



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

NOV 7 2014

DAAR-HR

**MEMORANDUM FOR**

**Commanders, Army Reserve Operational, Functional, Training and Support (OFTS)  
Commands**

**Commander, 7th Civil Support Command (CSC), Unit 29238, APO AE 09102**

**Commander, 9th Mission Support Command (MSC), 1557 Past Street, Fort Shafter  
Flats, Honolulu, HI 96819-2135**

**SUBJECT: APFT Failure and Noncompliance with AR 600-9 Administrative Guidance**

**1. References:**

- a. Memorandum, USARC, AFRC-IGI, subject: Special Assessment of Training Management within the US Army Reserve Command (USARC).
- b. Army Regulation 135-178, Enlisted Administrative Separations, 18 Mar 14.
- c. Army Regulation 600-9, The Army Body Composition Program, 28 Jun 13.
- d. Army Regulation 135-175, Separation of Officers, RAR 27 Apr 10.
- e. USAR Pamphlet 600-5, Update 3, Personnel Actions Guide for Army Reserve Units, 1 Sep12.

**2. In March 2013, the US Army Reserve Command Commanding General, directed the Inspector General (IG) to assess Training Management within the USARC, to determine if commanders, leaders, and staff utilize sound training management principles in accordance with published guidance. Results from this assessment identified deficiencies in the management of Soldiers who are noncompliant with the Army Physical Fitness Test (APFT) and Army Body Composition Program (ABCP).**

**3. The enclosed slide deck is provided to assist unit commanders with the administrative process of separating APFT failures and noncompliant Soldiers in the ABCP (encl 1). Additionally, enlisted and officer checklists from USAR Pamphlet 600-5 are included to provide detailed steps for commanders to initiate separation procedures (encl 2).**

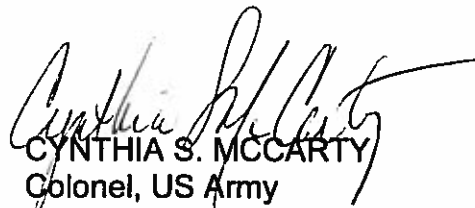
AFRC-PRP

SUBJECT: APFT Failure and Noncompliance with AR 600-9 Administrative Guidance

4. For additional information, contact Mr. Don Hammons, Army Reserve G-1, Enlisted Management Branch at 910-570-8075 or email at [usarmy.usarc.usarc-hq.mbx.pmd-emb@mail.mil](mailto:usarmy.usarc.usarc-hq.mbx.pmd-emb@mail.mil).

FOR THE COMMANDER:

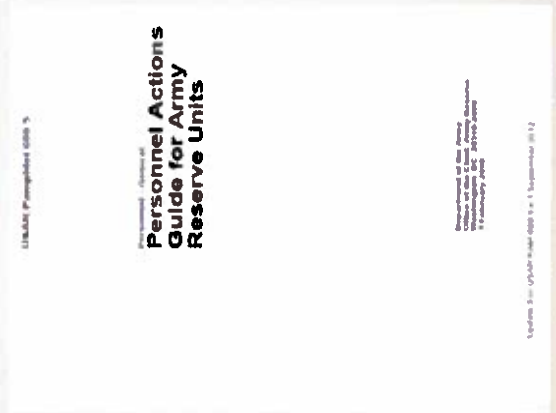
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CYNTHIA S. MCCARTY  
Colonel, US Army  
Army Reserve G-1



# APFT Failure and Noncompliance with AR 600-9 Administrative Guidance





# APFT Failure Procedures



## Enlisted

- 1st APFT failure, SM is immediately flagged (Code-J) and counseled.
- 2d APFT failure (consecutive), the commander will initiate separation proceeding IAW AR 135-178, Para 9-2e, and Task T-108 in USAR Pam 600-5.
- Commander will use the Checklist (B-54) from USAR Pam 600-5 and submit the packet via HRPAS to the Separation Authority.



## Officer

- 1st APFT failure, SM is immediately flagged (Code-J) and counseled.
- 2d APFT failure (consecutive), the commander will initiate separation proceedings IAW AR 135-175, Chap. 2 and Task T-101 in USAR Pam 600-5.
- Commander will use the Checklist (B-67) from USAR Pam 600-5 and submit the packet via HRPAS to the Separation Authority.



