



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-HRH (RN135)

22 May 2025

MEMORANDUM FOR The Adjutants General of All States, Territories, and the
Commanding General of the District of Columbia

Subject: Army National Guard (ARNG) Implementing Guidance for “Prioritizing Military
Excellence and Readiness” (PPOM #25-015)

1. References: See Appendix A (Enclosure 1)
2. Purpose. To provide policy guidance and prescribed procedures for separation processing of Soldiers who have a current diagnosis or history of gender dysphoria, or those who exhibit symptoms consistent with gender dysphoria. The enclosed guidance at Appendix B (Enclosure 2) assigns responsibility and prescribes procedures related to Soldiers in any of the categories above.
3. Applicability. This guidance applies to all ARNG Soldiers including traditional (M-day), T32/T10 AGR, dual-status technicians, and Simultaneous Membership Program (SMP) cadets.
4. The Adjutants General (TAG) or the Commanding General of D.C. will implement guidance with Commanders using the utmost professionalism, and treat all Soldiers, Cadets, and applicants with dignity and respect. Commanders shall protect and safeguard the privacy of Protected Health Information (PHI) they receive under this policy and restrict access of PHI only to personnel with a need-to-know IAW existing law, DoD, and Army Policy.
5. Point of contact for this memorandum is Ms. Sharon Archibald, Chief, AGR and Retirement Policy Branch, ARNG-HRH, at DSN 327-0460, 703-607-0460, or sharon.a.archibald.civ@army.mil.

3 Encls

TIMOTHY W. ZIMMERMAN
Chief, Personnel Policy Division

References

- a. FRAGO 2 to HQDA EXORD 175-25 Implementation of Executive Order 14183: "Prioritizing Military Excellence and Readiness," 20 May 2025
- b. ARNG-HRH memorandum "Army National Guard (ARNG) Implementing Guidance for "Prioritizing Military Excellence and Readiness" (PPOM 25-004)," 14 March 2025
- c. ARNG-HRH memorandum, Rescind PPOM #25-004 (Army National Guard (ARNG) Implementing Guidance for "Prioritizing Military Excellence and Readiness," 3 April 2025
- d. Secretary of Defense memorandum, "Implementing Policy on Prioritizing Military Excellence and Readiness," 8 May 2025
- e. Under Secretary of Defense, Personnel and Readiness Memo, "Prioritizing Military Excellence and Readiness: Implementation Guidance," 15 May 2025
- f. Assistant Secretary of Defense, Health Affairs, "Additional Guidance on Treatment of Gender Dysphoria," dated 9 May 2025
- g. Army Regulation (AR) 135-175, Separation of Officers
- h. Army Regulation (AR) 135-178, Enlisted Administrative Separations
- i. Title 32, Section 709, United States Code (32 U.S.C. 709f)
- g. Chief, National Guard Bureau Instruction (CNGBI) 1400.25, Vol 213, National Guard Technician and Civilian Personnel Excepted Service Employment, 31 July 2024

Guidance

1. Phase I is the voluntary separation phase, which was re-initiated effective 8 May 2025 and will end on 6 June 2025 for ARNG Active Guard Reserve (AGR) Soldiers, and those on active-duty orders for 30 or more consecutive days. For ARNG Traditional (M-day) Soldiers, the voluntary separation phase was re-initiated effective 8 May 2025 and will end on 7 July 2025. Phase I Soldiers must make election prior to the respective deadline based on their status to voluntarily separate/retire. During Phase I, Commanders will identify and annotate those for involuntary separation in Phase II, although no involuntary separation actions will be initiated during Phase I. Separation process for Soldiers under this guidance will be initiated for separation or retirement from the ARNG no later than 30 days from identification.

2. Phase II will be effective on 7 June 2025 for AGR Soldiers and those on active-duty for more than 30 days, and 8 July 2025 for Traditional (M-Day) Soldiers, with the start of Involuntary Separations. Once identified, Soldiers who did not elect voluntary separation during Phase I will be processed for involuntary separation NLT 30 days from identification. Additional guidance will be issued prior to the execution of Phase II.

