

Adverse Action Withdrawal of Federal Recognition (Fed Rec) Process: To withdraw an Officer's Federally Recognized Commission due to Adverse Action

No.	Activity/ Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Conduct potentially adverse action	Officer ceases to have requisite qualifications to include: substandard in performance or conduct, imprisonment, deficient in character, below medical fitness retention standards, in the interest of national security, Chaplains at loss for professional qualifications, or otherwise unsuited for military service.	AR 135-175 NGR 635-100 NGR 635-101 U.S. Code, Title 10, Sections 12683, 12684, 12685, 14901, 14902, 14907 U.S. Code, Title 32, Sections 300, 323			
2	Flag Officer (JPAS, SIDPERS)	Unit Commander flags the Officer in JPAS (Joint Personnel Adjudication System) and SIDPERS (Standard Installation and Division Personnel Reporting System) using DA Form 4187 and DA Form 5248-R as references.	AR 600-8-2 DA PAM 22-10	DA Form 4187 DA Form 5248-R	JPAS SIDPERS	At any prior point the Officer may request to retire or resign (State TAG must approve), thus negating the need to forward to First Army.
3	Conduct investigation	Unit Commander may conduct the investigation or appoint another Soldier.	AR 15-6 Informal Investigation (based on State)	DA Form 1059 DA Form 2-1 DA Form 268		

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4	Compile, review, and forward Separation Packet (ATRRS, iMARC, iPERMS, RPAM)	<p>Unit Commander develops and compiles a Separation Packet to forward through Chain of Command.</p> <p>BN Commander reviews and submits Separation Packet and recommendation through chain of command.</p> <p>Information and documents in a Separation Packet varies from State to State but the following information and documents may be included:</p> <ul style="list-style-type: none"> - Active Duty Service Obligations (ADSO) - Bonus Information - DA Form 1059 (Service School Academic Evaluation Report) - DA Form 1574 (Report of Proceedings by Investigating Officer/Board of Officers) - DA Form 2-1 (Personnel Qualification Record) - Latest Fed Rec Promotion Order - DA Form 2823 (Sworn Statement) - DA Form 3881 (Rights Warning Procedure/Waiver Certificate) - Mandatory Retirement Date (MRD) Extension - Military Service Obligation (MSO) - Officer Evaluation Record (OER) (at least the last three) - Officer's Statement Letter - Rank - Twenty Year Letter 	<p>AR 15-6</p> <p>AR 350-1</p> <p>AR 350-100</p> <p>AR 611-110</p> <p>PPOM 05-014</p> <p>PPOM 06-081</p>	<p>DA Form 1059</p> <p>DA Form 1574</p> <p>DA Form 2-1</p> <p>DA Form 2823</p> <p>DA Form 3881</p>	<p>ATRRS</p> <p>iMARC</p> <p>iPERMS</p> <p>RPAM</p>	

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5	Legally sufficient?	<p>BDE/MACOM Level JAG determines if there is sufficient evidence to substantiate the allegations in the packet. JAG develops a memo stating all documents are legally sufficient and adds it to the Separation Packet.</p> <p>If the Separation Packet is not legally sufficient it is returned to Unit Commander. If the Separation Packet is found legally sufficient BDE/MACOM JAG forwards the packet and an approval memo to BDE/MACOM Commander for approval.</p>	AR 15-6			

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6	Review and submit Separation Packet	BDE/MACOM Commander submits Separation Packet to State OPM via email or hand delivery.	AR 15-6 AR 350-1 AR 350-100 AR 611-110 PPOM 05-014 PPOM 06-081	DA Form 1059 DA Form 1574 DA Form 2-1 DA Form 2823 DA Form 3881		

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7	Review and forward Separation Packet	State OPM reviews Separation Packet and makes additions as necessary. State OPM then forwards the packet to State JAG for review.	AR 15-6 AR 350-1 AR 350-100 AR 611-110 PPOM 05-014 PPOM 06-081	DA Form 1059 DA Form 1574 DA Form 2-1 DA Form 2823 DA Form 3881		