Separation Authority (Other than Entry Level) - Checklist

SOLDIER'S BASIC NAME: \_\_\_\_\_  
 SOLDIER'S ALSO F-MAIL ADDRESS: \_\_\_\_\_  
 UNIT: \_\_\_\_\_  
 UNIT POC NAME PHONE NUMBER: \_\_\_\_\_  
 INTERMEDIATE REVIEW (OFTS): \_\_\_\_\_  
 OFFS REVIEWER NAME SIGNATURE PHONE NUMBER DATE: \_\_\_\_\_  
 SUPPORTING REC (Code One) ORD BIST BSTR PYTE \_\_\_\_\_

REASONS (Short Title and Appropriate Paragraph)

Separation Packet must contain the following documents:

1. DA Form 6118 (Separation Action Control Sheet)
  2. Separation Authority (COG OAD Approval Memorandum)
  3. Chain of Command Recommendation for Separation (OCS) (OSBLANDER'S Separation will be approved)
  4. Copy of Memorandum of Notifications of Separation (Unit Commander must sign)
  5. Certified Return Receipt (Military) (DA Form 2409 and 2411) for Notifications of Separation
  6. Soldier's Response to Notifications - Commander's Assessment (if an Soldier Response)
  7. Commander's Counseling (DA Form 4846, per AR 134-176, para 2-4)
  8. Pay or Thrift (DA Form 248)
  9. Copy of Soldier's DA Form 2A (Personal Qualification Report)
  10. Assessment of medical evaluation (if required)
  11. Commander's Report
  12. Verbal Avoidance Memorandum (AR 134-178, Figure 3-1)
  13. Supporting documents as required by appropriate chapter of AR 134-179
  14. Copying approving COG OAD updates the above documents to IPERDIS
- Forward the following documents to the RFPIC:
1. Copy of this checklist
  2. Copy of DA Form 6118 (Separation Action Control Sheet)
  3. Copy of Separation Authority (COG OAD) Approval
  4. RFPIC publishes orders, under distribution, and uploads to IPERDIS

Separation Inventory under AR 134-178, Chapter 2 - Administrative Separation Board Completed

SOLDIER'S BASIC NAME: \_\_\_\_\_  
 SOLDIER'S ALSO F-MAIL ADDRESS: \_\_\_\_\_  
 UNIT: \_\_\_\_\_  
 UNIT POC NAME PHONE NUMBER: \_\_\_\_\_  
 INTERMEDIATE REVIEW (OFTS): \_\_\_\_\_  
 OFFS REVIEWER NAME SIGNATURE PHONE NUMBER DATE: \_\_\_\_\_  
 SUPPORTING REC (Code One) ORD BIST BSTR PYTE \_\_\_\_\_

The following documents are to be submitted from the date of treatment to the US CG-1:

1. Copy of this checklist
2. Signed OFFS COG OAD CC approval or disapproval and absence of service communication status
3. Signed OFFS COG OAD USA review memo
4. DA Form 248 (Thrift) showing the officer flagged for adverse action
5. Notification of Involuntary Administrative Action signed by the OFFS COG OAD CC
6. Evidence of Officer's signature by the officer and command. (If the memo is not signed by the officer, unit must print and submit with a copy of this memo)
7. Signed Avoidance Memo signed by the officer or officer's commander
8. Completed DA Form 4846 and supporting documents. (If this officer refused to sign the Evidence of Officer's Response to Notifications of Separation, the CG-1 must describe the officer to such extent as will permit of advice with the appropriate paragraph)
9. Orders published orders, under distribution, and discharge orders to IPERDIS

Figure B-57 Separation Inventory under AR 134-178, Chapter 2 - Administrative Separation Board Completed


Update 3 to USAR 600-5 1 September 2012



# Noncompliance with AR 600-9



## Enlisted

- 1st noncompliance with AR 600-9, SM is immediately flagged (Code-K), counseled and enrolled into the Army Body Composition Program (ABCP). (AR 600-9, Para 3-7)
- SM fails to make satisfactory progress after 6 months or fails to maintain standards for 12 months following removal from the ABCP. Commander initiates separation IAW AR 135-178, Para 16-2 and Task T-108 in USAR Pam 600-5.
- Commander will use the Checklist (B-54) from USAR Pam 600-5 and submit the packet via HRPAS to the Separation Authority. 

