



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

DAAR-HR

28 Nov '18

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Focused Retention of U.S. Army Reserve (USAR) Troop Program Unit (TPU) Officers and Enlisted Soldiers and Aggressive Recovery of Unsatisfactory Participants - Update

1. Reference Memorandum, OCAR, DAAR-ZA, 20 Jun 18, subject: Focused Retention of U.S. Army Reserve (USAR) Troop Program Unit (TPU) Officers and Enlisted Soldiers and Aggressive Recovery of Unsatisfactory Participants (Encl).
2. The USAR has made some significant progress in reducing End Strength losses. In recent months, average losses of over 500 a month are now down to an astounding 100. This is due, in part, to the outreach efforts of Task Force Retain; however, it's primarily due to commanders at echelon going above and beyond to retain our number one resource - Soldiers. I expect commanders to continue this momentum with the goal to retain every Soldier and focus on unsatisfactory participant recovery.
3. As such, effective 1 Oct 18, this memorandum updates the guidance provided in the reference 1a as to the approving/disapproving authority for unqualified resignations, conditional releases, and reassignments to the IRR. The remainder of the reference remains in effect until further notice. This following guidance is provided:
  - a. Resignations. Approval / Disapproval authority for unqualified resignations of non-obligated officers and obligated officers resigning for religious reasons assigned to the USARC TPUs who are not pending courts-martial or involuntary separations action rests with the USARC DCS G-1 and Deputy DCS G-1. Approval / Disapproval authority for unqualified resignation of obligated officers except as indicated rests with the Commander, U.S. Army Human Resources Command. Geographical and Functional Command commanders will provide their recommendation on all unqualified resignation requests for Soldiers under their command and control. This authority may not be further delegated. Conditional resignations for officers to the active component of other services or conditional resignations in lieu of involuntary separation will be processed in accordance with AR 135-175, Officer Separations.
  - b. Conditional Releases. The below chart depicts approval/disapproval authority for conditional releases.

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SUBJECT: Focused Retention of U.S. Army Reserve (USAR) Troop Program Unit (TPU) Officers and Enlisted Soldiers and Aggressive Recovery of Unsatisfactory Participants - Update

Soldier Type/Category	Approval Authority	Disapproval Authority	Remarks
<b>Conditional Releases/Conditional Resignations</b>			
All Soldiers (Officer, Warrant Officer, and Enlisted) assigned to Ready Force Units	GFC Commander	GOCOM Commander	May not be delegated. Must have CoC endorsement
Enlisted Soldiers (with MOS) with less than 12 months of Selected Reserve (SELRES)	USARC G-1 (PMD)	GFC Commander GOCOM Commander	Must have CoC endorsement signed by GFC Commander
Enlisted Soldiers (with MOS) with more than 12 months of Selected Reserve (SELRES)	GFC Commander	GFC Commander GOCOM Commander	May not be delegated. Must have CoC endorsement
Enlisted Soldiers (Training Pipeline)	USARC G-1 (MND)	GFC Commander GOCOM Commander	May not be delegated. Must have CoC endorsement
Obligated Guaranteed Reserve Forces Duty (GRFD) Scholarship Recipients	USARC G-1 (MND)	GFC Commander GOCOM Commander	May not be delegated. Includes: Simultaneous Membership Program, Minuteman, Education Opportunity Program, and Early Commissioning Program.
Officers (who have not completed Basic Officer Leadership Course)	USARC G-1 (MND)	GFC Commander GOCOM Commander	May not be delegated. Must have CoC endorsement
Obligated Officers, other than AMEDD	USARC G-1 (PMD)	GFC Commander GOCOM Commander	May not be delegated. Must have CoC endorsement
AMEDD Officers	USARC G-1 (PMD)	GFC Commander GOCOM Commander	May not be delegated. If request is for sister services approval is Surgeon General
Chaplains & Chaplain Candidates	USARC Chaplain	USARC Chaplain	May not be delegated. Must have CoC endorsement to USARC Chaplain
Judge Advocate General: Personnel	Office of the Judge Advocate General	GFC Commander GOCOM Commander	May not be delegated. Must have CoC endorsement, through USARC JA
Non Obligated Officers other than AMEDD, CH, JAG	GFC Commander	GFC Commander GOCOM Commander	May not be delegated. Must have CoC endorsement
Officers to Active Component of other Services	USARC G-1 (PMD)	GFC Commander GOCOM Commander	May not be delegated. Must have CoC endorsement
AGR Soldiers	HRC	GFC Commander GOCOM Commander	May not be delegated. Must have CoC endorsement

c. Reassignments to the IRR. The below chart depicts approval/disapproval authority for reassignments to the IRR.

