

# Personnel Action Packet Checklist

## T-20-E-1 Request for Conditional Releases (USARC ADCG Authority)

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1. SOLDIER'S NAME (Last, First MI)    2. RANK    3. EMAIL ADDRESS and PHONE NUMBER    4. DATE INITIATED

6. UNIT NAME    7. UIC    8. UNIT/RPAC POC RANK/TITLE NAME    9. RPAC NAME

10. UNIT POC CONTACT INFORMATION    11. GF CMD    12. RPSC    13. POC SIGNATURE

a. Phone:

b. Email:

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14. REQUIRED PROCESS FLOW

a. Intermediate:

b. Intermediate:

c. Final Approval Auth:

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15. Required Forms and Documents

Submit the following documents thru the chain of command to the USARC ADCG for Conditional Release final determination:

1. Copy of this checklist
2. DA Form 4187 (for discharge to Active Army or other Uniformed Service) and DA Form 4651 (for transfer to the Army National Guard) (if required) signed by Soldier and Soldier's commander
3. Memorandum of justification (Enlisted Only) or Memorandum of Conditional Tender of Resignation (Officer Only)
4. DA Form 4856, Counseling conducted by the Soldier's commander
5. DA Form 4856, Interview with Retention NCO
6. Chain of command, including intermediate command, recommendation
7. Current DD Form 4 Enlistment Contract (Enlisted Only) and most recent extension, if applicable.
8. DD Form 368, completed thru block 4 to be signed by the approving official (after signature by the approving official [USARC ADCG]), form is submitted to certifying official for completion thru block 8, then returned to Soldier's unit along with commissioning or enlistment documents to be forwarded to the orders publishing authority)

Forward the following documents to the orders publishing authority\*: (Separate checklist 9-12)

9. All items from 1 thru 7 above, plus those identified below (request removal)
10. DD Form 368 with all blocks (1 thru 8) completed by approving and certifying officials
11. Commission document (Officers Only) or DD Form 4 Enlistment Contract (Enlisted Only) issued by gaining Uniformed Service, Active Component, or ARNG
12. Orders publishing authority publishes orders, makes distribution, and uploads to iPERMS

\*NOTE: Orders publishing authority is the RPSC for enlisted transfers and discharges and officer transfers. For officer, including warrant officer, discharges submit documents to the AR G-1 (AFRC-PRP)

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16. CERTIFYING HR STAFF MEMBER

17. STAFF MEMBER SIGNATURE

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SOLDIER'S NAME (Last, First MI)    RANK

18. REMARKS