA Pam 600–1)			X
20.	Military status of retired members			X
21.	Payment procedures			X
22.	Travel by POV from the US to home of selection			X
23.	Wearing the uniform			X
24.	Survivor Benefit Plan (SBP)			X
25.	Short–term health care coverage (Major Care 90)	X	X	
26.	Possession of firearms	X	X	X
27.	Reserve officers Training Corps Program	X	X	
28.	Selective Service Registration	X		

Notes:
[1] The numbers in column 1 correspond to the paragraphs in appendix C.
[2] Those paragraphs denoted by an "X" will be included in the appropriate type of orientation.
[*] Only members in grade of major and above with 10 or more years extended active duty.

Appendix C
Retirement, Discharge, and Relief from Active Duty Orientation

This appendix contains a general coverage of the tapes/films which will be shown to members being relieved from active duty, discharged, or retired. Appendix B lists the orientation requirements for each type of separation. These requirements, explained below, will be disregarded, except where otherwise indicated, when the DA films/tapes are shown in accordance with the letter of instructions.

C–1. DA Pam 360–526

Advise each member being Relieved from Active Duty, Discharged, or Retired—

a. That a copy of this pamphlet will be included in his Official Records Envelope (DD Form 473).

b. That he is being issued this pamphlet because the orientation films/tapes are not intended to tell him everything about his rights, benefits, and obligations.

c. That this pamphlet will answer most of his service–related questions or tell him where he can get the answers.

C–2. Protection of separation documents

Tell each member the documents he will receive during separation processing are very important. Also, tell him to place the documents in the DD Form 473 and safeguard them.

C–3. DD Form 214 (Certificate of Release or Discharge From Active Duty)

Advise the member—

a. That the DD Form 214 is an extremely important document which he may have recorded at the City Hall or county courthouse in the area in which he plans to reside.

b. This document should not be laminated or covered with a permanent cover.

c. That the DD Form 214 is a valuable document which could be used fraudulently by another person to claim benefits in the member's name, causing him embarrassment, denial of benefits, and inconvenience if not properly safeguarded.

d. Not to surrender the original copy or copy four of the form to anyone.

e. The original or copy four should be shown to persons needing it to verify service, but a copy of the original or copy four should be given persons and organizations who need to retain it or use it in the member's absence for his benefit.

f. He will be required to produce copy four of this document when applying for—

(1) Benefits or care from the Veteran's Administration.

(2) Unemployment insurance—Advise each member that—

(a) Copy four of the DD Form 214 is essential for establishing an unemployment insurance claim with a local office of the member's State employment agency/job service office.

(b) If he files a claim for unemployment insurance after separation, absence of copy four of the DD Form 214 will seriously delay the ability of the State unemployment insurance interviewer promptly to determine his eligibility to receive benefits.

(3) Reemployment in a preservice position (not applicable to retirees).

(4) Preference in employment referrals at the local office of the State employment agency.

(5) other benefits.

(6) Reentry into the Army or another branch of the Armed Services.

(7) Entry in the USAR or ARNG subsequent to relief from active duty or discharge.

C–4. IRS Form W–2 (Wage and Tax Statement)

Advise the member of the importance of safeguarding the IRS Form W–2 received from the US Army Finance and Accounting Center (USAFAC), Indianapolis, IN as the form is needed to file individual Federal, and State and local income taxes. Forms are normally mailed within 90 days from date of separation. If not received by that date, the member should write CDR, USAFAC (Dept 40), Indianapolis, IN 46249, providing his name, SSN, date of separation, and current address.

C–5. PHS Form 731 (International Certificate of Vaccination)

Advise the member that—

a. The PHS Form 731 is an extremely important health record.

b. He should bring the document to the attention of his private physician, to facilitate maintenance of current medical information and immunizations.

c. He will be required to have the form on his possession when/if he performs AT/ADT.

C–6. DA Form 2139 (Military Pay Voucher)

Advise the member that his copy of DA Form 2139 issued to him in the settlement of final pay should be retained for such uses as filing a claim for unemployment compensation (see para C–10).

C–7. Reemployment rights and employment data (Form OVRR–2)

a. Reemployment rights for veterans are provided for in United States law (U.S. Code, Title 38, part III, chapter 43.) In order to tell Soldiers of their rights under the law, brief all separatees/retirees as indicated below. Also, have them complete an OVRR–2 Form (see fig C–3).

b. Present the following: (Give the "Instructions for Filling out Forms OVRR–2" after presenting the briefing).

"The Labor Management Services Administration of the US Department of Labor administers provisions of the reemployment rights law for employees who leave their civilian jobs to perform training or service in the Armed Forces.

"The purpose of the law is to ensure that those who serve their country do not lose their pre–military–service job, and seniority–related employment benefits because of such service.

"The law provides rights for persons—

"a. Who voluntarily or involuntarily enter the Armed Forces, including members of the National Guard and Reserve Components of the Armed Forces.

"b. Who are called to active duty or active duty for training.

"c. Who report for examination to determine their fitness for entering the military service.

"d. Who report for military service and are rejected for induction or enlistment.

"Under the law, your pre–military–service employer is obligated to reinstate you to the position with the seniority, status, and rate of pay you would have attained had you remained in his continuous employ during your period of military service, even if your service was due to a National Guard or Reserve commitment.

"In many instances, other benefits, such as vacation, sick leave, profit sharing, pensions, and severance pay, also are provided and protected if it can be shown that they attach to seniority rights in the organization, and would have been granted to you on the basis of continuous employment.

"The same principle is applied to missed promotions, missed pay increases, and status priorities that also are shown to attach to seniority.

"Thus you should evaluate and consider your pre–military job, not only in terms of what it was prior to your entering military service, but also in terms of what is has become during your absence in military service. Although it is possible that because of economic and other factors your preservice job may have degraded, it is more than likely that is has improved while you were gone.

"Basically, to be entitled to the reemployment rights, you must—

"(1) Have left other than a temporary position with a private employer or Federal, State, or local government employer for the purpose of entering the Armed Forces.

"(2) Have served not more than 4 years unless an additional extension of active duty of not more than 1 year was at the request and for convenience of the United States Government. (All involuntary periods of active duty, regardless of duration, are covered by reemployments rights.)

"(3) Have satisfactorily completed the period of active duty (that is, have received an Honorable or General separation, or medical discharge under honorable conditions).

"(4) Be qualified to perform the duties of your position. (If you became disabled during military service and cannot perform the duties of the job to which you are entitled, except for the disability, you are entitled to the nearest comparable job which you are qualified to perform.)

“(5) Submit a timely application for reemployment after release from military training or service, or after discharge from hospitalization, if you are held over from your scheduled release date for this reason. You must apply to your pre–service employer within 90 days after:

(a) Completing Military Service, or

(b) Discharge from nonmilitary hospitalization commencing immediately after you are released from active duty, which hospitalization may not exceed one year.

If you are a National Guard member or Reservist returning after completion of initial active duty for training, you must apply within 31 days after—

(1) Completing Such Training, or

(2) Discharge from nonmilitary hospitalization commencing immediately after your scheduled release date, which hospitalization may not exceed 1 year.

“The orders for training must have been for not less than 3 consecutive months.

“National Guard members and Reservists also are covered after call–ups of not more than 90 days to perform operational missions.

“Eligibility requirements and rights of National Guard members and Reservists who fulfill other types of commitments such as weekly, weekend, monthly, and annual training (AT) sessions are somewhat different. These members must request and be granted leaves of absence from employers, and must report back to work immediately after annual training (AT), inactive duty training (IDT), plus necessary travel time. However, they cannot be required to use their vacation time to perform their AT or IDT.

“If you have any questions or problems concerning your reemployment rights, contact the nearest office of the Labor Management Services Administration of the United States Department of Labor. A complete list of all office addresses will be mailed to you when your OVRR–2 Form is received at the Department of Labor. If you ever should have a Reemployment Rights complaint, give the Department of Labor representative a copy of your DD Form 214 showing character of service. (You should request copy four of your DD Form 214 from processing cadre, as this will be the only copy available to you that will show the character of your service).

“Please make sure all copies of the Department of Labor OVRR-2 Form are legible by printing firmly and plainly and by following these instructions. All separating personnel must complete the form.” (Processing cadre must give the following instructions, regardless of whether the DA films/tapes are shown.)

INSTRUCTIONS FOR FILLING OUT FORM OVRR-2 (Mandatory)
(REVISED 12/78)

"Line (1)	Enter today's date.
"Line (2)	Enter the date you entered on military duty and the date of your release or discharge. The month and year will do if you do not know the exact date.
"Line (3)	Enter the character of your service; that is, 'Honorable,' 'Under Honorable Conditions,' 'Under Other Than Honorable Conditions,' 'Bad Conduct' or Dishonorable.'
"Line (4)	Enter an 'X' in the proper block to show your branch of service.
"Line (5)	Enter your military occupation or special skill acquired, if any.
"Line (6)	Circle highest school grade completed.
"Line (6)(a)	Enter your date of birth.
"Line (7)(a)	Print the name of your last civilian employer. If you were not employed when you entered military service, print 'Not Employed.'
"Line (7)(b)	Print the address of your preservice employer (number and street).
"Line (7)(c)	Print the city, State, and ZIP code of your preservice employer.
"Line (7)(d)	Enter the date you were first employed by the employer shown in line (7)(a) and the date you left your job to enter on active duty. Month and year will do.
"Line (7)(e)	Enter the title of the job you held before entering the Armed Forces.
"Line (8)(a)	Print your first name, middle initial and last name in that order.
"Line (8)(b)	Print your street address and number or RFD.
"Line (8)(c)	Print your city, State, and ZIP code.

Figure C–1. Instructions for Filling out Form OVRR–2 (Mandatory) (Revised 12/78)

"Line (8)(d)	Enter your home telephone number, if known.
"Line (9)	Enter your social security number, to help your employer identify you.
"Line (10)	Enter an 'X' in the block only if you are transferring from initial active duty for training of not less than 3 consecutive months. (The form is wrong).

Figure C–1. Instructions for Filling out Form OVRR–2 (Mandatory) (Revised 12/78)—Continued

"Check to see that all three copies can be read and pass them up to me. I will mail them to the Office of Veterans' Reemployment Rights. You will hear from the agency in a matter of days."

C–8. Civilian employment opportunities

a. Advise all members that—

(1) The United States Employment Service under the Department of Labor has the main governmental responsibility of assisting veterans in obtaining employment.

(2) For employment opportunities in their home community or information about needs of various labor market areas throughout the country, they should contact the Veterans Employment Representative (VER) in the local office of the State employment agency/job service office serving the member's home community.

(3) Skills that many of the members acquired in the service are in great demand in the civilian labor market.

(4) If they desire employment with DA, they should check with the local civilian personnel office about jobs; or with any Federal Job Information Center.

(5) If they desire other Federal employment, they also should contact the Federal Job Information Center or State employment agency/job service office in their home community. These addresses are in the telephone directory under "US Government;" or under the name of your State.

(6) The Dual Compensation Act of 1964 prohibits employment of retired members in the Department of Defense within 180 days following retirement unless a waiver is granted.

(7) They should have their social security cards with them when they visit the State employment agency/job service office.

b. Advise all separating college graduates they are entitled to the College Placement Annual. This lists occupational needs of corporations and Government agencies.

C–9. Report of defense related employment

a. Advise each separating/retiring member in the grade of major or above with 10 or more years extended active duty of the reporting requirement for employment with a Defense contractor.

b. Give him a copy of AR 600–47 and four DD Forms 1787 (Report of DOD and Defense Related Employment) as Required by Public Law 91–121 (the form is included in AR 600–47 and may be reproduced locally.)

c. Keep enough copies of AR 600–47 and DD Forms 1787 at the STP/STA to give to each affected member.

d. Each of these members, including general officers, will sign a statement as follows:

"I have been informed that I must report employment with a Defense contractor as required by AR 600–47. I have received AR 600–47 and a supply of DD Forms 1787.

"(Signature and date)"

e. File this statement as a permanent record in the members MPRJ.

C–10. Unemployment compensation

a. Federal law provides for unemployment compensation benefits; however, they are administered by the State governments. The United States reimburses the States for payments to all recipients. Since this benefit is administered

under State laws by each State, the requirements and the amount of money each member may receive may be different. However, all States require that the member—

(1) Be unemployed.

(2) Register for work and file a claim at a local State employment office/job service office.

(3) Have a certain amount of active service within a base period of 1 year as specified by law.

(4) Be able to work.

(5) Be available for work.