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SUBJECT: Focused Retention of U.S. Army Reserve (USAR) Troop Program Unit (TPU) Officers and Enlisted Soldiers and Aggressive Recovery of Unsatisfactory Participants - Update

Soldier Type/Category	Approval Authority	Disapproval Authority	Remarks
<b>Reassignments to the IRR</b>			
Officers (Obligated and Nonobligated) - Involuntary	GFC Commander	GFC Commander GOCOM Commander	May not be delegated. Must have CoC endorsement
Officers (Obligated) - Voluntary	HRC	HRC	Must have CoC endorsement through USARC G-1 to HRC
Enlisted Soldiers and non-obligated Officers (Voluntary)	GFC Commander	GOCOM Commander	May not be delegated. Must have CoC endorsement
Enlisted Soldiers - Completion of TPU Service Obligation (Voluntary)	GFC Commander	GFC Commander	May be delegated to GFC G-1 staff
Enlisted Soldiers - Completion of TPU Service Obligation (Involuntary)	USARC G-1 (PMD)	USARC G-1	Must have CoC endorsement
All Soldiers - Unit Inactivation/Reorganization (Involuntary)	GFC Commander	GFC Commander	May not be delegated. Must have CoC endorsement
All Soldiers - Unsatisfactory Participation (Involuntary)	USARC G-1	USARC G-1	May not be delegated. Must have CoC endorsement
All Soldiers - TPU/AC/IRR No Shows (Involuntary)	GFC Commander	GFC Commander	May not be delegated
Enlisted Soldiers - Reenlistment into the IRR	GFC Commander	GFC Commander	May be delegated to GFC G-1 staff

(1) The GFC commanders may not delegate their recommendation or approval authority.

(2) The GFC commanders may delegate disapproval authority to the first general officer in the Soldier's chain of command for those actions indicated. The first general officer in the chain of command may not further delegate this authority.

(3) Reassignments to the IRR for Soldiers who reenlist to serve in the IRR or request reassignment upon completion of their TPU contractual service obligation must be processed in accordance with the terms of the Soldier's contract. These actions will be sent directly from the unit commander to the Readiness Division for issuance or orders.

(4) Reassignment to the IRR of Soldiers to serve on Active Duty for Operational Support (ADOS). Soldiers serving on ADOS remain mobilization assets and therefore, will be retained in their unit in an overstrength status rather than being sent to the IRR. These Soldiers should be counseled on the requirement to maintain contact with their unit and that they remain subject to involuntary mobilization based on the needs of the Army. Commanders must weigh the needs of the Soldier (full time employment), needs

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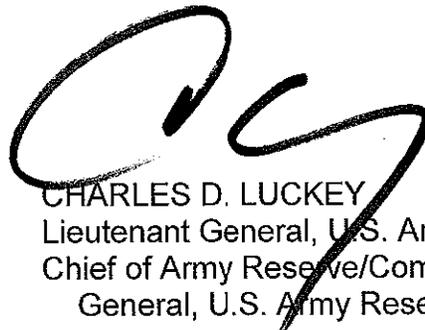
of the Army and Army Reserve (mission of the ADOS-tour), Soldier's contribution to the Army Reserve, and the potential impact on Soldier's retention/participation when making a decision on an ADOS request.

4. I expect commanders at echelon to provide the necessary rigor to retain Soldiers. I am holding GFC commanders accountable for their losses. The USARC DCG and ADCG will continue to monitor and report progress or lack thereof to me. Based on this feedback I will make future adjustments to the above authorities as necessary.

5. Again, while the goal is to retain every Soldier, in some cases this may not be feasible. In cases where Soldiers are permanently nondeployable, have no potential for future mobilization, or where separation is warranted, take necessary action to remove these Soldiers from the Selected Reserve in accordance with current regulatory guidance and policies.

6. For additional information, contact MSG Edwin Velez, USARC G-1, Enlisted Management Branch, at (910) 570-8159 or [usarmy.usarc.usarc-hq.mbx.pmd-emb@mail.mil](mailto:usarmy.usarc.usarc-hq.mbx.pmd-emb@mail.mil).

