

Army Regulation 637–2

**Military Personnel Pay, Allowances,
and Incentives**

Separation Pay (Nondisability) and Levels of Payment

**Headquarters
Department of the Army
Washington, DC
18 August 2022**

UNCLASSIFIED

SUMMARY of CHANGE

AR 637–2

Separation Pay (Nondisability) and Levels of Payment

This regulation is certified current as of 18 August 2022. Aside from the administrative changes listed in the summary of change, no other changes were made to certify the currency of this regulation—

- o Updates titles (app A).
- o Replaces DD Form 214, block 12h, in the “Initial entry training” definition with DD Form 214 (glossary).
- o This major revision, dated 9 October 2018—
- o Replaces DA Form 4187 (Personnel Action) with referenced DA Form 7783 (Written Service Agreement and Mandatory Disclosure Statement) (chap 1 and paras 2–1*b*(5), C–4*a*, and C–4*b*).
- o Updates guidance regarding Soldiers discharged for sole survivorship (para 2–3*e*).
- o Adds new guidance to clearly define the utilization of figure 2–1 (para 2–4).
- o Adds new guidance regarding involuntary separation pay at the respective control point (para 2–6).
- o Eliminates Soldiers with a Bar to continued Service in place at separation to be eligible for Involuntary Separation Pay (table 2–2).
- o Eliminates Soldiers with an Immediate Retention Prohibition code of 8K (failure to complete mandatory Structured Self-Development course) (table 2–2).
- o Updates guidance that denies payment to a Soldier who is qualified to serve and does not sign the agreement to serve the minimum 3 year obligation (para 3–4).
- o Adds guidance that documents the required statement for the DD Form 214 when a qualified Soldier chooses not to sign a service agreement. (para 3–4*b*).
- o Adds Involuntary Separation Pay Quality Control Checklist (app B).


Effective 9 November 2018

Military Personnel Pay, Allowances, and Incentives
Separation Pay (Nondisability) and Levels of Payment

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:


MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

History. This regulation is certified current as of 18 August 2022. Aside from the administrative changes listed in the summary of change, no other changes were made to certify currency of this regulation.

Summary. This regulation prescribes policy and guidance relating to the qualification(s) for separation payment (nondisability). It depicts the roles and responsibilities regarding qualifying Soldiers who are involuntarily separated for the entitlement. It also explains the rules when separation pay is authorized and the level of the payment. Additionally, the regulation identifies the limitations when

the entitlement is not authorized. It also implements DoDI 1332.29 and 10 USC 1174.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve when on active duty or active service, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the

policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix C).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–PRC), 300 Army Pentagon, Washington DC 20130–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (DAPE–PRC), 300 Army Pentagon, Washington DC 20130–0300.

Distribution. This regulation is available in electronic media only and is intended for command levels the Regular Army, the National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1

Introduction

Section I

Overview

1–1. Purpose

This policy prescribes the separation pay processing functions of the military personnel system. It provides principles of support, standards of service, policies, tasks, rules, and steps governing required actions in the field to support processing eligible personnel for nondisability separation pay. This lump sum payment is provided to eligible regular and Reserve Component (RC) Soldiers involuntarily discharged or released from active duty (AD) or active service short of retirement eligibility.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

See section II of this chapter.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Intent

The intent is to—

- a.* Establish Army policy that provides a standard process for compensating eligible Soldiers that are involuntarily separated from AD or active service in a timely manner prior to discharge or release from AD or active service.
- b.* Provide clarity as to the levels of payment and the limitation on eligibility for separation pay.
- c.* Ensure the transition centers are aware that all Soldiers eligible for the pay must sign a service agreement.

Section II

Responsibilities

1–7. Chief, National Guard Bureau

The CNGB ensures that the Director, Army National Guard will—

- a.* Tailor the procedures in this regulation to conform to Army National Guard (ARNG) component-specific requirements.
- b.* Ensure Soldiers eligible for separation pay are aware of the requirements to complete and sign a service agreement to serve a minimum of not less than 3 years in the Ready Reserve (RR) of a Reserve Component (RC).
- c.* Enforce policy that directs the appropriate separation authority, separation code, and associated narrative reason for separation for use on the DD Form 214 (Certificate of Uniformed Service) or DD Form 215 (Correction to DD Form 214/214–1, Certificate of Uniformed Service) to support the level of payment.
- d.* Provide operational oversight to the ARNG State-level headquarters.
- e.* Ensure the operational support manager verify the application and denial of an additional tour of AD within the applicable Army system (for example, tour of duty (TOD)) for National Guard Soldiers on AD under the authority of Title 10, United States Code (10 USC) using the verification memorandum (see fig 1–1).
- f.* Establish procedures to ensure applicable Soldiers are aware of the statement outlined in paragraph 3–4.

g. Advise the Defense Finance and Accounting Service (DFAS) of the disposition of any unearned portion of a pay or benefit.

1–8. Deputy Chief of Staff, G–1

The DCS, G–1 will—

- a. Enforce separation pay policies related to the Soldiers eligible for separation pay.
- b. Coordinate with appropriate Army Staff agencies to implement change in and evaluation of separation pay policies and procedures.
- c. Designate a representative to coordinate request for exception for policy with Headquarters, Department of the Army (HQDA).
- d. Ensure the Commanding General (CG), U.S. Army Human Resources Command (HRC) executes policy and guidance relating to involuntary separations, as defined by this regulation, and that HRC and its subordinate organizations will—
 - (1) Act as the Army Staff point of contact for separation policy for AD Soldiers who are required to sign a service agreement to serve in the RR as a condition for separation pay.
 - (2) Issue separation document to authorize separation pay under the provisions of this regulation.
 - (3) Ensure the DCS, G–1 (AHRC–PLM) verify the application and denial of an additional tour of AD in the applicable Army system (for example, TOD) for individual RR (IRR) and individual mobilization augmentee Soldiers using the verification memorandum (see fig 1–1).
 - (4) Establish procedures to ensure applicable Soldiers are aware of the statement outlined in paragraph 3–4.
 - (5) Advise the DFAS of the disposition of any unearned portion of a pay or benefit.
- e. Ensure the CG, U.S. Army Physical Disability Agency will act as the Army Staff point of contact for severance pay as a result of a discharge due to disability.

1–9. Chief, Army Reserve

The CAR will—

- a. Tailor the procedures in this regulation to conform to U.S. Army RC specific requirements.
- b. Ensure the U.S. Army Reserve (USAR) G–1 verifies the application and denial of an additional tour of AD in the applicable Army system for USAR troop program unit Soldiers using the verification memorandum (see fig 1–1).
- c. Advise the DFAS of the disposition of any unearned portion of a pay or benefit.

1–10. Commanders, Army commands, Army service component commands, and direct reporting units

Commanders, ACOMs, ASCCs, and DRUs will—

- a. Coordinate actions with the DCS, G–1 and related agencies to improve the timeliness of compensating eligible Soldiers upon transition.
- b. Ensure that subordinate unit commanders whose Soldiers would otherwise be separated under adverse actions are appropriately separated in accordance with applicable regulations. Commanders should not retain Soldiers solely for the purpose of qualifying them for separation pay.
- c. Establish procedures to ensure applicable Soldiers are aware of the statement outlined in paragraph 3–4.