(6) Continue to report to the local State employment office/job service office as directed.

b. To receive unemployment insurance after separation, veterans should visit the nearest State employment office/job service office to register for work and file a claim for benefits. If there is no office in the areas where the veteran lives or is staying, he should ask the local postmaster for the address of the nearest office. The State in which the member first files his claim for unemployment benefits will determine his benefit rights. When filing a claim, the member will need copy four of his DD Form 214, DA Form 2139 (Military Pay Voucher), and social security card. Advise members separating in an oversea command that if they accept a job before returning to the United States they may not be eligible for unemployment compensation based on their military service.

C–11. Reserve participation

a. Obligated reservist. This phase of the orientation applies to members who have served on active duty—other than active duty for training—and are not to be discharged. It concerns members who have a continuing Reserve obligation.

(1) If members have any questions about Reserve components, have—

(a) Officers call 1–800–325–1868 (toll free) and ask for their branch;

(b) Enlisted members call 1–800–325–1876 (toll free) to contact their personnel management NCO.

(2) Advise members that—

(a) They will receive handouts (table C–1) on Military Service Obligation.

(b) The orientation is not intended to tell them everything about their opportunities, benefits, and obligations. In conjunction with the orientation, these handouts show what is going to happen to them as individuals. Because the handouts contain information members need, they should read and retain them for future use.

(3) After the ARNG/USAR briefing, the Reserve Component (RC) In–Service Recruiting NCO servicing the installation, if at all possible, should talk to the members on Reserve participation and give each member a copy of tables C–1, and C–2. In addition each obligated and reenlistment eligible enlisted member will be furnished a copy of RCPAC Pamphlet 140–5 (Information Pamphlet for the Career Development of Enlisted Members of the United States Reserve).

b. Nonobligated Personnel.

(1) Nonobligated personnel include members being separated from the Active Army with no remaining Reserve obligation (i.e. women being separated who enlisted or were appointed before 1 February 1978 serve a period prescribed by the Secretary of the Army and males having completed their statutory or contractual military service obligation upon separation).

(2) These members upon completion of active duty, must volunteer to take part in the Reserve Components. Otherwise they will be discharged. They should be encouraged to volunteer.

(a) Tell member of the benefits, opportunities, eligibility, and limitations, pertaining to their participation in various programs of the ARNG and USAR.

(b) Advise these members that they can get more information by personally contacting the RC In–Service Recruiting NCO, or, after separation, by inquiring at the National Guard Armory or US Army Reserve Center located near their area of residence. Also, the following numbers may be called for any type of Reserve Component information:

USAR officers, 1–800–325–1868, toll free, and ask for their branch.
USAR enlisted members or prospective members, 1–800–325–1876, toll free to contact their personnel management NCO.
ARNG members (officer and enlisted) or prospective members, 1–800–638–7600, toll free (Non–toll free exceptions are: Maryland (728–3388), Alaska (local directory), Hawaii (737–5255), Puerto Rico (781–7042), and the Virgin Islands (773–6438)).

c. Handouts. They will receive handouts (table C–2) on Reserve participation.

C–12. Safeguarding military information

a. Members may or may not have had access to classified information during their tour of active duty. Advise all separatees that—

(1) Relief from active duty does not authorize any veteran to divulge and classified information to anyone in civilian life. This includes fathers, mothers, brothers, sisters, spouse, sweethearts, or anyone else.

(2) If they are approached for such information, they should report this to the FBI.

b. Classified information remains classified until the specific classification is removed. Espionage laws make it punishable to release information to any person not properly entitled to the information.

C–13. Commercial life insurance

Upon entry on active duty some members may have arranged for the Government to guarantee the payment of premiums and interest on their commercial life insurance policies. This guarantee ends 2 years after the date of release from active duty. Therefore, members who wish to continue the insurance must resume premium payments and arrange with the insurance company to repay the back premiums and interest that was guaranteed by the Veterans Administration. They should start paying premiums not later than 2 years after release from active duty date.

C–14. Servicemen's Group Life Insurance and Veterans' Group Life Insurance

Advise members being separated from the military service who have Servicemen's Group Life Insurance in force of their eligibility for coverage under the Veteran's Group Life Insurance. (See AR 608–2.)

C–15. Enlistment in the Regular Army

This portion of the briefing is for the benefit of members who may enlist at a later date. See table C–3 and provide each eligible member with a copy.

C–16. Corrections of records/review of discharge (if less than "Honorable")

There are certain rights and benefits for which members receiving an Honorable or General character of service are eligible, but which do not accrue to members receiving discharges of lesser character. During separation processing, tell members who receive a separation document indicating less than "Honorable" service that—

a. There is no automatic review nor upgrading by any government agency, but that if they believe their discharge to be improper or unfair, they may request a review.

b. The Army Discharge Review Board (AR 15–180) and the Army Board for Correction of Military Records (AR 15–185) accomplish review and correction of discharges when warranted.

c. They may obtain forms and explanatory information from the Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132.

C–17. Retirement Services Program (formerly the Retired Activities Program)

Explain the general provisions of the program to each retiring member. See AR 608–25.

C–18. DA Pam 600–5

Advise each member being retired—

a. That he will receive this pamphlet prior to departure from the STP/STA.

b. That he is being issued this pamphlet as the orientation is not intended to tell him everything about his rights, benefits, privileges, and obligations.

c. C. That this pamphlet—

(1) Will answer most of his service–related questions.

(2) Contains the addresses of the principal retired services offices throughout the world from which information or answers to queries may be obtained.

d. To review it with his family to protect their interests as well as his own and retain it for future use.

C–19. Army Echoes (formerly DA Pam 600–1–Retired Army Bulletin)

Advise each retiring member—

a. That this bimonthly periodical is the means by which DA keeps the retired member informed of changes to laws, regulations and policies.

b. To keep the US Army Finance and Accounting Center, Retired Pay Operations (Dept. 90), Indianapolis, IN 46249 informed of any changes in his mailing address after retirement in order to receive the Army Echoes.

C–20. Military status of retired members

See table C–4 and provide each retiree with a copy.

C–21. Payment procedures

a. Retired members will be paid monthly by the US Army Finance and Accounting Center, Indianapolis, Indiana 46249, except—

(1) Those recalled to active duty and entitled to active duty pay and allowances.

(2) Those who elected to relinquish all their retired pay in favor of Veterans Administration compensation.

b. The monthly pay of the retired member will be made by check drawn to the retiree's own order and mailed to

him at his home or drawn to his financial institution for credit to his account. He should complete a SF 1199A prior to retirement and forward it to his financial institution if he desires his checks drawn to his account. Checks are normally received by the last day of each month.

C–22. Travel by privately-owned vehicle to home of selection

In order to be paid for this travel—

a. Travel by member and dependents must be completed.

b. Voucher for reimbursement must be submitted to and approved by the US Army Finance and Accounting Center, Indianapolis, IN 46249.

C–23. Wearing the uniform

Advise retirees that on ceremonial occasions such as parades and social gatherings of a military nature, they are entitled to wear the uniform they retired in or the current uniform, if it changes, with the insignia of the grade held on the retired list. See DA Pam 600–5 chapter 2.

C–24. Survivor Benefit Plan

a. The SBP counselors are—

(1) Active Army, ARNG, and USAR unit commanders.

(2) Military personnel officers, Installation Retirement Services Officer and others responsible for personal affairs counseling, retirement processing, and aiding retired members and survivors.

b. Members automatically covered by the full amount of SBP (AR 608–9), unless they decline or elect less than the full amount, are—

(1) Active duty members with a spouse or children who complete 20 or more years of active Federal service.

(2) Members with a spouse or children who permanently retire for disability.

(3) Members with a spouse or children who are placed on the Temporary Disability Retired List.

c. Check DA Form 4240 (Data for Payment of Retired Army Personnel) to ensure that members complete and understand Part IV, SBP Election.

C–25. Short–term health care coverage (MAJOR CARE 90)

Advise members they may buy certain short–term health care insurance regardless of their type of separation—except retirees and those being separated from active duty for training. Advise eligible members about the program during final separation processing.

C–26. Possession of firearms

Advise members being separated from the Army—

a. That some States prohibit the possession of handguns, unless existing State or local requirements are complied with.

b. That they are subject to arrest by civilian law enforcement officials if a handgun is detected in their possession without clear evidence of the proper permit; and in some States convictions brings with it a mandatory jail sentence.

c. To contact local police authorities in the area they desire to reside in, plus those States through which they must travel en route, for guidance regarding gun laws.

d. That Federal law states that anyone convicted of a crime punishable by more than 1 year in jail may not—

(1) Purchase or receive any firearm or ammunition.

(2) Transport any currently–owned firearm ammunition across State lines.

(3) Ship or transport any firearm or ammunition in interstate or foreign commerce.

C–27. Reserve Officers' Training Corps Program

Encourage separating members with an "Honorable" character of service contemplating college to consider the Army ROTC program. Present the following briefing:

"Army Reserve Officers Training Corps (ROTC) is a program which provides college–trained officers for the U.S. Army, the Army National Guard, and the Army Reserve. This college–level program is offered at more than 250 host institutions across the country. In addition, more than 500 other schools offer Army ROTC through cross–enrollment.

"Army ROTC is traditionally a 4–year program divided into two parts: The basic course and the advanced course. The basic course normally is taken during the freshman and sophomore years.

"No military commitment is incurred during this time if no scholarships are accepted. Students may choose not to continue in the program beyond the second year if they find that Army ROTC just is not for them."

"It is an interesting program with scholarships available which can assist with your college education or the Simultaneous Membership Program (SMP) in the ARNG/USAR in which you may qualify. Complete details are in the Army ROTC brochure which you may request during your separation processing."

C–28. Selective service registration

The law requires all men born in 1960 or later years, who have not registered previously with Selective Service, to register when they leave active duty or within 30 days after separation. The registration of all separatees who are required to be registered is important because these men could be a ready manpower asset to the United States of America in case of mobilization.

a. STP personnel will use SSS Form IS 11 (Instructions For Separation Processing Personnel) which describes the registration process.

b. Every man born in 1960 or later, who is at least 17 years and not yet 26 years old will be given a SSS Form 1 (Separatee's Registration Status Form), a SSS Form IS 12 (Information For Servicemen Being Separated) sheet and a copy of SSS Brochure 10 (Selective Service and You).

c. Separatee's Registration Status Forms will be mailed to Selective Service in the preaddressed envelopes (E–20) provided.

d. 10 USC 651, requires that all individuals who become members of the military service, except women who initially entered the military prior to 1 February 1978 or to anyone 26 years of age or older who initially entered prior to 10 November 1979, serve in the military for a total of 6 years. Therefore, all obligated members shall, upon their relief from active duty, be transferred to a Reserve Component to complete their 6–year military obligation.

Table C–1
Military service obligation*

RULE	A	B	C
	If—		then—
1	The member entered on active duty before 1 Jul 76 and has served at least 4 years active duty, and voluntarily joins a ARNG/USAR Unit.	he must satisfactorily take part in that unit training.[6, 7]	
2	The member entered on active duty before 1 Jul 76 and has served at least 4 years active duty, and does not voluntarily join a ARNG/USAR Unit.	he must serve in the USAR Control Group (Reenforcement) until he becomes eligible for discharge.[1, 2a, 5, 6, 7]	
3	The member entered on active duty after 1 Jul 76, but before 20 Oct 78, and has served at least 2 years; and voluntarily joins a ARNG/USAR unit.	he must satisfactorily take part in that unit training for one year.[3, 6, 7]	he will be reassigned to USAR Control Group (Reinforcement) until he becomes eligible for discharge[1, 2b]
4	The member entered on active duty after 1 Jul 76, but before 20 Oct 78, and has served at least 2 years; and does not voluntarily join a ARNG/USAR unit.	he must serve in the USAR Control Group (Annual Training–less than 33 months) (Reinforcement–33 months or more) until he attains 5 years AD and Ready Reserve service before he becomes eligible for assignment to the Standby Reserve.[4, 5, 6, 7]	he must submit a request to Cdr, RCPAC, 9700 Page Blvd, St Louis, MO 63132, if he desires to be transferred to the Standby Reserve until he becomes eligible for discharge[1]
5	The member entered on active duty on or after 20 Oct 78; and voluntarily joins a ARNG/USAR Unit.	he must satisfactorily take part in that unit training for one year.[3, 6, 7]	he will be reassigned to USAR Control Group (Reinforcement) until he becomes eligible for discharge[1]
6	The member entered on active duty on or after 20 Oct 78; and does not voluntarily join a ARNG/USAR Unit.	he must serve in the USAR Control Group (Annual Training–less than 33 months) (Reinforcement–33 months or more) before he becomes eligible for discharge[1, 4, 5, 6]	
7	the officer has served over 6 years and desires to continue service in the Reserve.	he will be transferred to the USAR Control Group (Reinforcement)[5, 6]	

Notes:

* Send questions about your records or Reserve Status to: CDR, U.S. Army Reserve Components Personnel and Administration Center. 9700 Page Boulevard, St. Louis, MO 63132.

