



REPLY TO
ATTENTION OF:

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

26 JAN 2018

AFRC-PRP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Retired Reserve

1. References:

a. Memorandum, HQ USARC, AFRC-PRP, 6 Mar 15, subject: Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Retired Reserve.

b. Memorandum, HQ USARC, ARRC-PRP-O, 28 Jul 08, subject: Clarification of Unqualified Resignation, Retirement Policy for Nonobligated Officers, and Involuntary Separation Procedures.

c. Memorandum, ASA (M&RA), SAMR-HR, 13 Feb 07, subject: Amendments to Separation, Unqualified Resignation and Retirement Policies for United States Army Reserve Officers (Encl 1).

d. AR 140-10, Assignments, Attachments, Details, and Transfers.

2. This memorandum supersedes reference 1a as it relates to the reassignment of Army Reserve TPU Soldiers to the Retired Reserve. This policy and the procedures outlined in enclosure 2 are effective 30 days from the date of this memo.

3. Requests initiated prior to the effective date of this policy must comply with the requirements in the references above through completion, and will not be returned for correction for the purpose of complying with the new procedures.

4. In accordance with Title 10, USC, Section 14301(f), officers who are being considered by a Department of the Army Mandatory Selection Board will be removed from consideration if the effective date of the Reassignment to the Retired Reserve is within 90 days of the board convene date. Commanders and Human Resources personnel will ensure officers are informed of this provision of law. The Readiness Divisions' and Geographic and Functional Commands' DCS, G-1s will immediately notify the Army Reserve Careers Division Career Management Office (855) 626-2450 / usarmy.usarc.arcd.mbx.hq-cmo@mail.mil) if the eligibility of an officer changes under these circumstances.

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SUBJECT: Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Retired Reserve

5. Reassignment orders to the Retired Reserve will not be backdated without written approval from this Headquarters. The orders issuing authority will issue orders approximately 30 days prior to the effective date. Soldiers remain subject to mobilization and/or deployment until 30 days prior to the approved effective date of reassignment or discharge. Soldiers are required to attend all mandatory training until the effective date of the order, unless properly excused.

6. Submit all actions via the Electronic Personnel Actions Tracker (e-PAT):
<https://rcms.usar.army.mil/v3/Portal/RibbonMenu.aspx>.


7. This memorandum remains in effect until superseded, rescinded, or withdrawn.

8. For additional information, contact Ms. Diane Rogers, Army Reserve G-1, Officer Management Branch, at (910) 570-9519 or usarmy.usarc.usarc-hq.mbx.pmd-omb@mail.mil.

FOR THE COMMANDER:

2 Encls

1. Memo, ASA(M&RA)
2. Procedures


LEE P. GEARHART
COL, AG
USARC G-1

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SUBJECT: Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Retired Reserve

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DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
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SAMR-HR

FEB 13 2007

MEMORANDUM FOR

DEPUTY CHIEF OF STAFF, G-1
UNITED STATES ARMY HUMAN RESOURCES COMMAND
UNITED STATES ARMY RESERVE COMMAND

SUBJECT: Amendments to Separation, Unqualified Resignation and Retirement Policies for United States Army Reserve Officers

1. References:

- a. Army Regulation (AR) 135-175, Separation of Officers, 28 Feb 87.
- b. AR 140-10, Assignments, Attachments, Details, and Transfers, 15 Aug 05.

2. This directive provides revised policy guidance for the submission of requests for unqualified resignations and for the transfer to the Retired Reserve of nonobligated Army Reserve officers. Additionally, this directive revises policy regarding representation by counsel of absent officers being considered for involuntary separation.

3. In order to effectively plan for and manage attrition of nonobligated TPU/IMA officers in the Army Reserve, paragraph 6-11a, AR 135-175, is amended to require requests for unqualified resignation be submitted not later than six months prior to the desired effective date. Additionally, paragraph 6-1, AR 140-10, is amended to require TPU/IMA officers to submit voluntary requests for transfer to the Retired Reserve not later than nine months prior to the transfer date.