1–11. Commander, U.S. Army Installation Management Command

The Commander, IMCOM will—

- a. Provide operational control and oversight over Regular Army installation-level transition centers designated for management by IMCOM through subordinate regions and garrisons.
- b. Ensure Soldiers eligible for separation pay are compensated at the appropriate-level (full or half) prior to leaving AD or active service.
- c. Establish procedures to ensure separation payment authorization listed in the military order is validated. This validation authority should be no lower than the Military Personnel Division (MPD) chief.
- d. Establish procedures to ensure applicable Soldiers are aware of the statement outlined in paragraph 3–4.
- e. Ensure the transition center human resources supervisors execute the following:
 - (1) As a minimum, ensure Soldiers eligible for separation pay are aware of the requirement to complete and sign the service agreement to serve a minimum of not less than 3 years in the RR. The RR consists of the Selected Reserve and the IRR. This includes, but is not limited to, ARNG drilling units, USAR troop program units, individual mobilization augmentees, and the control groups within the RR.

(2) Use the quality control checklist at appendix B to ensure separating Soldiers meet the criteria and the required documents are received and completed.

(3) Ensure Soldiers use DA Form 7783 (Written Service Agreement and Mandatory Disclosure Statement) to satisfy the statutory requirement of 10 USC 1174 for the service agreement and the signed mandatory disclosure statement as outlined in DoDI 1332.29. File the completed DA Form 7783 in the official military personnel file “service compensation folder” of the Army Military Human Resources Record.

(4) For Regular Army Soldiers, ensure DA Form 3340 (Request for Continued Service in the Regular Army) is used to validate an enlisted Soldier denial of continuation on AD in accordance with the Army Retention Program. Personnel analysts may not use an ineligible assignment availability code or an immediate reenlistment/extension prohibition code as the single source as a denial unless specifically directed by HQDA.

(5) Ensure both the separation program designator (SPD) code on the DD Form 214 or DD Form 215 and the military separation order has the same authorized separation entitlement payment level of full or half in order for DFAS to legally disburse the payment.

(6) Coordinate with the local finance office for them to calculate or validate the amount of separation pay authorized that will be documented on the DD Form 214 or DD Form 215. As a minimum, the separation packet will consist of the following documents:

(a) DD Form 214 or DD Form 215 with entitlement to separation pay (full or half) and gross dollar amount documented.

(b) Military order entitling the Soldier to the appropriate-level of pay that matches the pay authorization SPD code.

(c) DA Form 7783 documenting the required service agreement endorsed by a RC Career Counselor or authorized official to contract Soldiers into the RR.

(d) Verification memorandum and DA Form 1506 (Statement of Service) (RC on AD).

(e) Proof of enlistment or assignment to the RR for Soldiers who are not already members of the RR.³¹

1–12. Commanders of Army installations, Senior Commander of Joint bases, and mobilization stations

Commanders of Army installations, Senior Commander of Joint bases, and mobilization stations will—

a. Monitor the transition of separating Soldiers to ensure unit commanders adhere to applicable policies so that Soldiers are appropriately separated, and if necessary, properly compensated at the appropriate-level (full or half) prior to leaving AD.

b. Provide operational control and oversight to Army installation-level transition centers at Army installations designated for management under the DoD Joint Basing Guidance.

c. Establish procedures to ensure separation payment authorization listed in the military order is validated. This validation authority should be no lower than the MPD chief.

d. Establish procedures to ensure applicable Soldiers are aware of the statement outlined in paragraph 3–4.

1–13. State adjutant generals for Army National Guard State-level headquarters

The State Adjutant Generals for the ARNG State-level headquarters will—

a. Issue separation documents to Army National Guard of the United States Soldiers within the command. Authority to issue documents to authorize separation pay may not be delegated to organizations or units below the State Adjutant General Joint Force headquarters-level.

b. Ensure the AD for operational support program manager (ARNG–OTZ) verifies the application for and denial of an additional tour of AD in the applicable Army system for ARNG Soldiers on AD under the authority of 10 USC utilizing the verification memorandum (for example, TOD) (see fig 1–1).

c. Ensure Soldiers use DA Form 7783 (Written Service Agreement and Mandatory Disclosure Statement) to satisfy the statutory requirement of 10 USC 1174 for the service agreement and the signed mandatory disclosure statement as outlined in DoDI 1332.29. File the completed DA Form 7783 in the official military personnel file “service compensation folder” of the Army Military Human Resources Record.