Table C–1
Military service obligation*—Continued

[1] Officers may elect to retain their commission and remain assigned to USAR Control Group (Reinforcement).

[2] Member may submit a request to CDR, RCPAC, 9700 Page Blvd, St Louis, MO 63132, if he desires to be transferred to the Standby Reserve:

a. Immediately.

b. After he completes 5 years AD/Ready Reserve service.

[3] Member may elect to remain in that unit until he completes his military service obligation.

[4] Members of the Annual Training Control Group are subject to call to not more than 30 days of active duty for training each year.

[5] Prior to being assigned on an involuntary basis you will be given a 90–day readjustment period during which participation in training is not required. During the first 60 days of this period you may voluntarily join a unit of the Army National Guard or the US Army Reserve.

a. In this regard, if you do not elect to join an ARNG or USAR unit you will receive a DA Form 3725 (Army Reserve Status and Address Verification) from RCPAC which you are required to complete and return. The purpose of this form is to furnish information to the custodian of your records so that he may bring them up to date. You may want to know why it is so important that your records be kept up to date. The reason is simple, but its effect on you can be tremendous. Your response to this questionnaire can—

1. Determine whether you remain in the Ready Reserve or are transferred to the Standby Reserve.

2. Result in a change of your military occupational specialty based on any new skills or knowledge which you may acquire.

b. Whether this nation is in a state of readiness to meet its commitments depends to a great extent on the readiness of our Reserve Components. You can contribute to this readiness by conscientiously completing the form and returning it without delay.

[6] Whether you are assigned to a unit or to a control group, you must respond to certain letters. If you fail or refuse to answer such letters, you may be considered an unsatisfactory participant and may be discharged from the IRR for misconduct with a service characterization of under other than honorable conditions.

[7] You must keep the Army advised of your current address. You may expect to receive material regarding veterans' benefits, Active Army communications, forwarded mail, and information pertaining to our ARNG or USAR affairs. If you move from the address shown in item 19 of DD Form 214, members who are assigned to a USAR control group at RCPAC must promptly report the change of address to CDR, U.S. Army Reserve Components Personnel and Administration Center, 9700 Page Blvd, St Louis, MO 63132. You must do this so that official mail can be sent to you while you are fulfilling your military obligation.

Table C–2
Reserve components*

RULE	A	B
	Options	Benefits and obligations
1	Members of the Army National Guard (ARNG), or the United States Army Reserve (USAR) may voluntarily remain as members of their respective organizations after completing the Ready Reserve portion of their service.	Members continue to earn promotions, training pay, and retirement points while broadening their experience, and enjoying meaningful training and association with fellow members.
2	Join an ARNG unit. *a. The Army National Guard of the United States (ARNGUS)* is made up of the ARNG of the 50 States, the Commonwealth of Puerto Rico, the Virgin Islands, and the District of Columbia. It contains combat divisions, separate brigades, battalions and combat support units. *b.* When the ARNG units are not in active Federal service, they are under control of their States, Puerto Rico, the Virgin Islands, and the District of Columbia. The Governor of the State is Commander in Chief of the ARNG in his own State. *c.* The ARNG has a dual mission. In addition to its Federal mission, there is a State mission to protect life and property during disasters such as hurricanes, floods, forest fires, explosions, etc., and to preserve peace, order, and public safety. *d.* When ordered into active Federal service by the President, the ARNGUS is organized, trained, equipped, and able to furnish units capable of immediate expansion to war strength. It is ready for service anywhere in the world.	*a.* There are five distinct advantages to joining an ARNG unit: (1) There has been and continues to be a need for people of integrity possessing skills required by units of the ARNG. (2) You will receive 1 day's pay for each 4-hour training assemblies are conducted one weekend each month.) (3) You will have an opportunity for promotion.

Table C–2
Reserve components*—Continued

RULE	A Options	B Benefits and obligations
		(4) You may qualify for retirement pay at age 60 if you complete 20 years of qualifying service. (5) In the event of mobilization, you will live and serve as part of an integral team familiar to you. You will not be a stranger as might be the case if you were called to active duty as an individual replacement. *b.* While you are a member of the ARNG, you are required to participate in training. Participation in an ARNG unit means attending, in prescribed military uniform, normally one week-end of training per month, plus 2 weeks of annual training usually in the summer.
3	Join a USAR unit or control group. *a.* The USAR is a completely Federal military force made up of both units (Selected Reserve) and members not assigned to units. Those not assigned to units are referred to as Control Group members. The units include a number of training divisions and many separate units of every branch of the Army. *b.* The USAR is divided into three categories:	
	(1) *The Retired Reserve* consists mainly of members who have completed the periods of service required to qualify for retired pay and members retired for disability. However, separated members who completed 8 or more years of qualifying service and who are over 37 years old also generally are eligible for membership in the Retired Reserve.	Members assigned to the Retired Reserve may be ordered to AD without their consent only in time of war or national emergency declared by Congress.
	(2) *The Ready Reserve* is made up of units (Selected Reserve) and members of the Individual Ready Reserve (IRR). The Ready Reserve includes all USAR units and the individual members assigned to them and all individual members assigned to the IRR, which consists of Control Groups only.	Members of the Ready Reserve may be ordered to active duty in time of national emergency by congress or Presidential proclamation or when otherwise authorized by law. Selected Reserve (unit) members have all the benefits and obligations of ARNG members, summarized in rule 2 (Col B), above. IRR members are required to maintain their military clothing in top condition in the event they would be ordered to AD in a mobilization.
	(3) *The Standby Reserve* is made up of the members of the USAR who are liable for active duty only in time of war or national emergency declared by Congress, or when otherwise authorized by law, and then only when they have been determined by the Selective Service System to be available for mobilization. Members of the Standby Reserve are not required to take part in any Reserve training, and are not assigned to units. The Standby Reserve consists of a pool of personnel, whose skills and professional knowledge may be required in a national emergency.	Standby reservists are required only to reply to official correspondence received. If you are eligible for, request transfer to, and are subsequently assigned to the Standby Reserve, you: *(a)* Will remain in the Standby Reserve for the remainder of your service obligation unless sooner discharged or transferred to the Ready or Retired Reserve. *(b)* Are subject to be transferred to the Ready Reserve either upon your request or involuntarily, when the conditions for which you were released from active duty no longer exist or have been mitigated. *(c)* Must report any change of address to the Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132. *(d)* Are entitled to earn retirement point credits while assigned to the Standby Reserve as well as while in the Ready Reserve. *(e)* Are required to maintain your military clothing in top condition in the event you would be ordered to AD in a mobilization.

Notes:
* Interested members may sign up with the RC In-Service Recruiting NCO at the Separation Transfer Point/Activity or any ARNG or USAR unit. For further information, enlisted members may call 1-800-325-1870, toll free; officers may call 1-800-325-1876, toll free, and ask for their branch.

Table C–3
Enlistment choices after separation

RULE	A If—	B then—	C then—
1	A member is separated in pay grade E–6 and below, is eligible to enlist.	has 4 or less years service for pay purposes; or has served only an initial term of active Federal service.	*a.* he may enlist in his current grade within 24 months of separation if a requirement exists in his former grade and MOS for Soldiers with his years of prior service. *b.* he may be entitled to an enlistment bonus.[1, 2, 3]
2	Rule 1 applies	has more than 4 years service for pay purposes and has served more than an initial term of active Federal service.	*a.* he must wait at least three months before he may enlist. *b.* he may have to be enlisted at least one grade lower than the grade he held when he separated due to this break in service. *c.* he will not be entitled to an enlistment bonus.[1, 2, 3]

Notes:

[1] Only a certain number of prior service members may be accepted for enlistment from civilian status. Therefore, although a member may be fully qualified, he may not be accepted.

[2] See local Armed Forces Examining and Entrance Station representatives for further information.

[3] Members who are eligible to enlist without a waiver, but do not desire to do so during separation processing, will receive a DA Form 1811 (Physical Data and Aptitude Test Scores upon Release from Active Duty). This form is good for 1 year after relief from active duty to speed up enlistment without further mental tests. Also, members who present this form to a recruiter within 6 months of separation may be enlisted without a medical examination if one was taken upon separation.

Table C–4
Military status of retired members

RULE	A If members are—	B they will—	C and—
1	Regular Army commissioned officers, warrant officers, or enlisted members being retired for any reason and are granted retired pay under any provision of law.[1, 2]	be placed on the USA Retired List,	they remain subject to military law. They may be ordered to active duty by the President and may be assigned such duties as the President may deem necessary in the national defense.
2	Commissioned officers or warrant officers, other than Regular Army who are members of the ARNGUS and the USAR—and are granted retired pay under any provision of law.[2]		they may be ordered to active duty without their consent only in time of war or national emergency declared by Congress. However, at other times, they may not be ordered to active duty without their consent, unless the Secretary of the Army, with the approval of the Secretary of Defense, determines that there are not enough qualified members in the Ready Reserve who are readily available.

Table C–4
Military status of retired members—Continued

RULE	A If members are—	B they will—	C and—
3	Commissioned officers, warrant officers, or enlisted, regardless of component, determined to have a physical disability which may be of a permanent nature, but is not known whether it is at time of retirement.[1, 2, 3]	be placed on the Temporary Disability Retired List (TDRL),	pending final determination of their status, these members will not be ordered to active or inactive duty.

Notes:

[1] Conflict of interest: Retired Regular Army commissioned officers and warrant officers are required to file DD Form 1357 (Statement of Employment) with the CDR, U.S. Army Finance and Accounting Center (USAFAC) (FIN–CM), Indianapolis, IN 46249, within 30 days after retirement. This form requires data on their post–retirement employment. It is required in the 30–day timeframe even if the retired officer is not employed. AR 600–50 requires members to submit a new DD Form 1357 when information on the form on file no longer is current (file must be kept current for three years after retirement). USAFAC routinely mails AR 600–50 and DD Forms 1357 directly to the concerned officers, in time to meet the 30–day limit if address given by the officer is accurate and current.

[2] Some officers are required to submit Report of Defense Related Employment. See paragraph C–9, this pamphlet.

[3] Medical evaluations. Members on the TDRL must undergo a medical evaluation at least once every 18 months at a time and place determined by HQDA. If a member refuses or otherwise fails to report as ordered for this evaluation, his disability retired pay will end. Members on TDRL should report any change in their address to HQDA (DAPC–EPA–D), Alexandria, VA 22332.

Appendix D
Records Initiated and Closed, and their Disposition During Final Separation Processing

D–1. Records initiated

Prepare the following records, as applicable to the type of separation, for each member being separated. All data contained on service documents on file in the member's DA Form 201, DA Form 3444 series, and DA Form 3716 will be used in preparation of these records. To ensure accuracy of repetitive data, use word processing equipment to the maximum extent possible in preparing the records. Obtain required information which is not part of the official records by interview with the member concerned.

Type of Separation							
REFRAD	Discharge	Retirement	SCAD*	Form number and title	Applicable personnel	Applicable Army Regulations	Special instructions
X	X	X	.....	Standard Form 88 (Report of Medical Examination)	Off Enl	AR 40–501	None.
X	X	X	.....	Standard Form 93 (Report of Medical History)	Off Enl	AR 40–501	None.
X	X	X	.....	Standard Form 520 (Clinical Record—Electrocardiographic Record)	Off Enl	AR 40–400	None.
X	X	X	.....	DD Form 1351–2 (Travel Voucher or Subvoucher)	Off Enl	AR 37–106 JTR, Vol 1	Prepare for members entitled to reimbursement for travel from last duty station to the STP or STA.
X	X	X	.....	VA Form 21–526e (Veteran's Application for Compensation or Pension at Separation from Service)	Off Enl	AR 635–10	Prepare for each member if DA Form 664 indicates he desires to apply for compensation from the Veterans' Administration. Advise members to apply if he has undergone prolonged hospitalization, suffered from wounds, injury, or disease while in service, or who had a physical defect when he entered the service which he feels was aggravated by military service.
X	X	X	.....	Department of Labor Form OVRR–2 (Reemployment Rights and Employment Data)	Off Enl	AR 635–10	Fill out in three copies. Get Form OVRR–2 from the US Department of Labor, Office of Veterans' Reemployment Rights, Washington, DC, 20216. Each package contains 500 forms and a card for reordering. Briefing statements and addressed envelopes will be supplied by the OVRR field offices listed in appendix F. Instructions for completing this form are in appendix C. Every person who is being separated from active duty or active duty for training will complete this form whether or not he left civilian employment at the time he entered service.
X	X	X	.....	Internal Revenue Service (IRS) Form W–2 (Wage and Tax Statement)	Off Enl	AR 37–104–3 AR 37–105	The USAFC will prepare this.
X	X	X	X.....	Statement of Loss of DD Form 2A (DA Form 428)	Off Enl	AR 640–3	Ensure members have in their possession DD Form 2A (Identification Card) when applicable. Members without DD Form 2A in their possession will execute a sworn statement explaining the circumstances surrounding its loss. Statement will be prepared as an original only and surrendered by the member to the finance and accounting officer or class B agent officer upon receipt of final pay. Additionally, advise these members that if they find the DD Form 2A they must send it to HQDA (DAAG–PSI) WASH, DC 22331.