Encl



CHARLES D. LUCKEY  
Lieutenant General, U.S. Army  
Chief of Army Reserve/Commanding  
General, U.S. Army Reserve Command

**DISTRIBUTION:**

**GEOGRAPHIC COMMANDS:**

1 MSC

7 MSC

9 MSC

63 DIV (R)

- USAG-FHL

81 DIV (R)

- USAG-Fort Buchanan

88 DIV (R)

- USAG-Fort McCoy

99 DIV (R)

- ASA-Dix

(CONT)

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SUBJECT: Focused Retention of U.S. Army Reserve (USAR) Troop Program Unit (TPU) Officers and Enlisted Soldiers and Aggressive Recovery of Unsatisfactory Participants - Update

DISTRIBUTION: (CONT)

**FUNCTIONAL COMMANDS:**

3 MCDS  
76 ORC  
79 TSC  
200 MP CMD  
311 SC(T)  
335 SC(T)  
377 TSC  
412 TEC  
416 TEC  
807 MCDS  
ARAC  
ARCD  
AR-MEDCOM  
LEGAL CMD  
MIRC  
USACAPOC(A)  
75 TNG CMD (MC)  
80 TNG CMD (TASS)  
84 TNG CMD (UR)  
85 USAR SPT CMD  
108 TNG CMD (IET)  
USARC SPT CMD (1A)

**COPY FURNISH:**

USARC XOs  
USARC DIR/DEP/CH/ASST  
OCAR Directors & Deputies

## **Recovery of Unsatisfactory Participant Guidelines**

1. Command Teams and First Line Leaders; working with Career Counselors and Retention NCOs, will make and document an additional attempt to contact Soldiers determined to be an Unsat prior to submitting actions to remove the Soldier from the Selected Reserve (SELRES) (either through reassignment to the IRR as an Unsatisfactory Participant or No Show or separation). Suggested ways to recover a Soldier are as follows (attempts are not limited to the following list):

a. Telephonic Contact. Attempt to contact the Soldier via telephone using the numbers previously provided by the Soldier, from friends in the unit, or other means such as social media sites, internet searches, etc.

b. Email Contact. Attempt to contact the Soldier via email using the email addresses on file, previously provided by the Soldier, from friends in unit or other contacts, or other means such as social media sites, internet searched, etc.

c. Social Media. Attempt to contact the Soldier via social media sites such as Facebook, Twitter, MySpace, etc.

d. Personal Contact. Physically drive to the Soldier's home of record or employment address using the addresses on file, previously provided by the Soldiers, from friends in the unit, or other means such as family members, social media sites, internet searches, etc.

2. All attempts and contacts will be documented using a memorandum for record (MFR) which will include, but is not limited to, the person attempting to contact the Soldier; the phone numbers, email addresses, physical addresses used in the attempts; and specific comments made by the Soldier, family members, or other persons contacted.

3. For those Soldiers who were contacted, the MFR will specifically address the options offered to the Soldier to include, but not limited to: alternate drill schedule, rescheduled training, reassignment or attachment to a different unit, and Lodging in Kind and Individual Travel Reimbursement Program (if available per unit priority).

4. Prior to submission of any action to remove an unsatisfactory participant from the SELRES, either through reassignment to the IRR or through separation action, commanders will ensure one additional attempt is made to contact the Soldier.

a. For enlisted Soldiers, this attempt will be documented in writing, signed by the Soldier's first line leader, initialed by the senior NCO in the Soldier's unit, and submitted with the action.

b. For officers, the recovery memo will be signed by the first O-5 in the Soldier's chain of command.

## **Recovery of Unsatisfactory Participant Guidelines Continued**

5. The attached sample memoranda provide specific examples of suggested ways to reach Soldiers, which must be included in the documentation. This requirement is effective immediately and will be reflected in a future update to the Personnel Actions Guide at <https://arg1web.usar.army.mil/usarpag/Pages/default.aspx>.
6. After receipt of any action to remove the Soldier from the SELRES for unsatisfactory participation, the geographic and functional commands (GFCs) must do a final attempt to recover the Soldier prior to submitting action for approval.
7. For additional information, contact Ms. Relandra Rhone, USARC DCS, G-1, Enlisted Management Branch at (910) 570-8145 or [usarmy.usarc.usarc-hq.mbx.pmd-emb@mail.mil](mailto:usarmy.usarc.usarc-hq.mbx.pmd-emb@mail.mil)

### Attachments:

Sample recovery memos



DEPARTMENT OF THE ARMY

ORGANIZATION  
STREET ADDRESS  
CITY|STATE|ZIP

OFFICE SYMBOL

Date

MEMORANDUM FOR RECORD

SUBJECT: Final Recovery Attempts for PVT Jane Doe, DODID Number, Unit Name

1. IAW USARC Policy Memorandum - Recovery of Army Reserve (AR) Troop Program Units Unsatisfactory Participants (UNSAT), dated 21 Nov 14, the following attempts were made to recover the above referenced Soldier: **List methods used to attempt to recover the Soldier. All methods listed below are not required to document the recovery attempt.**

a. Telephonic Contact - Attempts to contact the Soldier via telephone using the number(s) previously provided by the Soldier, from friends in the unit, or other means such as social media sites, internet searches, etc.

- (1) Telephone Number(s) called: 304.867.5309, 555.369.8741
- (2) Called by (Rank, Name, and Title): SSG John Wayne, Platoon Sergeant
- (3) Date/Time attempted: 12 May 2017 @ 1530
- (4) Response, if any: No answer, left message no return calls to date

b. Email Contact - Attempts to contact the Soldier via email using the email address(es) on file, previously provided by the Soldier, from friends in unit or other contacts, or other means such as social media sites, internet searches, etc.

- (1) Email address(es) attempted: jane.a.doe.mil@mail.mil, janedoe@gmail.com
- (2) Emailed by (Rank, Name, and Title): SSG John Wayne, Platoon Sergeant
- (3) Date/Time attempted: 12 May 2017 @ 1550
- (4) Response, if any: No response to date

c. Social Media. Attempts to contact the Soldier via social media sites such as Facebook, Twitter, Instagram, etc.

- (1) Social media sites attempted: Facebook, Twitter

Attachment 1-1 to Exec 1

[OFFICE SYMBOL]

SUBJECT: Recovery Attempts for [PVT Jane Doe], [DODID Number], [Unit Name]

(2) Contacted by (Rank, Name, and Title): [SSG John Wayne, Platoon Sergeant]

(3) Date/Time attempted: [12 May 2017 @ 1600]

(4) Response, if any: [No response to date]

d. Personal Contact - Physically drive to the Soldier's home of record or place of employment using the address(es) on file, previously provided by the Soldier, from friends in the unit, or other means such as family members, social media sites, internet searches, etc.

(1) Attempted Address(es): [138 Elm Street, Twin Peaks AK 90210]

(2) Attempted by (Rank, Name, and Title): [1SG Bucky Barnes, First Sergeant]

(3) Date/Time attempted: [16 May 2017 @ 1200]

(4) Response, if any: [No answer, or no one home]

e. Other attempts made (Describe in detail): [Insert response]

2. The efforts made to recover the referenced Soldier were (initial either a or b below):

a. \_\_\_\_\_ Successful. The Soldier was offered one of more of the following (initial all that apply):

(1) \_\_\_\_\_ Alternate drill schedule or rescheduled training due to civilian employment or school conflict (note: If the Soldier did not indicate a legitimate school and/or work conflict, mark as "N/A").

(2) \_\_\_\_\_ Reassignment or attachment to a different unit closer to home for commuting distance issues (note: If the Soldier did not provide information that he/she lives outside the normal commuting distance, mark "N/A").

(3) \_\_\_\_\_ Availability of Lodging in Kind Program and/or Individual Travel Reimbursement Program. The provisions of these programs provide commanders the opportunity to authorize lodging and travel reimbursement for eligible Soldiers (note: If the Soldier did not provide information that he/she lives far enough away from the unit to be eligible for these programs, mark "N/A").

(4) \_\_\_\_\_ Other option(s) discussed and agreements made with the Soldier upon contact. (Describe in detail below): [Insert remarks]

b. \_\_\_\_\_ Unsuccessful.

*Attachment 1-2 to Enc 1*

[OFFICE SYMBOL]

SUBJECT: Recovery Attempts for [PVT Jane Doe], [DODID Number], [Unit Name]

3. I recommend that the Soldier (initial one):

a. \_\_\_\_\_ Be considered a recovery and involuntary separation proceedings be closed.

b. \_\_\_\_\_ Be considered a recovery and receive a suspended discharge.

c. \_\_\_\_\_ Be separated IAW AR 135-178, Chapter 13, for Unsatisfactory Participation, as all recovery attempts were unsuccessful.

