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|  | **CHECKLISTS FOR**  **INVOLUNTARY SEPARATION** |  |
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**GENERAL GUIDANCE**

Due to the Army’s substantial investment into the training of a Soldier the potential for the potential for rehabilitation and further useful military service will be considered by the separation authority; where applicable, the administrative separation board will also consider these factors. If separation is warranted despite the potential for rehabilitation, consider suspending the separation, if authorized.

Soldier must have been notified that their conduct or performance has become unacceptable and been given ample time to overcome their deficiencies and become a satisfactory Soldier. The number and frequency of formal counseling sessions are discretionary. Such factors as the length of time since the prior counseling, the Soldier’s performance and conduct during the intervening period, and the commander’s assessment of the Soldier’s potential for becoming a fully satisfactory Soldier, must be considered in determining if further counseling is needed.

Counseling will be comprehensive and will include the reason(s) it is being administered, the date, the fact that separation proceedings may be initiated if the deficiencies continue, and other guidance as appropriate. Each counseling session must be recorded in writing. DA Form 4856 (General Counseling Form) will be used for this purpose. In addition, each counseling session must include the 1-16 (Magic) statement.

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| **1-16 Magic Statement** |
| If this conduct continues, action may be initiated to involuntarily separate you from the service under AR 635- 200, Chapter 5, 9,13, 14, or 18. If you are involuntarily separated, you could receive an Honorable, General Under Honorable Conditions, Under Other than Honorable Conditions, or Uncharacterized discharge. An Honorable discharge may be awarded under Chapter 5, 9,13, 14, and 18. A General Under Honorable Conditions discharge may be awarded for a Chapter 5, 13, and 14. An Under Other than Honorable Conditions discharge may be awarded for a Chapter 14. If you receive an Honorable discharge you will be qualified for most benefits resulting from military service. If you receive a General Under Honorable Conditions discharge or an Uncharacterized discharge, you will be disqualified from reenlisting in the service for some period (i.e., at least two years) and you will be ineligible for many veterans benefits to include but not limited to the G.I. Bill. If you receive an Under Other than Honorable Conditions discharge you will be ineligible for most, if not all, veterans benefits to include but not limited to the G.I. Bill and you will be precluded from reenlisting in the service. If a General Under Honorable Conditions, Under Other than Honorable Conditions, or Uncharacterized discharge is given, you may face difficulty in obtaining civilian employment as employers have a low regard for less than Honorable discharges. Lastly, although agencies exists to which you may apply to upgrade a less than Honorable discharge, it is unlikely that such an application will be successful. |

The Soldier’s counseling or personal records must reflect that he/she was formally counseled concerning his/her deficiencies and given a reasonable opportunity to overcome or correct them. Waiver of the counseling requirement is not authorized except for Soldiers being separated under Chapter 14-12c (Commission of serious offenses).

Soldier being considered for separation under Chapter 13 (Unsatisfactory Performance), Chapter 14-12a (Minor Disciplinary Infractions), and Chapter 14-12b (Patterns of misconduct) must have been locally reassigned at least once, with a minimum of 3 months of duty in each unit. Reassignment should be between battalion-sized units or between brigade-sized or larger units when considered necessary by the local commander. The rehabilitative transfer requirements may be waived by the separation authority in circumstances where common sense and sound judgment indicate that such transfer will serve no useful purpose or produce a quality Soldier.

A Soldier may be given a probation period to show successful rehabilitation. The separation authority may suspend execution of an approved separation for a period of full-time military duty not to exceed 12 months. During the period of suspension, the Soldier must show that he/she is able to behave properly under varying conditions. The Soldier can also show that he/she can perform assigned duties efficiently. Upon satisfactory completion of the probation period, or earlier if rehabilitation has been achieved, the authority that suspended the separation will cancel execution of the approved separation.

**Separation proceedings must be initiated on all Soldiers who have been found to be abusing illegal drugs.**

Soldiers determined, by qualified healthcare professional, to **not be medically or mentally qualified for continued service will be referred to a Medical Evaluation Board (MEB)**. The medical process takes precedence over all chapters except for Chapter 14. For Chapter 14, the General Court-Martial Convening Authority (GCMCA) is the decision maker as to whether the physical disability processing is appropriate or whether administrative separation should be processed.

**PARENTHOOD**

**(CHAPTER 5-8)**

ELIGIBILITY: Soldiers whose parental obligations interfere with fulfillment of military responsibilities, specific reason may include (1) Inability to perform duties satisfactorily, (2) repeated absenteeism, (3) repeated tardiness, and (4) inability to or perform special duties such as CQ and staff duty noncommissioned officer, and participate in field training exercises.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Separation proceedings may not be initiated until the Soldier has been adequately counseled concerning the deficiency and been given ample time to overcome it.

REHABILITATION: Rehabilitative transfer is not required.

CHARACTERIZATION OF SERVICE: Honorable or general under honorable conditions (must justify).

SEPARATION AUTHORITY: SPCMCA (Brigade Commander).

