



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

DAAR-HR

23 JUN 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Involuntary Separation of Army Reserve Officers and Warrant Officers

1. References:

- a. Memorandum, OCAR, DAAR-HR, 25 Feb13, subject: Involuntary Separation of Army Reserve Officers and Warrant Officers.
- b. Memorandum, OCAR, DAAR-HR, 10 Sep 13, subject: Involuntary Separation of Army Reserve Officers and Warrant Officers.
- c. Memorandum, OCAR, DAAR-HR, 26 Apr 16, subject: Involuntary Separation of Army Reserve Officers and Warrant Officers: Warrant Officer Grade Determination at Retirement or Separation.
- d. Army Regulation 135-175, Separation of Officers.
- e. Army Regulation 600-8-24, Officer Transfers and Discharges.
- f. Memorandum, Secretary of the Army, 29 Aug 11, subject: Army Directive Type Memorandum - Involuntary Separation of Reserve Component Officers for Final Denial or Revocation of Secret Security Clearance or Failure to Apply for a Security Clearance (Encl 1).
- g. Memorandum, Secretary of the Army, 13 Mar 12, subject: Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse) (Encl 2).
- h. Army Regulation 600-8-2, Suspension of Favorable Personnel Actions (Flag.).
- i. Army Regulation 40-501, Standards of Medical Fitness.
- j. Memorandum, HQ, USARC, 18 Oct 16, subject: Delegation of Authority to Initiate Involuntary Separation Actions and Appoint and Convene Boards of Officers, and Membership for Involuntary Separation Boards Convened Under AR 135-175, Separation of Officers (Encl 3).

DAAR-HR

SUBJECT: Involuntary Separation of Army Reserve Officers and Warrant Officers

k. ALARACT 026/2016, 4 Apr 16, subject: Required Medical Examination Guidance for Soldiers Being Processed for Administrative Separation under Conditions Other Than Honorable (Encl 4).

l. Memorandum, ASA (M&RA), SAMR, 3 Sep 13, subject: Required Medical Examination for Certain Soldiers Processed for Administrative Separation With Under Conditions Other Than Honorable Characterization of Service (Encl 5).

m. Memorandum, Secretary of the Army, 1 Mar 16, subject: Army Directive 2016-08 (Authority to Conduct Warrant Officer Grade Determinations at Retirement) (Encl 6).

n. Processing Guidance TPU and AGR Officer and Warrant Officer Involuntary Separations (Encl 7).

2. This memorandum supersedes references 1a thru 1c above and provides updated guidance regarding the involuntary separation of Army Reserve Active Guard Reserve (AGR) and Troop Program Unit (TPU) officers and warrant officers.

3. A recommendation for involuntary separation may originate with any of the following:

a. A proper agency at Headquarters, Department of the Army (HQDA) regardless of an officer's assignment.

b. A commander with respect to a member of that command.

c. A duly constituted selection board, operating under official letter of instruction, in which the board may recommend individuals who should be involuntarily separated.

4. Initiation of involuntary separation or elimination action may be initiated against:

a. Probationary officers. AGR or TPU commissioned officers with less than 5 years commissioned service or warrant officers with less than 3 years since their original appointment in their current component.

b. Non-probationary officers. AGR or TPU Commissioned officers with more than 5 years commissioned service or warrant officers with more than 3 years since their original appointment in their current component.

5. Initiation of involuntary separation or elimination action may be initiated for both probationary and non-probationary officers and warrant officers by the following:

a. AGR officers:

(1) Commanding General, US Army Human Resource Command (HRC).

DAAR-HR

SUBJECT: Involuntary Separation of Army Reserve Officers and Warrant Officers

(2) A General Officer Show Cause Authority (GOSCA), for an officer assigned or attached to a command (unless specifically withheld by HQDA). A GOSCA is any general officer command that has staff judge advocate or legal support.

(3) The Army DCS, G-1, upon a recommendation by HQDA promotion, school, and command boards and career field designation boards that an officer should show cause for retention on active duty (AD). The Army DCS, G-1, or their designated representative in the grade of major general or above, will review such names and decide if initiation of elimination is appropriate. If initiation of elimination is appropriate, processing of this action will be according to applicable regulatory guidance.

(4) The Secretary of the Army, the Chief of Staff, and such officials in their offices are designated by them.

b. TPU officers: Area Commanders who may further delegate this authority to the first general officer in the officer's chain of command with staff judge advocate or legal support. Reference 1j above is the Commanding General, US Army Reserve Command's delegation of this authority to his subordinate general officer commands that have staff judge advocate or legal support.

6. Commanders will initiate involuntary separation for Army Reserve TPU and AGR officers and warrant officers (probationary and non-probationary) when any of the following conditions exist:

a. When justified under the provisions of substandard performance or moral or professional dereliction of duty as defined in references AR 135-175 or AR 600-8-24.

b. Final denial or revocation of a secret security clearance by appropriate authorities or if the officer fails to apply for an initial or reinvestigation for a security clearance in accordance with reference 1f (TPU officers) and 1e (AGR officers).

c. Any drug or alcohol related offense, described in reference 1g.

d. When adverse information (for example, criminal conviction, General Officer Memorandum of Reprimand (GOMOR), referred evaluation reports for misconduct, relief for cause, or a pattern of Army Physical Fitness Test or height and weight standard failures, etc.) has been filed in the Soldier's Army Military Human Resource Record (AMHRR) in accordance with AR 600-37, Unfavorable Information, since the last centralized selection board reviewed the Soldier's records.

e. Results of records review or results from a promotion, command assignment, professional military education, other centralized selection board, or HQDA agency recommendation that the Soldier be required to show cause for retention.

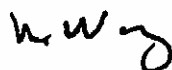
DAAR-HR

SUBJECT: Involuntary Separation of Army Reserve Officers and Warrant Officers

7. Commanders will regularly review the status of all Army Reserve officers and warrant officers assigned to their commands as it pertains to the above conditions. TPU or AGR officers and warrant officers found to meet any of these conditions will be processed according to the enclosed guidelines (Encl 7).
8. The grade determination authorities are authorized to conduct warrant officer grade determination in addition to commissioned officer grade determinations as set forth in AR 15-80, Army Grade Determination Review Board and Grade Determinations, paragraph 4-1, and National Defense Authorization Act for Fiscal Year 2016, Section 505, amendment of the USC Title 10. Any warrant officer involuntary separation orders or Retired Reserve transfer orders received under the conditions outlined in reference 1c, will be forwarded for review by the Army Grade Determination Board (AGDB) by the appropriate Area Commander, Army Deputy Chief of Staff, G-1 or USARC G-1, Officer Management Branch.
9. Separation authorities will ensure the execution of completed medical examinations for any Soldier pending administrative separation under conditions Other than Honorable (OTH) who deployed overseas in support of a contingency operation during the previous 24 months, and who is diagnosed with Post-Traumatic Stress Disorder (PTSD) and/or Traumatic Brain Injury (TBI), or who otherwise reasonably alleges the influence of such a condition based on their service while deployed.
10. Deputy Chiefs of Staff G-1s will ensure proper and expeditious handling of officer involuntary separation actions.
11. For additional information or assistance with officer and warrant officer separation, contact (TPU Officers) CW3 Carole A. Davis, USARC G-1, Officer Management Branch, at (910) 570-8839, email: usarmy.usarc.usarc-hq.mbx.pmd-omb@mail.mil or (AGR Officers) CW4 Darryl L. Peak, USARC G-1, Active Military Management Branch, at 910-570-8062, email: usarmy.usarc.usarc-hq.mbx.ammb@mail.mil.