3. Initial Actions:

a. Commanders will take immediate measures to update personnel records and administrative systems to reflect biological sex for all individuals.

b. All Soldiers will adhere to male or female standards consistent with their biological sex for any requirement or policy, such as physical fitness, medical fitness, body fat standards, berthing, bathroom and shower facilities, and uniform and grooming standards.

c. Pronoun usage and salutations when referring to individuals must reflect their biological sex.

d. The primary means of identifying individuals for voluntary separation will be through self-identification to the first O5 Commander in the chain of command by completing the memo template at Annex A.

e. The primary means of identifying individuals for involuntary separation will be through individual medical readiness (IMR) such as the annual periodic health assessment (PHA) or soldier readiness process (SRP).

4. Medical:

a. No DoD funds will be used to pay for Soldiers' unscheduled, scheduled, or planned medical procedures associated with facilitating sex reassignment surgery, genital reconstruction surgery as treatment for gender dysphoria, or newly initiated cross-sex hormone therapy.

b. Cross-sex hormone therapy for Soldiers who have a current diagnosis or history of, or exhibit symptoms consistent with, gender dysphoria that began prior to 26 February 2025, may, if recommended by a medical provider to prevent further complications, be continued until separation is complete.

c. Personal knowledge will be based on one of the following criteria:

(1) An individual's prior request for an exception to policy (ETP) to grooming standards pursuant to AD 2021-22 or PPOM 21-037.

(2) An individual's request for a medical treatment plan pursuant to AD 2021-22 or PPOM 21-037.

(3) An individual's open or overt conduct regarding his or her gender dysphoria in the unit or in public/social media.

(4) An individual's private conversation with his or her commander disclosing his or her gender dysphoria.

d. Commanders who have personal knowledge of individuals in their units who are disqualified for military service pursuant to reference a will direct an IMR review to confirm compliance with medical standards IAW AR 40-502. The first O5 in the individual's chain of command will direct the IMR review.

e. All reviews of IMR or other protected health information (PHI) will be conducted in accordance with DoD Manual 6025.18, "Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy rule in DoD health care programs." Commands will exercise strict adherence to privacy and minimum necessary information sharing.

f. Medical providers conducting a PHA, SRP, or IMR review who identify individuals with a current diagnosis or history of gender dysphoria must immediately notify the individual's commander using the medical profiling system and are also required to complete the verification memorandum using the template in Annex E for the Soldier to provide to their commander. Upon verification by a medical provider, the individual will

Enclosure 2
Appendix 2 (PPOM #25-015)

be notified of the commander's intent to separate. Medical providers must be a physician, nurse practitioner, or physician assistant, and may be either military or civilian.

g. Individuals are ineligible for referral to the disability evaluation system (DES) solely for diagnosis or history of or exhibiting symptoms consistent with gender dysphoria. However, they may be referred to the DES if they have a co-morbidity or other qualifying condition, appropriate for processing in accordance with AR 635-40, prior to the completion of their separation physical.

5. Separation packet submissions:

a. Election of voluntary separation will be made by the Soldier to the first O5 Commander in the Chain of Command. State's HROs/G1s will receive all submissions from subordinate units and will submit one Customer Relationship Management (CRM) case to ARNG-HRH for each Soldier by selecting the provider group listed for the appropriate population. The CRM case must contain all the required documents listed in Annex C. Subject of CRM case will be "Voluntary Separation Request." States will enter their own provider group name in the comments box of the CRM case to ensure continued communication.

(1) Traditional / MDAY Enlisted: NGB HRH ENLISTED POLICY

(2) T32/T10 AGR: NGB HRH AGR POLICY

(3) Traditional / MDAY Officers and Warrants: NGB HRH OFFICER POLICY

b. All packets for Soldiers who previously submitted for voluntary separation prior to 26 March 2025 remain valid and will continue processing immediately once medical verification is confirmed and the remainder of the required documents in Annex C are uploaded into the previously submitted Integrated Personnel and Pay System-Army (IPPS-A) CRM case.

c. No personal health information (PHI), or personal identifying information (PII) will be uploaded to IPPS-A.

6. Early retirement under the Temporary Early Retirement Authority (TERA) is authorized for Soldiers who have achieved 18 but less than 20 years Active Federal Service (AFS). Soldiers with over 15 years and less than 18 years AFS can submit an ETP through ARNG-HRH-M for consideration to receive TERA as part of their packet. The authority for TERA and ETP approvals resides with ASA (M&RA).

