

REFRAD TEMPLATE

The memorandum is THRU

Chief, Reserve Augmentation and Reserve Affairs, Office of the Surgeon General, 5111 Leesburg Pike, Falls Church, VA 22041

FOR U.S. Total Army Personnel Command, ATTN: TAPC-PDT-PM, Alexandria VA 22332

SUBJECT: Request For Voluntary Early Release From Active Duty (REFRAD)

1. I, (NAME, RANK, BRANCH OF SERVICE, SSN) hereby request voluntary release from active duty under the provisions of AR 600-8-24, effective (PROVIDE DATE). This early release will not cause me nor my family any hardship.
2. JUSTIFICATION: State your reason for the early release and any supporting documentation if you have it. Please add the following statement: I understand that if my request for REFRAD is accepted that my character of service will be Honorable.
3. CURRENT ORDER #: I am currently on (mob order number).
4. CURRENT DUTY STATION: State present duty station, office assigned, and the UIC. (This information should also be found on your current mobilization orders).
5. LEAVE: Identify the number of days you are planning to take leave. If you are not planning to take transition leave, state that you are not going to take transition leave.
6. MAILING ADDRESS: Provide a mailing address where you can be reached upon release from active duty.

Your Name
Rank, Branch of Service