4. To align regulatory provisions for legal representation with the rules for the professional conduct of lawyers (as specified in AR 27-26), paragraph 2-17g, AR 135-175, is amended to delete the requirement for appointment of counsel in the officer's absence and to allow the board to proceed in the officer's absence and without counsel.

5. The Army G-1 will incorporate the following amendments in the next revisions of AR 135-175 and AR 140-10:

- a. AR 135-175.

Encl 1

SAMR-HR

SUBJECT: Amendments to Separation, Unqualified Resignation and Retirement Policies for United States Army Reserve Officers

(1) Paragraph 2-17g, third sentence, is amended to read: "This board may proceed in the officer's absence without according the privileges listed in paragraph 2-19, to include the right to be represented by appointed counsel at the hearing before the board of officers."


(2) Paragraph 6-10b is amended to read: "Unless otherwise directed by HQDA or prohibited by paragraphs (1) through (3) below, approval authorities may approve resignation requests submitted by non-obligated officers. Acceptance of such requests is not mandatory and may be denied by the approval authority when it is determined that denial is in the best interests of the Army, provided such denials do not constitute a general policy of denial (except as authorized in paragraphs (1) through (3) below) and requests are reviewed on a case-by-case basis. Resignation requests submitted by non-obligated officers must be denied under the following circumstances:"

(3) Paragraph 6-11a is amended to read: "Resignations will be prepared in accordance with the format in figure 6-2 and, when requested by a nonobligated officer, will be submitted not later than six months prior to the desired effective date."

b. AR 140-10. Paragraph 6-1c is added: "Army Reserve TPU and IMA officers will submit voluntary requests for transfer to the Retired Reserve not later than nine months prior to the effective date of the transfer."

6. These amendments are effective on the date of this memorandum. However, requests for unqualified resignation or transfer to the Retired Reserve submitted prior to the date of this memorandum will be processed without regard to the submission requirements established herein.

7. Commands will ensure widest dissemination of these policy amendments.


RONALD A. JAMES
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

CF:
CHIEF, ARMY RESERVE
UNITED STATES ARMY, EUROPE
EIGHTH UNITED STATES ARMY, KOREA
(CONTD)

AR TPU Reassignment To The Retired Reserve Procedures

1. Requests for reassignment to the Retired Reserve for non-obligated Soldiers will be submitted in accordance with AR 140-10. These procedures apply to all Army Reserve TPU Soldiers.

a. Requests for reassignment to the Retired Reserve do not require a unit commander's approval, but for situational awareness and quality control purposes, they will be submitted to the Regional Personnel Service Center (RPSC) through the first brigade (BDE) level S-1 or the first G-1 staff in the chain of command. Upon approval, Geographic and Functional Commands (GFCs), will submit directly to the RPSC.

b. Soldiers who wish to retire upon achieving 20 years of qualifying service may submit their request up to 1 year, but no later than 9 months, prior to their requested transfer date. It is the Soldier's responsibility to update their packet once they receive the Notification of Eligibility to Receive Retired Pay at Age 60 (20-Year Memo).

c. Requests received by the RPSC with an effective date less than 9 months from the effective date may have the requested transfer date adjusted to allow for the minimum 9-month processing time. GFC commanders may approve exceptions to this rule. If administratively correct, the Readiness Divisions will retain the action and issue the order when the system allows.

d. The effective date of a reassignment to the Retired Reserve will not be greater than the Soldier's Mandatory Removal Date (MRD). Soldiers who exceed their MRD or Max Age will be transferred to the Retired Reserve by the RPSCs, without a request, effective 30 days from the date the MRD violation is found. Commanders are still required to submit an abbreviated packet with items 3b, 3d, and 3e so the RPSC can initiate a Retirement Recognition Packet. The checklist will state, "Already transferred to the Retired Reserve. Order # xxx-xxxxxxx".