Enclosure 2
Appendix 2 (PPOM #25-015)

7. Phase I Separation Authority for ARNG Enlisted Soldiers resides with the ASA (M&RA). Separations for Soldiers in a commissioning pipeline, such as SMP cadets and those enrolled in Officer Candidate School (OCS) will be processed as Enlisted separations. All requests for voluntary separation / retirement by Traditional / MDAY Enlisted personnel will be sent to ARNG-HRH-E for submission to ASA(M&RA) for final decision. Requests for AGR separation/retirement will be sent to ARNG-HRH-M. Waiver authority resides with the Secretary of the Army (SECARMY). ARNG enlisted Soldiers will be separated IAW AR 135-178, chapter 13.

8. Phase I Separation Authority for ARNG Officers resides with CNGB. Requests for Officer separation will be sent to ARNG-HRH-O. Officer separations will require withdrawal of Federal recognition action, pursuant to Title 32, United States Code, Section 323. Separation packets must include the final disposition memorandum from ARNG-HRH-O. States will submit separation packets to the Federal Recognition Section in ARNG-HRP, via eTracker, for withdrawal processing in accordance with NGR 635-100 and NGR 635-101. AGR officers will be separated IAW AR 600-8-24, paragraph 3-5. ARNG officers will be separated IAW AR 135-175, paragraph 6-8.

9. Separation Pay and benefits for voluntary separation:

a. T10/T32 AGR Soldiers and ADOS/FTNGD-OS Soldiers on active-duty orders for more than 30 days may be eligible for voluntary separation pay IAW 10 U.S.C. 1175A and DoDI 1332.43 at a rate that is twice the amount the Soldier would have been eligible for involuntary separation pay. Soldiers in a Traditional (M-Day) status are not eligible for separation pay. Soldiers who are involuntarily separated may be eligible for full involuntary separation pay, provided they meet all other criteria.

b. Soldiers who elect to voluntarily separate will not have to repay any bonuses received prior to 26 February 2025, so long as the Soldier volunteers for separation. The Army may recoup any bonus received prior to 26 February 2025 for those who do not elect voluntary separation and are involuntarily separated after phase I.

c. All remaining Military Service Obligations (MSO), Active-Duty Service Obligations (ADSO), and Service Remaining Obligations (SRO) will be waived for both voluntary and involuntary separations.

d. Soldiers being separated or retired in lieu of, are not authorized to participate in any career skills program or skill bridge opportunities.

e. Eligible Soldiers, which include AGR Soldiers and those on orders for 30 or

more days, may remain eligible for Tricare for 180 days post-separation IAW 10 U.S.C. 1145.

f. Eligible Soldiers will complete the transition assistance program (TAP) in accordance with AR 600-81 and be allowed to do so via hybrid or virtual TAP if feasible.

10. Duty Status and Termination of Orders:

a. States will place all Soldiers in Administrative Absence status with full pay and benefits until separation is complete and will be separated NLT the 1st day of the 7th month after notification to their commander. Commanders will maintain accountability and ensure the health and welfare of their Soldiers and SMP cadets throughout the separation process.

(1) T10/T32 AGR and ADOS/FTNGD-OS on orders more than 30 days: Soldiers will enter a request in the PAID module of IPPS-A utilizing the "03-Administrative Absence" type code and "Transition ADM" absence reason sub code.

(2) Traditional (M-Day) Soldiers will be coded as "P" in My Unit Pay (MUP).

(3) Guidelines for coding of time and attendance in DATAAPS for T32 dual status technicians will be provided by the HRO of the State, Territory or District. T32 dual status technicians will be coded "P" for their traditional (M-Day) status. Once separation occurs, T32 dual status technicians will be terminated from their technician positions IAW references I and g.

b. Soldiers on FTNGD-OS or ADOS-RC orders for more than 30 days will have their orders terminated on the 1st day of the 7th month after the notification to their commander, or on the natural end date of their current order, whichever comes first

c. Soldiers currently deployed (or serving on any orders over 30 days) and voluntarily elect separation, commanders will initiate return to home station within 30 days of being notified, or as soon as practicable.

d. Individuals being separated or retired under this guidance will receive reentry code (RE-3) to reflect they will not be considered fully qualified for reentry for continued service and are ineligible to serve in the reserve component.

e. Soldiers being processed for separation or retired under this guidance will

be designated non-deployable until their separation is complete.

f. Characterization of service under these procedures will be honorable except where the Soldier's record otherwise warrants a lower characterization.

g. Enlisted Soldiers will be processed for separation under secretarial plenary authority using the separation program designator code JFF.

h. Officers will be processed for separation on the basis their continued service is not clearly consistent with the interests of national security using the separation program designator code JDK.