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a.. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled about how his/her parental obligations interfere with fulfillment of military responsibilities such as inability to perform duties satisfactorily, repeated absenteeism, repeated tardiness, inability to or perform special duties such as CQ and staff duty noncommissioned officer, and inability to participate in field training exercises. Must show Soldier has been counseled about potential separation due to inability to perform his/her military responsibilities in a satisfactory manner.

b. Counseling Form, DA Form 4856 (a follow-up counseling to the above counseling). Must reflect Soldier was given reasonable time and opportunity to overcome the interference his/her parental obligations has with the fulfillment of his/her military responsibilities. It must also reflect that separation proceedings will be initiated.

2. Documentation showing how Soldier’s parental obligations interfere with fulfillment of military responsibilities.

3. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable. Must include all listed allied documents listed in the records.

4. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

5. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

6. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

7. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

8. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

9. DA Form 268, FLAG for Elimination – field initiated (Block B).

10. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**LACK OF FAMILY CARE PLAN**

**(CHAPTER 5-8)**

ELIGIBILITY: Soldiers who are not available for worldwide assignment or deployment according to the needs of the Army due to lack of a valid family care plan. 30 days must have passed since the completion of the Family Care Plan Counseling Checklist, DA Form 5304, unless a waiver is included.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Separation proceedings may not be initiated until the Soldier has been adequately counseled concerning the requirement to have a valid family care plan and been afforded 30 days to obtain one.

REHABILITATION: Rehabilitative transfer is not required.

CHARACTERIZATION OF SERVICE: Honorable or General under honorable conditions (must justify).

SEPARATION AUTHORITY: SPCMCA (Brigade Commander).

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled about his/her responsibility to obtain a valid family care plan within 30 days (from the signing of the DA Form 5304). Must show Soldier has been counseled about potential separation due to lack of a valid family care plan.

b. Counseling Form, DA Form 4856 (a follow-up counseling to the above counseling). Must reflect Soldier was given reasonable time and opportunity to obtain a family care, but failed to so, or that he/she waived the 30-day suspense period. It must also reflect that separation proceedings will be initiated.

2. Soldier’s Family Care Plan documentation, and must, at a minimum, include the following:

a. DA Form 5304, Family Care Plan Counseling Checklist. Completely filled out and signed and dated by Commander and Soldier. It must be signed by dual military spouse and his/her commander, if applicable.

b. DA Form 5305, Family Care Plan. It must be incomplete or invalid, and it’s not necessary if a 30-day waiver has been included in the packet.

c. Memorandum from Soldier waiving the 30-days suspense period, if applicable.

3. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

4. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

5. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

6. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

7. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

8. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

9. DA Form 268, FLAG for Elimination – field initiated (Block B).

10. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**PERSONALITY DISORDER**

**LESS THAN TWO YEARS OF ACTIVE DUTY AND SERVED IN AN IMMINENT DANGER ZONE**

**(CHAPTER 5-13)**

ELIGIBILITY: Soldier must have less than two years of active duty service, as of the date of initiation of separation proceedings. Soldier may be separated for personality disorder only if the diagnosis concludes that the disorder is so severe that the Soldier’s ability to function effectively in the military environment is significantly impaired. A psychiatrist or PhD-level psychologist must diagnose the personality disorder. The diagnosis must be corroborated by the MTF Chief of Behavioral Health (or equivalent). The diagnosis must be endorsed by the Office of the Surgeon General of the Army, **and** the diagnosis must address the PTSD or TBI or other co-morbid mental illness, if present.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Soldier was counseled, specifically, about how his/her personality disorder significantly impairs his/her ability to perform his/her duties or to function in a military environment. It must reflect that Soldier was counseled about potential separation due to his/her deficiencies. Rehabilitative transfer is not required.

REHABILITATION: Rehabilitative transfer is not required.

CHARACTERIZATION OF SERVICE: Honorable.

SEPARATION AUTHORITY: GCMCA (Commanding General).

TRANSFER TO IRR: Soldier will be transferred to the Individual Ready Reserve (IRR) unless it’s determined by the separation authority that the Soldier possesses no potential for useful service under conditions of full mobilization.

RESTRICTION: If post-traumatic stress disorder (PTSD) or traumatic brain injury (TBI) are significant contributing factors to a **diagnosis of a personality disorder**, enlisted Soldiers will not be separated under paragraphs 5-13 or 5-17 of AR 635-200. Instead, they may be evaluated under the disability system under AR 635-40 (MEB/PEB).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her personality disorder significantly impairs his/her ability to perform his/her duties or to function in a military environment. It must reflect that Soldier was counseled about potential separation due to his/her deficiencies.

b. Counseling Form, DA Form 4856 (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her personality disorder has continued to significantly impair his/her ability to perform his/her duties or to function in a military environment. Must show the Soldier was given reasonable time and opportunity to overcome his/her deficiencies by failed to do so.

2. MEDCOM Form 699-R, Report of Mental Status Evaluation. A psychiatrist or PhD-level psychologist must diagnose the personality disorder. The diagnosis must be corroborated by the MTF Chief of Behavioral Health (or equivalent). The diagnosis must be endorsed by the Office of the Surgeon General of the Army **and** the diagnosis must address the PTSD or TBI or other co-morbid mental illness, if present.

3. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

4. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

5. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

6. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months..

7. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

8. DD Form 93, Record of Emergency Data. Not It cannot be older than two (2) months.

9. DA Form 268, FLAG for Elimination – field initiated (Block B).

10. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**PERSONALITY DISORDER**

**LESS THAN TWO YEARS OF ACTIVE DUTY AND NEVER SERVED IN AN IMMINENT DANGER ZONE**

**(CHAPTER 5-13)**

ELIGIBILITY: Soldier must have less than two years of active duty service, as of the date of initiation of separation proceedings. Soldier may be separated for personality disorder only if the diagnosis concludes that the disorder is so severe that the Soldier’s ability to function effectively in the military environment is significantly impaired. A psychiatrist or PhD-level psychologist must diagnose the personality disorder.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Soldier was counseled, specifically, about how his/her personality disorder significantly impairs his/her ability to perform his/her duties or to function in a military environment. It must reflect that Soldier was counseled about potential separation due to his/her deficiencies. Rehabilitative transfer is not required.

REHABILITATION: Rehabilitative transfer is not required.

CHARACTERIZATION OF SERVICE: Honorable.

SEPARATION AUTHORITY: SPCMCA (Brigade Commander).

TRANSFER TO IRR: Soldier will be transferred to the Individual Ready Reserve (IRR) unless it’s determined by the separation authority that the Soldier possesses no potential for useful service under conditions of full mobilization.

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her personality disorder significantly impairs his/her ability to perform his/her duties or to function in a military environment. It must reflect that Soldier was counseled about potential separation due to his/her deficiencies.

b. Counseling Form, DA Form 4856 (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her personality disorder has continued to significantly impair his/her ability to perform his/her duties or to function in a military environment. Must show the Soldier was given reasonable time and opportunity to overcome his/her deficiencies by failed to do so.

2. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months. Must have the diagnosis of personality disorder established by psychiatrist or a doctoral-level clinical psychologist.

3. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

4. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

5. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

6. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

7. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

8. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

9. DA Form 268, FLAG for Elimination – field initiated (Block B).

10. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**PERSONALITY DISORDER**

**MORE THAN TWO YEARS OF ACTIVE DUTY AND SERVED IN AN IMMINENT DANGER ZONE**

**(CHAPTER 5-17)**

ELIGIBILITY: The Soldier must have a diagnosis of a personality disorder. Soldier must have MORE THAN two (2) years of active duty service. No other co-morbid mental illness is a significant contributing factor to the Soldier’s personality disorder diagnosis. Soldier may be separated for personality disorder only if the diagnosis concludes that the disorder is so severe that the Soldier’s ability to function effectively in the military environment is significantly impaired. A psychiatrist or PhD-level psychologist must diagnose the personality disorder. The diagnosis must be corroborated by the MTF Chief of Behavioral Health (or equivalent). The diagnosis must be endorsed by the Office of the Surgeon General of the Army, **and** the diagnosis must address the PTSD or TBI or other co-morbid mental illness, if present.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Soldier was counseled, specifically, about how his/her personality disorder significantly impairs his/her ability to perform his/her duties or to function in a military environment. It must reflect that Soldier was counseled about potential separation due to his/her deficiencies. Rehabilitative transfer is not required.

REHABILITATION: Rehabilitative transfer is not required.

CHARACTERIZATION OF SERVICE: Honorable or General under honorable conditions (must justify).

SEPARATION AUTHORITY: GCMCA (Commanding General).

TRANSFER TO IRR: Soldier will be transferred to the Individual Ready Reserve (IRR) unless it’s determined by the separation authority that the Soldier possesses no potential for useful service under conditions of full mobilization.

RESTRICTION: If post-traumatic stress disorder (PTSD) or traumatic brain injury (TBI) are present enlisted Soldiers will not be separated under paragraphs 5-13 or 5-17 of AR 635-200. Instead, they processed through the disability system under AR 635-40 (MEB/PEB).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her condition potentially interferes with assignment to or performance of duty. Must reflect Soldier was counseled about potential separation due to his/her deficiencies.

b. Counseling Form, DA Form 4856 (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her condition has continued to potentially interfere with assignment to or performance of duty. Must show the Soldier was given reasonable time and opportunity to overcome his/her deficiencies by failed to do so.

2. MEDCOM Form 699-R, Report of Mental Status Evaluation. A psychiatrist or PhD-level psychologist must diagnose the personality disorder. The diagnosis must be corroborated by the MTF Chief of Behavioral Health (or equivalent). The diagnosis must be endorsed by the Office of the Surgeon General of the Army **and** the diagnosis must address the PTSD or TBI or other co-morbid mental illness, if present.

3. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

4. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

5. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

6. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

7. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

8. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

9. DA Form 268, FLAG for Elimination – field initiated (Block B).

10. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**PERSONALITY DISORDER**

**MORE THAN TWO YEARS OF ACTIVE DUTY AND NEVER SERVED IN AN IMMINENT DANGER ZONE**

**(CHAPTER 5-17)**

ELIGIBILITY: Soldier must have MORE THAN two (2) years of active duty service, as of the date of initiation of separation proceedings. Soldier may be separated for personality disorder only if the diagnosis concludes that the disorder is so severe that the Soldier’s ability to function effectively in the military environment is significantly impaired. A psychiatrist or PhD-level psychologist must diagnose the personality disorder.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Soldier was counseled, specifically, about how his/her personality disorder significantly impairs his/her ability to perform his/her duties or to function in a military environment. It must reflect that Soldier was counseled about potential separation due to his/her deficiencies. Rehabilitative transfer is not required.

