



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE CHIEF OF ARMY RESERVE**  
**2400 ARMY PENTAGON**  
**WASHINGTON, DC 20310-2400**

DAAR-ZA

23 December 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chief of Army Reserve Policy #20-01: Army Reserve Conditional Release Policy

1. References:

a. Memorandum, OCAR, DAAR-HR, 4 Apr 17, Subject: Army Reserve Conditional Release Policy.

b. Department of Defense Instruction 1205.19, Procedures for Transfer of Members Between Reserve and Regular Components of the Military Services, 30 Mar 12.

c. Memorandum, USARC, AFRC-PR, 11 May 15, Subject: U.S. Army Reserve (USAR) Personnel Actions Guide (PAG) Implementation.

d. Army Regulation (AR) 140-10, Assignments, Attachments, Details and Transfers, 25 Apr 18.

e. AR 135-175, Officer Separations, 30 Mar 20.

2. This policy supersedes reference 1a and remains in effect until suspended, rescinded, or withdrawn.

3. This memorandum provides guidance for processing Requests for Conditional Release to join the Active Army (AA), Army National Guard (ARNG), or other components of the Armed Forces. Specific procedures are enclosed. Commanders at all levels must give these requests prompt attention. AR 140-10 states that DD Forms 368 (Request for Conditional Release) should be processed within 90 days of receipt. Soldiers and Human Resources personnel may find specific guidance enclosed for the appropriate processing procedures and checklists within the Personnel Actions Guide.

4. The following chart outlines the approval and disapproval authorities for conditional release requests:

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<b>Conditional Releases/Conditional Resignations</b>			
<b>Soldier Type/Category</b>	<b>Approval Authority</b>	<b>Disapproval Authority</b>	<b>Remarks</b>
<b>Enlisted Soldiers (with MOS) Trained</b>	Subordinate General Officer Command (GOCOM) Commander	GOCOM Commander	Must have CoC endorsement signed by GOCOM Commander.
<b>Enlisted Soldiers (Training Pipeline)</b>	USARC G-1 Manning Division (MND)	Major Subordinate Command (MSC) Commander GOCOM Commander	Must have CoC endorsement signed by MSC Commander.
<b>Obligated Guaranteed Reserve Forces Duty (GRFD) Scholarship Recipients</b>	USARC G-1 (MND)	MSC Commander GOCOM Commander	May not be delegated. Includes: Simultaneous Membership Program, Minuteman, Education Opportunity Program, and Early Commissioning Program.
<b>Officers (who have not completed Basic Officer Leadership Course)</b>	USARC G-1 (MND)	MSC Commander GOCOM Commander	Must have CoC endorsement signed by MSC Commander.
<b>Obligated Officers, other than AMEDD, CH, and JAG with less than 12 month Selected Reserve (SELRES) trained</b>	USARC G-1 Personnel Management Division (PMD)	MSC Commander GOCOM Commander	Must have CoC endorsement signed by MSC Commander.
<b>Obligated Officers, other than AMEDD CH, and JAG with more than 12 month Selected Reserve (SELRES) trained</b>	MSC Commander	MSC Commander GOCOM Commander	Must have CoC endorsement signed by GOCOM Commander.
<b>AMEDD Officers to Active Army, ARNG, USAR enlistment, and USPHs</b>	USARC Surgeon	MSC Commander GOCOM Commander	Must have CoC endorsement signed by MSC Commander through USARC G-1. If request is for sister services approval is Surgeon General.
<b>Chaplains (CH) and Chaplain Candidates to Active Army</b>	USARC Chaplain	AR Chaplain	Initiated by Chaplain Recruiting to AR Chaplain.
<b>Judge Advocate General (JAG)</b>	OTJAG and PP&TO	MSC Commander GOCOM Commander	Must have CoC endorsement signed by MSC Commander through USARC G-1.
<b>Nonobligated Officers other than AMEDD, CH, JAG</b>	GOCOM Commander	GOCOM Commander	Must have CoC endorsement signed by GOCOM Commander.
<b>Officers to AC of other Services (Except AMEDD and Chaplain) to Active and Reserve components of other Services</b>	USARC G-1 (PMD)	MSC Commander GOCOM Commander	Must have CoC endorsement signed by MSC Commander.
<b>AMEDD and Chaplain to AC and RC of other Services</b>	HRC	HRC	Must have CoC endorsement signed by MSC Commander through USARC G-1
<b>* MSC's General Officer Commanders may delegate disapproval authority to the first general officer in the Soldier's Chain of Command for those actions indicated. The first general officer in the chain of command may not further delegate this authority.</b>			

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5. For additional information, contact CPT Nikol Anderson, USARC G-1, Enlisted Management Branch, at (910) 570-8976 or usarmy.usarc.usarc-hq.mbx.pmd-emb@mail.mil.