*Separation (Administrative) Enlisted (Other than Entry Level) - Checklist*

SOLDIER'S RANK NAME \_\_\_\_\_  
 SOLDIER'S AND E-MAIL ADDRESS \_\_\_\_\_  
 UNIT \_\_\_\_\_ UIC \_\_\_\_\_  
 UNIT POC NAME PHONE NUMBER \_\_\_\_\_  
 INTERMEDIATE REVIEW (OFTY) \_\_\_\_\_  
 OFTY REVIEW CODE VIC/VARIABLE PHONE NUMBER DATE) \_\_\_\_\_  
 SUPPORTING RSC (Circle One): **ORD** **EXT** **OTH** **97TE**

REASON: (Mark This and Appropriate Paragraph)

Separation Packet must include the following documents:


- DA Form 5134 (Separation Action Control Sheet)
- Separation Authority (COC OMI) Approval Memorandum
- Check of Continued Readiness for Separation (OFTY COORDINATOR'S signature will be accepted)
- Copy of Memorandum of Notification of Separation (Mail Component must sign)
- Certified Return Receipt Mailing (PS Form 3800 and 4811) for Notification of Separation
- Soldier's Response to Notification - Commander's Incentive if no Soldier Response
- Commander's Consent (DA Form 4864, per AR 135-178, para 2-4)
- Copy of DA Form 549
- Copy of Soldier's DA Form 24 (Personal Qualifications Record)
- Commander's Report
- Personal Avoid Memorandum (AR 135-178, Figure 3-1)
- Supporting documents as required by appropriate chapters of AR 135-178
- Copy of supporting COC OMI which the above documents to PZEMAS

Forward the following documents to the RSC:

- Copy of this checklist
- Copy of DA Form 5134 (Separation Action Control Sheet)
- Copy of Separation Authority (COC OMI) Approval
- RSC publication orders, unless distribution, and uploads to PZEMAS

Separation Involuntary under AR 135-178, Chapter 2 - Administrative Separation Board Completed

## Officer

- 1st noncompliance with AR 600-9, SM is immediately flagged (Code-K), counseled and enrolled into the Army Body Composition Program (ABCP). (AR 600-9, Para 3-7)
- SM fails to make satisfactory progress after 6 months or fails to maintain standards for 12 months following removal from the ABCP. Commander initiates separation IAW AR 135-175, Chapter 2 and Task T-101 in USAR Pam 600-5.
- Commander will use the Checklist (B-67) from USAR Pam 600-5 and submit the packet via HRPAS to the Separation Authority. 

SOLDIER'S RANK NAME \_\_\_\_\_  
 SOLDIER'S AND E-MAIL ADDRESS \_\_\_\_\_  
 UNIT \_\_\_\_\_ UIC \_\_\_\_\_  
 UNIT POC NAME PHONE NUMBER \_\_\_\_\_  
 INTERMEDIATE REVIEW (OFTY) \_\_\_\_\_  
 OFTY REVIEW CODE VIC/VARIABLE PHONE NUMBER DATE) \_\_\_\_\_  
 SUPPORTING RSC (Circle One): **ORD** **EXT** **OTH** **97TE**

The following documents are to be submitted when the check of continued to the AR C-1:

- Copy of this checklist
- Signed OFTY-COC OMI (COC OMI) approval or disapproval and document of service transmission memo
- Signed OFTY-COC OMI SIA review memo
- DA Form 549 (Only) showing the officer signed for adverse action
- Notification of Involuntary Admin Sep Action signed by the officer and the unit
- Division of Opinion memo signed by the officer and the command. (If the memo is not signed by the officer, enter proof of mailing and return receipt with a copy of the memo)
- Local Avoid memo signed by the officer or officer's representative
- Completed DA Form 174 and supporting documents. (If the officer refused to sign the Division of Opinion memorandum, enter proof of mailing to the officer to such extent and proof of mailing with the supporting documents)
- Order's publishing authority uploads separation packet and discharge orders to PZEMAS

Figure B-67 Separation Involuntary under AR 135-175, Chapter 2 - Administrative Separation Board Completed