REHABILITATION: Rehabilitative transfer is not required.

CHARACTERIZATION OF SERVICE: Honorable or General under honorable conditions (must justify).

SEPARATION AUTHORITY: SPCMCA (Brigade Commander).

TRANSFER TO IRR: Soldier will be transferred to the Individual Ready Reserve (IRR) unless it’s determined by the separation authority that the Soldier possesses no potential for useful service under conditions of full mobilization.

RESTRICTION: If post-traumatic stress disorder (PTSD) or traumatic brain injury (TBI) are significant contributing factors to a **diagnosis of a personality disorder**, enlisted Soldiers will not be separated under paragraphs 5-13 or 5-17 of AR 635-200. Instead, they will be evaluated under the disability system under AR 635-40 (MEB/PEB).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her condition potentially interferes with assignment to or performance of duty. Must reflect Soldier was counseled about potential separation due to his/her deficiencies.

b. Counseling Form, DA Form 4856 (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her condition has continued to potentially interfere with assignment to or performance of duty. Must show the Soldier was given reasonable time and opportunity to overcome his/her deficiencies by failed to do so.

2. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months. A psychiatrist or PhD-level psychologist must have diagnosed a personality disorder.

3. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

4. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

5. Medical Examination. Must be a separation physical. Not older than four (4) months.

6. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

7. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

8. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

9. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

10. DA Form 268, FLAG for Elimination – field initiated (Block B).

11. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**OTHER PHYSICAL AND MENTAL CONDITIONS**

**(CHAPTER 5-17)**

ELIGIBILITY: Soldiers, even if they have deployed to an imminent danger pay area, may still be separated for physical conditions under Chapter 5-17 **other than personality disorder** (dyslexia, chronic air sickness, other physical conditions, etc). This applies regardless of their time in service (under or over 24 months of active duty service) .

COUNSELING: Soldier was counseled, specifically, about how his/her personality disorder significantly impairs his/her ability to perform his/her duties or to function in a military environment. It must reflect that Soldier was counseled about potential separation due to his/her deficiencies.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

REHABILITATION: Rehabilitative transfer is not required.

CHARACTERIZATION OF SERVICE: Honorable or General under honorable conditions (must justify).

SEPARATION AUTHORITY: SPCMCA (Brigade Commander).

TRANSFER TO IRR: Soldier will be transferred to the Individual Ready Reserve (IRR) unless it’s determined by the separation authority that the Soldier possesses no potential for useful service under conditions of full mobilization.

RESTRICTION: In cases of Soldiers who has deployed to an imminent danger pay area and is being separated for Adjustment disorder there must be a determination that the Soldier manifest a long-standing, chronic pattern of difficulty adjusting (as characterized by at least two separate instances of maladaptive reaction to identifiable stressful life events, or by a maladaptive reaction to an identifiable stressful life event of six months or longer); and that the Soldier is not amenable to behavioral health treatment nor will respond to Command efforts at rehabilitation (i.e. transfer, disciplinary action or reclassification).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her condition potentially interferes with assignment to or performance of duty. Must reflect Soldier was counseled about potential separation due to his/her deficiencies.

b. Counseling Form, DA Form 4856 (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her condition has continued to potentially interfere with assignment to or performance of duty. Must show the Soldier was given reasonable time and opportunity to overcome his/her deficiencies by failed to do so.

2. Supporting Documentation. It must show a physical or mental condition that potentially interferes with assignment to or performance of duty.

3. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months. Soldiers being considered for separation with a diagnosis other than Personality Disorder who have deployed to a imminent danger pay area must have a medical review performed by a psychiatrist, doctor-level clinical psychologist, or doctoral-level clinical social worker with necessary and appropriate professional credentials whose is privileged to conduct mental health evaluations for DOD components

4. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

5. Records of Article 15s and/or other disciplinary actions, if applicable.

6. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

7. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

8. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

9. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

10. DA Form 268, FLAG for Elimination – field initiated (Block B).

11. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**ASAP REHAB FAILURE**

**(CHAPTER 9)**

ELIGIBILITY: Soldier will be considered for involuntary separation under Chapter 9 when Soldier has been enrolled in Army Substance Abuse Program (ASAP) and the commander determines that further rehabilitation efforts are not practical, rendering the Soldier a rehabilitation failure, after consulting with the rehabilitation team.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Must reflect Soldier was counseled, specifically, about how his/her unsatisfactory performance. Soldier must have been counseled about potential separation if unsatisfactory performance continues.

REHABILITATION: Rehabilitative transfer is not required.

CHARACTERIZATION OF SERVICE: Honorable or General under honorable conditions (must justify).

SEPARATION AUTHORITY: SCMCA (Battalion Commander)

TRANSFER TO IRR: Soldier will be transferred to the Individual Ready Reserve (IRR) unless it’s determined by the separation authority that the Soldier possesses no potential for useful service under conditions of full mobilization.