d. Ensure the State Full-Time National Guard Duty - Counter Drug Manager (FTNGD–CD) verifies the application and denial of an additional tour of AD for ARNG Soldiers on AD under the authority of 32 USC for the purpose of supporting the congressionally-mandated Counter Drug Program, using the verification memorandum (see fig 1–1).

e. Establish procedures to ensure applicable Soldiers are aware of the statement outlined in paragraph 3–4.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

DATE

SUBJECT: Verification of Eligibility for Separation Pay for [Grade, Name and Last Four Digits of Soldiers Social Security Number]

1. Request approval of separation pay for Grade and Name of Soldier. I have verified that this Soldier meets the criteria of Title 10 United States Code section 1174 and is eligible to receive separation pay.

2. I validate that the Soldier meets these criteria:

a. The Soldier has served at least 6 years, but not more than 20 years, of continuous active duty or active service, other than for training, immediately before the discharge or release. (For the purpose of this criterion, a period of active duty or active service is continuous if it is not interrupted by a break in service for more than 30 days).

b. The Soldier's discharge or release from active duty or active service is involuntary.

c. The Soldier applied for and was not accepted for an additional tour of active duty or active service for which he or she unconditionally volunteered for as validated through the Tour of Duty system and by confirmation from a verification official (paragraph 1-7 through 1-9) of AR 637-2 on [Date validated].

d. The Soldier has agreed, in writing, to serve in the Ready Reserve for not less than 3 years after his or her discharge or release from active duty or active service. A Soldier who enters into this written agreement and who is not qualified for appointment or enlistment in the Ready Reserve need not be enlisted or appointed by the Military Service concerned to be considered to have met this condition of eligibility for separation pay.

e. The service of [grade and name of Soldier] is characterized as honorable.

f. The Soldier is not eligible to receive immediate retired pay or retainer pay based on his or her military service upon separation. Enclosed is a DD Form 1506 Statement of Service – For Computation of Length of Service for Pay Purposes, completed with authentication and the Soldier's written agreement to service in the Ready Reserve for three years following release from active duty or active service.

g. Upon decision, please forward the approval or disapproval to the Name and Location of Transition Center to the following point of contact: Name, Grade, phone number and email of point of contact.

3. The point of contact is Grade, First, last, Title, at DSN XXX-XXX-XXXX, COMM XXX-XXX-XXXX, or first.o.last.mil@mail.mil. The point of contact must be at a colonel O-6 (or higher) or Civilian equivalent.

Encs
as

FIRST M. LAST
GRADE, BRANCH
Title

Figure 1–1. Verification of eligibility for separation pay

1–14. Officials authorized to contract Soldiers into the Ready Reserve

a. Officials authorized to contract Soldiers into the RR will use DA Form 7783 as the Army’s written service agreement.

b. An RC career counselor must endorse the completed DA Form 7783 for RA and USAR Soldiers that are otherwise eligible for the pay in order for the document to be valid. This signed document will fulfill the requirement of 10 USC 1174(e), which requires a Soldier to enter into a written agreement to serve in the RR of a RC. Also, the authenticated form fulfills the policy requirement in accordance with DoDI 1332.29 for a mandatory disclosure statement.

c. The appropriate State military processing office must endorse the completed DA Form 7783, as the written service agreement for Soldiers serving on 32 USC active service that is otherwise eligible for the pay in order for the document to be valid.

d. The human capital management office must endorse the completed DA Form 7783, as the written service agreement for Soldiers serving on 10 USC active service that is otherwise eligible for the pay in order for the document to be valid.

e. Authorized officials will not endorse or approve the DA Form 7783 unless they have verified the Soldier’s eligibility for such service. The verification process must account for all the fact and circumstances reasonably available to the official at the time of the endorsement or approval, including the Soldier’s medical eligibility and the anticipated eligibility for further service based on the Soldiers’ separation from AD or AS.

f. Establish procedures to ensure applicable Soldiers are aware of the statement outlined in paragraph 3–4.