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8	Legally sufficient?	<p>State JAG determines if the Fed Rec Withdrawal Packet is legally sufficient and ensures all forms are signed correctly. Develops memo for the State TAG to approve or disapprove.</p> <p>If the Separation Packet is not legally sufficient it is returned to State OPM. If the Separation Packet is found legally sufficient State JAG forwards the packet and an approval memo to State TAG for approval.</p>				
9	Sign Approval Memo	<p>If the Separation Packet is legally sufficient, the State TAG approves or disapproves the packet by signing the Approval Memo. State TAG receives the packet from the State JAG via hand delivery.</p> <p>Once approved/ disapproved, State TAG forwards his decision with Separation Packet and Approval Memo through State JAG to State OPM for further action.</p>				
10	Submit Separation Packet	<p>State OPM receives approval from State TAG and submits Separation Packet to the First Army G1 via scan, FedEx, or hand delivery.</p> <p>Packet includes following information:</p> <ul style="list-style-type: none"> - State TAG request for Separation - CoC recommendations - Legal Review from the State JAG (memo) - Investigation and/or supporting documentation (15-6 forms) 	U.S. Code, Title 10, Section 14904			

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11	Review and forward Separation Packet	<p>First Army G1 receives and reviews the Separation Packet from State OPM via scan, FedEx, or hand delivery.</p> <p>After review, First Army G1 forwards the Separation Packet to First Army SJA for review.</p> <p>First Army G1 reviews the following information:</p> <ul style="list-style-type: none"> - State TAG request for Separation - Chain of Command recommendations - Legal Review from the State JAG (memo) - Investigation and/or supporting documentation 	<p>AR 135-155</p> <p>AR 135-175</p> <p>AR 15-6</p> <p>AR 27-1</p> <p>NGR 635-100</p> <p>NGR 635-101</p> <p>U.S. Code, Title 32, Section 323</p>			Depending on the situation more documentation may be needed.
12	Legally sufficient?	<p>First Army SJA determines if the Separation Packet is legally sufficient.</p> <p>First Army SJA prepares option memo for First Army CG stating to approve or disapprove.</p> <p>If not legally sufficient, First Army calls the State JAG to receive the missing information. The Packet is not returned</p> <p>If legally sufficient, First Army SJA informs First Army CG to notify Officer of options to appear before a board, retire, or resign if eligible.</p>	<p>AR 135-155</p> <p>AR 135-175</p> <p>AR 15-6</p> <p>AR 27-1</p> <p>NGR 635-100</p> <p>NGR 635-101</p> <p>U.S. Code, Title 32, Section 323</p>			

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13	Send Election Form	First Army CG sends Officer Election Form. The Election Form provides the Officer the option to appear before a board, retire, or resign.				Officer must be notified in writing at least 30 days before the Board hearing.
14	Submit Election Form	Officer must submit the Election Form within 15 days of delivery to the First Army G1. If no response after 15 days, First Army G1 checks with Unit to see if they have received any updated information. If not, First Army sends another copy of the Election Form to Officer.				
15	Elect to appear before Board?	Officer decides to appear before Board or retire or resign if eligible.				
16	Go to Retirement Withdrawal of Federal Recognition (Fed Rec) Process	Go to Retirement Withdrawal of Federal Recognition (Fed Rec) Process: To withdraw an Officer's Federally Recognized Commission due to Retirement, complete map. If Officer elects to retire and a new process begins.	Please see Retirement Withdrawal of Federal Recognition (Fed Rec) Process for more details.	Please see Retirement Withdrawal of Federal Recognition (Fed Rec) Process for more details.	Please see Retirement Withdrawal of Federal Recognition (Fed Rec) Process for more details.	
17	Go to Resignation Withdrawal of Federal Recognition (Fed Rec) Process	Go to Resignation Withdrawal of Federal Recognition (Fed Rec) Process: To withdraw an Officer's Federally Recognized Commission due to Resignation, complete map. If Officer elects to resign and a new process begins.	Please see Resignation Withdrawal of Federal Recognition (Fed Rec) Process for more details.	Please see Resignation Withdrawal of Federal Recognition (Fed Rec) Process for more details.	Please see Resignation Withdrawal of Federal Recognition (Fed Rec) Process for more details.	