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JODY J. DANIELS  
Lieutenant General, U.S. Army  
Chief of Army Reserve

4 Encls

1. Processing Procedures
2. PAG Checklist T-20-E-1
3. PAG Checklist T-20-E-2
4. Sample DA Form 4187

DISTRIBUTION:

A  
B  
C  
7 MSC  
9 MSC  
311 SC (T)

CF:

USARC DIR/DEP/CH/ASST  
USARC XOs  
OCAR Directors & Deputies  
USACHCS

**Army Reserve (AR) Troop Program Unit (TPU) Conditional Release  
Processing Procedures**

1. The request for conditional release will include a completed checklist and supporting documents in accordance with the Personnel Action Guide (PAG). The PAG may be found at the following address: <https://xtranel/usarc/usarPages/default.aspx>.

2. Procedures.

a. Soldiers requesting a conditional release, regardless of time in the Selected Reserve (SELRES) will use the PAG Action, T-20-E-1 (Enlisted) or T-20-O-1 (Officer), except as noted below, for processing through command channels in electronic Personnel Actions Tracker (ePAT) to the approval/dissapproval authority.

b. Guaranteed Reserve Forces Duty (GRFD) recipients, including Minuteman Scholarship, Simultaneous Membership Program (SMP) Cadets, Education Opportunity Program (EOP) and Early Commissioning Program (ECP), and Soldiers who have not completed Initial Military Training (IMT), will use PAG Action, T-20-E-4, for processing in ePAT. Workflow is provided in the PAG.

c. Soldiers assigned to Ready Force units will use PAG Action T-20-E-3.

d. Officers who have not completed their Basic Officer Leadership Course (BOLC) will use PAG Action T-20-O-2.

e. Obligated officers, AMEDD, and Chaplains will use PAG Action T-20-O-4.

3. Unless otherwise noted in the PAG, conditional release packets will include the following documentation:

a. Completed copy of the PAG checklist.

b. DA Form 4187, Personnel Action, (for discharge to the Active Army or other Uniformed Services) endorsed by the chain of command.

c. DA Form 4651, Request For Reserve Component Assignment or Attachment, (For transfer to the Army National Guard), if applicable.

d. Memorandum of justification (Enlisted) or Tender of Resignation (Officers).

e. DA Form 4856, Developmental Counseling Form, conducted by the Soldier's commander.

f. DA Form 4856, Developmental Counseling Form, interview with the unit Retention NCO.

g. Current DD Form 4, Enlistment Contract.

h. DD Form 368, Request for Conditional Release, completed through block 4.

**Army Reserve (AR) Troop Program Unit (TPU) Conditional Release  
Processing Procedures (continued)**

4. Contact information for USARC guidance is as follows:

a. Enlisted Soldiers who have completed IMT: usarmy.usarc.usarc-hq.mbx.pmd-emb@mail.mil.

b. Enlisted Soldiers who have not completed IMT regardless of time in the SELRES: usarmy.usarc.usarc-hq.mbx.g1-imt-branch@mail.mil.

c. Officers who have completed BOLC: usarmy.usarc.usarc-hq.mbx.pmd-omb@mail.mil.

d. Scholarship Soldiers and officers who have not completed BOLC: usarmy.usarc.usarc-hq.mbx.g1-imt-branch@mail.mil.

e. AGR Soldiers and officers: usarmy.usarc.usarc-hq.mbx.ammb@mail.mil.

4. In accordance with this updated policy, we expect commanders to evaluate each request to ensure any favorable consideration is justified, and the command's strength posture and unit readiness are not degraded. Requests requiring MSC Commander or USARC, G-1 approval should not be forwarded unless they merit favorable consideration. Justification should support the recommendation for approval indicating efforts to retain the Soldier. For example, identify any mobilization tours to fill shortfalls or any available tours of active duty for operational support; use of the Employee Partnership Initiative (EPI) at [www.usar.army.mil/arweb/EPI](http://www.usar.army.mil/arweb/EPI) ; or encourage eligible Soldiers to apply for available Military Technician positions.