Chapter 2 Eligibility

2–1. Eligibility criteria

a. Full separation payment of nondisability separation pay is authorized to Soldiers of the regular and RC involuntarily separated from AD or active service who meet each of the five conditions outlined in DoDI 1332.29, which are as follows (see table 2–1):

(1) The Soldier is on AD/AS and has completed at least 6 years, but fewer than 20 years, of active service. For Reserve members not on the AD/AS list when separated, 6 years of continuous AD/AS must have preceded immediately before such separation. A period of AD/AS is continuous if any break in military service does not exceed 30 days.

(2) The Soldier’s separation is characterized as “Honorable” as defined in DoDI 1332.14, Enclosure 4, and none of the limitations of table 2–2 apply.

(3) The Soldier is being involuntarily separated by the Military Service concerned through either the denial of reenlistment and/or extension or the denial of continuation on active duty or in an active service status, under one of the following specific conditions:

(*a*) The Soldier is fully qualified for retention, but is denied reenlistment and/or extension or continuation by the Military Service concerned. This includes a Soldier who is eligible for promotion as established by the Secretary of the Military Department concerned, but is denied reenlistment/extension or continuation on AD by the Military Service concerned under established promotion or high year of tenure policies.

(*b*) The Soldier is fully qualified for retention and is being involuntarily separated under a reduction in force by authority designated by the Secretary of the Military Department concerned as authorized under 10 USC.

(*c*) The Soldier is a regular officer, commissioned, or warrant, who is being separated under 10 USC 36 (except under 10 USC 630 (1) (A)) or 10 USC 580, 10 USC 1165; a Reserve commissioned officer, separated, or transferred to the Retired Reserves under 10 USC Chapter 573, 10 USC Chapter 861 or a Reserve warrant officer who is separated for similar reasons under Service policies.

(*d*) The Soldier, having been denied reenlistment/extension or continuation on AD/AS by the Military Service concerned under paragraphs 2–1a (3)(a) through 2–1a (3)(c), accepts an earlier separation from AD/AS.

(4) The Soldier has entered into a written agreement with the Military Service concerned to serve in the RR of a RC of the Military Services for a period of not less than 3 years following the separation from AD/AS.

(*a*) A Soldier who enters into this written agreement and who is qualified for the RRs will, upon such person’s separation from AD, be enlisted or appointed, as appropriate, as a Reserve member by the Military Service concerned. If the person has a service obligation under 10 USC 651 or any other law that is not completed at the time the member is separated from AD, the 3–year obligation will begin on the day after the day on which the member completes the obligation under such section of law. Otherwise, the 3–year service necessary for separation pay begins immediately following discharge from AD/AS, with no break in service.

(b) A Soldier who enters into this written agreement and who is not qualified for appointment or enlistment in the RRs need not be enlisted or appointed by the Military Service concerned to be considered to have met this condition of eligibility for separation pay.

(5) The Soldier has initialed and signed DA Form 7783 with the mandatory disclosure statement: “If I qualify for military retired or retainer pay in accordance with 10 USC or 14 USC and/or the Department of Veterans Affairs disability compensation pursuant to the laws administered by the Secretary of Veterans Affairs after receiving Involuntary Separation Pay (known as “ISP”), I will be subject to a deduction from such retired or retainer pay, or from disability compensation in the total amount of any ISP paid, as prescribed under 10 USC 1174.”

b. Half separation payment of nondisability separation pay, is authorized to Soldiers of the regular and RCs involuntarily separated from AD/AS who meet each of the five conditions outlined in DoDI 1332.29, which are as follows:

(1) The Soldier meets the criteria for active service specified in paragraph 2–1a (1).