FOR THE CHIEF OF ARMY RESERVE:

7 Encls



WILLIAM W. WAY
Brigadier General, U.S. Army
Acting Deputy Chief of Staff, G-1

DISTRIBUTION:

OPERATIONAL COMMANDS:

3 MCDS

79 SSC

(CONT)

DAAR-HR

SUBJECT: Involuntary Separation of Army Reserve Officers and Warrant Officers

DISTRIBUTION: (CONT)

200 MP CMD

311 SC(T)

335 SC(T)

377 TSC

412 TEC

416 TEC

807 MCDS

FUNCTIONAL COMMANDS:

1 MSC

7 MSC

9 MSC

ARAC

AR-MEDCOM

MIRC

USACAPOC(A)

TRAINING COMMANDS:

75 TNG CMD (MC)

80 TNG CMD (TASS)

83 US ARRTC

84 TNG CMD (UR)

85 USAR SPT CMD

108 TNG CMD (IET)

USAR SPT CMD (1A)

SUPPORTING COMMANDS:

63 RSC

81 RSC

88 RSC

99 RSC

76 ORC

ARCD

LEGAL CMD

USAG-Fort Buchanan

ASA-Dix

USAG-FHL

USAG-Fort McCoy

UAU (USARC Augmentation Unit)



**SECRETARY OF THE ARMY
WASHINGTON**

29 AUG 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive Type Memorandum – Involuntary Separation of Reserve Component Officers for Final Denial or Revocation of Secret Security Clearance or Failure to Apply for a Security Clearance

1. References.

- a. 10 U.S.C. 12841.
- b. 10 U.S.C. 14902.
- c. 32 U.S.C. 323.
- d. Department of Defense Instruction 1332.30, Separation of Regular and Reserve Commissioned Officers, December 11, 2008, incorporating Change 1, March 29, 2010.
- e. Department of Defense (DOD) 5200.2-R, Personnel Security Program, Jan 87, incorporating Changes 1-3, February 23, 1996.
- f. AR 135-175, Separation of Officers, 28 Feb 87 (Rapid Action Revision (RAR) Issue Date: April 27, 2010).
- g. AR 380-67, Personnel Security Program, 9 Sep 88.
- h. NGR 635-101, Efficiency and Physical Fitness Boards, 15 Aug 77.

2. This policy directive implements a change to the bases on which Reserve Component officers not on active duty for more than 30 days may be considered for involuntary separation. Effective the date of this memorandum, the final denial or revocation of a Reserve Component officer's secret security clearance by appropriate authorities acting pursuant to DODD 5200.2-R and AR 380-67, or a Reserve Component officer's failure to apply for an initial or reinvestigation for a security clearance, shall be bases for consideration for involuntary separation for misconduct, moral or professional dereliction, or in the interests of national security.

3. At a minimum, all Army National Guard of the United States (ARNGUS) and United States Army Reserve (USAR) officers must hold, or be capable of holding, a secret personnel security clearance in order to perform their official duties. Access to classified information and assignment to sensitive duties is based upon an officer's

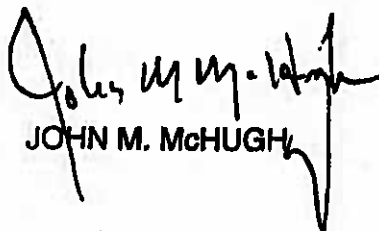
Encl 1-1

SUBJECT: Army Directive Type Memorandum — Involuntary Separation of Reserve Component Officers for Final Denial or Revocation of Secret Security Clearance or Failure to Apply for a Security Clearance

loyalty, reliability, and trustworthiness. When it has been finally determined by proper authorities that an ARNGUS or USAR officer's access to classified information is not in the best interests of the United States, or the officer fails to apply or reapply for a security clearance, that officer may be considered for involuntary separation under the provisions of AR 135-175 or NGR 635-101, as applicable.

4. The Army G-1 is directed to initiate a rapid action revision to AR 135-175 expeditiously to incorporate this change to policy. Revision to NGR 635-101 will be accomplished as directed by the Chief, National Guard Bureau.

5. The Deputy Chief of Staff (DCS), G-1 is the proponent for this policy. The DCS, G-1 point of contact is Mr. Rowland C. Heflin, 703-695-7277, or email address: rowland.heflin@us.army.mil.


JOHN M. McHUGH

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army
Commander

- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Europe
- U.S. Army Central
- U.S. Army North
- U.S. Army South
- U.S. Army Pacific
- U.S. Army Africa
- U.S. Army Special Operations Command
- Military Surface Deployment and Distribution Command
- U.S. Army Space and Missile Defense Command/Army Forces Strategic Command
- Eighth U.S. Army
- U.S. Army Network Enterprise Technology Command/9th Signal Command (Army)
- U.S. Army Medical Command
- U.S. Army Intelligence and Security Command

SUBJECT: Army Directive Type Memorandum — Involuntary Separation of Reserve Component Officers for Final Denial or Revocation of Secret Security Clearance or Failure to Apply for a Security Clearance

DISTRIBUTION: (CONTD)

**U.S. Army Criminal Investigation Command
U.S. Army Corps of Engineers
U.S. Army Military District of Washington
U.S. Army Test and Evaluation Command
U.S. Army Reserve Command
U.S. Army Installation Management Command
Superintendent, United States Military Academy
Director, U.S. Army Acquisition Support Command**

CF:

**Commander, U.S. Army Accessions Command
Director, Office of Business Transformation
Executive Director, Army National Cemeteries Program
Commander, U.S. Army Cyber Command
Director, Army National Guard**



**SECRETARY OF THE ARMY
WASHINGTON**

13 MAR 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse)

- 1. Abuse of alcohol or the use of illegal drugs is inconsistent with Army Values, the Warrior Ethos and the standards of performance, discipline and readiness necessary to accomplish the Army's mission. The Army Substance Abuse Program's mission is to strengthen the overall fitness and effectiveness of the Army's workforce, conserve manpower and enhance the combat readiness of Soldiers through the deterrence, prevention, education and rehabilitation of alcohol and other drug abuse.**
- 2. As outlined in the 2010 Army Health Promotion, Risk Reduction and Suicide Prevention Report, current Soldier separation policies for alcohol and drug abuse rehabilitation are not ideally suited to respond to the Army's emerging drug use, high-risk behavior and death trends. Mindful of my commitment to informed decision-making and the significant institutional interest and investment in our Soldiers, I am directing needed revisions to criteria and retention authorities for drug- and alcohol-related separations.**
- 3. The following policies shall apply to separations initiated under provisions of Army Regulation (AR) 135-175 (Separation of Officers), AR 135-178 (Enlisted Administrative Separations), AR 600-8-24 (Officer Transfers and Discharges) and AR 635-200 (Active Duty Enlisted Administrative Separations). This directive also includes revised policies pertaining to AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags)) and AR 600-85 (The Army Substance Abuse Program). The bases for separation for alcohol and drug abuse and authority for retention are revised as follows:**
 - a. In addition to existing separation policies for alcohol or other drug abuse rehabilitation failures, Soldiers with a subsequent alcohol- or drug-related incident of misconduct at any time during the 12-month period following successful completion of the Army Substance Abuse Program or during the 12-month period following removal from the program, for any reason, will be processed for separation as an alcohol or drug abuse rehabilitation failure. This expanded period, however, does not prevent separation for other reasons authorized by existing administrative separation regulations (or as cited below). The term "process for separation" means that the separation action will be initiated and processed through the chain of command to the separation authority for appropriate action.**
 - b. Except for Soldiers referred to a court-martial authorized to impose a punitive discharge, commanders will process for separation all Soldiers who are:**

Encl 2-1

SUBJECT: Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse)

(1) Identified as illegal drug abusers, as defined in AR 600-85.

