OFFICE SYMBOL

MEMORANDUM FOR Commander, Name of Active Duty Installation

SUBJECT: Request for Involuntary Retention on Active Duty

1. In accordance with Army Regulation 27-10, Military Justice, paragraph 20-4, I respectfully request that you support Name of Geographic and Functional Command in retaining Soldier’s Rank, Full Name, Full SSN on active duty for the purpose of court-martial.
2. Soldier’s Rank, Last Name is a/an (Troop Program Unit)/(Active Guard Reserve)/(M-Day Soldier) with the (United States Army Reserve)/(Army National Guard) currently assigned to Soldier’s Company, Full Unit Address. Soldier’s Rank, Last Name’s home address is Soldier’s full home address.
3. I have received evidence that Soldier’s Rank, Full Name committed the following acts of misconduct:

*(Provide a detailed summary of the contemplated charges and specifications. For each charge provide an analysis of the evidence demonstrating the need for and likelihood of successful prosecution at trial by courts-martial or the need for imposition of nonjudicial punishment through involuntary order to Active Duty)*

* 1. Charge I: Article \_\_\_, UCMJ

i. Specification 1:

ii. Specification 2:

* 1. Charge II: Article \_\_\_, UCMJ

i. Specification 1:

ii. Specification 2:

1. Explanation of why this installation is best suited to support this request and why the order is advisable (i.e. In accordance with AR 27-10, Appendix E; based on where the alleged misconduct occurred; or based on the location of witnesses).
2. The point of contact for this request is Point of Contact Name at Phone Number and Email Address.

4 Encls NAME OF RESERVE COMMANDER

1. Evidence of Misconduct Major General, USA

2. Prior Convictions (if applicable) Commanding

3. Prior Nonjudical Punishment

(if applicable)

4. Report of Investigation (if applicable)

OFFICE SYMBOL

MEMORANDUM FOR Commander, Name of Regular Army GCMCA, Address

SUBJECT: Request to Approve Involuntary Retention on Active Duty - Soldier’s Name, Soldier’s Army Reserve Unit of Assignment

1. Purpose: To obtain your decision in regards to the request to retain Soldier’s Rank and Full Name on active duty with a view toward Court-Martial.
2. Background and Discussion.
3. Personal Data.
4. Rank/Name:
5. Social Security Number:
6. Military status and component: USAR
7. Unit and location:
8. ETS:
9. Home address:
10. Marital Status/Dependents:
11. Education: High School
12. Previous Article 15s and Convictions: None
13. Restraint: None
14. Factual Background: Provide facts
15. Discussion. It is anticipated that all witnesses and evidence will be available for court-martial proceedings.
16. Potential Witnesses. Provide witness names
17. Maximum Punishment. The maximum allowable punishment includes: (i.e. Life in confinement, Dishonorable Discharge, Total Forfeitures, Reduction to E-1.)
18. Conclusion. The seriousness of the alleged offenses warrant the involuntary retention of Soldier’s Rank and Last Name. To ensure that execution of any adjudged confinement or deprivation of liberty is a lawful option available in accordance with Article 2(d)(5), UCMJ, and AR-27-10, paragraph 20-3, I recommend you sign the enclosed order to active duty and the request for the Secretary of the Army to approve your order of Soldier’s Rank and Last Name to active duty.
19. The points of contact for this memorandum are the undersigned at email or phone number.

NAME OF REGULAR ARMY SJA

COL, JA

Staff Judge Advocate

OFFICE SYMBOL

MEMORANDUM FOR Military Personnel Division, Address

SUBJECT: Involuntary Retention on Active Duty- Soldier’s Rank and Full Name, Full SSN

1. In accordance with Army Regulation (AR) 27-10, Military Justice, paragraph 20-4, and AR 135-200, Active Duty for Missions, Projects and Training for Reserve Component Soldiers, paragraphs 7-3 and 7-4, I direct that Soldier’s Rank and Last Name be involuntarily retained on active duty for the purpose of processing under UCMJ.
2. There is credible evidence that Soldier’s Rank and Last Name committed the offense(s) of list offense(s) (i.e. Article 120). Soldier’s Rank and Last Name allegedly committed the misconduct while in a, Title 10, active duty status at name location (i.e. Fort Bragg, North Carolina).
3. The Manual for Court-Martial 2019, Rule for Courts-Martial (RCM) 202(c)(1) authorizes the involuntary retention of a Reserve Component member for disposition of alleged offenses that occurred while that member was in a, Title 10, active duty status. This order is in compliance with RCM 202 and AR 135-200.
4. I direct that you cut orders to involuntarily retain Soldier’s Rank and Last Name on active duty for processing under the UCMJ. Soldier’s Rank and Last Name will be assigned to unit name and UIC (Headquarters and Headquarters Company, XVIII Airborne Corps, Fort Bragg, North Carolina, UIC: W1E470).
5. The POC for this memorandum is the undersigned at email or phone number.

