

## **Conditional Tender of Resignation Memo for USAR Officers**

Please note that this memorandum is to be submitted as part of the Request for Conditional Release packet for USAR Officers, per the Personnel Action Guide (PAG) via the ePAT system. This is not to be confused with the CAD Conditional Request Memo that is submitted with the Call to Active Duty application.

An example of the USAR Conditional Tender of Resignation memo is located on the following page.

**USE YOUR UNIT'S LETTERHEAD**

MEMORANDUM FOR Commander, United States Army Reserve Command, 4710  
Knox Street, Fort Bragg, NC 28310

SUBJECT: Conditional Tender of Resignation

1. I, John Doe, Captain, Infantry, SSN 000-00-0000, hereby submit a conditional tender of resignation as a Reserve officer of the Army, under the provisions of AR 135-175.
2. I am submitting this conditional tender of resignation for the purpose of obtaining a conditional release in order that I may apply for *(enlistment) (appointment)* in .
3. My reason(s) for applying for *(enlistment) (appointment)* in another service is .
4. I am presently assigned to *(add the following, if appropriate)* and attached to .
5. I understand that my conditional tender of resignation will not be effective until such time as I have been *(enlisted) (appointed)* in the gaining service and executed an oath of office for such *(enlistment) (appointment)*.

(Signature)  
NAME  
RANK, BRANCH