(2) Involved in two serious incidents of alcohol-related misconduct within a 12-month period. As defined in AR 600-85, a serious incident of alcohol-related misconduct is any offense of a civil or military nature that is punishable under the Uniform Code of Military Justice by confinement for a term exceeding 1 year.

(3) Involved in illegal trafficking, distribution, possession, use or sale of illegal drugs.

(4) Tested positive for illegal drugs a second time during his/her career.

(5) Convicted of driving while intoxicated OR driving under the influence a second time during his/her career.

c. For Soldiers who meet these separation criteria but for whom commanders support retention as an exception to existing separation policy, I exercise my authority to withhold the retention authority for enlisted Soldiers of the Active Army and U.S. Army Reserve Active Guard Reserve (AGR) to the first general officer in the chain of command with a judge advocate or legal advisor available in the following instances. This authority may not be delegated. The following guidance is provided:

(1) Noncommissioned officers (corporal and above) processed for separation as provided for in paragraph 3b(1) require a retention decision from the first general officer in the chain of command. All separation decisions (including retention in the Army) for specialist and below will remain with existing separation authorities.

(2) All enlisted Soldiers processed for separation as a result of drug or alcohol misconduct as provided for in paragraphs 3b(2) through 3b(5) require a retention decision from the first general officer in the chain of command.

(3) All separation actions on enlisted Soldiers with 18 or more years of qualifying service for retired pay will be submitted to Headquarters, Department of the Army for final decision in accordance with existing regulatory provisions.

d. The provisions in paragraphs 3c(1) and 3c(2) do not apply to enlisted Soldiers of the Army Reserve (less AGR), Army National Guard or Army National Guard of the United States because a general officer currently is the prescribed separation authority.

e. Continue to process officer separations in accordance with the provisions of AR 600-8-24 and AR 135-175.

SUBJECT: Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse)

f. Commanders must initiate suspension of favorable actions (flags) on all Soldiers who engage in the misconduct described in paragraphs 3a and 3b. Commanders will initiate and remove flags using the newly created adverse action codes as follows:

(1) For drug-related misconduct including, but not limited to, positive drug tests in accordance with AR 600-85, Total Army Personnel Database Code U.

(2) For alcohol-related misconduct including, but not limited to, driving under the influence, on-duty impairment due to alcohol consumption, or drunk and disorderly conduct, Total Army Personnel Database Code V.

(3) Commanders will remove the flag only when:

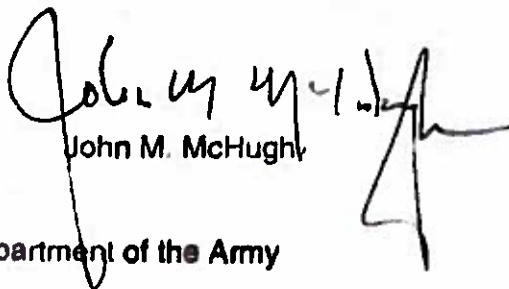
(a) the Soldier is reassigned to the transition point for separation, or

(b) the separation/retention authority (as appropriate) retains the Soldier.

g. After any positive drug test result, the supporting Alcohol and Drug Control Officer will review the Soldier's past urinalysis records in the Drug and Alcohol Management Information System to determine if the Soldier has previous positive urinalysis results. The Alcohol and Drug Control Officer will notify the Soldier's company commander, as well as the first general officer in the chain of command, of all positive urinalysis results in the Soldier's records.

4. The provisions of this directive are effective immediately. The Deputy Chief of Staff, G-1 is the proponent for this policy and will incorporate the guidance in this directive as soon as practical in AR 135-175, AR 135-178, AR 600-8-2, AR 600-8-24, AR 600-85 and AR 635-200.

5. This directive is rescinded upon publication of the last updated regulation.


John M. McHugh

DISTRIBUTION:

**Principal Officials of Headquarters, Department of the Army
Commander**

U.S. Army Forces Command

U.S. Army Training and Doctrine Command

U.S. Army Materiel Command

U.S. Army Europe

(CONT)

SUBJECT: Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse)

DISTRIBUTION: (CONT)

**U.S. Army Central
U.S. Army North
U.S. Army South
U.S. Army Pacific
U.S. Army Africa
U.S. Army Special Operations Command
U.S. Army Space and Missile Defense Command/Army Strategic Command
Eighth U.S. Army
U.S. Army Network Enterprise Technology Command/9th Signal Command (Army)
U.S. Army Medical Command
U.S. Army Intelligence and Security Command
U.S. Army Criminal Investigation Command
U.S. Army Corps of Engineers
U.S. Army Military District of Washington
U.S. Army Test and Evaluation Command
U.S. Army Installation Management Command
Superintendent, United States Military Academy
Director, U.S. Army Acquisition Support Center**

CF:

**Commander, U.S. Army Cyber Command
Director, Office of Business Transformation
Executive Director, Army National Cemeteries Program
Director, Army National Guard**



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG NC 28310-5010

18 OCT '16

AFRC-PRP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority #10, Initiate Involuntary Separation Actions and Appoint and Convene Boards of Officers, and Membership for Involuntary Separation Boards Convened under AR 135-175, Separation of Officers

1. References:

a. Memorandum, USARC, AFRC-PRP 5 Aug 13, subject: Delegation of Authority to Initiate Involuntary Separation Actions and Appoint and Convene Boards of Officers, and Membership for Involuntary Separation Boards Convened Under AR 135-175, Separation of Officers.

b. Memorandum, DCS, G-1, DAPE-MPO-D, 16 Jul 09, subject: Delegation of Authority to Initiate Involuntary Separation Actions and Appoint and Convene Boards of Officers Under AR 135-175, Separation of Officers (Encl 1).

c. Title 10 U.S.C, 14906, Officers Eligible to Serve on Boards.

d. Memorandum, ASA (M&RA), SAMR-PO, 11 Aug 09, subject: Membership for Involuntary Separation Boards Convened Under AR 135-175 (Encl 2).

e. AR 135-175, Separation of Officers.

f. AR 600-8-24, Officer Transfers and Discharges.

2. This memorandum supersedes reference 1a.

3. The Army G-1 granted the CG, USARC the authority (reference 1b) to delegate to each Army Reserve Operational, Functional, Training, and Supporting (OFTS) Commands and General Officer Commands with General Officer Show Cause Authority (GOSCA) the authority to initiate involuntary separation actions and appoint and convene Boards of Officers under AR 135-175.

4. Effective immediately, qualified OFTS commands and GOCOM commanders are delegated the authority to initiate involuntary separation actions and appoint and convene Boards of Officers under AR 135-175 for Army Reserve Troop Program Unit (TPU) officers under their command. This delegation of authority is limited to commanders meeting the criteria of a GOSCA as defined in AR 600-8-24. This

Encl 3-1

AFRC-PRP

SUBJECT: Delegation of Authority #10, Initiate Involuntary Separation Actions and Appoint and Convene Boards of Officers, and Membership for Involuntary Separation Boards Convened under AR 135-175, Separation of Officers

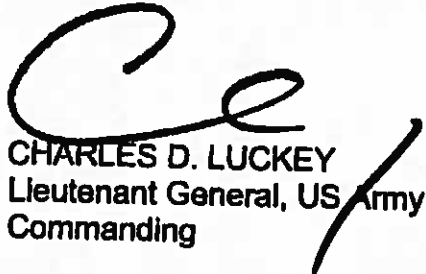
authority may not be further delegated and does not grant OFTS commands or GOCOM commanders the authority to take final action in any officer separation or discharge action. An OFTS command commander may withhold this authority from a subordinate GOCOM commander. Subsequent to the conduct of the board, the case, to include the OFTS/GOCOM commander's recommendation, will be forwarded to HQ, USARC for further action.