11. Waivers may be considered IAW the guidelines in Annex C. Authority for waiver approvals is the SECARMY.

12. Board of inquiry procedures for involuntary separations of officers with six or more years of commissioned service will be provided in Phase II guidance. Officers with less than six years will be discharged, pursuant to Title 10 United States Code, Section 14503.



DEPARTMENT OF THE ARMY

ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Voluntary Separation Related to OUSD (P&R) Memorandum, "Additional Guidance on Prioritizing Military Excellence and Readiness", dated 26 February 25

References:

a. OUSD memorandum, "Additional Guidance on Prioritizing Military Excellence and Readiness", dated 26 February 25.

b. Executive Order 14183, "Prioritizing Military Excellence and Readiness," dated 27 January 2025.

c. OSD memorandum, "Prioritizing Military Excellence and Readiness Memo" dated 7 February 25.

2. I [Soldier/Applicant name] am requesting [voluntary separation/Temporary Early Retirement Authority (TERA)/Retirement] from military service in accordance with EXORD 175-25 and PPOM 25-015. I understand that my characterization of service will be honorable unless my record otherwise warrants a lower characterization of service.

3. The point of contact for this action is XXXX, (XXX) XXX-XXXX, XXX.mil@army.mil.

OFFICERS

[NAME (ALL CAPS)]

RANK, BRANCH

Position/Organization

WARRANT OFFICERS

[NAME (ALL CAPS)]

RANK, USA

Position/Organization

ENLISTED SOLDIERS

[NAME (ALL CAPS)]

RANK, USA

Position/Organization

Commander Talking Points – Voluntary Separations

Service Members and Trainees

Under recent changes to Department of Defense policy, Soldier's with a diagnosis or history of, or exhibit symptoms consistent with gender dysphoria and/or have a history of cross-sex hormone therapy or a history of sex reassignment or genital reconstruction surgery as treatment for gender dysphoria or in pursuit of a sex transition are disqualified from military service. In some cases, waivers may be available for disqualifying conditions.

The Army has developed a phased approach for separation for gender dysphoria. The first phase is for those individuals who wish to self-identify and seek a voluntary separation. The voluntary separation opportunity is open.

If you have any of these conditions and wish to self-identify, please let your leader/commander.

If you have any questions about this determination or the waiver process, we encourage you to speak with your commander for further clarification.

Provide command POC.

Commander Talking Points Once Soldier Has Self-Identified (Counseling)

You are being counseled today because you have requested voluntary separation from military service IAW HQDA EXORD 175-25 "Implementation Guidance for Executive Order 14183." This was a voluntary request by which you self-identified as having a current diagnosis or history of, or exhibiting symptoms consistent with gender dysphoria.

You will report to (**Rank Last name, First name**) to begin out-processing immediately. (Add additional necessary instructions such as new place of duty and installation-specific guidance for clearing, equipment turn in, and finance). While being processed for separation, you will be placed in an administrative absence status, with full pay and benefits, until your separation is complete. To facilitate your separation, you will be designated as non-deployable.

You may be eligible for Voluntary Separation Pay IAW 10 U.S.C. 1775a and DoDI 1332.43. You will be required to attend the Army Transition Assistance Program (TAP) if eligible.

You will be referred to complete a medical examination IAW DoDI 6040.46. You will not be referred to the Disability Evaluation System (DES) solely for a current diagnosis,

history of or exhibiting symptoms consistent with gender dysphoria, not constituting a physical disability pursuant to DoDI 1332.18. You may be referred to the DES if you have a co-morbidity, or any other qualifying condition, that is appropriate for a disability evaluation processing IAW AR 635-40.