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about his/her rehab failure and that separation will be initiated

2. Record of enrollment and disenrollment (rehab failure) from Army Substance Abuse Program (ASAP)

3. Statement from Soldier’s counselor stating Soldier is a rehabilitative failure.

4. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

5. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

6. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

7. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

8. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

9. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

10. DA Form 268, FLAG for Elimination – field initiated (Block B).

11. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**UNSATISFACTORY PERFORMANCE**

**(CHAPTER 13)**

ELIGIBILITY: Soldier will be considered for involuntary separation under Chapter 13 when in the commander’s judgment; the Soldier will not develop sufficiently to become a satisfactory Soldier. The seriousness of the circumstances is such that the Soldier’s retention will have an adverse impact on military discipline, good order, and morale.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Must reflect Soldier was counseled, specifically, about how his/her unsatisfactory performance. Soldier must have been counseled about potential separation if unsatisfactory performance continues.

REHABILITATION: Rehabilitative transfer is required but can be waived by the separation authority.

CHARACTERIZATION OF SERVICE: Honorable or General under honorable conditions (must justify).

SEPARATION AUTHORITY: SCMCA (Battalion Commander).

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her unsatisfactory performance. Soldier must have been counseled about potential separation if unsatisfactory performance continues.

b. DA Form 4856, Counseling Form (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her unsatisfactory performance continued despite rehabilitation efforts. It must show Soldier was given reasonable time and opportunity to remedy the unsatisfactory performance but failed to do so and that separation proceedings will be initiated.

2. Counseling records showing efforts at rehabilitation.

3. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

4. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months.

5. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

6. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

7. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

8. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

9. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

10. DA Form 268, FLAG for Elimination – field initiated (Block B).

11. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**ARMY PHYSICAL FITNESS FAILURE**

**(CHAPTER 13)**

ELIGIBILITY: Initiation of separation proceedings is required for a Soldier without medical limitations who have two consecutive failures of the Army physical fitness test within 90 days. Initiation is required unless commander elects to impose a bar to re-enlistment.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Must reflect Soldier was counseled, specifically, about how his/her unsatisfactory performance. Soldier must have been counseled about potential separation if unsatisfactory performance continues.

REHABILITATION: Rehabilitative transfer is required but can be waived by the separation authority.

CHARACTERIZATION OF SERVICE: Honorable or General under honorable conditions (must justify).

SEPARATION AUTHORITY: SCMCA (Battalion Commander).

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her unsatisfactory performance. Soldier must have been counseled about potential separation if unsatisfactory performance continues.

b. DA Form 4856, Counseling Form (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her unsatisfactory performance continued despite rehabilitation efforts. It must show Soldier was given reasonable time and opportunity to remedy the unsatisfactory performance but failed to do so and that separation proceedings will be initiated

2. Counseling records showing efforts at rehabilitation.

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3. DA Form 705 (score card) for two consecutive RECORD APFTs within 90 days must be included.

4. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

5. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months.

6. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

7. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

8. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

9. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

10. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

11. DA Form 268, FLAG for Elimination – field initiated (Block B).

12. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**NCOES COURSE ELIMINATION**

**(CHAPTER 13)**

ELIGIBILITY: Soldier who is eliminated for cause from Noncommissioned Officer Education System courses will be considered for involuntary separation under Chapter 13. Initiation is required unless commander elects to impose a bar to re-enlistment.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Must reflect Soldier was counseled, specifically, about how his/her unsatisfactory performance. Soldier must have been counseled about potential separation if unsatisfactory performance continues.

REHABILITATION: Rehabilitative transfer is required but can be waived by the separation authority.

CHARACTERIZATION OF SERVICE: Honorable or General under honorable conditions (must justify).

SEPARATION AUTHORITY: SCMCA (Battalion Commander).

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about his/her NCOES course elimination and that separation will be initiated

2. Records showing Soldier has been eliminated for cause from a Noncommissioned Officer Education System course.

3. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

4. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months.

5. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

6. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

7. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

8. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

9. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

10. DA Form 268, FLAG for Elimination – field initiated (Block B).

11. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**LOSS OF SECURITY CLEARANCE**

**(CHAPTER 13)**

ELIGIBILITY: Soldier will be considered for involuntary separation under Chapter 13 when Soldier is no longer eligible to serve in his or her MOS due to loss of security clearance. Not applicable if loss of security clearance was due to misconduct that would justify separation under a different chapter. Separation may be disapproved and Soldier reclassed to a different MOS.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Must reflect Soldier was counseled, specifically, about how his/her loss of security clearance prevents him from serving in his/her MOS. Soldier must have been counseled about potential separation if security clearance cannot be obtained.

REHABILITATION: Rehabilitative transfer is required but can be waived by the separation authority.

CHARACTERIZATION OF SERVICE: Honorable or General under honorable conditions (must justify).

SEPARATION AUTHORITY: SCMCA (Battalion Commander).

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her loss of security clearance prevents him from serving in his/her MOS. Soldier must have been counseled about potential separation if a security clearance is not obtained within a reasonable timeframe.

b. DA Form 4856, Counseling Form (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her failure to obtain required security clearance within a reasonable timeframe. It must show Soldier was given reasonable time and opportunity to obtain a security clearance failed to do so and that separation proceedings will be initiated

2. Records showing is no longer eligible to serve in his or her MOS due to loss of security clearance.

3. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

4. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months.

5. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

6. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

7. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

8. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

9. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

10. DA Form 268, FLAG for Elimination – field initiated (Block B).

11. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**CONVICTION BY CIVIL COURT**

**(CHAPTER 14-5)**

ELIGIBILITY: Soldier sentenced to confinement for 180 days or more may be considered for involuntary separation under Chapter 14-5. It does not matter if confinement was suspended or if the Soldier was paroled. Soldier may also be considered for separation if a punitive discharge would have been authorized for the same or a closely related offense under the UCMJ. Initiation of separation action is not mandatory.