Update 3 in USAR Pam 600-5 1 September 2012



# Army Body Composition Program



- Commander and Soldier sign Action Plan (AR 600-9, Para 3-7b).
  - ✓ Soldier completes survey at Army MOVE!23  
<http://usaphcapps.amedd.army.mil/move23/register.asp>
- All SM enrolled into the ABCP **MUST** read USAPHC TG 358, Army Weight Management Guide, OCT 2013, as a requirement for the ABCP.  
[http://phc.amedd.army.mil/PHC%20Resource%20Library/USAPHC TG 358 AR MY WEIGHT MANAGEMENT GUIDE.pdf](http://phc.amedd.army.mil/PHC%20Resource%20Library/USAPHC%20TG%20358%20AR%20MY%20WEIGHT%20MANAGEMENT%20GUIDE.pdf)
- Nutritional counseling is optional for TPU Soldiers; however, any SM may receive nutritional information at the Army Move! Website. The Army Move! Online website is: <https://www.us.army.mil/suite/page/248187>
- Satisfactory progress is defined as: 3 to 8 lbs of weight loss or 1% body fat reduction per month. (AR 600-9, Para 3-12a)
- Monthly weight and body composition assessments are mandatory. (AR 600-9, Table 3-1)
- Although separation action will be initiated, commanders may recommend retention of the Soldier to the separation authority. Particularly with APFT failures, the commander may recommend “retain” where a Soldier has shown promising progress.





# References



- AR 135-178, Enlisted Administrative Separations, 18 March 2014
- AR 135-175, Separation of Officers, RAR Issue Date: 27 April 2010
- AR 600-8-2, Suspension of Favorable Actions (Flag), 1 October 2012
- AR 600-9, The Army Body Composition Program, 28 June 13
- AR 140-111, US Army Reserve Reenlistment Program, RAR Issue Date: 6 September 2011
- USAR Pamphlet 600-5, Personnel Actions Guide for Army Reserve Units, Update 3,

1 September 2012 URL: <https://arg1web/pubs/pubs/Pages/default.aspx>

Table B-1  
Army Reserve TPU Personnel Actions Guide—Continued

Item #	Action Type	ACTION Name	REFERENCE(S)	APPROVING OFFICIAL	FROM	INFO	THRU	TO	NOTES	
T-118	E	Separations (Involuntary) (TPU) (fig B-54 and B-55)	AR 135-178	GO Commands (with Separation Authority)	Unit				Soldier	1. Unit Commander provides Soldier with Memorandum of Notification of Separation (prepared IAW figure 3-3, AR 135-178) stating his/her recommended characterization of discharge or recommendation to retain. Enclosed with the Notification Memorandum is Election of Options. 2. Notification must be sent via certified mail return receipt requested. Soldier has 30 days after receipt to respond.
					Soldier				Unit	Soldier responds back with Election of Options within specified time line. If Soldier does not return, all rights are waived.
					Unit		Chain of Command	GO Commands (with separation authority)	Unit Commander forwards a copy of the memorandum of Notification of intent to separate. Commander's recommendation as to characterization of service for discharge, Commander's report, Soldier's Election of Options Statement, mail affidavit, and certified return receipts, and all other supporting documentation through the chain of command to the OFTS (First GOCOM Commander in the chain of command with Staff Legal Officer) who is the separation authority.	
					GO Commander (with Separation Authority)			Unit or RPSC	1. Separation authority reviews packet and, if Soldier requested a waiver, approves/disapproves Soldier's request. If disapproved and Soldier is eligible, the separation authority will direct an Administrative Separation Board be convened to resolve the case. 2. Administrative Separation Board results are forwarded to separation authority for approval/disapproval, with the exception of Soldiers with at least 18 but less than 20 years of service. If approved and discharge is recommended, a copy of the board results is forwarded to RPSC for publication of discharge orders. 3. If the Soldier has at least 18 but less than 20 qualifying years of service, the board recommendation is submitted through the chain of command to the Secretary of the Army for approval. 4. If disapproved, the separation authority will return to unit through the chain of command with memorandum stating reasons for disapproval.	
					RPSC			GOCOM Unit	If packet is complete, RPSC publishes discharge order, prepares discharge certificate and makes distribution to unit, Soldier, OFTS/GOCOM, #PERMS, and finance. The RPSC updates personnel database.	



**CORRECTED COPY**

**Separation (Involuntary) Enlisted (Other than Entry Level) - Checklist**

<b>SOLDIER'S RANK/NAME:</b> _____
<b>SOLDIER'S AKO E-MAIL ADDRESS:</b> _____
<b>UNIT:</b> _____ <b>UIC:</b> _____
<b>UNIT POC NAME/PHONE NUMBER:</b> _____
<b>INTERMEDIATE REVIEW (OFTS):</b> _____
<b>OFTS REVIEWER (NAME/SIGNATURE/PHONE NUMBER/DATE):</b> _____
<b>SUPPORTING RSC (Circle One):</b> 63RD 81ST 88TH 99TH

**REASON\* (Short Title and Appropriate Paragraph)** \_\_\_\_\_

**Separation Packet must contain the following documents:**

1. \_\_\_\_\_ **DA Form 5138 (Separation Action Control Sheet)**
2. \_\_\_\_\_ **Separation Authority (GOCOM) Approval Memorandum**
3. \_\_\_\_\_ **Chain of Command Recommendations for Separation (ONLY COMMANDER'S signature will be accepted)**
4. \_\_\_\_\_ **Copy of Memorandum of Notification of Separation (Unit Commander must sign)**
5. \_\_\_\_\_ **Certified Return Receipt Mailings (PS Forms 3800 and 3811) for Notification of Separation**
6. \_\_\_\_\_ **Soldier's Response to Notification / Commander's Statement if no Soldier Response**
7. \_\_\_\_\_ **Commander's Counseling(s) (DA Forms 4856, per AR 135-175, para 2-4)**
8. \_\_\_\_\_ **Flag or Flags (DA Form 268)**
9. \_\_\_\_\_ **Copy of Soldier's DA Form 2A (Personnel Qualification Record)**
10. \_\_\_\_\_ **Statement of medical evaluation (if required)**
11. \_\_\_\_\_ **Commander's Report**
12. \_\_\_\_\_ **Sexual Assault Memorandum (AR 135-178, Figure 3-1)**
13. \_\_\_\_\_ **Supporting documents as required by appropriate chapter of AR 135-178\***
14. \_\_\_\_\_ **Convening/approving GOCOM uploads the above documents to iPERMS**

**Forward the following documents to the RPSC:**

1. \_\_\_\_\_ **Copy of this checklist**
2. \_\_\_\_\_ **Copy of DA Form 5138 (Separation Action Control Sheet)**
3. \_\_\_\_\_ **Copy of Separation Authority (GOCOM) Approval**
4. \_\_\_\_\_ **RPSC publishes orders, makes distribution, and uploads to iPERMS**

**\* See Figure B-55 for reasons and required documentation.**

**Figure B-54. Separation (Involuntary) TPU Enlisted**

**CORRECTED COPY**

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**INVOLUNTARY SEPARATION – ENLISTED  
REASONS AND REQUIRED DOCUMENTATION**

**1. UNSATISFACTORY PARTICIPATION, AR 135-178, Chapter 13**

Copy of U Letters documenting at least 9 Us within 12 months and final notification/declaration of Unsatisfactory Participation memo along with Certified Mailing Documentation (PS Forms 3800 and 3811) showing delivery/attempted delivery to Soldier's address for the first U letter and Affidavit of Mailing (AR 135-178, Fig 1-1) or Certified Mailing for each subsequent U letter and notification/declaration of Unsatisfactory Participation  
OR

Copy of Annual Training orders, certified return receipts (PS Forms 3800 and 3811) showing delivery/attempted delivery of the Annual Training orders to the Soldier's address. If Soldier received orders in person, then copy of affidavit by Soldier attesting to receipt of orders. Copy of failure to comply with Annual Training Orders notification/declaration of Unsatisfactory Participation, and certified return receipts (PS Forms 3800 and 3811) showing delivery/attempted delivery of notification. DA Forms 4856, documenting attempts to recover the Soldier.

**NOTE:** Unsatisfactory participation requires a minimum of nine unexcused absences in a 12-month period or Annual Training No-show

**2. DEPENDENCE OR HARDSHIP, AR 135-178, Paragraph 6-2**

Copy of affidavits from Soldier's commander and two disinterested persons or agencies having firsthand knowledge of the circumstances establishing dependency and/or hardship  
OR

Affidavits from the Soldier's immediate commander and the officer who is the Soldier's job supervisor establishing hardship for sole parenthood.

**NOTE:** Inability to obtain an approved Family Care Plan (AR 600-20) does not qualify the Soldier for separation under this provision.

**3. ABUSE OF ILLEGAL DRUGS (POSITIVE URINALYSIS), AR 135-178, Paragraph 12-1d**

DD Form 2624, Specimen Custody Document (Electronic Copy)

DA Form 4856 showing commander's counseling for positive urinalysis results

DA Form 7423, Consulting Counsel's Checklist completed

JPAS Security Manager Memorandum showing revocation or suspension of clearance (if applicable)

**4. APFT FAILURE, AR 135-178, Paragraph 9-2e**

DA Form 705, Army Physical Fitness Test Scorecard-1st Failure APFT Test

DA Form 705, Army Physical Fitness Test Scorecard-2nd Failure APFT Test

DA Form 4856, commander's counseling, one for each APFT failure

Commander's Waiver of Rehabilitation Requirement (AR 135-178 paragraph 2-4d)

**5. FAILURE TO MEET ARMY BODY COMPOSITION STANDARDS, AR 135-178, Chapter 16**

DA Form 5500/5501, Body Fat Content Worksheets, documenting Soldier's failure to meet standards

Memorandum placing the Soldier on the Weight Control Program

Correspondence from health care personnel stating that the soldier received nutrition counseling, and that the Soldier is not diagnosed with a medical condition that precludes participation in the Army Weight Control Program

DA Form 4856, commander's counseling for weight control program participation and failure, one for entry and one for each failure

Rehabilitation effort documentation

Commander's Waiver of Rehabilitation Requirement (AR 135-178 para 2-4d)

**NOTE:**

(a) Soldier cannot be discharged for body fat if Soldier is within 90 days of ETS.

(b) The Soldier cannot be diagnosed with a medical condition that precludes participation in the Army Weight Control Program. A Soldier with a medically diagnosed condition that precludes participation in the Army Weight Control Program will be processed through medical channels.

(c) A USAR Soldier who has not completed IET, or been awarded an MOS, will not be processed for discharge under this chapter.

**CORRECTED COPY**

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**INVOLUNTARY SEPARATION – ENLISTED  
REASONS AND REQUIRED DOCUMENTATION  
(CONTINUED)**

**6. FAILURE TO MAINTAIN ARMY BODY COMPOSITION STANDARDS DURING THE 12-MONTH PERIOD FOLLOWING REMOVAL FROM THE WEIGHT CONTROL PROGRAM, AR 135-178, Paragraph 16-2b(2)**

DA Form 5500/5501, Body Fat Content Worksheets, documenting Soldiers failure to meet standards

Initial Memorandum Placing the Soldier on the Weight Control Program

Memorandum Removing Soldier from the Weight Control Program

Memorandum Re-entering Soldier on the Weight Control Program within 12 months for removal from program

Correspondence from health care personnel stating that the soldier received nutrition counseling, and that the Soldier is not diagnosed with a medical condition that precludes participation in the Army weight control program

DA Form 4856, documenting that Soldier exceeds body composition standards within 12 months of release from previous participation.

**NOTE:**

(a) Soldier cannot be discharged for body fat if Soldier is within 90 days of ETS.

(b) The Soldier cannot be diagnosed with a medical condition that precludes participation in the Army Weight Control Program. A Soldier with a medically diagnosed condition that precludes participation in the Army Weight Control Program will be processed through medical channels.

(c) A USAR Soldier who has not completed IET, or been awarded an MOS, will not be processed for discharge under this chapter.

**7. UNSATISFACTORY PERFORMANCE, AR 135-178 Chapter 9**

**(Substandard performance and/or Elimination for Cause from NCOES course)**

Copy of all documentation substantiating unsatisfactory performance (i.e., counseling statements, DA Form 1059, Service School Academic Evaluation Report, etc.).

**8. SUBSTANCE ABUSE REHABILITATION FAILURE, AR 135-178 Chapter 11**

Commander's request and copies of all documentation proving rehabilitation failure.

**9. MISCONDUCT AR 135-178, Chapter 12**

**(Minor disciplinary infractions; Pattern of misconduct; Commission of a serious offense; Civil conviction)**

Copy of conviction and sentencing documents in civil court (if Soldier is under civil conviction)

Copy of all supporting documentation (Police Reports, Order of Sentencing, etc.)

Bar to Reenlistment, AR 140-111, Ch 1 (optional unless discharging for denial of removal of BTR)

**10. DROPPED FROM THE ROLLS (SENTENCED TO IMPRISONMENT- 10 USC 12684(3)) ,  
AR 135-178, Paragraph 15-9**

Copy of conviction, sentencing, and any appeals paperwork.

