MEMORANDUM FOR SEE DISTRIBUTION

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

1. References:
   a. Memorandum, OCAR, DAAR-HR, 4 Apr 17, Subject: Army Reserve Conditional Release Policy.
   d. Army Regulation (AR) 140-10, Assignments, Attachments, Details and Transfers, 25 Apr 18.
   e. AR 135-175, Officer Separations, 30 Mar 20.

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 This policy supersedes reference 1a and remains in effect until suspended, rescinded, or withdrawn.

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

4. The following chart outlines the approval and disapproval authorities for conditional release requests:
## Conditional Releases/Conditional Resignations

<table>
<thead>
<tr>
<th>Soldier Type/Category</th>
<th>Approval Authority</th>
<th>Disapproval Authority</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enlisted Soldiers (with MOS) Trained</td>
<td>Subordinate General Officer Command (GOCOM) Commander</td>
<td>GOCOM Commander</td>
<td>Must have CoC endorsement signed by GOCOM Commander.</td>
</tr>
<tr>
<td>Enlisted Soldiers (Training Pipeline)</td>
<td>USARC G-1 Manning Division (MND)</td>
<td>Major Subordinate Command (MSC) Commander GOCOM Commander</td>
<td>Must have CoC endorsement signed by MSC Commander.</td>
</tr>
<tr>
<td>Obligated Guaranteed Reserve Forces Duty (GRFD) Scholarship Recipients</td>
<td>USARC G-1 (MND)</td>
<td>MSC Commander GOCOM Commander</td>
<td>May not be delegated. Includes: Simultaneous Membership Program, Minuteman, Education Opportunity Program, and Early Commissioning Program.</td>
</tr>
<tr>
<td>Officers (who have not completed Basic Officer Leadership Course)</td>
<td>USARC G-1 (MND)</td>
<td>MSC Commander GOCOM Commander</td>
<td>Must have CoC endorsement signed by MSC Commander.</td>
</tr>
<tr>
<td>Obligated Officers, other than AMEDD, CH, and JAG with less than 12 month Selected Reserve (SELRES) trained</td>
<td>USARC G-1 Personnel Management Division (PMD)</td>
<td>MSC Commander GOCOM Commander</td>
<td>Must have CoC endorsement signed by MSC Commander.</td>
</tr>
<tr>
<td>Obligated Officers, other than AMEDD CH, and JAG with more than 12 month Selected Reserve (SELRES) trained</td>
<td>MSC Commander</td>
<td>MSC Commander GOCOM Commander</td>
<td>Must have CoC endorsement signed by GOCOM Commander.</td>
</tr>
<tr>
<td>AMEDD Officers to Active Army, ARNG, USAR enlistment, and USPHs</td>
<td>USARC Surgeon</td>
<td>MSC Commander GOCOM Commander</td>
<td>Must have CoC endorsement signed by MSC Commander through USARC G-1. If request is for sister services approval is Surgeon General.</td>
</tr>
<tr>
<td>Chaplains (CH) and Chaplain Candidates to Active Army</td>
<td>USARC Chaplain</td>
<td>AR Chaplain</td>
<td>Initiated by Chaplain Recruiting to AR Chaplain.</td>
</tr>
<tr>
<td>Judge Advocate General (JAG)</td>
<td>OTJAG and PP&amp;TO</td>
<td>MSC Commander GOCOM Commander</td>
<td>Must have CoC endorsement signed by MSC Commander through USARC G-1.</td>
</tr>
<tr>
<td>Nonobligated Officers other than AMEDD, CH, JAG</td>
<td>GOCOM Commander</td>
<td>GOCOM Commander</td>
<td>Must have CoC endorsement signed by GOCOM Commander.</td>
</tr>
<tr>
<td>Officers to AC of other Services (Except AMEDD and Chaplain) to Active and Reserve components of other Services</td>
<td>USARC G-1 (PMD)</td>
<td>MSC Commander GOCOM Commander</td>
<td>Must have CoC endorsement signed by MSC Commander.</td>
</tr>
<tr>
<td>AMEDD and Chaplain to AC and RC of other Services</td>
<td>HRC</td>
<td>HRC</td>
<td>Must have CoC endorsement signed by MSC Commander through USARC G-1.</td>
</tr>
</tbody>
</table>

* MSC’s General Officer Commanders may delegate disapproval authority to the first general officer in the Soldier’s Chain of Command for those actions indicated. The first general officer in the chain of command may not further delegate this authority.
DAAR-ZA
SUBJECT: Chief of Army Reserve Policy #20-01: Army Reserve Conditional Release Policy

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

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

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

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

Digitally signed by
DANIELS.JODY.JEAN.1048219280
Date: 2020.12.23 17:29:08 -05'00'

JODY J. DANIELS
Lieutenant General, U.S. Army
Chief of Army Reserve
Army Reserve (AR) Troop Program Unit (TPU) Conditional Release
Processing Procedures

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

2. Procedures.

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

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

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

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

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

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

   a. Completed copy of the PAG checklist.

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

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

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

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

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

   g. Current DD Form 4, Enlistment Contract.

   h. DD Form 368, Request for Conditional Release, completed through block 4.
4. Contact information for USARC guidance is as follows:
   a. Enlisted Soldiers who have completed IMT: usarmy.usarc.usarc-hq.mbx.pmd-emb@mail.mil.
   b. Enlisted Soldiers who have not completed IMT regardless of time in the SELRES: usarmy.usarc.usarc-hq.mbx.g1-imt-branch@mail.mil.
   c. Officers who have completed BOLC: usarmy.usarc.usarc-hq.mbx.pmd-omb@mail.mil.
   d. Scholarship Soldiers and officers who have not completed BOLC: usarmy.usarc.usarc-hq.mbx.g1-imt-branch@mail.mil.
   e. AGR Soldiers and officers: usarmy.usarc.usarc-hq.mbx.ammb@mail.mil.