5. In accordance with reference 1c & 1d, Reserve Component involuntary separation boards convened under the provisions of AR 135-175 will be composed of commissioned officers, all of whom must be in a grade above major, and senior in grade to the officer under consideration. At least one member of the board shall be in a grade above lieutenant colonel.

6. This policy will remain in effect until revised, revoked, or superseded by this headquarters.

7. For additional information, contact CW3 Carole A. Davis, (910) 570-8839 or carole.a.davis14.mil@mail.mil, Deputy Chief of Staff, G-1, Officer Management Branch.

Encls


CHARLES D. LUCKEY
Lieutenant General, US Army
Commanding

DISTRIBUTION:

OPERATIONAL COMMANDS:

3 MCDS
11 TAC
200 MP CMD
311 SC (T)
335 SC (T)
377 TSC
412 TEC
416 TEC
807 MCDS

FUNCTIONAL COMMANDS:

1 MSC
7 MSC
9 MSC

AFRC-PRP

SUBJECT: Delegation of Authority #18, Separation Authority Under AR 135-178

DISTRIBUTION: (CONT)
807 MCDS

FUNCTIONAL COMMANDS:

1 MSC
79 SSC
AR-MEDCOM
MIRC
USACAPOC

TRAINING COMMANDS:

75 TNG CMD (MC)
80 TNG CMD (TASS)
84 TNG CMD (UR)
85 USAR SPT CMD (W)
108 TNG CMD (IET)
83 US ARRTC
USAR SPT CMD (1A)
USAR SPT CMD 1A DIV (W)
USAR SPT CMD 1A DIV (E)

SUPPORTING COMMANDS:

63 RSC
81 RSC
88 RSC
99 RSC
78 ORC
ARCD
LEGAL CMD
ASA-Dix
U.S. Army Garrison Fort Buchanan
USAG-FHL
USAG-Fort McCoy
UAU (USARC Augmentation Unit)
USASOC CMD SUP Unit

CF:

7 MSC
9 MSC



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
380 ARMY PENTAGON
WASHINGTON DC 20316-0300

DAPE-MPO-D

18 JUL 2009

MEMORANDUM FOR Commanding General, U.S. Army Reserve Command, 1401
Dashler Street SW, Fort McPherson, GA 30330-2000

SUBJECT: Delegation of Authority to Initiate involuntary Separation Actions and
Appoint and Convene Boards of Officers under AR 135-175, Separation of Officers

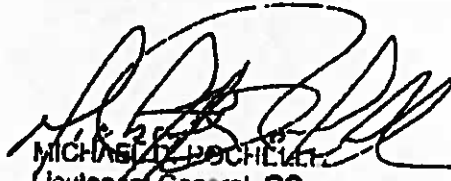
1. References:
 - a. Army Regulation 135-175, Separation of Officers, 28 Feb 87.
 - b. Memorandum, DAPE-MPE-RC, 9 Jun 05, Delegation of Authority to Commanders of US Army Reserve Command (USARC) Major Subordinate Commands (MSCs) to Appoint Boards of Officers Under AR 135-175, Separation of Officers.
2. Your request to delegate to each USARC MSC and general officer command (GOCOM) with general officer show cause authority (GOSCA) the authority to initiate involuntary separation of officers, and appoint and convene boards of officers under AR 135-175, is approved.
3. When executing the delegation of authority, your delegation must be made in writing to only MSC and GOCOM commanders meeting the criteria of a GOSCA as defined in Army Regulation 600-8-24, Officer Transfers and Discharges. Additionally, the GOSCA must be notified in the delegation of authority that the area commander reserves the right to perform all actions prescribed by AR 135-175 subsequent to the conduct of the board. Finally, this delegation of authority must be withdrawn in writing immediately upon disqualification of a MSC or GOCOM commander in meeting the criteria of a GOSCA.
4. Based upon my approval of this exception to policy, AR 135-175 will be revised to reflect your authority as the Commanding General, USARC to delegate the authority for appointment of boards of officers as outlined above. However, the final approval authority will remain with the Commander, U.S. Army Human Resources Command to remain consistent with the Regular Army for processing eliminations.
5. This memorandum supersedes reference 1.b.

ENCL 1-1 to ENCL 3

DAPE-MPO-D

**SUBJECT: Delegation of Authority to Initiate Involuntary Separation Actions and
Appoint and Convene Boards of Officers under AR 135-175, Separation of Officers**

**8. The DCS, G-1 Officer Division point of contact is Mr. Rowland C. Hefflin, DAPE-
MPO-D, 703-895-7277.**



MICHAEL D. HOCHLEITNER
Lieutenant General, GS
Deputy Chief of Staff, G1



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

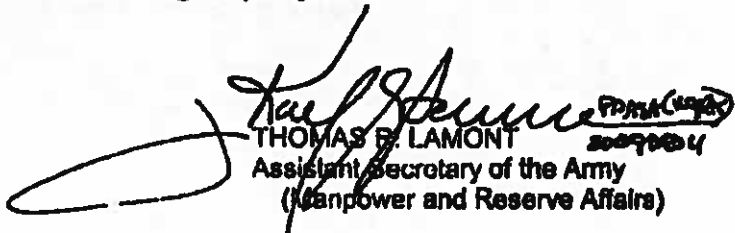
SAMR-PO

AUG 11 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Membership for Involuntary Separation Boards Convened Under Army Regulation (AR) 135-175

1. References.
 - a. 10 U.S.C. 14906, Officers eligible to serve on boards.
 - b. Department of Defense Instruction 1332.30, Separation of Regular and Reserve Commissioned Officers, 11 Dec 08.
 - c. Army Regulation (AR) 135-175, Separation of Officers, 28 Feb 87.
2. This policy directive implements an immediate change to the membership requirements for Reserve Component involuntary separation boards convened under the provisions of AR 135-175.
3. Paragraph 2-25a, AR 135-175, is changed to read: Boards will be composed of commissioned officers, all of whom must be in a grade above major, and senior in grade to the officer under consideration. At least one member of the board shall be in a grade above lieutenant colonel.
4. The Army G-1 is directed to initiate a rapid action revision to AR 135-175 expeditiously to incorporate this change to policy.


THOMAS E. LAMONT
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

DISTRIBUTION:
DEPUTY CHIEF OF STAFF, G-1
COMMANDER, US ARMY HUMAN RESOURCES COMMAND
COMMANDER, US ARMY RESERVE COMMAND
COMMANDER, US ARMY EUROPE
(CONT)

ENCL 2-1 to Encl 3

ALARACT 026/2016

DTG: R 042053Z APR 16

UNCLAS

SUBJ/ALARACT 026/2016 - REQUIRED MEDICAL EXAMINATION GUIDANCE FOR SOLDIERS BEING PROCESSED FOR ADMINISTRATIVE SEPARATION UNDER CONDITIONS OTHER THAN HONORABLE

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA DCS G-1//

1. REFERENCES.

1.A. SECTION 1177, TITLE 10, UNITED STATES CODE (10 USC 1177).