MEB/PEB: Soldier not medically qualified for continued service will be processed for MEB in conjunction with the chapter packet. Once the MEB process is completed the Commanding General (GCMCA) will determine whether the Soldier should be referred to a PEB or be administratively chaptered for misconduct.

COUNSELING: Counseling not required.

REHABILITATION: Rehabilitative transfer is not required.

CHARACTERIZATION OF SERVICE: Honorable (must justify), General under honorable conditions, or under Other Than Honorable.

SEPARATION AUTHORITY: SPCMCA (Brigade Commander) for General under honorable conditions. GCMCA (Commanding General) for Honorable and under Other Than Honorable.

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Court Documents showing a conviction of Soldier to include findings and sentence. Soldier must have been sentenced to confinement for 180 days or more (does not matter if confinement was suspended or if the Soldier was paroled) or if a punitive discharge would have been authorized for the same or a closely related offense under the UCMJ.

2. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

3. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service.

4. DD Form 2648, ACAP Pre-separation Counseling Checklist. Not older than two (2) months. Not required if Soldier is confined.

5. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

6. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

7. DD Form 93, Record of Emergency Data. Not older than two (2) months.

8. DA Form 268, FLAG for Elimination – field initiated (Block B).

9. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**MINOR DISCIPLINARY INFRACTIONS**

**(CHAPTER 14-12a)**

ELIGIBILITY: Soldier may be separated under Chapter 14-12a for a considerable large number of minor military disciplinary infractions and when it is clearly established that rehabilitation is impracticable or the Soldier is not amenable to rehabilitation.

MEB/PEB: Soldier not medically qualified for continued service will be processed for MEB in conjunction with the chapter packet. Once the MEB process is completed the Commanding General (GCMCA) will determine whether the Soldier should be referred to a PEB or be administratively chaptered for misconduct.

COUNSELING: Must reflect Soldier was counseled, specifically, about how his/her misconduct. Soldier must have been counseled about potential separation if misconduct continues.

REHABILITATION: Rehabilitative transfer is required but can be waived by the separation authority.

CHARACTERIZATION OF SERVICE: Honorable (must justify), General under honorable conditions, or under Other Than Honorable.

SEPARATION AUTHORITY: SPCMCA (Brigade Commander) for General under honorable conditions. GCMCA (Commanding General) for Honorable and under Other Than Honorable.

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her misconduct. Soldier must have been counseled about potential separation if misconduct continues.

b. DA Form 4856, Counseling Form (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her misconduct continued despite rehabilitation efforts. Must show Soldier was given reasonable time and opportunity to rehabilitate but failed to do so. It must show that separation proceedings will be initiated.

c. Counseling records must document a considerable large number of minor disciplinary infractions which together shows that further retention of the Soldier would not be in the best interest of the Army and rehabilitation is not practical.

2. Records of Article 15s, if applicable.

3. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months.

4. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service.

5. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

6. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

7. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

8. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

9. DA Form 268, FLAG for Elimination – field initiated (Block B).

10. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**PATTERNS OF MISCONDUCT**

**(CHAPTER 14-12b)**

ELIGIBILITY: Soldier may be separated under Chapter 14-12b for a pattern of misconduct when it is clearly established that rehabilitation is impracticable or the Soldier is not amenable to rehabilitation. Commanders will not initiate separation solely to spare an Soldier who may have committed serious misconduct from the harsher penalties that may be imposed under the UCMJ. Pattern of misconduct includes discreditable involvement with civil or military authorities, discreditable conduct and conduct prejudicial to good order and discipline including conduct violating the accepted standards of personal conduct found in the UCMJ, Army regulations, the civil law, and time-honored customs and traditions of the Army.

MEB/PEB: Soldier not medically qualified for continued service will be processed for MEB in conjunction with the chapter packet. Once the MEB process is completed the Commanding General (GCMCA) will determine whether the Soldier should be referred to a PEB or be administratively chaptered for misconduct.

COUNSELING: Must reflect Soldier was counseled, specifically, about how his/her misconduct. Soldier must have been counseled about potential separation if misconduct continues.

REHABILITATION: Rehabilitative transfer is required but can be waived by the separation authority.

CHARACTERIZATION OF SERVICE: Honorable (must justify), General under honorable conditions, or Other Than Honorable.

SEPARATION AUTHORITY: SPCMCA (Brigade Commander) for General under honorable conditions. GCMCA (Commanding General) for Honorable and Other Than Honorable.

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her misconduct. Soldier must have been counseled about potential separation if misconduct continues.

b. DA Form 4856, Counseling Form (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her misconduct continued despite rehabilitation efforts. Must show Soldier was given reasonable time and opportunity to rehabilitate but failed to do so. Must show that separation proceedings will be initiated.

c. Counseling records must document continued misconduct and show efforts at rehabilitation.

2. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

3. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months.

4. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service.

5. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

6. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

7. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

8. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

9. DA Form 268, FLAG for Elimination – field initiated (Block B).

10. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**COMMISSION OF A SERIOUS OFFENSE**

**(CHAPTER 14-12c)**

ELIGIBILITY: Soldier may be separated under Chapter 14-12c for the commission of a serious military or civil offense. It is required that the offense would warrant a punitive discharge under the same or a closely related offense under the UCMJ. Commander will not initiate separation solely to spare a Soldier who may have committed serious misconduct from the harsher penalties that may be imposed under the UCMJ

MEB/PEB: Soldier not medically qualified for continued service will be processed for MEB in conjunction with the chapter packet. Once the MEB process is completed the Commanding General (GCMCA) will determine whether the Soldier should be referred to a PEB or be administratively chaptered for misconduct.

COUNSELING: Counseling not required.

REHABILITATION: Rehabilitative transfer not required.

CHARACTERIZATION OF SERVICE: Honorable (must justify), General under honorable conditions, or under Other Than Honorable.

SEPARATION AUTHORITY: SPCMCA (Brigade Commander) for General under honorable conditions. GCMCA (Commanding General) for Honorable and under Other Than Honorable.

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Record showing the commission of a serious military or civil offense, if the specific circumstances of the offense warrant separation and a punitive discharge is, or would be, authorized for the same or a closely related offense under the MCM.

2. CID Report or MP Report, if applicable.

3. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

4. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months.

5. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service.

6. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

7. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

8. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

9. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

10. DA Form 268, FLAG for Elimination – field initiated (Block B).

11. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**ABSENT WITHOUT LEAVE / DESERTION**

**(CHAPTER 14-12c)**

ELIGIBILITY: Soldier may be separated under Chapter 14-12c for being absent without leave or desertion. Commander will not initiate separation solely to spare a Soldier who may have committed serious misconduct from the harsher penalties that may be imposed under the UCMJ

MEB/PEB: Soldier not medically qualified for continued service will be processed for MEB in conjunction with the chapter packet. Once the MEB process is completed the Commanding General (GCMCA) will determine whether the Soldier should be referred to a PEB or be administratively chaptered for misconduct.

COUNSELING: Counseling not required.

REHABILITATION: Rehabilitative transfer not required.

CHARACTERIZATION OF SERVICE: Honorable (must justify), General under honorable conditions, or under Other Than Honorable.

SEPARATION AUTHORITY: SPCMCA (Brigade Commander) for General under honorable conditions. GCMCA (Commanding General) for Honorable and under Other Than Honorable.

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. Documentation of Soldier’s period of Absence Without Leave and must, at the minimum, include the following:

a. DA Form 4187, Personnel Action, showing Soldier’s duty status going from ‘Present for Duty’ to ‘Absent without Leave’. It must have been stamped by the AWOL & Deserter Section at Fort Hood Emergency Services.

b. DA Form 4187, Personnel Action, showing Soldier’s duty status going from ‘Absent without Leave’ to ‘Dropped from Rolls’. It must have been stamped by the AWOL & Deserter Section at Fort Hood Emergency Services, if applicable.

c. DA Form 4187, Personnel Action, showing Soldier’s duty status going from either ‘Absent without Leave’ or ‘Dropped from Rolls’ to “Present for Duty’. It must have been stamped by the AWOL & Deserter Section at Fort Hood Emergency Services.

2. CID Report or MP Report, if applicable.

3. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

4. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months.

5. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

6. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

7. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

8. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

9. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

10. DA Form 268, FLAG for Elimination – field initiated (Block B).

11. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**ABUSE OF ILLEGAL DRUGS**

**(CHAPTER 14-12c(2))**

ELIGIBILITY: Soldier will be processed for separation under Chapter 14-12(2) for abuse of illegal drugs. Initiation is required for all Soldiers whom charges will not be referred to a Special BCD or General Court-Martial. SPCMCA may retain Soldier.

MEB/PEB: Soldier not medically qualified for continued service will be processed for MEB in conjunction with the chapter packet. Once the MEB process is completed the Commanding General (GCMCA) will determine whether the Soldier should be referred to a PEB or be administratively chaptered for misconduct.

COUNSELING: Counseling not required.

REHABILITATION: Rehabilitative transfer is not required.

CHARACTERIZATION OF SERVICE: Honorable (must justify), General under honorable conditions, or under Other Than Honorable.

SEPARATION AUTHORITY: SPCMCA (Brigade Commander) for General under honorable conditions. GCMCA (Commanding General) for Honorable and under Other Than Honorable.

TRANSFER TO IRR: Soldier cannot be transferred to the Individual Ready Reserve (IRR).

**REQUIRED DOCUMENTATION**

1. DD Form 2624, Specimen Custody Document – Drug Testing, with positive result for abuse of illegal drug(s).

2. CID Report or MP Report, if applicable.

3. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

4. MEDCOM Form 699-R, Report of Mental Status Evaluation. Not older than three (3) months.

5. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

6. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

7. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

8. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

9. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

10. DA Form 268, FLAG for Elimination – field initiated (Block B).

11. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

**WEIGHT CONTROL PROGRAM FAILURE**

**(CHAPTER 18)**

ELIGIBILITY: Soldiers may be separated under Chapter 18 for failing to meet the body fat standards set forth in AR 600–9. Commander may not be initiated until the Soldier has been given a reasonable time to get into compliance. Initiation of separation proceedings is required for Soldiers who fail to meet body fat standards during the 12–month period following removal from the program, provided no medical condition exists.

