

**Request Conditional Release
For Call to Active Duty
(ARNG Officers & USAR TPU Officers)
(letterhead)**

OFFICE SYMBOL

Date

MEMORANDUM THRU (Command Channels)

Commander, XX Company, 123 Street Address, City, State Zip Code
Commander, XX Infantry Battalion, 123 Street Address, City, State Zip Code
Commander, XX Infantry Brigade, 123 Street Address, City, State Zip Code
Major General (First MI Last), The Adjutant General, (State) Army National Guard,
123 Street Address, City, State Zip Code

or

Commander, XXth Aviation Command (OFT or S Command, GO Commanders),
123 Street Address, City, State Zip Code

FOR Commander, HRC, ATTN: AHRC-ORD-A, 1600 Spearhead Division Avenue,
Department 240, Fort Knox, Kentucky, 40122-5204

SUBJECT: Request Conditional Release from the Army XXXX

1. I, CPT Doe, John A., Request Call to Active Duty to the United States Regular Army under the provisions of Army Regulation 135-210.

2. The following information is provided:

a. Biographical Summary:

SSN: 000-00-0000

Date and Place of Birth: DD MMM YYYY, City, State, Country (If not US)

Home of Record: City, State

GR/DOR: 2LT/DD MMM YYYY

Promotion Status: I have neither been deferred nor failed selection for promotion in present grade.

Current Component: USAR

Current Control Branch/Specialty Code: Aviation/15A

Citizenship: US (if naturalized, when/how acquired)

Source and Date of Commission: OCS, 21 May 2004

Current Unit of Assignment: Unit Address, Base, City, State (or APO AX), Zip

Unit Telephone: (999) 555-5555, DSN 3xx-222-9999

Current Home address: Home address, City, State (or APO AX), Zip

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SUBJECT: Request for Conditional Release

Home Telephone: (999) 555-1234

Cell Phone: (999) 555-1235

E-mail address: xxxxxxx@xxx.xxx <mailto:xxxxxxx@xxx.xxx>

Marital Status: Married

Number of Dependent: Adults: # Children: #

Total Active Federal Commissioned Service: Years, months, and days

Total Active Federal Service: Years, months, and days

Current Physical: DD MMM YYYY, Height: Inches, Weight: Pounds,

Race/Ethnic Group: Other/Korean

Security clearance and type: Top Secret/SCI

b. Summary of Education (including professional qualifications):

Civilian:

High School, Ayer, Massachusetts Graduated 1992

Chaminade University, Honolulu, Hawaii BA (Biology)

La Verne University, La Verne, California MA (Management)

Military:

AMEDD Officer Basic Course: 1999

Combat Casualty Care Course: 2003

Military Tropical Medicine Course: 2005

c. Summary of Assignments:

Student, FA School, Fort Sill, OK

Sep 00 - Mar 01

HHC, 1st ID, Fort Sill, OK

Mar 01 - Dec 05

HQ, MEDDAC, Fort Meade, MD

Dec 05 – Present

3. Justification for requesting CAD: (to include what branch, functional area and/or MOS requesting).

4. The point of contact for this memorandum is the undersigned at (999) 555-5555, xxxxxxx@xxx.xxx.

FIRST MI. LAST
RANK, BRANCH
Principle Duty Title