You will not have to repay any bonuses received prior to 26 February 2025. All remaining military service obligations (MSO) pursuant to 10 U.S.C. 651 or other authorities will be waived. If you are AGR or on active duty orders for more than 30 days and currently have Tricare, you and your covered dependents may be eligible for transitional health care through Tricare for 180 days post separation IAW 10 U.S.C. 1145.

Commander Talking Points Soldiers Who Previously Submitted Voluntary Separation.

A recent ruling by the Supreme Court issued on 6 May 2025 has allowed for the Department of Defense to continue separating individuals with a diagnosis or history of, or exhibit symptoms consistent with gender dysphoria and/or have a history of cross-sex hormone therapy or a history of sex reassignment or genital reconstruction surgery as treatment for gender dysphoria or in pursuit of a sex transition from military service.

If you previously elected to voluntarily separate under EXORD 175-25 guidance, your packet will continue processing immediately once you provide medical verification from your medical provider. Failure to submit the medical verification could result in delay of your voluntary separation request being processed. Additionally, not submitting the medical verification does not change the fact that the commander has been notified and will not prevent involuntary separation.

Commander Talking Points Soldiers Who Would Like to Withdrawal Voluntary Separation.

All entitlements for voluntary separation are in place. If you wish to withdraw your voluntary separation packet, you must provide a written request withdrawing your packet. Once you withdraw your request for voluntary separation, you will no longer be entitled to compensation IAW voluntary separations in EXORD 175-25 and will be involuntarily separated when the voluntary request period is over.

Commander Talking Points Soldiers Who Are Retirement Eligible and Request to Retire in Lieu of Separation

A recent ruling by the Supreme Court issued on 6 May 2025 has allowed for the Department of Defense to continue separating individuals with a diagnosis or history of, or exhibit symptoms consistent with gender dysphoria and/or have a history of cross-sex hormone therapy or a history of sex reassignment or genital reconstruction surgery as treatment for gender dysphoria or in pursuit of a sex transition from military service.

You currently meet the requirements for retirement. You may submit your retirement in lieu of any separation action (voluntary/involuntary). Upon submitting of your retirement, you are no longer eligible for compensation IAW EXORD 175-25. You will remain eligible for retirement compensation and benefits IAW already established Army policy for "in lieu of" retirements.

Commander Talking Points Soldiers Who Would Like to Submit an ETP for TERA

A recent ruling by the Supreme Court issued on 6 May 2025 has allowed for the Department of Defense to continue separating individuals with a diagnosis or history of, or exhibit symptoms consistent with gender dysphoria and/or have a history of cross-sex hormone therapy or a history of sex reassignment or genital reconstruction surgery as treatment for gender dysphoria or in pursuit of a sex transition from military service.

You currently have more than 15 years of Active Federal Service (AFS) and meet the requirements for Temporary Early Retirement Authority (TERA); however OSD's policy for service members separated for Gender Dysphoria restricts TERA to service members that have 18 years of AFS. If you have more than 15 years AFS and less than 18 year AFS you may submit an exception to policy to request for consideration of retirement under TERA to the Secretary of Defense. If disapproved, you will be voluntarily separated under the guidance published in EXORD 175-25.

Applicants

Thank you for your interest in serving in the Army National Guard and for taking the time to go through the application process. We recognize the dedication and commitment it takes to pursue military service. As part of the Army's accession process, all applicants must meet established medical and eligibility requirements to serve.

Under recent changes to Department of Defense policy, individuals with a diagnosis or history of, exhibit symptoms consistent with gender dysphoria and/or have a history of cross-sex hormone therapy or a history of sex reassignment or genital reconstruction surgery as treatment for gender dysphoria or in pursuit of a sex transition are disqualified from military service in the Army. In some cases, waivers may be available for disqualifying conditions.

We appreciate your desire to serve and understand that this may be disappointing news. If you have any questions about this determination or the waiver process, we encourage you to speak with your recruiter for further clarification.

Gender Dysphoria Voluntary Separation Processes

Personnel will be considered in the Voluntary Separation Process if they self-identify to their commander on or before voluntary window closes. Commanders will initiate voluntary separation immediately upon notification by the Soldier IAW the following guidance.

Active Guard Reserve (AGR) officers will elect for voluntary separation IAW AR 600-8-24, paragraph 3-5 (unqualified resignations), and paragraph 6-12 (voluntary retirements). Commanders will process requests through the chain of command to HRC, retirements and separations branch and submit recommendations for descriptions of service and characterization only if a characterization lower than honorable is warranted.