2. In accordance with Title 10 USC, Section 14301(f), officers who are being considered by a Department of the Army Mandatory Selection Board will be removed from consideration if the effective date of the reassignment to the Retired Reserve order is within 90 days of the board convene date.

a. Commanders and Human Resources personnel will ensure the officers are informed of this provision of law. Officer packets will include a DA Form 4187 with the statement in 3c(1).

b. The RPSCs will immediately notify the AR's Career Management Office if the eligibility of an officer changes under these circumstances (855-626-2450 / usarmy.usarc.arcd.mbx.hq-cmo@mail.mil).

3. Reassignment to the Retired Reserve packets must be submitted to the supporting RPSC via the e-PAT system and will include the following documents:

a. Checklist from PAG (T-11-A-6) (attachment 1) which replaces T-11-E-1 and T-11-0-2.

b. A DA Form 4651, *Request for Reserve Component Assignment or Attachment* (attachment 2), from the requesting Soldier.

c. A DA Form 4187, *Personnel Action*, (attachment 3) with the following information in Section IV "Remarks" block:

AR TPU Reassignment To The Retired Reserve Procedures (Cont)

(1) Removal From Consideration Statement (Officer/WO Only): "I Rank Full Name acknowledge that, if the effective date of my reassignment to the Retired Reserve order is within 90 days of the convene date of a Department of the Army Mandatory Selection Board that is considering my board file, I will be removed from consideration. I also acknowledge that my removal from consideration under these circumstances will not be grounds for requesting a Special Selection Board."

(2) If applicable, the spouse's name for a certificate of appreciation (as desired on certificate).

(3) A DA Form 4187-1-R, *Personnel Action Form Addendum* (attachment 4) with the following statement in block (5) COMMENTS: "The Soldier is not under investigation or charges, being considered for administrative separation, in the hands of civil authorities, or in default with respect to government property or funds."

d. A DA Form 4856, *Developmental Counseling* with a counseling from the officer's Army Reserve Career's Division (ARCD) or US Army Human Resources Command Career Management Officer (CMO) (attachment 5). The CMO will provide the officer, both verbally and in writing, with the available options for continuing their service.

4. Units will no longer submit PAG action type T-11-A-5, *Retirement Recognition Packet*. The RPSCs will automatically initiate the Recognition Packet request upon receipt of the transfer request.

5. Incomplete packets that do not comply with this policy memo and procedures will be returned for correction.

6. Process flow:

a. Below BDE Level: Unit, to BN S-1, to BDE S-1, to RPSC.

b. Brigade, Direct Reporting Units, General Officers HQs: Unit, to first GO HQs G-1, to RPSC.

5 Attachments

1. Checklist
2. Sample DA Form 4651
3. Sample DA Form 4187
4. Sample DA Form 4187-1-R
5. Sample DA Form 4856

Personnel Action Packet Checklist

T-11-A-6 Request for Retired Reserve (Voluntary)

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

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

10. POC CONTACT INFORMATION 11. OFTS CMD 12. RPSC 13. POC SIGNATURE

a. Phone: _____
b. Email: _____

14. REQUIRED PROCESS FLOW

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

15. Required Forms and Documents

1. Copy of this checklist
2. DA Form 4651 (must be signed by the Soldier and commander)
3. DA Form 4187 (must be signed by the Soldier and commander)
4. Chain of command recommendations (including OFTS Commander's recommendation. Recommendations may be placed on the DA 4187, instead of memo format.)
5. DA Form 4856 completed and signed by Soldier and commander documenting face to face counseling
6. DA Form 4856 completed and signed by Soldier and CRTNCO
7. Copy of Soldier's DA Form 5016 showing at least 20 qualifying for retirement and "Twenty Year Letter"
8. Orders publishing authority uploads orders to iPERMS
9. Copy of DA 1059 showing completion of the Sergeants Major Academy (E-9 only)
10. Request for retirement recognition (Use checklist T-11-A-5)

NOTE: Use for officers EXCEPT retirements in lieu of separation action (ILO-SEP) (see T-11-O-3). The effective date of transfer to the Retired Reserve for officers, other than retirement in lieu of board procedures, separation for failure to be selected for promotion, or mandatory removal for service or age will be 9 months from the date on which the officer signs the DA Form 4651. All other effective dates for officer or enlisted transferees to the Retired Reserve will be not less than 30 days from the orders publication date.