(2) The Soldier’s separation is characterized as “Honorable” or “General (under honorable conditions)” as defined in DoDI 1332.14, Enclosure 4, and none of the limitations in table 2–2 apply.

(3) The Soldier is being involuntarily separated by the Military Service concerned through either the denial of reenlistment/extension or the denial of continuation on AD/AS, or the Soldier is being separated instead of board action as provided in DoDI 1332.30 under one of the following specific conditions:

(a) The Soldier is not fully qualified for retention and is denied reenlistment and/or extension or continuation by the Military Service concerned as provided for in DoDI 1332.14 or DoDI 1332.30 under any of the following conditions: Weight control failure, parent, or custody of minor child, military personnel security program, disability that existed before service, mental or physical conditions, and circumstances not constituting a disability, alcohol or drug abuse rehabilitation failure or fail to meet minimum retention standards.

(b) The Soldier is being separated under a Service-specific program established as a half-payment level by the Secretary of the Military Department concerned within the authority of 10 USC 1174.

(c) The Soldier, having been denied reenlistment/extension or continuation on AD/AS by the Army under paragraphs 2–1b(3)(a) and 2–1b (3)(b), accepts an earlier separation from AD/AS.

(4) The Soldier has entered into a written agreement with the Military Service concerned to serve in the Ready Reserve as provided for in paragraph 2–1a(4).

(5) The Soldier has initialed and signed the disclosure statement included on DA Form 7783 acknowledging that if they later becomes eligible for retired or retainer pay and/or disability compensation from the Department of Veterans Affairs, the full amount of ISP received will be deducted from such pay.

c. In extraordinary instances, the Secretary of the Army (SECARMY) may award full separation pay to Soldiers otherwise eligible for half separation pay when the specific reasons for separation and the overall quality of the Soldier’s service have been such that denial of such pay would be clearly unjust.

d. Separation pay paid under 10 USC 1174 is a “benefit,” which by operation of 10 USC 12602 applies to members discharged or released from Full-time National Guard Duty (FTNGD) on the same basis as members on AD, if otherwise eligible.

e. Soldiers discharged for sole survivorship are eligible for separation pay even though the Soldier has completed less than 6 years of AD/AS immediately before that discharge. Separation from AD/AS during the initial term of enlistment or an initial period of obligated service, in accordance with table 2–2, rule 1 of this regulation is not applicable to sole survivorship discharge.

2–2. Verification of eligibility for separation pay (Reserve Component Soldier only)

a. The first colonel (or higher) or civilian equivalent in the Soldier’s chain of command will give the Soldier a verification memorandum certifying that the Soldier meets the criteria in paragraph 2–1. In preparing the memorandum, this signatory can contact the applicable office listed in section II of this policy, as determined by the Soldier’s Reserve status, to verify the Soldier’s application and denial of an additional tour. The signatory may also verify the information by using the Separation Pay Verification Report in applicable Army System (for example, TOD) that will show the Soldier’s request for and denial of continued AD.

b. An authenticated DA Form 1506 is a requirement for RC Soldiers serving on AD or active service.

2–3. Requirement to serve in the Ready Reserve; exceptions to eligibility

a. As a condition of receiving separation pay, Soldiers (regardless of component) that are otherwise eligible for the pay will sign a service agreement to serve a minimum of not less than 3 years in the RR of a RC immediately following the discharge or release from AD.

b. Soldiers who enter into an agreement who are not already members of a Reserve of the armed forces and who are qualified will, upon discharge or release from AD, be enlisted or appointed as appropriate into the RR of a RC.