NAME OF REGULAR ARMY GCMCA

Major General, USA

Commanding

DEPARTMENT OF THE ARMY

Letterhead Letterhead Letterhead

OFFICE SYMBOL 24 OCT 2019

ORDERS ############

Lastname Firstname Initiator RANK (Officer = Branch) SSN Address ACTIVE ARMY

City State Zip

YOU ARE ORDERED TO ACTIVE DUTY IN THE GRADE OF RANK SHOWN ABOVE FOR THE PERIOD SHOWN IN ACTIVE DUTY COMMITMENT BELOW. YOU WILL PROCEED FROM YOUR CURRENT LOCATION IN TIME TO REPORT ON THE DATE SHOWN BELOW.

RPT TO: (Enter the report to unit or organization.) REPORT DATE/TIME: (Enter the reporting date.)

ASG TO: (Enter the unit of assignment (including UIC) and station of assignment.) PURPOSE: UCMJ PROCESSING

ADDITIONAL INSTRUCTIONS: YOU ARE RELIEVED FROM YOUR RESERVE COMPONENT ASSIGNMENT ON THE DAY PRECEEDING THE EFFECTIVE DATE OF THE ORDER. SM WILL BE RETAINED ON ACTIVE DUTY IN CURRENT GRADE AND IS INCLUDED IN THE ACTIVE ARMY END STRENGTH. ACCESSION INTO DJMS-AC WILL REFLECT SVC COMP OF "R". SHIP HHG AND TVL OF DEP NOT AUTH. A DD 214 WILL BE ISSUED UPON COMPLETION OF UCMJ ACTIONS. ALL PREVIOUS ACTIVE DUTY SERVICE PRIOR TO R.C.M. STATUS WILL BE ACCOUNTED FOR IN BLOCK 18 OF THE DD 214. EARLY RELEASE AUTH. YOU ARE IN A TEMPORARY DUTY STATUS. THE LOCAL DMPO IS RESPONSIBLE FOR PERFORMING ACCESSION TRANSACTIONS.

FOR ARMY USE: AUTHORITY: Section 802d, title 10, USC. ACCT CLAS: NONE

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| --- | --- | --- |
| MDC: xxxx HOR: SAME AS SNL  SEX: x PPN: xx COMP: xxxxxxx | RES GR: xxx | PMOS/AOC: xxx BASIC BR: xx |
| DORRES: xxxxxxxxxxxx PEBD: xxxxxxxxxxx  FORMAT: 460 | SCTY CL: xxxxxx |  |

BY ORDER OF THE SECRETARY OF THE ARMY:

\*\*\*\*\*\*\*\*\*\*\*\*\*\* (Enter authentication.)

* \* xxx, xx
* OFFICIAL \* xxxxxxxxxxxxxxxxxx

\*\*\*\*\*\*\*\*\*\*\*\*\*\*

DISTRIBUTION: 1 SOLDIER

(Enter distribution.)

OFFICE SYMBOL

MEMORANDUM FOR Soldier’s Rank and Last Name, Soldier’s Home Address

SUBJECT: Notification of Involuntary Order to Active Duty

1. In accordance with Article 2 of the Uniform Code of Military Justice, Army Regulation 27-10, paragraph 20-4, and Army Regulation 135-200, Chapter 7, I have directed that you be retained on active duty for the administration of military justice regarding alleged violations of the Uniform Code of Military Justice that occurred while you were serving in a Title 10 duty status.

1. You are directed to report for duty at the time and place indicated on the enclosed orders. Failure to comply is punishable under the Uniform Code of Military Justice.

Encl NAME OF REGULAR ARMY GCMCA

Orders to Active Duty Major General, USA

Commanding

A copy of this correspondence and the enclosed orders were delivered to me on the dated indicated below. I understand that I must report for duty at the time and location indicated on said orders.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SOLDIER’S NAME

SOLDIER’S RANK, USAR

OFFICE SYMBOL

MEMORANDUM FOR Reserve Unit Commander, Address

SUBJECT: Command Notification of Involuntary Order to Active Duty

1. In accordance with Article 2 of the Uniform Code of Military Justice, Army Regulation 27-10, paragraph 20-4, and Army Regulation 135-200, Chapter 7, I have directed that Soldier Rank and Name be retained on active duty for the administration of military justice regarding alleged violations of the Uniform Code of Military Justice that occurred while you were serving in a Title 10 duty status.
2. Soldier Rank and Name is directed to report for duty at the time and place indicated on the enclosed orders. Failure to comply is punishable under the Uniform Code of Military Justice.

Encl NAME OF REGULAR ARMY GCMCA

Orders to Active Duty Major General, USA

Commanding

A copy of this correspondence and the enclosed orders were delivered to me on the dated indicated below. I understand that Soldier’s Rank and Name must report for duty at the time and location indicated on said orders.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME OF RESERVE COMMANDER

Major General, USA

Commanding