*See footnote at end of table.

Figure D–1. Records initiated

Type of separation: REFRAD	Discharge	Retirement	SCAD*	Form number and title	Applicable personnel	Applicable Army Regulations	Special instructions
X				DD Form 2A (Reserve) (RED) (Armed Forces of the United States Identification Card (Reserve))	OFF	AR 640–3	Prepare for all members being released from active duty who still have a remaining service obligation.
★			X	DD Form 2A (Active Duty (Green)	Off Enl	AR 640–3	Prepare a new card for members who were separated for the purpose of continuing on active duty in another status.
*		X		DD Form 2 (Retired) (Blue)	Off Enl	AR 640–3	Prepare at the time member is temporarily or permanently retired.
X	X	X	X	DD Form 214 (Certificate of Release or Discharge from Active Duty)	Off Enl	AR 635–5	Prepare in accordance with AR 635–5.
	X		X	DD Form 256A (Honorable Discharge Certificate)	Off Enl	AR 635–5	None.
		X		DD Form 257A (General Discharge Certificate)	Off Enl	AR 635–5	None.
		X		DD Form 259A (Bad-Conduct Discharge Certificate)	Enl	AR 635–200	None.
		X		DD Form 260A (Dishonorable Discharge Certificate)	WO Enl	AR 635–5 AR 635–200	None.
		X		DD Form 363A (Certificate of Retirement)	Off Enl	AR 635–100 AR 635–200	None.
X	X	X	X	DD Form 473 (Official Records Envelope)	Off Enl	AR 635–10	None.
		X		PHS Form 731 (International Certificates of Vaccination)	Off Enl	AR 40–562	Prepare a new PHS Form 731 containing data reflecting new status for each member.
		X		DD Form 794A (Discharge Certificate Under Other than Honorable Conditions)	Off Enl	AR 635–5	None.
X	X	X		DD Form 803 (Certificate of Termination)	Off Enl	AR 608–8	Prepare for each member whose DA Form 201 contains a DD Form 802 (Request for Certificate of Eligibility).
★		X		DD Form 1172 (Application for Uniformed Service Identification and Privilege Card)	Off Enl	AR 640–3	Prepare for members being retired who have dependents and insure DEERS is updated.
X	X	X		DD Form 1407 (Dependent Medical Care and DD Form 1173 Statement)	Off Enl	AR 640–3 AR 40–121	1. All members who have dependents and are being separated will fill out DD Form 1407. Preparation and disposition instructions will be under Section II, DD Form 1407. 2. If sponsors are unable to surrender the DD Form 1173, the dependent will be notified by the transfer point/activity in writing, of the eligibility termination date and will be requested to return DD Form 1173 (card) to the transfer point/activity for disposition. See paragraph 3–21, AR 640–3.

*See footnote at end of table.

Figure D–1. Records initiated—Continued

Type of Separation: REFRAD	Discharge	Retirement	SCAD*	Form number and title	Applicable personnel	Applicable Army Regulations	Special instructions
...	...	X	X.....	DA Form 428 (Application for ID Card)	Off Enl	AR 640–3	Prepared by all members being released from active duty with a remaining service obligation, and members retiring or changing status.
★X	X	X	.....	DA Form 664 (Serviceman's Statement Concerning Compensation From the Veterans' Administration (VA Form 21–526E))	Off Enl	AR 635–10	Prepared by each member being processed for separation. Inform the member that if he does not apply for compensation from the Veterans' Administration during separation processing he may apply at any time thereafter at any Veterans' Administration Office. However, he should file the claim during separation processing since the medical records are available and can be forwarded directly to the Veterans' Administration Regional Office thereby expediting processing the claim. If application is made, prepare two copies of DA Form 664.
X	X	X	.....	DA Form 1341 (JUMPS–Army Allotment Authorization)	Off Enl	AR 37–104–3	Prepared and distributed by the finance and accounting officer.
X	X	.....		DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty)	Enl	AR 635–5	Prepare for all eligible personnel. (See table 1–1, AR 635–5.)
X	X	X	.....	DA Form 2139 (Military Pay Voucher)	Off Enl	Part 4 AR 37–104–3	Prepared by the finance and accounting officer.
.....		X	.....	DA Form 3891 (Certificate of Appreciation for Wives of Retiring US Army Personnel)	Off Enl	AR 635–5	The certificate may be issued to the wife of: *a.* Each officer and enlisted member retired: (1) Under chapter 4, AR 635–100 or chapter 12, AR 635–200. (2) For permanent physical disability after 20 years or more active Federal Service. *b.* Each ARNG/USAR member: (1) Transferred to the Retired Reserve. (2) Discharged under honorable conditions with 20 or more years of qualifying service for retired pay.
.....		X	.....	DA Form 3891–1 (Certificate of Appreciation for Husbands of Retiring US Army Personnel)	Off	AR 600–47	The certificate may be issued to the husband of *a.* Each officer and enlisted woman retired: (1) Under chapter 4, AR 635–100 or chapter 12, AR 635–200. (2) For permanent physical disability after 20 years or more active Federal service. *b.* Each ARNG/USAR member: (1) Transfered to the Retired Reserve. (2) Discharged under honorable conditions with 20 or more years of qualifying service for retired pay.
X	X	X	.....	Signed statement acknowledging reporting employment with Defense Contractor	Off	AR 600–47	Prepare per para C–9, appendix C, this pamphlet for members in the grade of major and above with 10 or more years extended active duty.

*Separation for the purpose of continuing on active duty in another status.

Figure D–1. Records initiated—Continued

D–2. Records closed

Closeout the following records contained in each member's DA Form 201, DA Form 3444 series, and DA Form 3716, as applicable to the type of separation, during separation processing.

Type of Separation				Form number and title	Applicable personnel	Applicable Army Regulations	Special instructions
REFRAD	Discharge	Retirement	SCAD*				
X	X	X	.....	Standard Form 88 (Report of Medical Examination)	Off Enl	AR 40–501	None.
X	X	X	X.....	DA Form 2 & 2–1 (Personnel Qualification Record, Parts I and II).	Off Enl	AR 640–2–1	Prepare final entry in item #5, if required and item #35, DA Form 2–1.

Figure D–2. Records closed

D–3. Records disposition

Disposition of the following records, as applicable to the type of separation, prepared or assembled during separation processing and processing as shown. Mail records prescribed for dispatch within 5 working days following the effective date of separation of the member to whom records pertain. Failure to dispatch records promptly, or improper forwarding will result in needless delays and possible loss or delay of rights and benefits due to the member. Except as indicated in AR 145–1, retirement of personnel records and miscellaneous personnel documents directly to the National Personnel Records Center, GSA, is not authorized.

X	X	X	X.....	Standard Form 88 (Report of Medical Examination)	Off Enl	AR 40–501	*Original*—File in member's DA Form 3444 series. *Copy 2*—Retained by the physical examination section. *Copy 3*—As required by Tables D–8 and D–9 this pamphlet, or Table 3–1, AR 635–5. *Note:* Physical examination section/STP/STA will provide a copy of the SF 88 to the member, upon request and to all members needing follow up medical care.
X	X	X	X.....	Standard Form 93	Off Enl		*Original*—File in member's DA Form 3444 series. *Copy 2*—Retained by the physical examination section. *Copy 3*—As required by Tables D–8 and D–9 this pamphlet, or Table 3–1, AR 635–5. *Note:* Physical examination section/STP/STA will provide a copy of the SF 93 to the service member, upon request and to all members needing follow up medical care.
X	X	X	.....	Standard Form 520 (Clinical Record-Electrocardiographic Record)	Off Enl	AR 40–400	When prepared, staple to the original Standard Form 88.
★X	X	X	.....	DA Form 664 (Servicemember's Statement concerning Compensation From the Veterans' Administration)	Off Enl	AR 635–10	Place original in DA Form 201. When a claim is filed or in all cases of physical disability separation, forward duplicate with health records.
X	X	X	.....	VA Form 21–526e. (Veteran's Application for Compensation or pension at Separation from Service)	Off	AR 635–10	Forward immediately upon completion to the Veterans' Administration Regional Office (VARO) servicing the area in which the member's permanent address for mailing purposes is located (Item 19, DD Form 214). Include DA Form 3444 series, copy of separation order, and a copy of DD Form 214 with this form. Addresses for VARO are in AR 635–5/DA PAM 360–526.
*X	X	X	.....	Department of Labor Form OVRR–2 (Reemployment Rights and Employment Data)	Off Enl	AR 635–10	Package all OVRR–2 forms prepared on any one day in one bundle and forward to the US Department of Labor, Office of Veterans' Reemployment Rights, Washington, DC 20216 on the date completed. That department will use this information to contact the ex-service members in their home communities. Ensure that the return address is clearly shown on each shipping envelope or package.

*See footnote at end of table.

Figure D–3. Records disposition

Type of Separation				Form number and title	Applicable personnel	Application Army Regulations	Special instructions
REFRAD	Discharge	Retirement	SCAD*				
X	X	X	.....	Internal Revenue (IRS) Form W-2 (Wage and Tax Statement	Off Enl	AR 37-104-3 AR 37-105	Distributed by the USA Finance and Accounting Center. (See para C-4)
X	X	X	X	Statement of Loss of DD Form 2A (DA Form 428)	Off Enl	AR 640-3	Upon receipt of such statements from finance and accounting officers or class B Agent officers (para 6-7, AR 640-3) file the statements as permanent material in the DA Form 201 of the member concerned.
X	X	X	X	DD Form 2A (Active Duty Military Identification Card)	Off Enl	AR 640-3	The FAO or class B agent will destroy the card after member receives final pay, by shredding or burning.
.....	.....	X	.....	DD Form 2 (US Uniformed Identification Card) (Ret)	Off Enl	AR 640-3	Give to each member prior to departure. If member is at home awaiting final action on PEB, or on leave in conjunction with separation, forward card by registered mail to member at address furnished prior to his departure. (*Note.* Above procedure applies if member does not plan to obtain ID Card at nearest military post.)
X				DD Form 2A (Reserve) (RED) (Armed Forces of the United States Identification Card) (RESERVE)	Off Enl	AR 640-3	Give to each member with a remaining service obligation prior to departure.
*X	X	X	X	DD Form 214 (Certificate of Release or Discharge from Active Duty	Off Enl	AR 635-5	Distributed in accordance with table 3-1, AR 635-5, with the exception of member's copy which will be placed in his/her DD Form 473 (Official Records Envelope and distributed in accordance with instructions for the DD Form 473.
...	X		X	DD Form 256A (Honorable Discharge Certificate)	Off Enl	AR 635-5	Place the discharge certificate in the member's DD Form 473 (Official Records Envelope).
...	X		X	DD Form 257A (General Discharge Certificate)	Off Enl	AR 635-5	Place the discharge certificate in the member's DD Form 473.
.....		X	.....	DD Form 259A (Bad-Conduct Discharge Certificate)	Off Enl	AR 635-5 AR 635-200	Place the discharge in member's DD Form 473.
.....	.....	X	.....	DD Form 260A (Dishonorable Discharge Certificate)	Off Enl	AR 635-5 AR 635-200	Place the discharge certificate in member's DD Form 473
.....		X	.....	DD Form 794A (Discharge Certificate) (under other than honorable conditions)	Off Enl	AR 635-5 AR 635-200	Place the discharge certificate in the member's DD Form 473.
X	X	X	X	DD Form 363A (Certificate of Retirement)	Off Enl	AR 635-100 AR 635-200	Present the Certificate of Retirement to each retiree during the retirement ceremony or during separation processing.

*See footnote at end of table.

Figure D-3. Records disposition—Continued

Type of Separation				Form number and title	Applicable personnel	Application Army Regulations	Special instructions
REFRAD	Discharge	Retirement	SCAD*				
X	X	X	X	DD Form 473 (Official Records (Envelope))	Off Enl	AR 635–10	1. *For members receiving a separation characterized as honorable or under honorable conditions.* *a.* Present to member at STP/STA if possible. Otherwise mail the DD Form 473 with documents therein to members on the first work day following the effective date of separation when— (1) Separation is effected under conditions precluding physical delivery; (2) Member departs installation well in advance of normal departure time; ie., home awaiting separation for disability or leave. *b.* If the envelope is returned as nondeliverable destory it. 2. *For members receiving other than honorable discharge.* Present DD Form 473 to member upon completion of separation processing. When delivery cannot be made, mail the Official Records Envelope (DD Form 473) to the last known address of record. If the envelope is returned as non-deliverable, destroy it.
		X		PHS Form 731 (International Certificate of Vaccination)	Off Enl	AR 40–562	Give to member.
X	X	X		DD Form 803 (Certificate of Termination)	Off Enl	AR 608–8	*Original*—Forward to Comptroller, Federal Housing Administration, Washington, D.C. 20412. *Copy 2*—Forward to Commander, US Army Finance and Accounting Center, ATTN: FINCY–B, Indianapolis, Indiana 46249. *Copy 3*—File in DA Form 3716 *Copies 4 through 6*—Accompanies original *Copy 7*—Place in DD Form 473 with other documents to be furnished member for his personal records.
	★X		X	DD Form 1172 (Application for Uniformed Services Identification and Privilege Card)	Off Enl	AR 640–3	Give completed forms to members being retired who have dependents for issuance of new DD Forms 1173.
X	X	X		DD Form 1173 (Uniformed Services Identification Card)	Off Enl	AR 640–3	Chief, STP/STA will destroy by burning, shredding or cutting.
X	X	X		DD Form 1407 (Dependent Medical Care and DD Form 1173 Statement)	Off Enl	AR 640–3 AR 40–121	Dispose of in accordance with instructions on form.
		X		DA Form 428 (Application for Identification Card)	Off Enl	AR 640–3	*Original*—File in MPRJ *Copy 2*—Retained by issuing officer and filed in alphabetical order. See AR 340–18–7.

*See footnote at end of table.

Figure D–3. Records disposition—Continued

Type of Separation: REFRAD	Discharge	Retirement	SCAD*	Form number and title	Applicable personnel	Application Army Regulations	Special instructions
X	X	X	.....	DD Form 1351-2 (Travel Voucher or Sub-voucher)	Off Enl	AR 37-106 JTR, Vol 1	Forward all copies to the finance and accounting officer for computation, payments, and disposition.
.....	.....	X	.....	DA Form 1341 (Jumps Army Allotment Authorization)	Off Enl	AR 37-104-3	*Original*—Forward to finance and accounting officer. *Copy 2*—File in individual's DA Form 3716. *Copy 3*—Place in member's DD Form 473.
X	X	.....	.....	DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty)	Off Enl	AR 635-5	*Original and copy 2*—Place in member's DD Form 473. *Copy 3*—Place in DA Form 201.
X	X	X	.....	DA Form 2139 (Military Pay Voucher)	Off Enl	AR 37-104-3	*Original*—Forwarded to Finance and Accounting Officer. *Copy 2*—To member's PFR. In case of retirement the copy 2 is forwarded to Commander, US Army Finance and Accounting Center, Retired Pay Operations by the finance and accounting officer. *Copy 3*—Accompanies cy 3 of DA Form 2140. *Copy 4*—to member. *Copy 5*—Destroy when no longer needed.
.....	.....	X	.....	DA Form 3891 (Certificate of Appreciation for Wives of Retiring US Army Personnel)	Off Enl	AR 635-5	Place the Certificate in the member's DD Form 473 (Official Record Envelope).
.....	.....	X	.....	DA Form 3891-1 (Certificate of Appreciation for Husbands of Retiring US Army Personnel)	Off Enl	AR 635-5	Place the Certificate in the member's DD Form 473 (Official Records Envelope)
				DA Form 4240 (Data for Payment of Retired Army Personnel	Off Enl	AR 37-104-1 AR 37-104-3	*Original*—PFR (to be forwarded with retirement packet) *Copy 2*—PFR, to be retained with copy 3 of final pay voucher. *Copy 3*—Member. *Copy 4*—MPRJ.
X	X	X	X	..... DA Form 3716 (Jumps-Army (Joint Uniform Military Pay System—Army) Personal Financial Record	Off Enl	Part IV, AR 37-104-3	Relief from active duty, discharge and retirement— Finance and accounting officer will dispose of the PFR per 37-104-3. *SCAD*—After payment continue to use the folder during new tour of duty.
X	X	X	X	..... DA Form 201 (Military Personnel Records Jacket, US Army)	Off Enl	AR 640-10	See table D-1
★X	X	X	.....	DA Form 3444 Series (Alphabetical and Terminal Digit File for Treatment Records)	Off Enl	AR 40-66	Forward to HQDA (DAPC-MS-R) Alexandria, VA 22332 for officer personnel, and to US Army Enlisted Records and Evaluation Center, ATTN: PCRE-TS, Fort Benjamin Harrison,

*See footnote at end of table.

Figure D-3. Records disposition—Continued

Type of Separation				Form number and title	Applicable personnel	Application Army Regulations	Special instructions
REFRAD	Discharge	Retirement	SCAD*				
							Ind. 46249 for enlisted personnel, except when the member applies for service-connected compensation during separation processing. In these cases forward the Health Record to the proper Veterans' Administration Regional Office, and include a completed VA Form 21–526e. Forward the Health Record of a patient transferred to a Veterans' Administration hospital to that hospital along with current clinical records and other pertinent documents (para 6–22*a*, AR 40–3). In cases where health and dental records are forwarded to a VARO, file the original of the DA Form 664 in the MPRJ. In cases where health or dental records cannot be located, prepare temporary health or dental records. As a minimum, include a copy of the separation medical examinaton (SF88) or option statement in temporary health records. For addresses of VARO, see AR 635–5/DA Pam 360–526.
X	X	X	.....	Department of Justice Form N–498 (Individuals naturalized overseas) or N–550 (Individuals naturalized in continental United States)	Off Enl	None	If forms are filed in the member's DA Form 201, they will be withdrawn and placed in DD Form 473 with other separation documents.
X	X	X	.....	Signed statement acknowledging reporting employment with Defense Contractor.	Off	AR 600–47	File in MPRJ as permanent document.
*X	X	X	X	Separation orders	Off Enl	AR 310–10	Distribute orders promptly in accordance with tables D–2 thru D–12, this appendix.
*							
*							

*Separation for the purpose of continuing on active duty in another status.

Figure D–3. Records disposition—Continued

D–4. Disposition of military personnel records jacket and accompanying documents

Dispose of MPRJ and accompanying documents in accordance with the following tables. Forward them directly to the United States Postal Service/Army Postal facility serving the installation/activity not later than COB on the 5th work day from date of separation/retirement. Use certified or registered mail only when records contain classified material.

Table D–1
Reference list of tables to be used in transfer and disposition of military personnel records jacket and accompanying documents

RULE	A	B
	When a member	Use table
1	is released from active duty and is to be reassigned immediately to a troop program unit of the USAR	D–2
2	is released from active duty for retirement and transferred to Retired category of USAR	D–3
3	is released from active duty and returned to ARNG control	D–4
4	is released from active duty training (ADT) active duty support (ADS), or active guard reserve (AGR)	D–5
5	is discharged from USAR while on ADT	D–6
6	is discharged from ARNG while on ADT	D–7
7	is commissioned officer or warrant officer and is discharged, dismissed, or resigns while on active duty (any component)	D–8
8	is an enlisted member and is discharged while on active duty	D–9
9	is retired while on active duty	D–10
10	is released from active duty and transferred to USAR Control Group	D–11
11	is discharged, dismissed, or resigns from USAR while not on active duty or ADT	D–12

Notes:

Each STP/STA will maintain an accurate record of when and where the MPRJ was shipped, to ensure an audit trail. This file will be numbered in accordance with the appropriate Army regulation in the 340–18 series. DA Form 200 will be used for this purpose. Each STP/TA will prepare and forward one copy of the DA Form 200 with each box or envelope shipped. Insure that the shipment date is annotated thereon. If desired, each STP/STA may annotate the DA Form 200 with the records and forms being shipped. Mail MPRJ weighing 12 ounces or less at the first–class rate. Mail MPRJ weighing more than 12 ounces at priority rates, Each piece of mail containing MPRJ will be marked either “PRIORITY MAIL” or “FIRST CLASS.” (AR 340–3).

Table D–2
Release from active duty and assigned immediately to a troop program unit of the USAR

RULE	A	B	C
	When member being released is	Withdraw from MPRJ documents listed below, staple them together, and forward (as applicable):	And forward MPRJ and accompanying documents not authorized for other deposition to
1	assigned direct to a USAR Troop Program unit in CONUS by competent reserve component authority.	Copy 2 of DD Form 214, Copy of release from AD order reflecting USAR TPU assignment. *For officers*: HQDA (DAPC–MS–R), Alexandria VA 22332. *For enlisted;* US Army Enlisted Records and Evaluation Center (PCRE–TS), Fort Benjamin Harrison, IN 46249.	CONUS Army Headquarters (AG Reserve Forces), or Area Commands (See app I, this DA Pam).[1, 2, 3]

Notes:
[1] For members applying for service connected disability during separation processing send Health Records together with all other clinical records available at the installation to the proper Veteran's Administration Regional Office (AR 40–408).
[2] *a.* Transfer the following accompanying documents with the MPRJ: DA Form 3444 series (unless disposed of in accordance with Note 1) DA Form 348, DA Form 3479–R, DA Form 3513, and DA Form 3078 (unless transfer is required in accordance with AR 700–84).

b. Withdraw and destroy the following accompanying documents: DA Form 1315 and Enlisted Promotion Selection Board Proceedings and Promotion List.

c. Give DA Form 669 to the member.
[3] Forward health and dental records arriving at the STP/STA after member's separation and departure to the appropriate Army area/command. Do not forward to RCPAC, St. Louis, MO.

Table D–3
Release from active duty for retirement and transferred to retired category of USAR

RULE	A	B
	When member is	regardless of permanent mailing address furnished at time of retirement, forward MPRJ and accompanying documents not authorized for other disposition to
1	a general officer, other commissioned officer, or warrant officer	HQDA (DAPC–MS–R), Alexandria, VA 22332[1, 2, 3, 4, 5]
2	an enlisted member.	US Army Enlisted Records and Evaluation Center, ATTN: PCRE–TS, Fort Benjamin Harrison, IN 46249.[1, 2, 3, 5]

Notes:
[1] For members applying for service connected disability during separation processing send Health Records together with all other clinical records available at the installation to the proper Veteran's Administration Regional Office (AR 40–403).
[2] For members transferred to Temporary Disabled Retired List, see table D–10.
[3] *a.* Transfer the following accompanying documents: with the MPRJ, DA Form 3444 series, (unless transfer is required in accordance with Note 1), DA Form 348, DA Form 3479–R, DA Form 3513.

b. Withdraw and destroy the following accompanying documents: DA Form 1315, Enlisted Promotion Selection Board Proceedings and Promotion List, and DA Form 3078 (unless transfer is required in accordance with AR 700–84).

c. Give DA Form 669 to the number.
[4] When member is ARNG, forward copy of separation and/or retirement orders to Chief, ARNG Personnel Center, 5600 Columbia Pike, Falls Church, VA 22041.
[5] Send health and dental records arriving at the STP/STA after member's separation and departure to Commander, RCPAC (AGUZ–RMR–R), 9700 Page USAEREC (PCRE–TA), Fort Benjamin Harrison, IN 46249, for members placed on TDRL.

Table D–4
Release From Active Duty and Return to Army National Guard Control

RULE	A	B	C
	When member being released is	withdraw documents listed below from MPRJ, staple them together, and forward (as applicable)	and forwarded MPRJ and accompanying documents not authorized for other disposition to
1	a general officer, other commission officer, or warrant officer	Cy 2 of DD Form 214 and cy of release from AD order *Forward to:* HQDA (DAPC–MS–R) Alexandria, VA 22332	The Adjutant General of the proper State, District of Columbia, Puerto Rico, or the Virgin Islands[1, 2, 3]

Notes:

[1] For members applying for service connected disability during separation processing, send health records together with all other clinical records available at the installation to the proper Veteran's Administration Regional office (AR 40–403).

[2] *a.* Transfer the following accompanying documents with the MPRJ: DA Form 8444 series (unless disposed of in accordance with Note 1), DA Form 348, DA Form 3479–R, DA Form 3513.

b. Withdraw and destroy the following accompanying documents: DA Form 1315, Enlisted Promotion Selection Board Proceedings and Promotion List, and DA Form 3078 (unless transfer is required in accordance with AR 700–84).

c. Give DA Form 669 to the member.