16. CERTIFYING HR STAFF MEMBER

17. RPSC STAFF SIGNATURE

SOLDIER'S NAME (Last, First MI) RANK

18. REMARKS

| | | | | | |
|--|---------|---|--------------------------------------|--|---------------------|
| REQUEST FOR RESERVE COMPONENT ASSIGNMENT OR ATTACHMENT For use of this form, see AR 140-10: the proponent agency is DCS, G-1. | | | | DATE (YYYYMMDD) | |
| 1. TO: Servicing RPSC | | | 2. FROM: UNIT | | |
| PRIVACY ACT STATEMENT Authority for collecting personal information and social security number is 10 U.S.C. 3012. Disclosure by member is mandatory. Principal purpose is to transfer Reservist between units. Routine uses: To document transfer and attachment actions. The SSN is used for maintenance of records and compiling statistics. | | | | | |
| 3. NAME AND CURRENT ADDRESS | | | | a. SSN | |
| | | | | b. HOME TELEPHONE NUMBER (Area Code) | |
| | | | | c. OFFICE TELEPHONE NUMBER (Area Code) | |
| d. GRADE | e. DOR | f. BRANCH | g. SSI/PMOS | h. PEBD | |
| i. RYE | j. ETS | k. SEX | l. HEIGHT & WEIGHT | | m. DOB |
| n. TYPED NAME, GRADE AND SIGNATURE OF RESERVIST | | | | DATE (YYYYMMDD) | |
| Soldier must sign | | | | | |
| 4. ACTION | | | | | |
| <input type="checkbox"/> a. VOL ASGMT | | <input type="checkbox"/> b. ATTACHMENT | | <input type="checkbox"/> c. RELIEVED FROM ATTACHMENT | |
| d. EFFECTIVE DATE (YYYYMMDD) | | | e. AUTHORITY AND REASON FOR TRANSFER | | |
| | | | AR 140-10, Para 6-1 | | |
| 5. REQUEST ASSIGNMENT / ATTACHMENT / TRANSFER TO: UIC | | | | a. AUTOVON NUMBER | |
| | | | | b. INPUT STATION NUMBER | |
| | | | | c. UNIT PAYROLL NUMBER | |
| d. TOE / TD | e. PARA | f. LINE | g. POSITION TITLE | h. DUTY MOS | i. GRADE AUTHORIZED |
| j. TYPED NAME, GRADE, TITLE AND SIGNATURE OF GAINING UNIT CDR | | | | DATE (YYYYMMDD) | |
| | | | | | |
| 6. UNIT RELIEVED FROM ASSIGNMENT / ATTACHMENT UIC | | | | a. AUTOVON NUMBER | |
| | | | | b. INPUT STATION NUMBER | |
| | | | | c. UNIT PAYROLL NUMBER | |
| d. TYPED NAME, GRADE, SIGNATURE OF LOSING UNIT COMMANDER | | | | DATE (YYYYMMDD) | |
| | | | | | |
| 7. INCLOSURES | | | | | |
| <input type="checkbox"/> a. ORDER | | <input type="checkbox"/> c. DD FORM 214 | | <input type="checkbox"/> e. OTHER | |
| <input type="checkbox"/> b. DD FORM 4 | | <input type="checkbox"/> d. MPRJ | | | |
| 8. REMARKS | | | | | |
| NOTE: The effective date of voluntary retirement for officers and enlisted, (other than retirement in lieu of board proceedings or mandatory removal) will be 9 months from the date on which Soldiers sign the request. Effective date of orders will be a minimum of 30 days from the publication date. | | | | | |

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) BDE/DIV/BSC 1111 Dirt Bike Road Roadrunner, CA 12345 | 2. TO (Include ZIP Code) CDR, OFTS Command, G-1/HRO 32 Jedi Circle Tattoine, TX 98765 | 3. FROM (Include ZIP Code) Co B, 1st BN, 109th INF (UNIT) 1111 Dirt Bike Road Roadrunner, CA 12345 |
|--|--|---|