Qualified Soldiers who decline to enlist or be appointed in the RR will not be entitled to separation pay. A Soldier's decision not to accept ISP may have some effects on travel and transportation allowances in accordance with the Joint Travel Regulation (that is, transportation to home of record versus home of selection).

c. In accordance with DoDI 1332.29, a Soldier who enters into a written agreement and who is not qualified for appointment or enlistment in the RR need not to be enlisted or appointed by the military service concerned to be considered to have met this condition for eligibility for separation pay.

d. If the Soldier has a military service obligation under any provision of law that is not completed at the time the Soldier is separated, the minimum 3-year obligation will begin on the day after the day on which the Soldier completes that military service obligation.

e. A Soldier who receives a sole survivorship discharge is exempt from the requirement to complete the service agreement and service in a RR.

2-4. Separation pay entitlement and computation formula

Table 2-1 outlines the rules and reasons for Soldiers involuntary discharge or release from AD/AS and levels of payments.

2-5. Limitations on eligibility for separation pay

a. Table 2-2 outlines the rules for limitation on eligibility for involuntary separation nondisability separation pay.

b. The SECARMY will make the determination in extraordinary cases that the conditions under which the member is separated do not warrant separation payment. It is intended that this discretionary authority to deny payment be used sparingly. This authority is not to be delegated.

2-6. Separation pay at the respective retention control point

Eligible Soldiers must request reenlistment/extension or extension to their respective Retention Control Point (RCP) in order to qualify for separation pay.

a. A Soldier whose RCP is greater than 2 years from their current expiration term of service (ETS) date must request reenlistment and/or extension to their RCP. A Soldier whose RCP is less than 2 years from their current ETS date must request extension of their enlistment to the RCP.

b. Soldiers who choose not to request reenlistment/extension are not entitled to separation pay due to RCP. Those Soldiers who are within 30 days of RCP will be categorized as having reached their RCP.

c. If, upon request for continuation on active duty or active service, a commander or representative authorized to retain Soldiers denies extension when reenlistment and/or extension is not possible, then the Soldier, if fully qualified for retention, is entitled to full separation payment level. Soldiers not fully qualified for retention will be entitled to half separation payment level.

d. Soldiers with an Immediate Reenlistment Prohibition (IMREPR) code of 8G (Grade-Past RCP due to reduction/removal from promotion standing list) in place at discharge or release from AD/AS are not eligible for ISP.

Table 2-1 Separation pay entitlement and computation			
Rule	A	B	C
	If a member is:	and involuntarily discharge or release from AD or active service under the following circumstances (note 1)	then compute separation pay at
1	an officer (note 2)	failure to be selected for promotion (note 3) declines continuation if the period of time offered for continuation is less than the amount of service required to qualify for retirement	10 percent of 12 months of basic pay multiplied by years and fractions of a year based on additional full months of active service 10 percent (12 x monthly base pay) x years of active service.
	an officer or enlisted	sole survivorship (voluntary or involuntary) (note 7). Reduction in force; selected for separation at or before ETS due to strength limitations or budgetary constraints	
2	a warrant officer	termination of regular appointment during the 3-year probationary period	

Table 2–1
Separation pay entitlement and computation—Continued

Rule	A	B	C
		second failure to be selected for promotion and does not enlist or the request to enlist is denied and is not retained on AD in grade above W–4	
3	a warrant officer or reserve officer	age (notes 5 and 6)	
4	a chaplain	ecclesiastical endorsement	
5	an enlisted	Retention control point (RCP) provisions of AR 601–280, NGR 600–5, or current directive and is fully qualified for retention (note 8) denied reenlistment/extension and separates at ETS under programs announced by HQDA	
6	a reserve member	non-selection for an additional tour of AD or active service for which member volunteered unconditionally separates at any time prior to the completion of a specific period of AD or active service or indefinite period of AD or active service except separations for reason shown in rules 8	
7	an enlisted	RCP and is not fully-qualified for retention at their ETS (note 8) denied reenlistment/extension or continuation and separates as a result of DA Qualitative Management Program has a bar to continued service in place at separation and concurrently reaches RCP in accordance with 601–280, HQDA directive(s) or NGR 600–5	5 percent of 12 months of basic pay multiplied by years and fractions of a year based on additional full months of active service 5 percent (12 x monthly base pay) x years of active service.
8	an officer or enlisted member (note 4)	weight control failure; Parent or custody of minor child; military personnel security program; disability that existed before service; mental or physical conditions and circumstances not constituting a disability; alcohol or drug rehabilitation failure; failure to meet minimum retention standards separation under an Army-specific program established as half-separation payment by the SECARMY even if the Soldier accepts an earlier separation from AD	
9	an officer	written notification that member must show cause for retention and who subsequently requests discharge or release from AD or active service	