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

2 Attachments
1. Checklists
2. Sample DA Form 4187
Personnel Action Packet Checklist

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

<table>
<thead>
<tr>
<th>1. SOLDIER’S NAME (Last, First MI)</th>
<th>2. RANK</th>
<th>3. EMAIL ADDRESS and PHONE NUMBER</th>
<th>4. DATE INITIATED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6. UNIT NAME</th>
<th>7. UIC</th>
<th>8. UNIT/RPAC POC RANK/TITLE NAME</th>
<th>9. RPAC NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>10. UNIT POC CONTACT INFORMATION</th>
<th>11. MSC</th>
<th>12. RPSC</th>
<th>13. POC SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

14. REQUIRED PROCESS FLOW

<table>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>OFTS CMD</td>
</tr>
</tbody>
</table>

15. Required Forms and Documents

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

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

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

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

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

16. CERTIFYING HR STAFF MEMBER

17. STAFF MEMBER SIGNATURE

LAST UPDATED: APR 2018
18. REMARKS
Personnel Action Packet Checklist

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

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

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

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

13. Required Process Flow
   a. Intermediate:  
   b. Intermediate:  
   c. Final Approval Auth:  USARC

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

Please fill out second page of checklist if applicable

16. CERTIFYING HR STAFF MEMBER  
17. RPSC STAFF SIGNATURE
18. Required review and validation

1. Is the Soldier flagged? Yes □ No □
   If yes, reason:

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

3. Is the unit inactivating or reorganizing? Yes □ No □

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

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

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

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

8. For the Soldiers claiming difficulty in obtaining employment.
   a. Has the Soldier used the Employer Partnership Initiative? Yes □ No □
   b. Is the Soldier eligible for Military Technician position? Yes □ No □

9. Has the Soldier received a bonus? Yes □ No □
   If yes, what type and how much:

10. Is the Soldier prior Regular Army who has enlisted in the USAR for a TPU or merely reassigned from the IRR?
    Enlisted □ Reassigned □
    If merely reassigned from the IRR to the TPU, the USARC Policy does not apply.

11. Is the Soldier assigned to a Ready Force Unit (RFX)?
    Yes □ No □

12. Has the Soldier provided the required justification which would warrant approval by the USARC.
    Yes □ No □

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

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### SECTION I - PERSONAL IDENTIFICATION

1. **NAME** (Last, First, Mi)
   - Hardy, Thomas
2. **GRADE OR RANK/PMOS/AOC**
   - SPC/ 88M
3. **SOCIAL SECURITY NUMBER**
   - 123-45-6789

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

5. The above Soldier's duty status is changed from _________ to _________ effective ________ hours, ________

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### SECTION III - REQUEST FOR PERSONNEL ACTION

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

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

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

1. Request approval of conditional release for above Soldier.

2. Justification: (Provide brief explanation of conditions warranting conditional release).

3. The following documents are attached:
   a. DD Form 368- Request for Conditional Release
   b. Memorandum of justification from the Soldier
   c. Interview with Career Retention NCO documented on DA Form 4856-R
   d. DA Form 4651-R (Only if requesting transfer to the ARNG)

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### 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
   - [X] RECOMMEND APPROVAL
   - [ ] RECOMMEND DISAPPROVAL
   - [ ] IS APPROVED
   - [ ] IS DISAPPROVED

12. **COMMANDER/AUTHORIZED REPRESENTATIVE**
    - Cruise, Thomas, CPT, Commanding
13. **SIGNATURE**
14. **DATE (YYYYMMDD)**

**DA FORM 4187, MAY 2014**

SUPERSEDES DA FORM 4187, JAN 2000
AND REPLACES DA FORM 4187-1-R, APR 1995

APD LC v1.00ES
| 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: | ☑ APPROVED  ☐ DISAPPROVED  ☐ RECOMMEND:  ☑ APPROVAL  ☐ DISAPPROVAL |
| d. NAME (Last, First, Middle) | Ford, Harrison |
| e. RANK | LTC |
| f. DATE (YYYYMMDD) |  |
| g. TITLE/POSITION | BN Commander |
| h. SIGNATURE |  |

| 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: | ☑ APPROVED  ☐ DISAPPROVED  ☐ RECOMMEND:  ☑ APPROVAL  ☐ DISAPPROVAL |
| d. NAME (Last, First, Middle) | Eastwood, Clinton |
| e. RANK | COL |
| f. DATE (YYYYMMDD) |  |
| g. TITLE/POSITION | Brigade Commander |
| h. SIGNATURE |  |

| a. TO | MSC or General Officer Command  
32 Jedi Circle  
Tatooine, TX 98765 |
| b. FROM | HHC, 109th INF  
1111 Dirt Bike Road  
Roadrunner, CA 12345 |
| c. ACTION: | ☑ APPROVED  ☐ DISAPPROVED  ☐ RECOMMEND:  ☐ APPROVAL  ☐ DISAPPROVAL |
| d. NAME (Last, First, Middle) | Nicholson, Jack |
| e. RANK | MG |
| f. DATE (YYYYMMDD) |  |
| g. TITLE/POSITION | Commanding General |
| h. SIGNATURE |  |

| a. TO |  |
| b. FROM |  |
| c. ACTION: | ☐ APPROVED  ☐ DISAPPROVED  ☐ RECOMMEND:  ☐ APPROVAL  ☐ DISAPPROVAL |
| d. NAME (Last, First, Middle) |  |
| e. RANK |  |
| f. DATE (YYYYMMDD) |  |
| g. TITLE/POSITION |  |
| h. SIGNATURE |  |

i. COMMENTS

ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL