

RMT Message 10-24

10 December 2009

**Subject: Involuntary Separation Processing Guidance**

1. References:

- a. ALARACT Message 318/2009, 17 NOV 09
- b. MILPER Message 09-279, 19 NOV 09

2. **Soldiers who have less than six months remaining in service on their unit's LAD will not deploy with the unit. These Soldiers will be involuntarily separated from the Army up to three months prior to their contractual ETS date.** Under no circumstances will HRC adjust contractual ETS dates more than three months or less than one month.  
**This policy applies to the following enlisted Soldiers who:**

- a. Have at least 36 months of Active Duty service but no more than 71 months of total service (Active and Reserve) at the time of separation from active duty.
- b. Are assigned to a unit deploying in support of a declared Overseas Contingency Operation (OCO) after 1 Jan 2010.
- c. Have a contractual ETS that occurs during the first six months of the scheduled deployment (LAD through LAD+179) and elect not to reenlist or extend.

3. **Soldiers not eligible for separation under this policy are those who:**

- a. Will have less than 36 months of active service or more than 71 months of total service (Active and Reserve) at the time of separation from active duty.
- b. Are not medically cleared for separation.
- c. Are pending voluntary or involuntary administrative separation under the provisions of AR 635-200.
- d. Are pending trial by court martial or are being investigated for offenses under UCMJ.

4. ***Implementation of this program will take place in two phases:***

a. **Phase I: Initial Implementation Procedures:** All ETS dates and IMREPR codes will be adjusted by HRC

(1) Soldiers with an ETS date prior to 1 Apr 2010 are not subject to involuntary separation. These Soldiers will separate at their normal ETS date.

(2) Soldiers assigned to units with a scheduled LAD between 1 Jan 2010 and 30 Jun 2010 who have less than six months remaining in service on their unit's LAD will have their ETS adjusted by no more than three months and no less than one month. ETS dates will be adjusted to March 2010 providing Soldiers with 90 days for separation processing. These Soldiers will receive a IMREPR code of "9T" (Approved Early Separation).

(3) Soldiers must be notified of their early separation date in writing by the Commander exercising SPCMCA; a sample memorandum has been provided in MILPER Message 09-279. Commands have the ability to query the IMREPR code in eMILPO to identify Soldiers in their unit affected by this policy. While the unit S1/G1 is responsible for the notification, Career Counselors must work closely with them and provide any necessary assistance.

(4) Soldiers assigned to units identified for deployment with a LAD between 1 Jul 2010 and 30 Sep 2010 who have less than six months remaining in service on their unit's LAD will receive a IMREPR code of "11" (Subject to DA Involuntary Separation). This code is not intended to prohibit reenlistment or extension, rather identify those soldiers who are candidates for early separation. Subsequent ETS date and IMREPR code changes will be subject to the provisions outlined in 4b below.

b. **Phase II: Sustainment Procedures:** All ETS dates and IMREPR codes will be adjusted by HRC

(1) At LAD-9 months HRC will identify all Soldiers assigned to deploying units who meet the criteria for early separation by placing the IMREPR code of "11" on their record in the TAPDB.

(2) At LAD-6 months HRC will identify all Soldiers who did not reenlist or extend for the DEIP program and change their IMREPR code from "11" to "9T". Additionally, HRC will adjust the Soldier's ETS date by three months for early separation. Soldiers must be notified of their early separation date in writing by the Commander exercising SPCMCA.

(3) Soldiers assigned to units identified for deployment with less than six months notification prior to LAD will have their ETS dates adjusted and receive the IMREPR code of "9T" by HRC 30 days from deployment notification. In all cases Soldiers will be notified NLT 90 days prior to their adjusted ETS. If a 90 day notification is not possible Soldiers will separate on their contractual ETS.

## 5. Exceptions

a. Soldiers subject to this policy may request an exception to involuntary early separation and remain on active duty until their contractual ETS for compassionate reasons only. The approval authority for these exceptions resides in Commanders with GCMCA and cannot be further delegated. The unit S1/G1 must report all approved exceptions IAW reference 1b above. Career Counselors must ensure they are informed/notified of all approved exceptions within their unit to facilitate the change of the Soldiers ETS date and IMREPR code.

b. In the event a unit deployment is cancelled or the unit LAD is changed to a later date (a shift to the right) the following guidance is provided.

(1) Soldiers who have an adjusted ETS date and are within 90 days of their early separation date will continue to out-process and separate on their adjusted ETS date.

(2) For all other Soldiers (those who have an adjusted ETS date of 90 days or more) the Commander with SPCMCA can elect to allow Soldiers to separate on their adjusted ETS or revert back to their contractual ETS based on unit requirements and Soldier input. Upon approval from SPCMCA Career Counselors are authorized to revert the Soldiers ETS date back to the contractual ETS date using Change ETS Reason "LX". The IMREPR code of "9T" will remain on the Soldiers record and serve as a tracking mechanism to avoid future changes to the ETS date.

c. In the event a unit's LAD is changed to an earlier date (shift to the left) the following guidance is provided:

(1) Soldiers who already had their ETS date adjusted for early separation will continue to process for separation as scheduled. HRC will not revert the Soldier's ETS date back to the original ETS without an exception to policy from the GCMCA authority (same as para 5a above).

(2) Soldiers who had a contractual ETS prior to the unit's original LAD and were not previously subject to early separation. Once the LAD has been changed these Soldiers are subject to the Involuntary Early Separation Program. HRC will adjust the ETS date and place the IMREPR code of "9T" on these Soldiers. All Soldiers must be notified of their early separation date in writing by the Commander exercising SPCMCA.

**6. Reenlistments/Extensions/IMREPR Changes/ETS Adjustments:**

a. Reenlistment - The IMREPR codes of "11" and "9T" do not prohibit a Soldier from reenlisting providing they are otherwise qualified. No action from the Career Counselor is required for Soldiers with a IMREPR code of "11". Soldiers with a IMREPR of "9T" must be approved by the first LTC in the Soldiers chain of command. Upon obtaining approval Career Counselors will submit a HOTLINE to category "CUSTSERV" using hoform "CUSTSERV" requesting the "9T" code be removed and the Soldier will be reverted back to his/her original ETS date.

b. Extensions - The IMREPR codes of "11" and "9T" do not prohibit a Soldier from extending providing they are otherwise qualified. Career Counselor can process Soldiers with a IMREPR code of "11" through normal processing procedures. Soldiers with an IMREPR of "9T" can only be locked in for an extension by HRC. Career Counselors will submit a HOTLINE to category "CUSTSERV" using hotform "CUSTSERV" identifying the reason for extension and the desired months of extension. Prior to locking the Soldier in for the extension HRC will revert the Soldier's ETS back to the contractual ETS.

c. IMREPR Changes - Career Counselors are authorized to enter the IMREPR codes "11" and "9T" on a Soldier's record. Only HRC can remove these two codes from the Soldier record.

d. ETS Adjustments - Two new reasons to change a Soldier's ETS have been added to RETAIN.

(1) Change ETS Reason "L" is defined as "Enter - DA Early Separation" and will be used by HRC when the Soldier's ETS date is adjusted

(2) Change ETS Reason "LX" is defined as "Remove - DA Early Separation" and will be used by Career Counselors when a Soldier has been approved for an exception to policy IAW paragraph 5b(2) above.

7. Career Counselors are reminded to work closely with their S1/G1 to ensure accurate accountability of all Soldiers identified for early separation.

8. POC for this message is SGM Baldwin, 221-6933.

End RMT Message 10-24

Mr. Bragg