MEB/PEB: Soldier not medically qualified for continued service will be processed through MEB/PEB channels and not administratively separated through this chapter.

COUNSELING: Must reflect Soldier was counseled, specifically, about how his/her enrollment in the Weight Control Program. Must reflect Soldier was counseled about potential separation if he/she fails the program. Counseling records must document progress or lack thereof and show efforts at rehabilitation.

REHABILITATION: Rehabilitative transfer not required.

CHARACTERIZATION OF SERVICE: Honorable.

SEPARATION AUTHORITY: SCMCA (Battalion Commander)

TRANSFER TO IRR: Soldier will be transferred to the Individual Ready Reserve (IRR) unless it’s determined by the separation authority that the Soldier possesses no potential for useful service under conditions of full mobilization.

**REQUIRED DOCUMENTATION**

1. Soldier’s counseling record and must, at minimum, include the following:

a. DA Form 4856, Counseling Form, with 1-16 Magic Statement. Must reflect Soldier was counseled, specifically, about how his/her enrollment in the Wight Control Program. Must reflect Soldier was counseled about potential separation if he/she fails the program

b. DA Form 4856, Counseling Form (a follow-up counseling to the above counseling). Must reflect Soldier was counseled, specifically, about how his/her Weight Control Program failure. Must show Soldier was given reasonable time and opportunity to succeed in the Weight Control Program, but failed to do so, and that separation proceedings will be initiated

2. Weight Control Program Documentation

* + Commander’s notification to Soldier of entry into Weight Control Program
  + Soldier’s acknowledgement
  + Commander’s request for medical evaluation
  + Medical evaluation determining no medical condition exists
  + Commander’s request for nutrition counseling
  + Nutrition counseling
  + Commander’s request for nutrition counseling upon initiation of separation
  + Medical evaluation determining failure to make progress is not due to medical condition
  + Monthly Body Fat Work sheets, DA Form 5500-R, from the first month through current month. If weigh-in has not been accomplished in any one month a memorandum for record must be included.

3. Records of Article 15s, Courts-Martial, and/or other disciplinary actions, if applicable.

4. Medical Examination. It must be a separation physical and cannot be older than six (6) months. If older than three (3) months a Report of Report of Medical Assessment, DD Form 2697, not older than one (1) month, must be included. DD Form 2808, Block 74a, must state that Soldier is qualified for service. Soldier must be referred to MEB if not qualified for service and cannot be processed through this chapter.

5. DD Forms 4/1-3, Enlistment/Reenlistment Contract. It must be for Soldier’s current enlistment period.

6. DD Form 2648, ACAP Pre-separation Counseling Checklist. It cannot be older than two (2) months.

7. DA Form 669, Army Continuing Education System Record. Soldier must report Army Education Center to receive an education benefits counseling to receive this record. It cannot be older than two (2) months.

8. DD Form 93, Record of Emergency Data. It cannot be older than two (2) months.

9. DA Form 268, FLAG for Elimination – field initiated (Block B).

10. Enlisted Record Brief. It must be accurate and been updated within the last fourteen (14) days. FLAG for elimination (BA) must also be annotated on ERB and the date of the FLAG must match the date on the provided DA Form 268.

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|  | **REQUEST FORM FOR**  **INVOLUNTARY SEPARATION**  **(CH 5-8, 5-13, 5-17. 9, 13, 14, 18)** |  |
| **BRIGADE LEGAL OFFICE** |
| **ADMIN DATA**  Soldier’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank: \_\_\_\_\_\_\_\_\_ SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POC / Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pending MEB/PEB? Yes No If yes, annotate current status in remarks section.  Deployment history? (past or present) Yes No If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rehabilitative transfer? Yes No If yes, from where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **REQUESTED CHAPTER**  Ch 5-8 Ch 5-13 Ch 5-17 Ch 9 Ch 13 Ch 14    Ch 18 *NOTE: CONTACT LEGAL OFFICE IF CONSIDERING CHAPTER 15*. | | |
| **RECOMMENDED CHARACTERIZATION OF SERVICE**  Honorable (authorized for all chapters)  General under Honorable Conditions (authorized for Chapters 5-8. 5-17, 9, 13 and 14)    Other Than Honorable Conditions (authorized only for Chapter 14)  Recommending retention? Yes No (applicable if the initiation of separation is  required by law, regulation, or policy) | | |
| **CERTIFICATION**  I hereby certify that all information on this form is correct and that it accurately reflects my intent. Further, I do certify that I have reviewed the check lists for required documentation and that I have included ALL required documentation for the requested chapter.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  COMMANDER’S SIGNATURE TYPED NAME/RANK/BRANCH DATE | | |
|  | | |
| **LEGAL OFFICE USE ONLY**  Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**MARCH 2011**

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| **COMMANDER’S WORKSHEET** |
| 1. Record of other disciplinary action, including non-judicial punishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. Description of rehabilitation attempts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. Note other derogatory data other than Article 15 action and courts-martial:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4. Note favorable communications or recommendations for the soldier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  5. I do not consider it feasible or appropriate to effect other disposition in this case because: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  6. Make note of any medical or other data meriting consideration in the overall evaluation to separate the soldier and in the determination as to the appropriate characterization of service: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  7. Other information considered pertinent:  8. Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |