DEPARTMENT OF THE ARMY

_____ (635-200a) _____
(Office symbol) (Date)

MEMORANDUM FOR

SUBJECT: Separation Action UP Entry Level Status Performance and Conduct

1. Under the provisions of Chapter 11, AR 635-200 (Entry Level Status Performance and Conduct), I am initiating action to (release you from active duty for transfer to the Individual Ready Reserve) (discharge you from the United States Army) (discharge you from the Reserve of the Army and return you to your Army National Guard unit).

2. The specific reasons for my proposed action are:

3. The final decision in your case rests with the separation authority. If approved, you will receive an entry level separation with uncharacterized service. Furthermore, you will not be permitted to reenlist in the United States Army within 2 years from the date of your separation.

4. Under the provisions of paragraph 1-34a and paragraph 2-2, AR 635-200, you have the following rights:

a. You have the right to consult with consulting counsel. You may also consult with civilian counsel at your own expense.

b. You have the right to submit statements in your own behalf.

c. You have the right to obtain copies of documents that will be sent to the separation authority supporting the proposed separation.

d. You have the right to request a separation physical if you feel that your physical status has changed since your last examination.

e. You may also waive the above rights in writing. Failure to respond within 7 days shall constitute a waiver of the above rights. If you elect to waive your rights, you must do so in writing, witnessed by your consulting counsel.

f. An extension may be granted to your time to consult with counsel upon a timely showing of good cause by yourself.

5. Complete the attached acknowledgment and return it NLT _____ .

_____
SIGNATURE OF COMMANDER

_____
NAME (Typed or Printed)

_____
GRADE BRANCH
Commanding

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)

AUTHORITY: Section 301, Title 5, U.S.C. and Section 3012, Title 10 U.S.C.
PURPOSE: To obtain acknowledgment from the member of notification of proposed separation before completion of 180 days active duty.
ROUTINE USES: Used by personnel processing activities to process members for separation under this program whose commanders have recommended separation for lack of motivation, discipline, ability or aptitude to become a productive soldier. This personal information may be used by other appropriate Federal agencies and State and local governmental authorities where use of the information by them is compatible with the purposes for which the information was collected. Member's acknowledgment will be filed in the OMPF.
DISCLOSURE: Disclosure is voluntary. If soldier refuses to provide information, separation will be accomplished using information available.

_____ (635-200a) 1st End
SSN:
SUBJECT: Separation Action UP Entry Level Status Performance and Conduct

FOR Commander,

1. I hereby acknowledge notification of my proposed separation from the United States Army. I understand that, if approved, I will receive an entry level separation with uncharacterized service. Further, I understand that I will not be permitted to apply for reenlistment in the United States within 2 years of my separation.

2. Under the provisions of para 2-2, AR 635-200, I have made the following elections:

a. I (do) (do not) desire to consult with consulting counsel.

b. I (do) (do not) desire to make statements in my own behalf.

c. I (have) (have not) obtained copies of documents to be sent to the separation authority supporting the proposed separation.

d. I (waive) (do not waive) the above in writing.

_____
Signature of Soldier

_____
Typed name, grade, SSN

Having been advised by me of the reasons for separation and the rights available to him/her, _____ personally made the choices indicated on the acknowledgment of notification of proposed separation under the provisions of Chapter 11, AR 635-200.

_____
Signature of Counsel

_____
NAME (Typed or Printed)

_____
GRADE BRANCH

_____ (635-200a) 2d End

SSN:

SUBJECT: Separation Action UP Entry Level Status Performance and Conduct

FOR

1. Attention is invited to the following.

2. My recommendation is: That this soldier be (released from active duty and transferred to the Individual Ready Reserve) (discharged from the United States Army) (discharged from the Reserve of the Army and returned to his/her Army National Guard unit) under the provisions of Chapter 11, AR 635-200.

3. DA Forms 4856 are enclosed for your review.

Encls

1.

2.

_____

SIGNATURE OF COMMANDER

_____

NAME (Typed or Printed)

_____

GRADE BRANCH

Commanding