4. Point of contact for this memorandum is [Rank Name] at [555.867.5309] or by email at [first.m.last.mil@mail.mil].

[BUCKY L. BARNES]  
[1SG, USAR]  
[First Sergeant]

*Attachment 1-3 to Encl. 1*



DEPARTMENT OF THE ARMY

ORGANIZATION  
STREET ADDRESS  
CITY|STATE|ZIP

[OFFICE SYMBOL]

[Date]

MEMORANDUM FOR RECORD

SUBJECT: Final Recovery Attempts for [2LT John Doe], [DODID Number], [Unit Name]

1. IAW USARC Policy Memorandum - Recovery of Army Reserve (AR) Troop Program Units Unsatisfactory Participants (UNSAT), dated 21 Nov 14, the following attempts were made to recover the above referenced Soldier: **List methods used to attempt to recover the Soldier. All methods listed below are not required to document the recovery attempt.**

a. Telephonic Contact - Attempts to contact the Soldier via telephone using the number(s) previously provided by the Soldier, from friends in the unit, or other means such as social media sites, internet searches, etc.

- (1) Telephone Number(s) called: [304.867.5309, 304.369.8741]
- (2) Called by (Rank, Name, and Title): [CPT Lou Wayne, Commander]
- (3) Date/Time attempted: [12 May 2017 @ 1530]
- (4) Response, if any: [No answer, left message no return calls to date]

b. Email Contact - Attempts to contact the Soldier via email using the email address(es) on file, previously provided by the Soldier, from friends in unit or other contacts, or other means such as social media sites, internet searches, etc.

- (1) Email address(es) attempted: [john.a.doe.mil@mail.mil, john.doe@gmail.com]
- (2) Emailed by (Rank, Name, and Title): [CPT Lou Wayne, Commander]
- (3) Date/Time attempted: [12 May 2017 @ 1550]
- (4) Response, if any: [No response to date]

c. Social Media. Attempts to contact the Soldier via social media sites such as Facebook, Twitter, Instagram, etc.

- (1) Social media sites attempted: [Facebook, Twitter]

*Attachment 2-1 to Exec 1*

[OFFICE SYMBOL]

SUBJECT: Recovery Attempts for [2LT John Doe], [DODID Number], [Unit Name]

(2) Contacted by (Rank, Name, and Title): [CPT Lou Wayne, Commander]

(3) Date/Time attempted: [12 May 2017 @ 1600]

(4) Response, if any: [No response to date]

d. Personal Contact - Physically drive to the Soldier's home of record or place of employment using the address(es) on file, previously provided by the Soldier, from friends in the unit, or other means such as family members, social media sites, internet searches, etc.

(1) Attempted Address(es): [138 Elm Street, Twin Peaks WV 25310]

(2) Attempted by (Rank, Name, and Title): [CPT Lou Wayne, Commander]

(3) Date/Time attempted: [16 May 2017 @ 1200]

(4) Response, if any: [No answer, or no one home]

e. Other attempts made (Describe in detail): [Insert response]

2. The efforts made to recover the referenced Soldier were (initial either a or b below):

a. \_\_\_\_\_ Successful. The Soldier was offered one of more of the following (initial all that apply):

(1) \_\_\_\_\_ Alternate drill schedule or rescheduled training due to civilian employment or school conflict (note: If the Soldier did not indicate a legitimate school and/or work conflict, mark as "N/A").

(2) \_\_\_\_\_ Reassignment or attachment to a different unit closer to home for commuting distance issues (note: If the Soldier did not provide information that he/she lives outside the normal commuting distance, mark "N/A").

(3) \_\_\_\_\_ Availability of Lodging in Kind Program and/or Individual Travel Reimbursement Program. The provisions of these programs provide commanders the opportunity to authorize lodging and travel reimbursement for eligible Soldiers (note: If the Soldier did not provide information that he/she lives far enough away from the unit to be eligible for these programs, mark "N/A").

(4) \_\_\_\_\_ Other option(s) discussed and agreements made with the Soldier upon contact. (Describe in detail below): [Insert remarks]

b. \_\_\_\_\_ Unsuccessful.