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18	Appoint Board	<p>If Officer elects a Board or if there was no response, First Army CG requests nominations from the State G1 and appoints Board.</p> <p>Four Board members include: Two Regular Army members Two ARNG members</p>	NGR 635-101			
19	Hold Board	<p>State holds Board.</p> <p>Memo including instruction for Board President is provided by the First Army CG.</p> <p>Board makes findings and recommendations.</p> <p>All voting Board members are required to sign DA Form 1574 or memo.</p> <p>All Board proceedings are sent to First Army G1.</p> <p>First Army G1 sends all Board proceedings to First Army JAG to ensure Board proceedings were conducted legally.</p>	<p>AR 15-6</p> <p>NGR 635-101</p>	DA Form 1574		Timeframe of Board hearing may vary. Normally held on a drill weekend. Officer has a right to attend the Board. Officer must have 30 days to prepare for the Board.
20	Final Action on Board proceedings?	First Army CG determines what actions to take based on Board findings and recommendations. The only requirement is a summarized transcript of the Board proceedings from the State.				If the First Army CG does not agree with the Boards findings and/or recommendations, they send a letter explaining why to the State TAG. No timeframe.

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21	Send Retention Recommendation Memo	If retention is recommended, First Army CG sends a memo with recommendation to the State G1.	NGR 635-101			
22	File packet and retain Officer (iPERMS)	State G1 files the packet and Officer is retained. Unit informs Officer of action.			iPERMS	Some States add Recommendation Memo to iPERMS. Some States clear Officer's record of adverse action.
23	Send Separation Packet and recommendation	If retention is not recommended, First Army CG sends the original and a copy of the Separation Packet and recommendation for final action to NGB.				
24	Review Separation Packet	Fed Rec Section receives and reviews withdrawal documentation Separation Packet paying particular attention to Board proceedings. Withdrawal documents to be reviewed include: -Board transcript -Boards findings and recommendations -State TAG request for Separation -CoC recommendations -Legal Review from the State JAG (memo) -Investigation and/or supporting documentation -Chief of the ARNG letter	NGR 635-101			

No.	Activity/ Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
25	Create withdrawal of Fed Rec review workflow (JASMS)	Fed Rec Section creates withdrawal of Fed Rec review workflow within JASMS (Joint Applications Staff Management System). Fed Rec Section drafts NGB Staff Summary Sheet to include review workflow for Separation Packet as well as a recommended action and outstanding questions. Fed Rec Section enters review workflow and uploads NGB Staff Summary Sheet into JASMS. Once uploaded, Fed Rec Section hand delivers the Separation Packet to NGB offices for review.			JASMS	

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26	Review Separation Packet (JASMS)	<p>NGB Offices review Fed Rec Withdrawal documentation from different aspects. Once review is complete, signs NGB Staff Summary Sheet.</p> <ul style="list-style-type: none"> - NGB-JAG: uses legal perspective to draft comments to be included in Chief of NGB Memo - NGB-IG: ensures Packet includes required source documents (e.g., Incident Report, 15-6, Memo, Board Proceedings) - NGB-ARP-C (Fed Rec Section): Creates Chief of NGB memo based on the findings provided by NGB-JA - NGB-G1: ensures Packet is clear and concise - NGB-ARZ-DSA: Updates the format of the Chief of NGB Memo as well as overall Withdrawal Packet - NGB-CoFS: Performs general review - NGB-DARNG: Performs general review - NGB-CNGB: Signs Packet - NGB-ARP-C (Fed Rec Section): Receives signed Packet to submit to State G1 <p>Once each individual review is complete, NGB Offices transfers Withdrawal Packet review ownership through chain in command via JASMS.</p>			JASMS	Review process lasts 60 days.
27	Send withdrawal of Fed Rec request	Fed Rec Section sends the signed Fed Rec Withdrawal Packet to State OPM and MILPO via email.				
28	Receive withdrawal of Fed Rec request	State OPM and MILPO receives the Withdrawal of Fed Red request from the Fed Rec Section via email.				