ARNG officers will submit requests for voluntary separation IAW AR 135-175, paragraph 6-8, unqualified resignations. Submit requests through the chain of command and state TAG, to Chief, National Guard Bureau. Commanders will submit recommendation for descriptions of service and characterization only if a characterization lower than honorable is warranted.

ARNG officers will submit requests for voluntary retirement IAW AR 135-180 retirement for regular and non-regular service. Commanders will submit recommendation for descriptions of service and characterization only if a characterization lower than honorable is warranted.

ARNG enlisted Soldiers will submit voluntary requests for separation IAW AR 135-178, chapter 13 (Secretarial Plenary Authority). Commanders will follow current policy for processing voluntary requests for separation IAW chapter 13. Chain of command endorsement must include recommendations concerning characterization or description of service and rationale to support determination that separation is or is not in the best interest of the Army. Additionally, there must be a statement as to whether counseling requirements have been met. The characterization of service that may be issued is honorable, except where the Soldier's record otherwise warrants a lower characterization.

Soldiers will be separated no later than the 1st day of the 7th month after notification to their commander. Training and doctrine command (TRADOC) trainees are exempt from this requirement.

Soldiers are ineligible for referral to the Disability Evaluation System (DES) when they have a current diagnosis or history of, or exhibit symptoms consistent with, gender dysphoria (not constituting a physical disability pursuant to DODI 1332.18).

Soldiers may be referred to the DES if they have a comorbidity, or any other qualifying condition, that is appropriate for disability evaluation processing IAW AR 635-40, prior to the completion of their separation physical.

Enclosure 3
Annex C (PPOM 25-015)

All Soldiers who are processed for separation will be designated non-deployable until their separation is complete. Further guidance is forthcoming.

Eligible Soldiers (including AGR Soldiers and National Guard members when in a Title 10 status or on active-duty orders for 30 or more consecutive days) who are processed for separation along with their covered dependents, may remain eligible for TRICARE for 180 days post separation IAW 10 U.S.C. 1145.

To maintain good order and discipline, all Soldiers being processed for separation pursuant to the guidance will be placed in an administrative absence status, with full pay and benefits, until their separation is complete. Commanders will maintain accountability and ensure the health and welfare of their Soldiers and cadets throughout the separation process. M-DAY personnel will be coded "P" for present to prevent accrual of debt for SGLI. Training and doctrine command (TRADOC) trainees are exempt from the administrative absence requirements.

All eligible Soldiers will complete the Transition Assistance Program (TAP) IAW 600-81 if applicable to their status. Commanders will authorize Soldiers to wear appropriate business casual civilian attire during TAP, installation out processing activities, and while in an administrative absence status. If feasible, commanders will allow Soldiers to participate in a hybrid or virtual TAP.

Personnel with a qualifying period of service in accordance with DODI 6040.46 complete a Separation History and Physical Examination that meets all requirements of DODI 6040.46 paragraph 3.4.

For Soldiers who are currently deployed and voluntarily elect separation, commanders will initiate return to home station within 30 days of being notified, or as practicable.

IPPS-A SUBMISSION GUIDANCE

State's HROs/G1s will receive all submissions from subordinate units and will submit one Customer Relationship Management (CRM) case to ARNG-HRH for each Soldier by selecting the provider group listed for the appropriate population. The CRM case must contain all the required documents listed below. Subject of CRM case will be "Voluntary Separation Request." States will enter their own provider group name in the comments box of the CRM case to ensure continued communication.

- (1) Traditional / MDAY Enlisted: NGB HRH ENLISTED POLICY
- (2) T32/T10 AGR: NGB HRH AGR POLICY
- (3) Traditional / MDAY Officers and Warrants: NGB HRH OFFICER POLICY

PACKET CHECKLIST

Enlisted personnel:

- Soldier Memo (Annex A)
- DA form 2339 for TERA/retirement eligibility (if applicable)
- ETP request for TERA (if between 15-18 years AFS)
- Current NGB 23 (RPAM statement)
- Sexual Assault Statement (Annex D)
- Medical Verification Memo (Annex E)

All other attachments for routine separations are waived for this action

Officers and Warrant Officers:

- Soldier Memo (Annex A)
- DA form 7301 for TERA/retirement eligibility (if applicable)
- ETP request for TERA (if between 15-18 years AFS)
- Current NGB 23 (RPAM statement)
- Sexual Assault Statement (Annex D)
- Medical Verification Memo (Annex E)

All other attachments for routine separations are waived for this action

Commanders will code personnel using the VOLGD restriction code to ensure personnel are identified as nondeployable.