2 Attachments

1. Checklists
2. Sample DA Form 4187

# Personnel Action Packet Checklist

## T-20-E-1 Request for Conditional Releases for Soldiers with MOS and MORE than 12 Months SELRES

1. SOLDIER'S NAME (Last, First MI) 2. RANK 3. EMAIL ADDRESS and PHONE NUMBER 4. DATE INITIATED

6. UNIT NAME 7. UIC 8. UNIT/RPAC POC RANK/TITLE NAME 9. RPAC NAME

10. UNIT POC CONTACT INFORMATION 11. MSC 12. RPSC 13. POC SIGNATURE

a. Phone:

b. Email:

14. REQUIRED PROCESS FLOW

a. Intermediate:

b. Intermediate:

c. Final Approval Auth: OFTS CMD

15. Required Forms and Documents

Submit the following documents thru the chain of command to the Geographical and Functional Command (GFC) for Conditional Release final determination:

1.  Copy of this checklist
2.  DA Form 4187 (for discharge to Active Army or other Uniformed Service) and DA Form 4651 (for transfer to the Army National Guard) (if required) signed by Soldier and Chain of Command.
3.  Memorandum of justification (Enlisted Only) or Memorandum of Conditional Tender of Resignation (Officer Only)
4.  DA Form 4856, Counseling conducted by the Soldier's commander
5.  DA Form 4856, Interview with Retention NCO
6.  Chain of command, including intermediate command, recommendation
7.  Current DD Form 4 Enlistment Contract (Enlisted Only) and most recent extension, if applicable.
8.  DD Form 368, completed thru block 4 to be signed by the approving official (after signature by the approving official [USARC ADCG]), form is submitted to certifying official for completion thru block 8, then returned to Soldier's unit along with commissioning or enlistment documents to be forwarded to the orders publishing authority)

Forward the following documents to the orders publishing authority\*: (Separate checklist 9-12)

9.  All items from 1 thru 7 above, plus those identified below (request removal)
10.  DD Form 368 with all blocks (1 thru 8) completed by approving and certifying officials
11.  Commission document (Officers Only) or DD Form 4 Enlistment Contract (Enlisted Only) issued by gaining Uniformed Service, Active Component, or ARNG
12.  Orders publishing authority publishes orders, makes distribution, and uploads to iPERMS

\*NOTE: Orders publishing authority is the RPSC for enlisted transfers and discharges and officer transfers. For officer, including warrant officer, discharges submit documents to the AR G-1 (AFRC-PRP)

16. CERTIFYING HR STAFF MEMBER

17. STAFF MEMBER SIGNATURE

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SOLDIER'S NAME (Last, First MI)    RANK

18. REMARKS

# Personnel Action Packet Checklist

## T-20-E-2 Request for Conditional Releases for Soldiers with MOS and less than 12 Months SELRES

1. SOLDIER'S NAME (Last, First MI) 2. RANK 3. EMAIL ADDRESS 4. DATE INITIATED

6. UNIT NAME 7. UIC 8. UNIT/RPAC POC RANK/TITLE NAME 9. RPAC NAME

10. POC CONTACT INFORMATION 11. MSC 12. RPSC 13. POC SIGNATURE

a. Phone: b. Email:

### 14. REQUIRED PROCESS FLOW

a. Intermediate: b. Intermediate: c. Final Approval Auth: USARC

### 15. Required Forms and Documents

1.  Copy of this checklist
2.  USARC MSC Commander's memorandum recommending approval (or DA Form 4187 for recommendation and signature).
3.  Intermediate commander's memorandum of recommendation (or DA Form 4187 for recommendation and signature).
4.  DD Form 368 (Request for Conditional Release) for Soldier with 12 or less months in the SELRES
5.  DA Form 4187 (Personnel Action) containing Soldier's signature and statement/justification in Section IV-Remarks (with supporting documents as needed to justify request).
6.  Personnel Qualification Record (PQR)
7.  DA Form 4856 (Development Counseling Statement):
  - a.  Completed and signed by commander documenting contact with Soldier regarding transfer (USARC Reg 140-6, para 4-2a(2)).
  - b.  Completed and signed by ARCCD documenting face-to-face or telephonic exit interview with Soldier (USARC Reg 140-6, para 4-2a(4)).