No.	Activity/ Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
29	Cut State Separation Order and submit packet (MILPO Order System, RCAS, Fed Rec System)	<p>State OPM cuts State Separation Orders to include separation date and characterization/separation code.</p> <p>State Order, CNG memo, board findings</p> <p>State OPM and MILPO sends packet to JAG, JAG gives recommendations, TAG signs off, sends (TAG or JAG) back to OPM to cut the separation orders.</p>	AR 135-175		<p>Fed Rec System</p> <p>MILPO Order System</p> <p>RCAS</p>	Varies from State to State
30	Review Separation Packet (Fed Rec System, iPERMS)	<p>Fed Rec Section receives a copy of the State Separation Order and documents 30 days prior effective date.</p> <p>Fed Rec Section to review Separation Packet. Fed Rec checks for accurate separation code on State Orders (Honorable Discharge, Dishonorable Discharge, or Other than Honorable Discharge).</p>			<p>Fed Rec System</p> <p>iPERMS</p>	
31	Administratively complete Separation Packet?	Fed Red Section determines if the Separation Packet is administratively complete.			Fed Rec System	
32	Correct Separation Packet (Fed Rec System)	If Separation Packet is not complete, State receives the Separation Packet and corrects error.			Fed Rec System	
33	Enter Separation Effective Date (Fed Rec System)	If the Separation Packet is complete, Fed Rec Section sends the Separation Packet to Fed Rec Admin Section for review.			Fed Rec System	
34	Review Separation Packet (Fed Rec System)	Fed Rec Administration Section reviews the Separation Packet and ensures that all names and dates are correct and all appropriate signatures have been received to ensure Federally Recognized Order will be cut properly.			Fed Rec System	

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35	Administratively complete Separation Packet?	If Separation Packet is administratively complete, Fed Rec Admin Section publishes Federally Recognized Orders. If the Separation Packet is not administratively complete, State corrects Separation Packet.			Fed Rec System	
36	Correct Separation Packet (Fed Rec System)	If Separation Packet is not complete, State receives the Separation Packet and corrects error.			Fed Rec System	
37	Publish Separation of Fed Rec Order (Fed Rec System)	<p>Once complete, Fed Rec Admin Team publishes Federally Recognized Orders into Fed Rec System. Once, published, Fed Rec System emails pre-selected contacts including State, and iPERMS Section. HRP-P iPERMS Section adds Federally Recognized Orders to iPERMS Record.</p> <p>At this point, the Soldier's Federally Recognized Commission is officially withdrawn.</p>			Fed Rec System	

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38	Create final separation documents (iPERMS, RCAS, SIDPERS, TransProc)	<p>After receiving the Fed Rec Order, State OPM works the following to close out the record:</p> <ul style="list-style-type: none"> - NGB Form 22 or DD Form 214 (depending on status) - RPAM - Retirement Certificate 55 - Separation Certificate - DA Form 2-1 <p>State OPM sends order through the CoC to BDE/MACOM</p> <p>Officer receives a mail copy of the NGB Form 22 and separation certificate, and DD Form 214.</p>		DA Form 2-1 DD Form 214 NGB Form 22 Retirement Certificate 55	iPERMS RCAS SIDPERS TRANSPROC	
39	Send final Separation Order	<p>State OPM sends final Separation Order through the chain of command to BDE/MACOM.</p> <p>Unit commander closes off Officer's OER.</p>				<p>This overall process should take no longer than 200 days. After the Board is appointed, it should take no longer than 90 days to complete the remaining part of the process.</p>