SECTION I - PERSONAL IDENTIFICATION

| | | |
|--|---------------------------------------|--|
| 4. NAME (Last, First, MI) Hardy, Thomas | 5. GRADE OR RANK/PMOS/AOC SFC/ 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) Request Reassignment to the Retired Reserve |
| <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)

1. I, SFC Thomas Hardy, request reassignment to the Retired Reserve effective _____ (Date should be 9 months out from request)

2. Removal from consideration (Officer/WO only): I acknowledge that in accordance with 10 USC 14301(f), if the effective date of my reassignment to the Retired Reserve order is within 90 days of the convene date of a Department of Army Mandatory Selection Board that is considering my board file, I will be removed from consideration. I also acknowledge that my removal from consideration under these circumstances will not be grounds for requesting a Special Selection Board.

3. Spouse's name for Certificate of Appreciation (as desired on certificate) _____

4. Mailing address for packet, if different from unit. _____

5. Requested date of retirement ceremony, if known. _____

6. The Soldier is not under investigation or charges, being considered for administrative separation, in the hands of civil authorities or in default with respect to government property or funds.

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) |
|--|---------------|---------------------|

Attachment 3 to Encl 2

| | | | |
|--|---|---|--------------------|
| 15. NAME OF INDIVIDUAL Hardy, Thomas | | 16. SSN 123-45-6789 | |
| ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL | | | |
| 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 Stellar performer; well earned! | | | |
| 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 OFTS Command, G-1/HRO 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 BG/MG/GS-12 | f. DATE (YYYYMMDD) |
| g. TITLE/POSITION G-1, Human Resource Officer, OFTS Commander | | h. SIGNATURE | |
| i. COMMENTS Thank you for your service! | | | |
| 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 | | | |

PERSONNEL ACTION FORM ADDENDUM

For use of this form see AR 600-8-8 and DA PAM 600-8-21; the proponent agency is ODCSPER

| | |
|-----------------------|--------|
| 1. NAME OF INDIVIDUAL | 2. SSN |
|-----------------------|--------|

3. RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL

| | | | |
|----|------------------|-------------------|----------|
| a. | (1) ORGANIZATION | (2) OFFICE SYMBOL | (3) DATE |
|----|------------------|-------------------|----------|

(4) ACTION

APPROVED
 DISAPPROVED
 RECOMMEND APPROVAL
 RECOMMEND DISAPPROVAL
 RETURNED

(5) COMMENTS
 The officer is not under investigation or charges, being considered for administrative separation, in the hands of civil authorities, insane or in default with respect to government property of funds.

| | |
|---------------|---|
| (6) NAME | (7) TITLE/POSITION/RANK Field Grade level CDR or designated representative |
| (8) SIGNATURE | (9) HEADQUARTERS POC TELEPHONE NUMBER |

| | |
|-------------------|---|
| (10) FORWARDED TO | (11) ENCLOSURES <input type="checkbox"/> ADDED <input type="checkbox"/> WITHDRAWN <input type="checkbox"/> NO CHANGE |
|-------------------|---|

| | | | |
|----|------------------|-------------------|----------|
| b. | (1) ORGANIZATION | (2) OFFICE SYMBOL | (3) DATE |
|----|------------------|-------------------|----------|

(4) ACTION

APPROVED
 DISAPPROVED
 RECOMMEND APPROVAL
 RECOMMEND DISAPPROVAL
 RETURNED

(5) COMMENTS
 *****Enter as appropriate or needed.*****

| | |
|---------------|---|
| (6) NAME | (7) TITLE/POSITION/RANK Field Grade level CDR or designated representative |
| (8) SIGNATURE | (9) HEADQUARTERS POC TELEPHONE NUMBER |

| | |
|-------------------|---|
| (10) FORWARDED TO | (11) ENCLOSURES <input type="checkbox"/> ADDED <input type="checkbox"/> WITHDRAWN <input type="checkbox"/> NO CHANGE |
|-------------------|---|

| | | | |
|----|------------------|-------------------|----------|
| c. | (1) ORGANIZATION | (2) OFFICE SYMBOL | (3) DATE |
|----|------------------|-------------------|----------|