1.B. DOD INSTRUCTION (DODI) 1332.14, ENLISTED ADMINISTRATIVE SEPARATIONS, 27 JAN 14, INCORPORATING CHANGE 1, 4 DEC 14.

1.C. DOD INSTRUCTION (DODI) 1332.30, SEPARATION OF REGULAR AND RESERVE COMMISSIONED OFFICERS, 25 NOV 13.

1.D. ARMY REGULATION 40-501, STANDARDS OF MEDICAL FITNESS, 14 DEC 07, (RAPID ACTION REVISION, 4 AUG 11).

1.E. ARMY REGULATION 135-175, SEPARATION OF OFFICERS, 28 FEB 87, (RAPID ACTION REVISION, 4 AUG 11).

1.F. ARMY REGULATION 135-178, ENLISTED ADMINISTRATIVE SEPARATIONS, 18 MAR 14.

1.G. ARMY REGULATION 600-8-24, OFFICER TRANSFERS AND DISCHARGES, 12 APR 06, (RAPID ACTION REVISION, 13 SEP 11).

1.H. ARMY REGULATION 635-200, ACTIVE DUTY ENLISTED ADMINISTRATIVE SEPARATIONS, 6 JUN 05, (RAPID ACTION REVISION, 6 SEP 11).

1.I. ASA(M&RA) MEMORANDUM, SUBJECT: REQUIRED MEDICAL EXAMINATION FOR CERTAIN SOLDIERS PROCESSED FOR ADMINISTRATIVE SEPARATION WITH UNDER OTHER THAN HONORABLE CHARACTERIZATION OF SERVICE, 3 SEP 13.

2. PURPOSE. THIS MESSAGE REISSUES PRIOR GUIDANCE CONTAINED IN ALARACT 259/2012 (INACTIVE). THIS MESSAGE REITERATES STATUTORY REQUIREMENTS IN SECTION 1177, TITLE 10, UNITED STATES CODE (10 USC 1177) AND CLARIFIES ARMY ADMINISTRATIVE SEPARATIONS POLICY.

3. GUIDANCE.

Encl 4-1

3.A. 10 U.S.C. 1177 REQUIRES A MEDICAL EXAMINATION IN CERTAIN INSTANCES PRIOR TO ADMINISTRATIVE SEPARATION OF SOLDIERS UNDER CONDITIONS OTHER THAN HONORABLE.

3.B. SEPARATION AUTHORITIES WILL ENSURE MEDICAL EXAMINATIONS ARE COMPLETED FOR ANY SOLDIER, OFFICER OR ENLISTED, PENDING ADMINISTRATIVE SEPARATION UNDER CONDITIONS OTHER THAN HONORABLE (OTH) WHO HAS DEPLOYED OVERSEAS IN SUPPORT OF A CONTINGENCY OPERATION DURING THE PREVIOUS 24 MONTHS, AND WHO IS DIAGNOSED WITH POST-TRAUMATIC STRESS DISORDER (PTSD) AND/OR TRAUMATIC BRAIN INJURY (TBI), OR WHO OTHERWISE REASONABLY ALLEGES THE INFLUENCE OF SUCH A CONDITION BASED ON THEIR SERVICE WHILE DEPLOYED.

3.C. THE PURPOSE OF THE MEDICAL EXAMINATION IS TO ASSESS WHETHER THE EFFECTS OF PTSD AND/OR TBI CONSTITUTE MATTERS IN EXTENUATION THAT RELATE TO THE BASIS FOR ADMINISTRATIVE SEPARATION UNDER CONDITIONS OTHER THAN HONORABLE OR THE OVERALL CHARACTERIZATION OF SERVICE OF THE MEMBER AS OTHER THAN HONORABLE. IN CASES INVOLVING PTSD, THE MEDICAL EXAMINATION SHALL BE PERFORMED BY A CLINICAL PSYCHOLOGIST, PSYCHIATRIST, LICENSED CLINICAL SOCIAL WORKER, OR PSYCHIATRIC ADVANCED PRACTICE REGISTERED NURSE. IN CASES INVOLVING TBI, THE MEDICAL EXAMINATION MAY BE PERFORMED BY A PHYSICIAN, CLINICAL PSYCHOLOGIST, PSYCHIATRIST, OR OTHER HEALTH CARE PROFESSIONAL, AS APPROPRIATE.

3.D. ANY SOLDIER COVERED BY 3.B. ABOVE WILL NOT BE ADMINISTRATIVELY SEPARATED UNDER CONDITIONS OTHER THAN HONORABLE UNTIL THE RESULTS OF THE MEDICAL EXAMINATION HAVE BEEN REVIEWED AND ACKNOWLEDGED, IN WRITING, BY THE SEPARATION AUTHORITY WITHIN THE INSTRUMENT (MEMORANDUM) ORDERING, DIRECTING, OR APPROVING THE SOLDIER'S SEPARATION.

3.E. THE GUIDANCE CONTAINED IN THIS MESSAGE APPLIES TO EVERY ADMINISTRATIVE SEPARATION MEETING THE CRITERIA OUTLINED IN PARAGRAPHS 3.A. AND 3.B. ABOVE, REGARDLESS OF WHETHER SEPARATION IS INVOLUNTARY OR AT THE SOLDIER'S REQUEST. THIS INCLUDES CASES INVOLVING ENLISTED SOLDIERS WHO REQUEST ADMINISTRATIVE SEPARATION UNDER AR 635-200, CHAPTER 10, IN LIEU OF TRIAL BY COURT-MARTIAL, AND OFFICERS WHO REQUEST RESIGNATION IN LIEU OF TRIAL BY COURT-MARTIAL UNDER AR 600-8-24, PARAGRAPH 3-13.

4. POINT OF CONTACT FOR THIS ACTION IS HQDA, ODCS, G-1, CHIEF, PROFESSIONAL DEVELOPMENT BRANCH (DAPE-MPE), (DSN 225-7787, COMMERCIAL 703-695-7787).

5. EXPIRATION DATE OF THIS ALARACT IS 31 MARCH 2017.

Encl 4-2



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

3 SEP 2013

SAMR

MEMORANDUM FOR

DEPUTY CHIEF OF STAFF, G-1 (DAPE-ZX), 300 ARMY PENTAGON,
WASH DC 20310-0300
THE SURGEON GENERAL (DASG-ZXA), 7700 ARLINGTON BLVD,
FALLS CHURCH, VA 22042-5140
THE JUDGE ADVOCATE GENERAL (DAJA-ZX), 2200 ARMY PENTAGON,
WASH DC 20310-2200
DEPUTY ASSISTANT SECRETARY OF THE ARMY (SAMR-MP), 111 ARMY
PENTAGON, WASH DC 20310-0111

SUBJECT: Required Medical Examination for Certain Soldiers Processed for
Administrative Separation With Under Other Than Honorable Characterization of Service

1. Reference Title 10, U.S. Code, § 1177.
2. The referenced statute mandates that, prior to separating a Soldier with a characterization of service as "under other than honorable" (OTH) conditions, the separating authority must ensure that the Soldier has received an appropriate medical examination, as defined in the statute, if the Soldier: (1) deployed in support of a contingency operation in the 24 months prior to the planned date of separation; and (2) has been diagnosed with post-traumatic stress disorder or traumatic brain injury, or reasonably alleges that he or she has either condition based on service while deployed. The statute further mandates that the separating authority **shall not** separate the Soldier until he or she reviews the Soldier's medical examination.
3. The statute states that the purpose of this pre-separation medical examination is to "assess whether the effects of post-traumatic stress disorder or traumatic brain injury constitute matters in extenuation that relate to the basis for administrative separation under conditions other than honorable or the overall characterization of service of the member as other than honorable."
4. No Soldier meeting the statutory criteria detailed above will be administratively separated with an OTH characterization of service unless and until the separating authority reviews the completed pre-separation medical examination. To that end:
 - a. The Deputy Chief of Staff (DCS), G-1, in coordination with The Surgeon General (TSG), will prepare and disseminate an All Army Activities message detailing these statutory requirements;

Encl 5-1

SAMR

SUBJECT: Required Medical Examination for Certain Soldiers Processed for Administrative Separation With Under Other Than Honorable Characterization of Service

b. The Judge Advocate General will provide appropriate notice of, and guidance about, these statutory requirements to The Judge Advocate General's Corps; and,

c. The DCS, G-1, and TSG will update all applicable regulations, policies, and procedures to incorporate and implement these statutory requirements, as appropriate.