*Attached to Encl 1*

[OFFICE SYMBOL]

SUBJECT: Recovery Attempts for [2LT John Doe], [DODID Number], [Unit Name]

3. I recommend that the Soldier (initial one):

a. \_\_\_\_\_ Be considered a recovery and involuntary separation proceedings be closed.

b. \_\_\_\_\_ Be considered a recovery and receive a suspended discharge.

c. \_\_\_\_\_ Be separated IAW AR 135-175, for Unsatisfactory Participation, as all recovery attempts were unsuccessful.

4. Point of contact for this memorandum is [Rank Name] at [555.867.5309] or by email at [first.m.last.mil@mail.mil].

[BUCKY L. BARNES]  
[LTC, USAR]  
[Commanding]

*Attachment 2-3 to Encl 1*

Authority Matrix - USAR TPU Conditional Releases and Reassignments to the IRR

<b>Soldier Type/Category</b>	<b>Approval Authority</b>	<b>Disapproval Authority</b>	<b>Remarks</b>
<b>Conditional Releases/Conditional Resignations</b>			
Enlisted Soldiers (with MOS) with less than 12 months of Selected Reserve (SELRES)	USARC G-1, (PMD)	GFC Commander GOCOM Commander*	Must have CoC endorsement signed by GFC Commander
Enlisted Soldiers (with MOS) with more than 12 months of Selected Reserve (SELRES)	GFC Commander	GFC Commander GOCOM Commander *	May not be delegated. Must have CoC endorsement
Enlisted Soldiers (Training Pipeline)	USARC G-1 (MND)	GFC Commander GOCOM Commander*	May not be delegated. Must have CoC endorsement
Officers (who have not completed Basic Officer Leadership Course)	USARC G-1 (MND)	GFC Commander GOCOM Commander*	May not be delegated. Must have CoC endorsement
Obligated Guaranteed Reserve Forces Duty (GRFD) Scholarship Recipients	USARC G-1 (MND)	GFC Commander GOCOM Commander	May not be delegated. Includes: Simultaneous Membership Program, Minuteman, Education Opportunity Program, and Early Commissioning Program.
Obligated Officers, other than AMEDD	USARC G-1 (PMD)	GFC Commander GOCOM Commander*	May not be delegated. Must have CoC endorsement
AMEDD Officers	USARC G-1 (PMD)	GFC Commander GOCOM Commander*	May not be delegated. If request is for sister services approval is Surgeon General
Chaplains	USARC (PMD), Chief Chaplain	GFC Commander GOCOM Commander*	May not be delegated. Must have CoC endorsement to USARC G-1
Judge Advocate General: Personnel	Office of the Judge Advocate General	GFC Commander GOCOM Commander*	May not be delegated. Must have CoC endorsement, through USARC JA
Non Obligated Officers other than AMEDD, CH, JAG	GFC Commander	GFC Commander GOCOM Commander*	May not be delegated. Must have CoC endorsement
<b>Reassignments to the IRR</b>			
Officers (Obligated and Nonobligated) - Involuntary	GFC Commander	GFC Commander GOCOM Commander*	May not be delegated. Must have CoC endorsement
Officers (Obligated) - Voluntary	HRCr	HRC	Must have CoC endorsement through USARC G-1 to HRC
Enlisted Soldiers and non-obligated Officers (Voluntary)	GFC Commander	GOCOM Commander	May not be delegated. Must have CoC endorsement
Enlisted Soldiers - Completion of TPU Service Obligation (Voluntary)	Unit Commander	N/A	Unit submits directly to RD
Enlisted Soldiers - Completion of TPU Service Obligation (Involuntary)	USARC G-1 (PMD)	USARC G-1	Must have CoC endorsement
All Soldiers - Unit Inactivation/Reorganization (Involuntary)	GFC	GFC Commander	May not be delegated. Must have CoC endorsement
All Soldiers - Unsatisfactory Participation (Involuntary)	USARC G-1	USARC G-1	May not be delegated. Must have CoC endorsement
All Soldiers - TPU/AC/IRR No Shows (Involuntary)	GFC Commander	GFC Commander	May not be delegated
Enlisted Soldiers - Reenlistment into the IRR	Unit Commander	N/A	Unit submits directly to RD
Soldiers assigned to Ready Force X units will be processed according to their category as indicted above			