(4) ACTION

APPROVED
 DISAPPROVED
 RECOMMEND APPROVAL
 RECOMMEND DISAPPROVAL
 RETURNED

(5) COMMENTS
 *****Enter as appropriate or needed.*****

| | |
|---------------|---|
| (6) NAME | (7) TITLE/POSITION/RANK GO/Flag level CDR or designated representative |
| (8) SIGNATURE | (9) HEADQUARTERS POC TELEPHONE NUMBER |

| | |
|---|---|
| (10) FORWARDED TO US Army Reserve Command 4710 Knox St Ft Knox, NC 28306 | (11) ENCLOSURES <input type="checkbox"/> ADDED <input type="checkbox"/> WITHDRAWN <input type="checkbox"/> NO CHANGE |
|---|---|

4. DISTRIBUTION (List all organizations to receive copy)

ATTACHMENT 4 TO ENCL 2

DEVELOPMENTAL COUNSELING FORM

For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

| | | |
|----------------------------------|-----------------------------|--------------------|
| Name (Last, First, MI) | Rank/Grade | Date of Counseling |
| Doe, John I | CPT/O3 | 23 Feb 15 |
| Organization | Name and Title of Counselor | |
| USARC, G-1, Fort Bragg, NC 28310 | COL Todd James Smith, CMO | |

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

Request for Reassignment to the Retired Reserve

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

- 1) Attempted Contacts: Explain why the Officer did not sign the form or any contacts that were made in reference to the above counseling.
- 2) Reason for Request: Provide a brief description of why the officer is requesting assignment to the Retired Reserve.
- 3) Time invested and retirement: Explain what time (i.e. points and years) that the officer has toward retirement.
- 4) Incentives: Explain the eligibility incentives/benefits programs as applicable.
 - a. Critical Skills Retention Bonus
 - b. AMEDD Officer Special Pay Retention Bonus
 - c. Servicemembers' Group Life Insurance (SGLI)
 - d. Student Loan Repayment Program (SLRP)
 - e. Montgomery GI Bill (MGIB)
 - f. TRICARE ReserveSelect
 - g. STRAP
- 5) Processing of this request can take up to 6 months or longer as it moves through the chain of command.
- 6) This counseling is in accordance with USARC Memorandum, ARRC-PRP-O, 28 Jul 08, Clarification of Unqualified Resignation, Retirement Policy for Nonobligated Officers, Involuntary Separation Procedures, and USAR Pamphlet 600-5.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Attachment 5-1 to Encl 2

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

- 1) The command will process your request for reassignment to the Retired Reserve to the next level of the command.
- 2) AR 135-91 requires you to continue attending Battle Assemblies (BA) and any scheduled Annual Training (AT) until you have received orders directing otherwise or excused by the proper authority.
- 3) The Soldier will maintain accurate contact information at all times:

Present Address:
Street City State Zip
Home Phone: Cell: Work:
AKO Email Address: Alt Email Address:

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.
Individual counseled remarks:

I have been advised of the availability of the CSRB-AR. My rank is _____ and my AOC(s) is/are: _____. I understand that I am/am not (circle one) eligible for the CSRB-AR. If eligible, I elect to decline participating in this program.

AMEDD officers include the following statement: I have been advised of the availability of the AMEDD Officer Special Pay Retention Bonus. I am/am not (circle one) eligible for the incentive pay but elect to decline the incentive pay to resign my commission.

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

I will/will not (circle one) support you based on the above plan of action. I expect you to adhere to the above plan of action.

I will be available to answer any questions related to the above plan of action.

All of the above comments are suggestions only.

I will/will not (circle one) support your request for reassignment in recommending approval/disapproval (circle one) through the chain of command.

The counselor will, at a minimum, be the first O6 in the Officer's chain of command.

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.