5. The referenced statute became effective on October 28, 2009. Accordingly, on my behalf, the Deputy Assistant Secretary of the Army for Military Personnel will convene a working group, comprised of appropriate subject matter experts, to determine how this statute has been applied by Army separation authorities from the date of its enactment through the present. In so doing, we will assess:

a. Whether all Soldiers required to receive a pre-separation medical examination, as defined by the criteria set forth in the statute, received such an examination prior to separation;

b. As to those Soldiers who received the requisite medical examination, whether the report of examination was reviewed by the separating authority prior to rendering a decision on the Soldier's proposed separation; and,

c. Whether the medical examination and report review requirements should be broadened to encompass other Soldiers in addition to those addressed by the present statute.

6. Findings and, as appropriate, potential courses of corrective action will be presented through me to the Secretary of the Army for decision no later than October 31, 2013.



THOMAS R. LAMONT
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

SAMR

**SUBJECT: Required Medical Examination for Certain Soldiers Processed for
Administrative Separation With Under Other Than Honorable Characterization of Service**

DISTRIBUTION:

**Principal Officials of Headquarters, Department of the Army
Commander**

U.S. Army Forces Command

U.S. Army Training and Doctrine Command

U.S. Army Materiel Command

U.S. Army Pacific

U.S. Army Europe

U.S. Army Central

U.S. Army North

U.S. Army South

U.S. Army Africa/Southern European Task Force

U.S. Army Special Operations Command

Military Surface Deployment and Distribution Command

U.S. Army Space and Missile Defense Command/Army Strategic Command

U.S. Army Cyber Command

U.S. Army Network Enterprise Technology Command/9th Signal Command (Army)

U.S. Army Medical Command

U.S. Army Intelligence and Security Command

U.S. Army Criminal Investigation Command

U.S. Army Corps of Engineers

U.S. Army Military District of Washington

U.S. Army Test and Evaluation Command

U.S. Army Installation Management Command

Superintendent, United States Military Academy

Director, U.S. Army Acquisition Support Center

Executive Director, Arlington National Cemetery

Commander, U.S. Army Accessions Support Brigade

CF:

Director, Army National Guard

Director of Business Transformation



**SECRETARY OF THE ARMY
WASHINGTON**

01 MAR 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2016-08 (Authority to Conduct Warrant Officer Grade Determinations at Retirement)

1. References:

- a. 10 United States Code (U.S.C.) section 1371.
- b. National Defense Authorization Act for Fiscal Year 2016, S.1356, 114th Congress, section 505 (2015).
- c. Army Regulation (AR) 15-80 (Army Grade Determination Review Board and Grade Determinations), 12 July 2002.

2. In accordance with 10 U.S.C. section 1371, AR 15-80, paragraph 4-2b states that:

Unless entitled to a higher grade under some other provision of law, a warrant officer retires in the permanent or reserve warrant officer grade, if any, that he or she held on the day before the date of his or her retirement.

Section 505 of the National Defense Authorization Act (NDAA) for Fiscal Year 2016 amended 10 U.S.C. section 1371 to read:

Unless entitled to a higher retired grade under some other provision of law, a warrant officer shall be retired in the highest regular or reserve warrant officer grade in which the warrant officer served satisfactorily, as determined by the Secretary concerned.

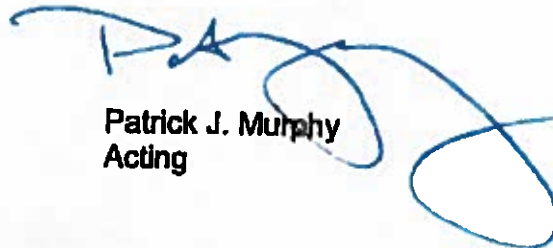
3. Effective immediately, the grade determination authorities specified in AR 15-80 are authorized to conduct warrant officer grade determinations as set forth in AR 15-80, paragraph 4-1 and the NDAA for Fiscal Year 2016 amendment of 10 U.S.C. section 1371.

4. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the proponent for this policy and will incorporate the provisions of this directive into the next revision of AR 15-80.

Enee6-1

SUBJECT: Army Directive 2016-08 (Authority to Conduct Warrant Officer Grade Determinations at Retirement)

5. This directive is rescinded upon publication of the revised regulation.



Patrick J. Murphy
Acting

DISTRIBUTION:

**Principal Officials of Headquarter, Department of the Army
Commander**

**U.S. Army Forces Command
U.S. Army Training and Doctrine Command
U.S. Army Materiel Command
U.S. Army Pacific
U.S. Army Europe
U.S. Army Central
U.S. Army North
U.S. Army South
U.S. Army Africa/Southern European Task Force
U.S. Army Special Operations Command
Military Surface Deployment and Distribution Command
U.S. Army Space and Missile Defense Command/Army Strategic Command
U.S. Army Medical Command
U.S. Army Intelligence and Security Command
U.S. Army Criminal Investigation Command
U.S. Army Corps of Engineers
U.S. Army Military District of Washington
U.S. Army Test and Evaluation Command
U.S. Army Installation Management Command
Superintendent, United States Military Academy
Director, U.S. Army Acquisition Support Center
Executive Director, Arlington National Cemetery
Commander, U.S. Army Accessions Support Brigade
Commandant, U.S. Army War College
Commander, Second Army**

CF:

**Director, Army National Guard
Director of Business Transformation
Commander, Eighth Army
Commander, U.S. Army Cyber Command**

PROCESSING GUIDANCE
TPU OFFICER AND WARRANT OFFICER INVOLUNTARY SEPARATIONS

1. Initiating requests for separation processing. Requests will be initiated according to either a or b below.

a. Commanders having authority over a TPU officer or warrant officer will send a request for initiation of separation procedures to the first General Officer Show Cause Authority (GOSCA) in his or her chain of command when he or she finds evidence that the Soldier has:

(1) Displayed conduct that meets the provisions for substandard performance or moral or professional dereliction of duty as defined in AR 135-175.

(2) Had a denial or revocation of a secret security clearance for appropriate authorities or has failed to apply for an initial or reinvestigation for a security clearance.

(3) Committed a drug or alcohol related offense.

(4) When adverse information (criminal conviction, General Officer Memorandum of Reprimand, referred evaluation report, etc.) has been filed in the Soldier's Army Military Human Resource Record (AMHRR) since the last centralized selection board reviewed the Soldier's records.

b. Upon release of the results of a promotion, command assignment, professional military education, or other centralized selection board, the US Army Human Resource Command (HRC) or Department of the Army, G-1 (DA G-1) notifies the Area Commander of all TPU officers and warrant officers who were selected to show cause for retention as a result of the board records review. The Area Commander will initiate a "L" code Flag (Commander's Investigation), update the appropriate automated personnel systems to ensure the flag data is reflected, and update the Soldier's deployment code to reflect correct readiness status. The Area Commander will notify the Soldier's command of the show cause for retention action for decisional purposes. For initiation of show cause processing, see 2a below.

2. Commanders will initiate processing when either paragraphs a or b below occur.

a. Upon receipt of the HRC or DA G-1 notification of officers and warrant officers selected to show cause for retention as a result of a centralized board records review, the Area Commander will notify the OFTS Commander exercising authority over the TPU Soldier, to determine whether or not to initiate the show cause for retention process.

(1) If the commander elects not to process the Soldier, the OFTS command or GOSCA will submit their recommendation memorandum, legal review, substantiating documents justifying the recommendation, and the source document for the show cause selection to Area Commander (USARC G-1, Officer Management Branch (OMB), for USARC Soldiers, within 60 days. The USARC G-1 will forward the OFTS command or

PROCESSING GUIDANCE
TPU OFFICER AND WARRANT OFFICER INVOLUNTARY SEPARATIONS
(Continued)

GOSCA's recommendation to the USARC SJA for the USARC CG's review and decision to either approve the OFTS commander or GOSCA's recommendation or to disapprove the recommendation and initiate the show cause process.

(2) If the Area Commander approves the recommendation to close the case, the Area Commander will lift the Soldier's "L" Flag and update the automated personnel systems.

(3) If the Area Commander disapproves the recommendation to close the case, the action will be returned to the OFTS command to initiate the show cause process, as outlined below.

b. Upon receipt from a subordinate command of a request for separation processing on a TPU Soldier, the GOSCA will notify the Soldier and the Soldier's chain of command, before initiating the show cause process in accordance with AR 135-175, chapter 2. For Soldiers assigned under the US Army Reserve Command (USARC), the templates and checklists found in USAR Personnel Action Guidance (PAG) will be used to comply with regulatory requirements. Upon initiation of the separation action, the commander, with command authority over the TPU Soldier, or the commander's designee will Flag the Soldier in accordance with AR 600-8-2, para 2-2c, using Flag code "B" (Involuntary Separation). In all cases, the officer will be advised of his/her option to retire, if eligible, resign in lieu of involuntary separation action, or to request to have his/her case heard by a board of inquiry.

3. Processing separations. Separation will be processed according to either a or b below:

a. If the GOSCA elects to initiate the involuntary separation due to the show cause selection or if his request to close the show cause action is disapproved, the commander will notify the Soldier of the initiation of show cause for retention as a result of either a centralized board records review or if any of the conditions exist listed above in paragraph 1a or AR 135-175, Chapter 2. The Soldier will be processed for separation according to the election of options that they have submitted (see 3c and 3d below). If the Soldier submits no election of options, does not respond to notification, cannot be contacted through the USPS, or elects to be considered by a board of officers, the case will be sent to the first GOSCA having authority over the Soldier, notifying the command to convene a board of officers to consider the Soldier for separation (see 3e below). The OFTS/GOCOM commander, having been granted delegation of authority to appoint a board of officers, will appoint and convene a board of inquiry to hear the officer's case.

b. If the Soldier is eligible and elects transfer to the Retired Reserve in lieu of separation processing, the request will be prepared in accordance with AR 140-10. For Soldiers assigned to USARC, the templates and checklist found in the USAR PAG will

PROCESSING GUIDANCE
TPU OFFICER AND WARRANT OFFICER INVOLUNTARY SEPARATIONS
(Continued)

be used. The Soldier's unit of assignment will initiate and send a DA form 4651, Request for Reserve Component Assignment or Attachment, and an Army Grade Determination Review Board request, prepared according to the guidelines in USAR PAG (for USARC Soldiers) from the GOSCA commander to the Area Command, Deputy Chief of Staff, G-1, or USARC G-1, Officer Management Branch (OMB), AFRC-PRP, (USARC Soldiers) within 15 days of the date on which the officer signs the election to retire. The Area Command, Deputy Chief of Staff, G-1 or USARC G-1, OMB (for USARC Soldiers) will publish the transfer to the Retired Reserve orders and forward a copy of the Soldier's transfer orders to HRC for the Army Grade Determination Review Board.

c. If the Soldier elects to resign in lieu of involuntary separation proceeding, the request will be prepared in accordance with AR 135-175 and the guidelines in the USAR PAG checklist (for USARC Soldiers). The Soldier will sign the appropriate "Resignation in Lieu of Involuntary Separation" memorandum, the OFTS Command or GOSCA will attach the Soldier's election to the resignation in Lieu of packet, then forward the packet Soldier's resignation in lieu of separation memo and the recommendation for characterization of service to the Area Commander or USARC, G-1 OMB (for USARC Soldiers) within 15 days of receipt from the Soldier. The Area Commander, Deputy Chief of Staff G-1 or the USARC G-1 (for USARC Soldiers) will forward the resignation through proper authorities for legal review and further processing and publication of separation orders, if required.

d. If the Soldier elects to have his/her case referred to a board of officers, or if board action is required based on the officer's lack of response, the first GOSCA in the Soldier's chain of command will appoint and convene a board of inquiry to hear the officer's case.

(1) Prior to the convening of the involuntary separation board, if the officer submits a request to waive his/her rights to representation, to submit statements in his/her behalf, or to present his/her case before a board of officers, the consulting counsel signature is required on the Selection/Waiver of Rights as outlined in AR 135-175, paragraph 2-19a(7). If the officer refuses consulting counsel, he/she will be ordered to do so by his/her commander. If he/she persists in his/her refusal, a statement to this effect will be prepared by the commander and included in the case file prior to forwarding for board action.

(2) If the Soldier or the Trial Defense Service (TDS) do not respond to the notification of board schedule or notifies the command of their absence during the show cause board, the Soldier's command will submit a request an Exception to Policy (ETP) to AR 135-175, paragraph 2-16 (g) through their chain of command to the Area Commander, USARC G-1, (for USARC Soldiers) to allow the GOSCA to proceed with officer separations without the Soldier being present or the appointment of counsel to represent the respondent in their absence. The Area Commander will forward the request for ETP to HQDA G-1 for final determination.

PROCESSING GUIDANCE
TPU OFFICER AND WARRANT OFFICER INVOLUNTARY SEPARATIONS
(Continued)

(3) Board recommendations are limited to either retention or involuntary separation, to include characterization of service, i.e. Honorable, General Under Honorable Conditions, or Honorable. Recommendations to reassign the officer to the Individual Ready Reserve, another unit, or another Reserve component are not authorized. The OFTS/GOCOM commander will either endorse the Board's recommendation or make a recommendation to increase the characterization of service, i.e., the BOI recommends Other than Honorable Conditions, the OFTS/GOCOM can recommend, General Under Honorable Conditions, or Honorable. The OFTS/GOCOM commander cannot recommend a lesser characterization of service. This recommendation will be in writing and included in the involuntary separation and resignation in lieu of involuntary separation packets forwarded to this Headquarters.

e. Upon conclusion of the proceedings, the GOSCA will assemble and forward the separation packet and GOSCA commander's recommendation to include the characterization of service recommendation. Separation is recommended, to the Area Commander or USARC G-1 (for USARC Soldiers) within 270 days of initial notification. The USARC G-1 will forward the packet through the proper authorities for legal review and for the Area Commander or CG, USARC (for USARC Soldiers) review and determination to either endorse the board recommendation or make a separate recommendation. The Area Commander or USARC G-1 (for USARC Soldiers) will forward separation packet and the Area Commander's recommendation to the US Army Human Resources Command (HRC) for further processing and publication of separation orders.

PROCESSING GUIDANCE
AGR OFFICER AND WARRANT OFFICER INVOLUNTARY

1. Initiating requests for elimination processing. Requests will be initiated according to either a or b below.

a. Unit commanders having authority over an AGR officer or warrant officers will send a request for initiation of elimination procedures to the first General Officer Show Cause Authority (GOSCA) in the Soldier's chain of command when he or she finds evidence that the Soldier has:

(1) Displayed conduct that meets the provisions for substandard performance of duty, misconduct, moral or professional dereliction.

(2) Had a revocation or final denial of security clearance from appropriate authorities or has failed to apply for an initial or reinvestigation for a security clearance.

(3) Committed acts contrary to the interests of national security.

(4) Committed a drug or alcohol related offense.

(5) When adverse information (criminal conviction, General Officer Memorandum of Reprimand, referred evaluation report, etc.) has been filed in the Soldier's Army Military Human Resource Record (AMHRR) since the last centralized selection board reviewed the Soldier's records.

b. Upon release of the results of a promotion, command assignment, professional military education, or other centralized selection board, the US Army Human Resource Command (HRC) or Department of the G-1 (DA G-1) notifies the Commander HRC of all AGR officer and warrant officers who were selected to show cause for retention as a result of the board records review. The notification is for decisional purposes. For initiation of separation processing, see 2b below.

c. Upon initiation of a request for elimination processing or of show cause, the commander or his designee will counsel the Soldier and Flag him or her in accordance with AR 600-8-2, para 2-2a.

2. Initiating elimination processing. Elimination processing will be initiated when either a or b below occurs:

a. Upon receipt of a request for elimination processing on an AGR Soldier, the GOSCA will initiate processing using the requirement of AR 600-8-24, Chapter 4 and applicable guidance. The commander or his designee will Flag the Soldier in accordance with AR 600-8-2, para 2-2d, Flag code "B". The GOSCA will notify the Soldier in writing of impending involuntary elimination action. Delegation of this responsibility to a subordinate commander or staff officer is not authorized. The notification will:

PROCESSING GUIDANCE
AGR OFFICER AND WARRANT OFFICER INVOLUNTARY

(1) Specify the regulation, chapter, and paragraph under which the Soldier is being considered for elimination, cite the specific acts that the Soldier is alleged to have committed, inform the Soldier of the type of discharge he or she could receive, and inform the Soldier that they have been flagged in accordance with AR 600-8-2.

(2) Advise the Soldier that he or she may, at any time during or prior to the final action in the elimination case, elect to submit a resignation in lieu of elimination, request discharge in lieu of elimination, or apply for retirement in lieu of elimination, if otherwise eligible.

(3) Advise the Soldier of the right to the advice and representation of counsel and to submit statements of rebuttal in his or her behalf.

(4) Give the Soldier 30 days to respond to the initial notification by acknowledging receipt of the notice and making an appropriate election of options.

(5) Be sent through the US Postal Service (USPS) by return receipt requested certified mail to the Soldier's last known address or personally delivered to the Soldier. If the notice is personally delivered, the Soldier will sign an affidavit of receipt.

b. Upon receipt of HRC or DA G-1 notification of AGR officers and warrant officers selected to show cause for retention as result of a centralized board records review, Commander, HRC will decide whether or not to initiate elimination processing. If the Commander decides not to process the Soldier, he or she will reply back to HRC or DA G-1 with his or her decision and lift the Soldier's flag and close the case. If the commander decides to process the Soldier, he or she will:

(1) Flag the Soldier in accordance with AR 600-8-2, para 2-2d, Flag code "B". Flagging authority may be delegated to the commander's designee.

(2) Notify the Soldier following the procedures at 2a(1) to 2a(5) above. For AGR Soldiers assigned to USARC units, HRC will furnish a copy of the notice to the USARC G-1, Active Military Management Branch (AMMB).

3. Elimination processing. Eliminations will be processed according to either a or b below.

a. Notification by GOSCA. After notification by a GOSCA, an AGR Soldier will be processed for elimination in accordance with AR 600-8-24, chapter 4, and according to the election of options he or she has submitted (see 3c and 3d below). If the Soldier does not make an election options, the GOSCA will refer the case to a Board of Inquiry (see 3e below).

b. Notification by HRC commander. After notification by the HRC commander of show cause for retention as result of a centralized selection board records review, a

Enc 7-6

PROCESSING GUIDANCE
AGR OFFICER AND WARRANT OFFICER INVOLUNTARY

Soldier will be processed for elimination in accordance with AR 600-8-24, chapter 4, and according to the election of options he or she has submitted (see 3d and 3e below).

c. If the Soldier submits no election of options or elects to be considered by a Board of Inquiry, the case will be sent to the first GOSCA having authority over the Soldier notifying the command to convene a Board of Inquiry to consider the Soldier for elimination (see 3e below). For AGR Soldiers assigned under USARC, HRC will send the notice to convene a Board of Inquiry through the USARC G-1, AMMB to the GOSCA.

d. If the Soldier is eligible and elects to retire or transfer to the Retired Reserve, the request will be prepared in accordance with AR 600-8-24 and AR140-10 (AGR Soldiers assigned under the USARC will follow the retirement request guidelines in the USAR Personnel Action Guidance (PAG) and submitted through the GOSCA to HRC. The GOSCA will prepare and send an Army Grade Determination Review Board request along with the Soldier's retirement request to HRC within 15 days of the date on which the officer elects to retire. For AGR Soldiers assigned to USARC units, the GOSCA will send the Soldier's request and the AGDRB request through the USARC G-1, AMMB to HRC. HRC will publish and distribute the retirement or transfer to the Retired Reserve orders and forward the grade determination request to the appropriate authorities.

e. If the Soldier elects to resign in lieu of involuntary elimination proceedings, the Soldier will submit a resignation prepared in accordance with AR 600-8-24, Chapter 4, and send it through the GOSCA to HRC. The GOSCA will forward the resignation along with the GOSCA commander's recommendation for characterization of service to HRC within 15 days of receipt from the officer. For AGR Soldiers assigned under USARC, the GOSCA will send the Soldier's resignation and commander's recommendation for characterization of service through the USARC G-1, AMMB to HRC. HRC will forward the resignation and recommendation for review and further processing.

f. If the Soldier elects to have his or her case referred to a Board of Inquiry, or if board action is required based on the officer's lack of response, the first GOSCA in the Soldier's chain of command will appoint and convene a Board of Inquiry to hear the officer's case in accordance with AR 600-8-24, chapter 4 and applicable guidance.

(1) Board recommendations are limited to either retention (with or without reassignment) or elimination and characterization of service. All board proceedings will be completed within 120 days of initial notification of the Soldier of the impending action.

(2) Upon conclusion of the proceedings the GOSCA will forward the elimination packet along with board finds and the GOSCA commander's recommendation as to characterization of service to HRC. For AGR Soldier assigned to the USARC units, the elimination packet will be forwarded through the USARC G-1, AMMB, within 15 days of the conclusion of the board. The USARC G-1, AMMB will forward the board results for

PROCESSING GUIDANCE
AGR OFFICER AND WARRANT OFFICER INVOLUNTARY

legal review and USARC commander's recommendation, then on to HRC for further processing and publication and distribution of orders, as applicable.