**NOTE:** A Soldier who is sentenced to confinement in a Federal or State penitentiary or correctional institution after having been found guilty of an offense by a court other than a court-martial or other military court, and whose sentence has become final, may be dropped from the rolls of the Army. For purposes of this regulation, a conviction is final when the authorized time for an appeal has expired or final action on an appeal has been taken. A Soldier who is convicted by a civil court, other than a Soldier who was sentenced in the above paragraph, may be processed for discharge for misconduct in accordance with AR 135-178, Chapter 12.

**ORDERS AUTHORITY:** Requests for Dropped from the Rolls will be forwarded through the chain of command to US Army Reserve Command (AFRC-PRP) to HRC (AHRC-PLM-S).

**NOTE:** Entire packet with Separation Authority approval document has must be forwarded to USARC G-1, [USARC PMD-EMB@usar.army.mil](mailto:USARC_PMD-EMB@usar.army.mil).

**11. FRAUDULENT ENLISTMENTS OR REENLISTMENTS, AR 135-178, Paragraph 7-4**

Copy of Commander's Memorandum detailing the fraudulent action.

Copy of all documentation proving fraudulent enlistment/reenlistment.

**Table B-1  
Army Reserve TPU Personnel Actions Guide—Continued**

Item #	Action Type	ACTION Name	REFERENCE(S)	APPROVING OFFICIAL	FROM	INFO	THRU	TO	NOTES
T-101	O	Separation Involuntary (For Performance or Misconduct) (figs B-61, B-62, B-63, B-64, B-67)	AR 135-175	HRC for DA G-1	Unit			GOCOM	1. Unit CDR flags officer, notifies Security Manager to suspend or revoke Soldier's security clearance (if applicable), then forwards recommendation to GOCOM Commander with information copy to Chain of CMD. 2. GOCOM commanders will send notification to Officer.
					Officer			GOCOM	1. Officer responds to notification memorandum directly to GOCOM commander providing rebuttal and/or other information as required. 2. GOCOM commander directs, if rebuttal not accepted or officer fails to respond to notification, that an involuntary administrative separation board be convened to provide disposition to the issue.
					GOCOM	OFTS		AR G-1	1. Upon completion of the board, whether separation or retention is recommended, the GOCOM commander approves the board results. 2. The entire administrative separation package, to include SJA legal review and board documents, is forwarded to AR G-1 (ARFC-PRP) for final review and forwarding for CG's recommendation.
					AR G-1			HRC	1. AR G-1 reviews packet for completeness and accuracy and prepares recommendation for CG, USARC. 2. CG USARC recommends approval/disapproval and returns request to AR G-1 for forwarding to HRC for final action.
					HRC			AR G-1	1. HRC notifies AR G-1 of final action. 2. If retained, AR G-1 notifies the OFTS. 3. If non-retained, HRC publishes discharge order and makes distribution to AR G-1.
					AR G-1			OFTS / RPSC / GOCOM / Unit / Officer	AR G-1 distributes orders to unit, OFTS, GOCOM, and officer, and updates personnel database and files document in iPERMS.
T-102	O	Separation Involuntary Resignation in Lieu of Separation (figs B-46, B-47, B-61, B-65, B-66)	AR 135-175	HRC	Unit / Officer		GOCOM/ AR G-1	HRC	1. If officer elects resignation in lieu of involuntary separation, officer prepares resignation memorandum and forwards to the GOCOM. 2. GOCOM forwards resignation to AR G-1 (AFRC-PRP) who forwards to HRC for final determination.
					HRC			AR G-1/ OFTS/ GOCOM/ Unit/ officer	HRC publishes discharge order and certificate, distributes to AR G-1, OFTS, GOCOM, officer, and iPERMS, and updates personnel database.