Please fill out second page of checklist if applicable

16. CERTIFYING HR STAFF MEMBER

17. RPSC STAFF SIGNATURE



18. Required review and validation

1. Is the Soldier flagged? Yes  No

If yes, reason:

2. Will the command's strength posture and unit readiness be affected? Yes  No

3. Is the unit inactivating or reorganizing? Yes  No

4. Is the Soldier overstrength in grade or MOS? Yes  No

5. Can the Soldier reclassify to solve the difficulty? Yes  No

6. Are there units closer to the Soldier's residence which would alleviate the necessity for substantial travel to drills which would alleviate additional expense? Yes  No

7. Are there any mobilization requirements or other active duty tours the Soldier could perform which would alleviate the Soldier's implied financial hardship? Yes  No

8. For the Soldiers claiming difficulty in obtaining employment.

a. Has the Soldier used the Employer Partnership Initiative? Yes  No

b. Is the Soldier eligible for Military Technician position? Yes  No

9. Has the Soldier received a bonus? Yes  No

If yes, what type and how much:

10. Is the Soldier prior Regular Army who has enlisted in the USAR for a TPU or merely reassigned from the IRR?

Enlisted  Reassigned

If merely reassigned from the IRR to the TPU, the USARC Policy does not apply.

11. Is the Soldier assigned to a Ready Force Unit (RFX) ?

Yes  No

12. Has the Soldier provided the required justification which would warrant approval by the USARC.

Yes  No

Based on the answers above, a determination must be made as to whether the request is meritorious enough to warrant a recommendation of approval by your command.

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SOLDIER'S NAME (Last, First MI)    RANK

19. REMARKS

# PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended  
**PRINCIPAL PURPOSE:** To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.  
**ROUTINE USES:** The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.  
**DISCLOSURE:** Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code)  
Chain of Command

2. TO (Include ZIP Code)  
MSC or General Officer Command

3. FROM (Include ZIP Code)  
Unit

## SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)  
Hardy, Thomas

5. GRADE OR RANK/PMOS/AOC  
SPC/ 88M

6. SOCIAL SECURITY NUMBER  
123-45-6789

## SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_  
effective \_\_\_\_\_ hours, \_\_\_\_\_

## SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/>	Service School (Enl only)	<input type="checkbox"/>	Special Forces Training/Assignment	<input type="checkbox"/>	Identification Card
<input type="checkbox"/>	ROTC or Reserve Component Duty	<input type="checkbox"/>	On-the-Job Training (Enl only)	<input type="checkbox"/>	Identification Tags
<input type="checkbox"/>	Volunteering For Oversea Service	<input type="checkbox"/>	Retesting in Army Personnel Tests	<input type="checkbox"/>	Separate Rations
<input type="checkbox"/>	Ranger Training	<input type="checkbox"/>	Reassignment Married Army Couples	<input type="checkbox"/>	Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/>	Reassignment Extreme Family Problems	<input type="checkbox"/>	Reclassification	<input type="checkbox"/>	Change of Name/SSN/DOB
<input type="checkbox"/>	Exchange Reassignment (Enl only)	<input type="checkbox"/>	Officer Candidate School	<input checked="" type="checkbox"/>	Other (Specify) Conditional Release
<input type="checkbox"/>	Airborne Training	<input type="checkbox"/>	Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

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

- Request approval of conditional release for above Soldier.
- Justification: (Provide brief explanation of conditions warranting conditional release).
- The following documents are attached:
  - DD Form 368- Request for Conditional Release
  - Memorandum of justification from the Soldier
  - Interview with Career Retention NCO documented on DA Form 4856-R
  - DA Form 4651-R (Only if requesting transfer to the ARNG)

## SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. 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

12. COMMANDER/AUTHORIZED REPRESENTATIVE  
Cruise, Thomas, CPT, Commanding

13. SIGNATURE

14. DATE (YYYYMMDD)

15. NAME OF INDIVIDUAL Hardy, Thomas		16. SSN 123-45-6789	
<b>ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL</b>			
AUTHORITY	a. TO 1st BN, 109th INF 1111 Dirt Bike Road Roadrunner, CA 12345	b. FROM Co B, 1st BN, 109th INF 1111 Dirt Bike Road Roadrunner, CA 12345	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle) Ford, Harrison		e. RANK LTC	f. DATE (YYYYMMDD)
g. TITLE/POSITION BN Commander		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO HHC, 109th INF 1111 Dirt Bike Road Roadrunner, CA 12345	b. FROM 1st BN, 109th INF 1111 Dirt Bike Road Roadrunner, CA 12345	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle) Eastwood, Clinton		e. RANK COL	f. DATE (YYYYMMDD)
g. TITLE/POSITION Brigade Commander		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO MSC or General Officer Command 32 Jedi Circle Tattoine, TX 98765	b. FROM HHC, 109th INF 1111 Dirt Bike Road Roadrunner, CA 12345	
c. ACTION: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle) Nicholson, Jack		e. RANK MG	f. DATE (YYYYMMDD)
g. TITLE/POSITION Commanding General		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			