Commanders will use “Admin Absence – GD” to place personnel in an administrative absence status. Absences under this code can be completed in increments of up to 30 days. Commanders are responsible for ensuring that subsequent requests are initiated upon expiration of the current absence.

WAIVER PROCESS AND AUTHORITIES

Waiver requests will be routed THRU the first General Officer in the Soldier’s chain of command for review. Request memos will be sent THRU the Director, Army National Guard, ATTN: ARNG-HRH TO the Secretary of the Army for decision.

Disqualified individuals may be considered for a waiver if there is a compelling government interest that directly supports warfighting capabilities to include special experience, special training, and advanced education in a highly technical career field designated as mission critical and hard to fill by the Secretary of the Army. Requests will be considered if such experience, training, and education is directly related to the operational needs of the Army. The Soldier concerned must meet all the following criteria:

Enclosure 3
Annex C (PPOM 25-015)

- Demonstrates 36 consecutive months of stability in the Soldier's biological sex without clinically significant distress or impairment in social, occupational, or other important areas of functioning.
- Demonstrates that he or she has never attempted to transition to any sex other than their sex.
- Willing and able to adhere to all applicable standards associated with the Soldier's biological sex.

Disqualified applicants requesting entry into military service may submit a written waiver request for accession through their recruiter to the Secretary of the Army for consideration.



DEPARTMENT OF THE ARMY

ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR: Commander, U S Army Human Resources Command (AHRC-OPL-R), 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122

SUBJECT: Victim of Sexual Assault Statement for Administrative Separation

1. DOD Instruction 6495.02, AR 600-20, Chapter 8, and Sexual Assault Prevention and Response Program procedures require Soldiers being administratively separated to sign a statement answering the following questions:

a. Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months? YES _____ NO _____

b. If the answer to (a.) above is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or your reporting of the sexual assault? YES _____ NO _____

If yes, provide additional comments on an attached sheet.

2. The point of contact for this action is XXXX, (XXX) XXX-XXXX, XXX.mil@army.mil.

[NAME (ALL CAPS)]
RANK, BRANCH/USA
Position/Organization



DEPARTMENT OF THE ARMY

ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Medical Verification for Voluntary Separation Related to Executive Order 14183: "Prioritizing Military Excellence and Readiness", dated 27 January 25

1. References:

a. Office of the Secretary of Defense memorandum, "Prioritizing Military Excellence and Readiness Memo" dated 7 February 25.

b. Office of the Under Secretary of Defense memorandum, "Additional Guidance on Prioritizing Military Excellence and Readiness", dated 26 February 25.

c. Executive Order 14183, "Prioritizing Military Excellence and Readiness," dated 27 January 2025.

d. Office of the Under Secretary of Defense Memorandum, "Prioritizing Military Excellence and Readiness: Implementation Guidance", dated 15 May 2025.

2. [Soldier/Applicant name] meets the criteria for separation from military service in accordance with EXORD 175-25 and PPOM 25-015.

3. The point of contact for this action is XXXX, (XXX) XXX-XXXX, XXX.mil@army.mil.

[NAME (ALL CAPS)]
RANK, BRANCH/USA
Position/Organization



DEPARTMENT OF THE ARMY

ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM THRU

(First GO and ORG)

Director, Army National Guard, 111 S. George Mason Dr., Arlington VA, 22204 (ATTN:
ARNG-HRH)

FOR SECRETARY OF THE ARMY

SUBJECT: Waiver Request in Accordance with EXORD 175-25.

1. References:

a. Executive Order 14183, "Prioritizing Military Excellence and Readiness," dated 27 January 2025.

b. Office of the Secretary of Defense memorandum, "Prioritizing Military Excellence and Readiness Memo" dated 7 February 25.

c. Office of the Under Secretary of Defense memorandum, "Additional Guidance on Prioritizing Military Excellence and Readiness", dated 26 February 25.

d. The Under Secretary of Defense memorandum, "prioritizing military excellence and readiness: implementation guidance, dated 15 May 2025".

2. I [Soldier/Applicant name] am requesting a waiver to separation in accordance with EXORD 175-25 and PPOM 25-015.

3. I understand and certify that I meet all three waiver criteria. If the waiver is disapproved by the Secretary of the Army, I understand separation from service will immediately be initiated by my chain of command.

4. The point of contact for this action is XXXX, (XXX) XXX-XXXX, XXX.mil@army.mil.

[NAME (ALL CAPS)]
RANK, BRANCH/USA
Position/Organization



Gender Dysphoria Separation Benefits Overview

Characterization/Benefits/Entitlements	Voluntary Separation (26 Feb – 6 June 2025 : AGR / On orders for 30+ days) (26 Feb - 7 July 2025: Traditional / M-day / SMP Cadets)	Involuntary Separation (Effective 7 June: AGR/30+ days) (Effective 8 July: M-day)
Characterization of Service – Honorable (except where the Soldiers' record otherwise warrants a lower characterization).	Yes	Yes
Voluntary Separation Pay <i>*Soldiers must meet all requirements listed in 10 U.S.C. 1175a, DoDI 1332.43 and AR 637-2 to be eligible for voluntary and involuntary separation pay. (Does not apply to M-day, unless on AD for 6+ yrs)</i>	May be provided at a rate that is twice the amount the Soldier would have been eligible for under involuntary separation pay IAW 10 U.S.C. 1175a and DoDI 1332.43	No
Involuntary Separation Pay <i>*Soldiers must meet all requirements listed in 10 U.S.C. 1175a, DoDI 1332.43 and AR 637-2 to be eligible for voluntary and involuntary separation pay. (Does not apply to M-day, unless on AD for 6+ yrs)</i>	No	May be provided full involuntary separation pay in accordance with 10 U.S.C. § 1174, DoDI 1332.29, and AR 637-2.
Temporary Early Retirement Authority (TERA) (Active Component and Active Guard Reserve (USAR and ARNG) (AGR) Soldiers identified for separation with over 18 but less than 20 years of total active federal service are eligible for early retirement under TERA IAW DoDI 1332.46. TERA authority is withheld to the ASA (M&RA)).	Yes	Yes
Bonus recoupment	No recoupment for any bonuses received before 26 Feb 25	Army may recoup any bonuses received prior to 26 Feb 25
Military Service Obligations Waived	Yes	Yes
TRICARE Eligibility (SM and covered dependents)	Yes (180-days post separation)	Yes (180-days post separation)
Transfer of Education Benefits	Yes, any remaining service obligation for Soldiers who have already transferred benefits will be waived	No



Separation Pay Processes and Examples

- Voluntary Separation Pay (10 U.S.C. §1175a) may be up to **2 times** involuntary pay by current DoD policy
 - Years of active service x (monthly base pay at time of discharge x 12) x 10%
 - Full months are counted as 1/12 of a year with any remaining days not accounted for.
 - Multiply by **2** for voluntary separations

- Example 1: E5 with 8 years of active service and \$4,142.40 base pay
 - Calculate annual base pay: $\$4,142.40 \times \underline{12} = \$49,708.80$
 - Multiply by years of service: $\$49,708.80 \times \underline{8} = \$397,670.40$
 - Multiply by 10%: $\$397,670.40 \times \underline{0.1} = \$39,767.04$ (involuntary separation pay)
 - **Multiply by 2 if SM separated voluntarily: $\$39,767.04 \times 2 = \$79,534.08$ (voluntary separation pay)**

- Example 2: W3 with 12 years, 5 months active service and \$6,875.10 base pay
 - Calculate annual base pay: $\$6,875.10 \times \underline{12} = \$82,501.20$
 - Multiply by years of service: $\$82,501.20 \times \underline{12.417} = \$1,024,417.40$
 - Multiply by 10%: $\$1,024,417.40 \times \underline{0.1} = \$102,441.74$ (involuntary separation pay)
 - **Multiply by 2 if SM separated voluntarily: $\$102,441.74 \times 2 = \$204,883.48$ (voluntary separation pay)**