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**Separation Involuntary under AR 135-175, Chapter 2 - Administrative Separation Board Completed**

<p><b>SOLDIER'S RANK/NAME:</b> _____</p> <p><b>SOLDIER'S AKO E-MAIL ADDRESS:</b> _____</p> <p><b>UNIT:</b> _____ <b>UIC:</b> _____</p> <p><b>UNIT POC NAME/PHONE NUMBER:</b> _____</p> <p><b>INTERMEDIATE REVIEW (OFTS):</b> _____</p> <p><b>OFTS REVIEWER (NAME/SIGNATURE/PHONE NUMBER/DATE):</b> _____</p> <p><b>SUPPORTING RSC (Circle One): 63RD 81ST 88TH 99TH</b></p>
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The following documents are to be submitted thru the chain of command to the AR G-1:

1. \_\_\_\_ Copy of this checklist.
2. \_\_\_\_ Signed OFTS/GOCOM CG's approval or disapproval and character of service recommendation memo.
3. \_\_\_\_ Signed OFTS/GOCOM SJA review memo.
4. \_\_\_\_ DA Form 268 (Flag) showing the officer flagged for adverse action.
5. \_\_\_\_ Notification of Involuntary Admin Sep Action signed by the OFTS/GOCOM CG.
6. \_\_\_\_ Election of Options memo signed by the officer and counsel. (If the memo is not signed by the officer, must attach proof of mailing and return receipt with a copy of the memo.)
7. \_\_\_\_ Sexual Assault memo signed by the officer or officer's commander.
8. \_\_\_\_ Completed DA Form 1574 and supporting documents. (If the officer refused to sign the Election of Options memo, must include a copy the CG's memo directing the officer to seek counsel and proof of mailing with the supporting documents.)
9. \_\_\_\_ Orders publishing authority uploads separation packet and discharge orders to iPERMS.

**Figure B-67. Separation Involuntary under AR 135-175, Chapter 2 - Administrative Separation Board Completed**

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## **Army *MOVE!* Online Fact Sheet**

### **What is Army *MOVE!* Online?**

Army *MOVE!* Online is a personalized weight management program that offers real-time (synchronous) distance learning instruction. The program was created to meet the needs of Soldiers who are unable to seek care at a Medical Treatment Facility or who need flexibility in taking nutrition classes. Army *MOVE!* is comprised of 8 one-hour classes which cover 11 specific modules. The modules help to promote healthy behaviors, nutrition and physical activity and are taught by Registered Dietitians (65C).

### **Who is Eligible to Participate in Army *MOVE!* Online Classes?**

The program is especially beneficial for Soldiers who have been placed on the Army Body Composition Program (ABCP). It allows a Soldier enrolled in the ABCP to participate in nutrition education sessions conducted by qualified health personnel.

All Active Duty, Reserve and National Guard Soldiers are eligible to participate in Army *MOVE!* online, especially those located in remote locations without easy access to a Registered Dietitian. Dependents, DA Civilians, and Retirees are also eligible to participate in the online classes.

### **How is Army *MOVE!* Online Training Provided?**

Army *MOVE!* Online classes are provided using Defense Connect Online (DCO) and Voice Over Internet Protocol (VOIP). Training materials are shared over the web-conference while the instructor and students communicate with each other over VOIP and a chat box in the room.

Participants can see and hear the instructors for the online sessions and will need a high-speed Internet connection and speakers on their computer to listen.

### **How do Participants Register for the Army *MOVE!* Online Classes?**

Individuals who want to participant in the online classes must complete the following steps:

- Complete the Army *MOVE!* 23 Questionnaire:  
<http://usaphcapps.amedd.army.mil/move23/register.asp>

Participants are encouraged to write down their retrieval code and print and review their Patient Report.

- Go to the "Classes Tab" on the Army *MOVE!* home page and select the class they would like to attend.
- E-mail [usachppm.armymove@us.army.mil](mailto:usachppm.armymove@us.army.mil) with their Army *MOVE!* 23 Questionnaire Retrieval Code, Class Session Number (Date/Time) and Completed DD2870 (participants only need to complete Section 1, and sign at the bottom).

Participants receive an e-mail confirmation after required items have been completed and verified notifying them that they have been registered to attend the requested 8-week session. Participants also receive a welcome email from the instructor, to include instructions for joining the first class, prior to the start date.

At each class session, participants can download session handouts (digital training tools) and copy web-links provided by instructors for future reference.

Steps for accessing Army *MOVE!* Online from the AKO homepage are as follows:

- Click on Self Service
- Scroll down and click on My Medical
- Scroll down and click on Army *MOVE!*

The Army *MOVE!* Online Website address is:

<https://www.us.army.mil/suite/page/248187>

### **Who Should be Contacted for Additional Information About Army *MOVE!* Online?**

For additional information, please contact:

Nutrition Staff Officer  
USACHPPM

[Usachppm.armymove@us.army.mil](mailto:Usachppm.armymove@us.army.mil)