[3] When member is ARNG, forward copy of separation order to Chief, ARNG Personnel Center, 5600 Columbia Pike, Falls Church, VA 22041.

Table D–5
Release from active duty for training , active duty support or active guard reserve

RULE	A When a member in the	B Forward MPRJ and accompanying documents not authorized for other disposition to
1	USAR is released from his initial ADT tour.	the Reserve Unit listed in orders.[1, 2]
2	USAR or ARNGUS is released from his initial ADT tour under TDP and is being transferred to IRR.	Commander, RCPAC, 9700 Page Blvd., St. Louis, MO 63132[3]
3	ARNGUS is released from initial or other ADT tour, or released from ADT and discharged from Reserve of the Army (Format 266)	the Adjutant General of the appropriate State, District of Columbia, Puerto Rico, or the Virgin Islands.[1, 2]
4	USAR is released from ADT, ADS other than initial ADT tour	the custodian responsible for maintaining member's MPRJ when he is not on active duty.[1, 2]
5	USAR is released from AGR status	CDR, RCPAC (AGUZ–LTA), 9700 Page Blvd., St. Louis, MO 63132.[2]
6	ARNGUS is released born ADT, ADS or AGR, other than initial ADT tour	the custodian responsible for maintaining member's MPRJ when he is not on active duty.[1, 2]
7	USAR officer commissioned from ROTC released from initial ADT and assigned to a Unit.	the Reserve Unit listed in orders.[1, 2]
8	USAR officer commissioned from ROTC released from initial ADT and assigned to a Unit.	Commander, RCPAC, 9700 Page Blvd, St. Louis, MO 63132.[1, 2]

Table D–5
Release from active duty for training , active duty support or active guard reserve—Continued

RULE	A When a member in the	B Forward MPRJ and accompanying documents not authorized for other disposition to
9	ARNGUS officer commissioned from ROTC released from ADT.	the Adjutant General of the appropriate State, District of Columbia, Puerto Rico, or the Virgin Islands.[1, 2]

Notes:

[1] *a.* For members being released from IADT, return the MPRJ and accompanying documents by first–class or priority mail per AR 340–3 to the: (1) Reserve unit listed in orders for USAR unit members. (2) Commander, RCPAC (AGUZ–RMC–RS), 9700 Page Blvd., St. Louis, MO 63132 for members assigned to the IRR. (3) State Adjutant General for National Guard members.

b. For members being released from ADT, ADS or AGR place the MPRJ in an envelope, seal it and: (1) Give it to the member for delivery to the commander of his ARNG or USAR unit. (2) Forward it to Cdr, RCPAC, as indicated above, for the IRR members.

[2] *a.* Transfer the following accompanying documents with MPRJ: DA Form 3444 series, DA Form 348, DA Form 3479–R, DA Form 3513.

b. Withdraw and destroy the following accompanying documents: DA Form 1315, Enlisted Promotion Selection Board Proceedings and Promotion List, and DA Form 3078 (unless transfer is required in accordance with AR 700–84).

c. Give DA Form 669 to the member.

[3] *a.* Forward copy of the approved proceedings and copy 7 of DD Form 214, if applicable through appropriate CDR, Army/area command to CDR of organization born which member entered on IADT.

b. Forward copies of separation orders to appropriate Army/area commander State Adjutant General, RCPAC, and the unit from which member entered on IADT.

Table D–6
Discharge from United States Army Reserve while on active duty training

RULE	A When USAR member being discharged is	B forward MPRJ and accompanying documents not authorized for other disposition to
1	a commissioned officer, warrant officer, or enlisted member.	Commander, RCPAC (AGUZ–RCM–RS), 9700 Page Boulevard, St. Louis, MO 63132.[1, 2, 3, 4]
2	An enlisted member who failed to report for active duty or departed AWOL after reporting and was assessed to the active Army.	U.S. Army Enlisted Records and Evaluation Center (PCRE–TS), Fort Benjamin Harrison, IN 46249.[1, 2, 3, 4]
3	USAR enlisted discharged from initial ADT tour under Trainee Discharge Program	Commander, RCPAC (AGUZ–RCM–RS), 9700 Page Boulevard, St. Louis, MO 63132.[1, 2, 3, 5]

Notes:

[1] Forward copy of discharge orders to Commander of the proper USAR unit.

[2] For members applying for service connected disability during separation processing forward Health Records together with all other clinical records available at the installation to the proper Veteran's Administration Regional Office (AR 40–403).

[3] *a.* Transfer the following accompanying documents with the MPRJ. DA Form 3444 series (unless disposed of in accordance with Note 2), DA Form 348 and DA Form 3479–R.

b. Withdraw and destroy the following accompanying documents: DA Form 1315, Enlisted Promotion Selection Board Proceedings and Promotion List and DA Form 3078 (unless transfer is required per AR 700–84).

c. Give DA Form 669 to member.

[4] When discharged for purpose of immediate enlistment in active Army, use table D–8 or D–9 as applicable.

[5] *a.* Forward copy of the approved proceedings and copy 7 of DD Form 214, if applicable through appropriate CDR, Army/area command to CDR of organization from which member entered on IADT.

b. Forward copies of separation orders to appropriate Army/area commander State Adjutant General, RCPAC, and the unit from which member entered on IADT.

Table D–7
Discharge from Army National Guard of the United States while on active duty training

RULE	A	B
	When ARNGUS member being discharged is	forward MPRJ and accompanying documents not authorized for other disposition to
1	a commissioned officer, warrant officer, or enlisted member.	The Adjutant General of the appropriate State, District of Columbia, Puerto Rico, or the Virgin Islands.[1, 2, 3, 4]

Notes:

[1] When discharged for purpose of immediate enlistment in active Army, forward copy of DD Form 214 and copy of discharge order to the proper State Adjutant General and continue the MPRJ in use.

[2] For members applying for service connected disability during separation processing forward Health Records together with all other clinical records available at the installation to the proper Veteran's Administration Regional Office (AR 40–403).

[3] *a.* Transfer the following accompanying documents with MPRJ: DA Form 3444 series (unless disposed of in accordance with note 2), DA Form 348, DA Form 3479–R, and DA Form 3513.

b. Withdraw and destroy the following accompanying documents: DA Form 1315, Enlisted Promotion Selection Board Proceedings and Promotion List and DA Form 3078 (unless transfer is required in accordance with AR 700–84).

c. Give DA Form 669 to the member.

[4] For ARNGUS officer or warrant officer forward one copy of discharge order to Chief, ARNG Personnel Center, 5600 Columbia Pike, Falls Church, VA 22041.

Table D–8
Discharge, dismissal, or resignation of commissioned and warrant officers while on active duty (any component)

RULE	A	B
	When a	forward MPRJ and accompanying documents not authorized for other disposition to
1	general officer, other commissioned officer, or warrant officer is separated and no further military service is indicated.	HQDA (DAPC–MS–R), Alexandria, VA 22332.[1, 2]
2	general officer, other commissioned or warrant officer or ARNGUS on active duty in another status is discharged from such status.	HQDA (DAPC–MS–R), Alexandria, VA 22332.[1, 2]
3	general officer, other commissioned officer, or warrant officer of ARNGUS on active duty in another status is discharged from such status.	The Adjutant General of the appropriate State, District of Columbia, Puerto Rico, or the Virgin Islands.[1, 2, 3, 4]
4	general officer, other commissioned officer, or warrant officer of the Regular Army resigns and is appointed in the USAR at the time of release.	HQDA (DAPC–MS–R), Alexandria, VA 22332.[1, 2]
5	warrant officer is being discharged to a commission.	(Continue MPRJ in use).[3]
6	USAR officer/warrant officer is discharged from officer status and immediately enlists.	(Continue MPRJ in use).[3]
7	RA officer/warrant officer is discharged from officer status and immediately enlists.	(Continue MPRJ in use).[3]

Table D–8
Discharge, dismissal, or resignation of commissioned and warrant officers while on active duty (any component)—Continued

RULE	A	B
	When a	forward MPRJ and accompanying documents not authorized for other disposition to
8	USAR/RA officer is discharged to accept a warrant officer appointment.	(Continue MPRJ in use).[3]

Notes:

[1] When discharge for disability and immediately transferred to a Veteran's Administration Hospital forward DA Form 3444 series and other clinical records available at the installation to that hospital. When application is made during separation processing for service connected compensation forward these records to the Veteran's Administration Regional Office (AR 40–403).

[2] *a.* Transfer the following accompanying documents with the MPRJ: DA Form 3444 series (unless disposed of in accordance with Note 1), DA Form 348, DA Form 3479–R and DA Form 3513.

b. Withdraw and destroy the following accompanying documents: DA Form 1315, Enlisted Promotion Selection Board Proceedings and Promotion List, and DA Form 3078 (unless transfer is required in accordance with AR 700–84.)

c. Give DA Form 669 to the member.

[3] Forward copy No. 2 of DD Form 214, copy of separation order, SF 88/93 and copy of DD Form 4/1–4/3 letter of appointment, if applicable to HQDA (DAPC–MS–R), Alexandria, VA 22332.

[4] For ARNGUS officer or warrant officer, forward one copy of separation order to Chief, ARNG Personnel Center, 5600 Columbia Pike, Falls Church, VA 22041.

Table D–9
Discharge of enlisted personnel while of active duty

RULE	A	B
	When an enlisted member	forward MPRJ and accompanying documents not authorized for other disposition to
1	is discharged and does not reenlist immediately or is released from military control for void enlistment	Cdr, USA Enlisted Records and Evaluation Center, ATTN: PCRE–TS, Ft Benjamin Harrison, IN 46249.[1, 2, 3]
2	is discharged and enlists or reenlists within 24 hours after discharge.	Note.[4]
3	is discharged to accept a commission or warrant officer appointment.	Note.[5]
4	holds a Reserve commission or warrant officer appointment and is discharged to immediately enter on active duty in Reserve status.	Notes.[5, 6]
5	is discharged and has been accepted for immediate enlistment (within 24 hours of discharge) in a USAR Troop Program unit. This applies to enlisted personnel who, upon discharge from active duty would not have a Reserve obligation.	proper CONUS Army Headquarters (AG Reserve Forces; or to Area Commands) (see App I this DA Pam).[2, 7, 8]
6	is discharged and has been accepted for immediate enlistment (within 24 hours of discharge) in the Individual Ready Reserve with assignment to Control Group (Reinforcement). This applies to enlisted personnel, who upon discharge from active duty, would not have a Reserve obligation.	CDR, USA Enlisted Records and Evaluation Center (PCRE–TS), Ft Benjamin Harrison, IN 46249.[1, 2, 3, 7, 9]

Table D–9
Discharge of enlisted personnel while of active duty—Continued

RULE	A	B
	When an enlisted member	forward MPRJ and accompanying documents not authorized for other disposition to
7	is discharged for immediate enlistment in the USAR for assignment to USAR Control Group (ROTC).	Professor of Military Science indicated on letter of acceptance from the ROTC host institution.[2, 8, 10]

Notes:

[1] When discharged for disability and immediately transferred to a Veteran's Administration Hospital, forward DA Form 3444 series and all other clinical records available at the installation to that hospital. When application is made during separation processing for service connected compensation, forward these records to the proper Veteran's Administration Regional Office (AR 40–403).

[2] *a.* Transfer the following accompanying documents with the MPRJ: DA Form 3444 series (unless disposed of in accordance with Note 1). DA Form 348, DA Form 3479–R, and DA Form 3513).

b. Withdraw and destroy the following accompanying documents: DA Form 1315, Enlisted Promotion Selection Board Proceedings and Promotion List, and DA Form 3078 (unless transfer is required in accordance with AR 700–84).

c. Give DA Form 669 to the member.

[3] Forward health and dental records arriving at the STP/STA after member's separation and departure to Cdr, RCPAC, 9700 Page Blvd, St Louis, MO 63132.

[4] MPRJ will be continued in use. Forward the new (original) DD Form 4/1–4/3 through the servicing SIDPERS activity to CDR, USAEREC (PCRE–TS), Ft. Benjamin Harrison, IN 46249 (AR 601–280).

[5] MPRJ will be continued in use. Forward copy of DD Form 214, copy of separation order, copy of SF 88/98 and apt letter/ordered to active duty orders to CDR, USAEREC (PCRE–TS), Fort Benjamin Harrison, IN 46249.

[6] Forward copy of enlisted separation order and copy of officer active duty order to CDR, RCPAC (AGUZ–RMR–R), 9700 Page Boulevard, St. Louis, MO 63132.

[7] A Statement of Acceptance signed by the member and the In–Service Recruiter is considered a bona fide contract for acceptance of the individual by the USAR for enlistment processing.

[8] Withdraw from the MPRJ copy 2 of the DD Form 214, DD Form 93, the original copy of DD Form 4/1–4/3, and a copy of the discharge order. Staple together and forward to CDR, USAEREC (ATTN: PCRE–TS), Fort Benjamin Harrison, IN 46249.

[9] Transfer the following accompanying documents with the MPRJ: Copy 2 of DD Form 214, firmly attached to the original copy of the DD Form 4/1–4/3, original DD Form 3540 series, copy of DA Form 1811, copy of SF 88, copy of SF 93, copy of Statement of Acceptance, original of DA Form 3072 and DA Form 4688. The DD Form 4/1–4/3 will be the top document in the MPRJ.

[10] Forward health and dental records arriving at the STP/STA after member's separation and departure to the Professor of Military Science indicated on the letter of acceptance from the ROTC host institution.

Table D–10
Retirement while on active duty

RULE	A	B
	When member retiring is	forward MPRJ and accompanying documents not authorized for other disposition to
1	a general officer, other commissioned officer, or warrant officer of the Regular Army.	HQDA (DAPC–MS–R), Alexandria, VA 22332.[1, 2, 3, 4]
2	a Regular Army warrant officer who is also a Reserve commissioned officer in the USAR.	HQDA (DAPC–MS–R), Alexandria, VA 22332.[1, 2, 3, 4]
3	a general officer, other commissioned officer or warrant officer who is also a member of a Reserve component and whose retirement is final and involves no tentative or further Reserve status.	HQDA (DAPC–MS–R), Alexandria, VA 22332.[1, 2, 3]
4	a general officer, other commissioned officer or warrant officer of the Regular Army who is placed on the Temporary and Disability Retirement List.	HQDA(DAPC–MS–R), Alexandria, VA 22332.[1, 2, 3]
5	a general officer, other commissioned officer, or warrant officer of the USAR to include AGR who is placed on the Temporary Disability Retired List.	HQDA (DAPC–MS–R), Alexandria, VA 22332.[1, 2, 3]
6	a commissioned officer, warrant officer, or enlisted member of the ARNG and is placed on the Temporary Disability Retired List.	The Adjutant General of the proper State, District of Columbia, Puerto Rico, or the Virgin Islands.[1, 2, 3](However, withdraw and forward certain documents on off/WO).[5]

Table D–10
Retirement while on active duty—Continued

RULE	A	B
	When member retiring is	forward MPRJ and accompanying documents not authorized for other disposition to
7	an enlisted member of the Regular Army or USAR, to include those placed on the Temporary Disability Retired List. (For ARNG members, see Rule 6).	CDR, US Army Enlisted Records and Evaluation Center, (PCRE–TS), Fort Benjamin Harrison, IN 46249.[1, 2, 3, 4, 6, 7, 8]
8	a general officer, other commissioned officer, warrant officer or enlisted member serving in an AGR status.	CDR, RCPAC (AGUZ–LTA), 9700 Page Blvd., St. Louis, MO 63132.[2, 3, 6]

Notes:

[1] *a.* When retired for disability or placed on the TDRL and immediately transferred to a Veterans' Administration hospital, forward DA Form 3444 series and all other clinical records available at the installation to that hospital.

b. When application is made during retirement processing for service connected disability. Forward DA Form 3444 series together with all other clinical records available at the installation to the proper Veterans' Administration Regional Office (AR 40–403).

[2] *a.* Transfer the following accompanying documents with the MPRJ: DA Form 3444 series (unless disposed of in accordance with Notes 1a and b), DA Form 348, DA Form 3479–R and DA Form 3513.

b. Withdraw and destroy the following accompanying documents: DA Form 1315, Enlisted Promotion Selection Board Proceedings and Promotion List, and DA Form 3078 (unless transfer is required in accordance with AR 700–84).

c. Give DA Form 669 to the member.

[3] Process DD Form 93/DA Form 41 (AR 608–2).

[4] If regular Army warrant officer or enlisted member is also a Reserve commissioned officer, process in accordance with Rule 3.

[5] *a.* Withdraw the following documents from the MPRJ:

(1) Copy No. 2 of DD Form 214.

(2) Copy of orders effecting retirement or placement on the TDRL.

b. Forward above listed documents to (as applicable).

(1) For officers: HQDA (DAPC–MS–R), Alexandria, VA 22332.

(2) For enlisted: CDR, USAEREC (PCRE–TS), Fort Benjamin Harrison, IN 46249.

c. When member is ARNG, forward copy of orders effecting retirement or placement on the Temporary Disability Retirement List to Chief, ARNG Personnel Center, 5600 Columbia Pike, Falls Church, VA 22041.

[6] Forward health and dental records arriving at the STP/STA after member's separation and departure to Cdr, RCPAC, 9700 Page Blvd, St Louis, MO 63132, for service retirements.

[7] Forward health and dental records arriving at the STP/STA after member's separation and departure to Cdr, USAEREC (PCRE–TS), Fort Benjamin Harrison, IN 46249, for members placed on TDRL.

[8] For TDRL enlisted personnel: Retain Enlisted Promotion Selection Board Proceedings and Promotion List as actions pending document in the MPRJ.

Table D–11
Release from active duty and transfer to USAR control group

RULE	A	B
	When a member being released is	forward MPRJ and accompanying documents not authorized for other disposition to
1	a commissioned officer or warrant officer.	HQDA (DAPC–MS–R), Alexandria, VA 22332.[1, 2]
2	an enlisted member.	CDR, US Army Enlisted Records and Evaluation Center, (PCRE–TS), Fort Benjamin Harrison, IN 46249.[1, 2, 4]
3	a USAR officer released from active duty who immediately reenlists or accepts RA warrant officer appointment.	Continue MPRJ in use.[3]

Notes:

[1] For members applying for service connected disability during separation processing forward Health Records together with all other clinical records available at the installation to the proper Veterans' Administration Regional Office (AR 40 – 403).

[2] *a.* Transfer the following accompanying documents with the MPRJ: DA Form 3444 series (unless disposed of in accordance with Note 1), DA Form 348, DA Form 3479–R, DA Form 3513.

b. Withdraw and destroy the following accompanying documents: DA Form 1815, Enlisted Promotion Selection Board Proceedings and Promotion List, and DA Form 3078 (unless transfer is required in accordance with AR 700 – 84).

c. Give DA Form 669 to the member.

[3] Forward Copy No. 2 of DD Form 214, copy of orders and copy of DD Form 4/1–4/3 Appointment to HQDA (DAPC–MS – R), Alexandria, VA 22332.

[4] Forward health and dental records arriving at STP/STA after member's separation and departure to CDR, RCPAC, 9700 Page Blvd, St Louis, MO 63132.

Table D–12
Discharged, dismissed, or resigns from United States Army Reserve while not on active duty or active duty training

RULE	A	B
	When member is	forward MPRJ and accompanying documents not authorized for other disposition to
1	a commissioned officer or warrant officer or enlisted member.	Commander, RCPAC, 9700 Page Boulevard, St Louis, MO 63132.[1, 2, 3]

Notes:

[1] Transfer the following accompanying documents with the MPRJ: DA Form 348, DA Form 3479–R, DA Form 3513, DA Form 3444 series.

[2] Withdraw and destroy the following accompanying documents: DA Form 1315, Enlisted Promotion Board Proceedings and Promotion List, and DA Form 3078 (unless transfer required in accordance with AR 700–84).

[3] Give DA Form 669 to the member.

Appendix E
Status After Separation

The status of each member immediately following separation is indicated in individual separation orders and is dependent on various factors which have a bearing on the type of separation. The following listing reflects each member's status after separation based on the factors indicated.

Table E–1
Status after separation

Type of separation	Component	Factors relating to type of separation OFFICERS	Status after separation	Remarks
1. RELIEF FROM ACTIVE DUTY	a. RA	Officer ordered to active duty from a retired status	Returned to a retired status.	
	b. ARNGUS		Returned to ARNGUS status	
	c. Army Reserve . .	(1) Officer holds only one status	Returned to Army Reserve.	
		(2) Officer holds a compatable status as Regular Army warrant officer.	Reverts to Regular Army warrant officer status–and retains Army Reserve commissioned status.	
	d. AUS without specification as to component.	(1) Officer holds only one status.	No further military status . .	Upon relief from active duty is also discharged from AUS status.
		(2) Officer holds compatible status as Army Reserve warrant officer.	Returned to Army Reserve–and resumes Army Reserve warrant officer status.	
2. DISCHARGE	a. RA	(1) Discharge for cause–service obligation is not a factor.	No further military status.	
		(2) Officer does not have a service obligation.	No further military status.	
		(3) Officer has a service obligation.	Becomes a member of the Army Reserve.	Discharge is the result of accepting resignation and is effective on the day immediately proceeding the acceptance of appointment as a Reserve officer of the Army.
	b. ARNGUS	. . . . .	Reverts to State Army National Guard Status.	Discharge is only from Reserve officer of the army status. Chief, National Guard Bureau withdraws Federal recognition as of date of discharge.
	c. Army Reserve . .	(1) Officer holds only one status.	No further military status.	
		(2) Officer holds a compatible status as an RA warrant officer.	(a.) Reverts to RA WO status–no further Army Reserve Officer status. –or– (b.) No further military status.	HQDA will direct either (a) or (b).
	d. AUS without specification as to component.	(1) Officer holds only one status.	No further military status.	
		(2) Officer holds a compatible status as a Regular Army warrant officer.	(a.) Returned to Army Reserve and–Resumes Army Reserve warrant officer status. –or– (b.) No further military status.	HQDA will direct either (a) or (b).
3. DISMISSAL FROM THE SERVICE	a. RA	. . . . .	No further military status . .	Pursuant to court–martial

Table E–1
Status after separation—Continued

Type of separation	Component	Factors relating to type of separation OFFICERS	Status after separation	Remarks
	b. ARNGUS	. . . . .	Reverts to State Army National Guard status.	Pursuant to court–martial. Discharge is only from Reserve–officer–of–the–Army status. Chief, National Guard Bureau withdraw Federal recognition as of date of dismissal.
	c. Army Reserve . .	(1) Officer holds only one status	No further military status . .	Pursuant to court–martial.
		(2) Officer holds a compatible status as an Army Reserve warrant officer.	No further military status . .	Pursuant to court–martial.
	d. AUS without specification as to component	(1) Officer holds only one status.	No further military status . .	Pursuant to court–martial.
		(2) Officer holds a compatible status as a Regular Army warrant officer.	No further military status . .	Pursuant to court–martial.
4. RETIREMENT	a. RA	. . . . .	Placed in a retired status . .	
	b. ARNGUS	. . . . .	Placed in a retired status . .	Transfer to Army Reserve and assign to Retired Reserve.
	c. Army Reserve . .	(1) Officer holds only one status	Placed in a retired status . .	Assign to the Retired Reserve.
		(2) Officer holds a compatible status as a Regular Army warrant officer.	Placed in a retired status–RA warrant officer status is ended.	Assign to Retired Reserve.
5. RELIEF FROM ACTIVE DUTY	a. RA	Warrant officer ordered to active duty from a retired status.	Returned to a retired status.	
	b. ARNGUS	. . . . .	Returned to ARNGUS status.	
	c. Army Reserve . .	. . . . .	Returned to Army Reserve status.	
	d. AUS without specification as to component.	(1) Warrant officer holds only one status.	No further military status.	
		(2) Warrant officer holds a compatible status as Army Reserve commissioned officer.	Returned to Army Reserve commissioned officer status not on active duty. Warrant officer status ended.	
6. DISCHARGE	a. RA	(1) Warrant officer holds only one status and is discharged for cause. (Service obligation is not a factor.)	No further military status.	
		(2) Warrant officer holds only one status. Discharge is for other than cause and warrant officer has a service obligation.	Becomes a member of the Army Reserve.	Discharge is the result of acceptance of resignation and is effective on the day immediately preceding the acceptance of an appointment as a Reserve warrant officer of the Army.
		(3) Warrant officer holds only one status. Discharge is for other than cause and warrant officer has no service obligation.	No further military status.	
		(4) Warrant officer holds a compatible status as an Army commissioned officer. Discharge is for cause. (Service obligation may or may not be a factor.)	Discharged (a.) from Regular Army warrant officer status–Resumes Army Reserve commissioned officer status, not on active duty. –or– (b.) No further military status.	HQDA will direct either (a) or (b).

Table E–1
Status after separation—Continued

Type of separation	Component	Factors relating to type of separation OFFICERS	Status after separation	Remarks
		(5) Warrant officer holds a compatible status as an Army Reserve commissioned officer. Discharge is for other than cause and warrant officer has a service obligation.	Discharged only from Regular Army warrant officer status. Resumes Army Reserve commissioned officer status, not on active duty.	
		(6) Warrant officer holds a compatible status as an Army Reserve commissioned officer. Discharge is for other than cause and warrant officer does not have a service obligation.	(a) Discharged from Regular Army warrant officer status–Resumes Army Reserve commissioned officer status not on active duty. –or– (b.) No further Military status.	HQDA will direct either (a) or (b).
	b. ARNGUS	. . . . .	Reverts to State Army National Guard status.	Discharge is only form Reserve warrant officer of the Army status
	c. Army Reserve . .	. . . . .	No further military status.	
	d. AUS without specification as to component.	(1) Warrant officer holds only one status.	No further military status.	
		(2) Warrant officer holds a compatible status as an Army Reserve commissioned officer.	(a.) Discharged from AUS warrant officer status. Resumes Army Reserve commissioned officer status not on active duty. –or– No further military status.	HQDA will direct (a) or (b).
7. RETIREMENT	a. RA	(1) Warrant officer holds only one status.	Placed in retired status.	
		(2) Warrant officer holds a compatible status as an Army Reserve commissioned officer.	(a.) If qualified, placed in retired status in the Army Reserve commissioned officer status–discharge from Regular Army warrant officer status.	Assign to Retired Reserve.
			–or– (b.) If not qualified, placed in retired status as Regular Army warrant officer–resumes Army Reserve commissioned officer status not on active duty.	Assign to Retired Reserve.
	b. ARNGUS	. . . . .	Placed in a retired status . .	Transfer to Army Reserve and assign to Retired Reserve.
	c. Army Reserve . .	. . . . .	Placed in a retired status . .	Assign to Retired Reserve.
		ENLISTED PERSONNEL		
8. RELIEF FROM ACTIVE DUTY	a. RA	Enlisted and holds only one status and has a service obligation.	Transferred to Army Reserve	
	b. ARNGUS	Enlisted and has a service obligation.	Returned to Army National Guard to complete service obligation.	
	c. Army Reserve . .	. . . . .	No further military status.	
9. DISCHARGE	a. RA	(1) Enlisted and holds only one status and has no service obligation.	No further military status.	

Table E–1
Status after separation—Continued

Type of separation	Component	Factors relating to type of separation OFFICERS	Status after separation	Remarks
		(2) Enlisted and holds a compatible status as an Army Reserve commissioned officer.	Discharged from enlisted status–and resumes Army Reserve commissioned officer status not on active duty.	
		(3) Enlisted and holds a compatible status as Army Reserve warrant officer.	Discharged from enlisted status–and resumes Army Reserve warrant officer status not on active duty.	
	b. ARNGUS	(1) Enlisted and is discharged for cause (Service obligation is not a factor.)	Reverts to State National Guard status.	Discharge is only from Reserve of the Army status.
		(2) Enlisted and is discharged for other than cause.	Reverts to State National Guard status.	Discharge is only from Reserve of the Army status.
	c. Army Reserve . .	. . . . .	No further military status.	
10. RETIREMENT	a. RA	(1) Enlisted and holds only one status.	Placed in a retired status.	
		(2) Enlisted and holds a compatible status as an Army Reserve commissioned officer.	If qualified, placed in a retired status in Army Reserve commissioned officer status. Discharged from Regular Army enlisted status. –or– If not qualified, placed in a retired status as enlisted member. Resumes Army Reserve commissioned officer status not on active duty or transferred to Army Reserve enlisted status, as determined by enlisted.	If enlisted and retires with less than 30 service transferred to Army Reserve and assigned to Retired Reserve to complete 30–year period.
		(3) Enlisted and holds a compatible status as an Army Reserve warrant officer.	If qualified, placed in a retired status in Army Reserve warrant officer status, discharged from Regular Army enlisted status. –or– If not qualified, placed in a retired status as an enlisted member. Resumes Army Reserve warrant officer status not on active duty or transferred to Army Reserve enlisted status, as determined by enlisted member.	If enlisted and retires with less than 30 years service, transferred to Army Reserve and assigned to Retired Reserve to complete 30–year period.
	b. ARNGUS	. . . . .	Placed in a retired status . .	Transfer to Army Reserve and assign to Retired Reserve.
	c. Army Reserve . .	. . . . .	Placed in a retired status . .	Assign to Retired Reserve.

Appendix F
Directory of Offices of Veterans' Reemployment Rights

Directory of Offices of Veterans' Reemployment Rights
Labor Department Building, Washington, DC 20216

Table F–1
Field and contact offices

States covered	Address
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	John Fitzgerald Kennedy Federal Building Room 1603–a, Government Center Boston, MA 02203
New Jersey, New York, Puerto Rico	839 Parcel Post Building 341 Ninth Avenue New York, NY 10001 *435 Federal Building 121 Ellicot Street Buffalo, NY 14203 *1060 Broad Street Room 356 Newark, NJ 07102
Delaware, District of Columbia, Maryland, North Carolina, Pennsylvania, Virginia, West Virginia	Fourth Floor, Penn Square Building 1317 Filbert Street Philadelphia, PA 19107 *5000 U.S. Courthouse Building 9th & Market Streets Philadelphia, PA 19107 *2002 Federal Office Building 1000 Liberty Avenue Pittsburgh, PA 15222
Alabama, Florida, Georgia, Mississippi, Tennessee, South Carolina	1371 Peachtree Street, N.E. Room 324 Atlanta, GA 30309 *786 U.S. Court House Building 801 Broadway Nashville, TN 37203 *51 S.W. First Avenue Room 517 Miami, FL 33130
Ohio, Michigan, Kentucky	843 Federal Office Building 1240 East 9th Street Cleveland, OH 44199 *1906 Washington Building 234 State Street Detroit, MI 48226
Illinois, Indiana, Minnesota, Wisconsin	219 South Dearborn Street Room 830 Chicago, IL 60604 *110 Federal Courts Building 110 South Fourth Street Minneapolis, MN 55401
Iowa, Kansas, Missouri, Nebraska	2507 Federal Office Building 911 Walnut Street Kansas City, MO 64106 3740 Federal Office Building 1520 Market Street St. Louis, MO 63103
Colorado, Idaho, Montana, North Dakota, South Dakota, Utah, Wyoming, New Mexico, Oklahoma, Texas, Arkansas, Louisiana	302 New Custom House 19th and Stout Streets Denver, CO 80202 Room 338 Mayflower Building 411 North Akard Street Dallas, TX 75201 204 U.S. Customs House Building 423 Canal Street New Orleans, LA 70130
Northern California, Hawaii, Nevada, Washington, Oregon, Alaska	10428 Federal Building 450 Golden Gate Avenue San Francisco, CA 94102

Table F–1
Field and contact offices—Continued

States covered	Address
	*3301 Smith Tower Building 506 Second Avenue Seattle, WA 98104 1833 Kalakaua Avenue Room 601 Honolulu, HI 96815
Southern California, Arizona	7615 Federal Building 300 North Los Angeles Street Los Angeles, CA 90012

Notes:
* Denotes Labor–Mangement Welfare Plan cooperating offices which serve as contact points for OVRR–2.

Appendix G
Addresses of the State Adjutants General

The following table lists addresses of the state adjutants general.

Table G–1
Addresses of the state adjutants general

State or Territory	Address
Alabama	PO Box 3711, Montgomery, AL 36193
Alaska	610 Mckay Bldg., 338 Denali St., Anchorage, AK 99501
Arizona	5636 E. McDowell Rd, Phoenix, AZ 85008
Arkansas	PO Box 678, North Little Rock, AR 72118 Camp Robinson
California	PO Box 214405, Sacramento, CA 95821
Colorado	300 Logan St., Denver, CO 80203
Connecticut	360 Broad St, Hartford, CT 06115
Delaware	First Regiment Rd, Wilmington, DE 19808
District of Columbia	NG Armory, 2001 E. Capitol St., WASH, DC 20003
Florida	State Arsenal, St Augustine, FL 32084
Georgia	Department of Defense, Mil Div PO Box 7965, Atlanta, GA 30316
Hawaii	3949 Diamond Head Road, Honolulu, HI 96816
Idaho	PO Box 45, Boise, ID 83707
Illinois	1301 North MacArthur Blvd, Springfield, IL 67202
Indiana	PO Drawer AO, Indianapolis, IN 46241
Iowa	RR #1, Camp Dodge, Grimes, IA 50111
Kansas	PO Box C–300, Topeka, KS 66601
Kentucky	Boone National Guard Center, Frankfort, KY 40601
Louisiana	HQ Bldg., Jackson Barracks, New Orleans, LA 70146
Maine	Camp Keyes, Augusta, ME 04333
Maryland	5th Regiment Armory, Baltimore, MD 21201
Massachusetts	905 Commonwealth Ave, Boston, MA 02215
Michigan	2500 S. Washington Ave, Lansing, MI 48913
Minnesota	Veterans Service Bldg., St Paul, MN 55155
Mississippi	PO Box 5027, Pondren Station, Jackson, MS 39216
Missouri	1717 Industrial Dr. NE, Jefferson City, MO 65101
Montana	PO Box 4789, Helena, MT 59601
Nebraska	1300 Military Road, Lincoln, NE 68508
Nevada	2525 S. Carson St, Carson City, NV 89701
New Hampshire	State Mil Res, 1 Airport Road, Concord, NH 03301
New Jersey	PO Box 979, Trenton, NJ 08625
New Mexico	PO Box 4277, Santa Fe, NM 87501
New York	Public Security Bldg., State Campus, Albany, NY 12226
North Carolina	PO Box 26265, Raleigh, NC 26268
North Dakota	PO Box 1817, Bismarck, ND 58505
Ohio	2825 W. Granville Road, Worthington, OH 43085
Oklahoma	3501 Military Circle, NE, Oklahoma City, OK 73111
Oregon	2150 Fairgrounds Rd, NE, Salem, OR 97303
Pennsylvania	Department of Military Affairs, Annville, PA 17003
Puerto Rico	PO Box 3786, San Juan PR 00904
Rhode Island	1051 N. Main St, Providence, RI 02904
South Carolina	1225 Bluff Rd, Columbia, SC 29201
South Dakota	PO Box 2150, Rapid City, SD 57709
Tennessee	NG Armory, Sidco Dr, Nashville, TN 37204
Texas	Box 5218, Austin, TX 78763
Utah	PO Box 8000, Salt Lake City, UT 84108

Table G–1
Addresses of the state adjutants general—Continued

State or Territory	Address
Vermont	Bldg. #1, Camp Johnson, Winooski, VT 05404
Virginia	401 East Main St., Richmond, VA 23219
Virgin Islands	PO Box 3240, Christiansted, St Croix, US VI 00820
Washington	Camp Murray, Tacoma, WA 98430
West Virginia	1703 Coonskin Drive, Charleston, WV 25311
Wisconsin	PO Box 8111, Madison, WI 53708
Wyoming	5500 Bishop Blvd, PO Box 1709, Cheyenne, WY 82001

Appendix H
Army Areas/Area Commands

H–1. First U.S. Army.

Mailing address:

Commander
First US Army
AG Reserve Forces
Fort George G. Meade, MD 20755

1. Maine
2. Vermont
3. New Hampshire
4. New York
5. Rhode Island
6. Connecticut
7. Pennsylvania
8. New Jersey
9. Delaware
10. Maryland
11. Virginia
12. West Virginia
13. North Carolina
14. Tennessee
15. Mississippi
16. Alabama
17. Georgia
18. Florida
19. South Carolina
20. Massachusetts
21. Puerto Rico

H–2. Area commands

Alaska

Mailing address:

Commander
172d Infantry Brigade
ATTN: AFZT
Fort Richardson, AK 99505
Hawaii, Guam

Mailing address:

Commander
US Army Western Command
ATTN: APLG–PI
Fort Shafter, HI 96858

H–3. Fifth U.S .Army

Mailing address:

Commander
Fifth US Army, ATTN:
AG Reserve Forces
Fort Sam Houston, TX 78234

1. Michigan
2. Ohio
3. Indiana
4. Wisconsin
5. Illinois
6. Minnesota
7. Iowa
8. Missouri
9. Arkansas
10. Louisiana
11. Texas
12. Oklahoma
13. Kentucky

H–4. Sixth U.S. Army

Mailing address:

Commander
Sixth US Army, ATTN:
AG Reserve Forces
PSF, CA 94129

1. Kansas
2. Nebraska
3. South Dakota
4. North Dakota
5. Montana
6. Wyoming
7. Colorado
8. New Mexico
9. Arizona
10. Utah
11. Idaho
12. Washington
13. Oregon
14. Nevada
15. California