Note:

¹ Includes member's acceptance of an earlier release before the scheduled separation date, as directed by the Secretary of the Military Service concerned.

² Includes a regular officer continued on AD pursuant to 10 USC 637 or a reserve officer continued on AD or active service after failure to be selected for promotion, upon expiration of the period of continuation on AD or active service, or upon separation if continuation is declined and all eligibility criteria and conditions are met.

³ Includes officer not found qualified for promotion to grade of first lieutenant.

⁴ A warrant officer who is eliminated for unfitness or unsatisfactory performance of duty and elects to enlist is not entitled to separation pay.

⁵ Includes members separated after expiration of Secretarial retention period.

⁶ If the member is eligible for voluntary retirement, then the member is not entitled to separation pay even though the member does not apply for retirement concurrently with release from AD or active service.

⁷ The member may request such a discharge (voluntarily). Requirement for service in the RR does not apply to a member who received a sole survivorship discharge. The 6–year rule does not apply. Compute the separation pay on the years of active service actually completed by the member before the member sole survivorship discharge.

⁸ The member must request and extend to the established RCP in accordance with AR 601–280, HQDA directive(s) or NGR 600–5. A member denied extension would have met the requirements under this rule.

Table 2–2			
Limitations on eligibility for separation on pay			
Rule	A	B	C
	If a member is:	and involuntarily discharged or released from AD or active service under the following circumstances (note 1)	then Soldier is not eligible for ISP
1	an officer or enlisted	<p>immediately eligible upon separation for retired or re-tainer pay based upon his or her military service</p> <p>characterization of service as under other than honorable conditions</p> <p>declines to enter into a written service agreement as outlined in DoDI 1332.29 and AR 637–2 Soldier request separation as provided for in DoDI 1332.14 or under regulations established by the SECARMY</p> <p>declines training that the military Service offers to qualify for a new skill or rating as a precondition to reenlistment/extension or continuation on AD</p> <p>separated from AD during an initial term of enlistment or an initial period of obligated service. The initial term of enlistment or initial period of obligated service is the active service obligation that the member incurred upon initial enlistment or upon enrollment in a commissioning program. This limitation also applies to a member who desired to reenlist or continue at the conclusion of the initial term of enlistment or an initial period of obligated and is denied by the Service concerned. This does not include prior service enlisted officers at the completion of their commissioning program obligation. In these cases, the entire period of active service, including time as an enlisted Service member, will be considered and ISP will be paid in accordance with paragraph 2–1a or 2–1b, as appropriate.</p>	

Table 2–2
Limitations on eligibility for separation on pay—Continued

Rule	A	B	C
		<p>released from AD or active service for training</p> <p>separated as a result of execution of a court-martial sentence</p> <p>dropped from the rolls of the Army</p> <p>separated under a service-specific program established as a no payment level by the SECARMY</p> <p>otherwise eligible for separation pay and accepts immediate enlistment or continuation in an active status (for example, Active Guard Reserve (AGR)) without a break in AD status regardless of Service component or Branch of Service</p> <p>self-terminating mobilization or contingency orders (for example, 10 USC 12301 and 10 USC 12302)</p>	
2	a reserve officer	<p>Active Guard Reserve removed from the Reserve Active-Status List for years of Service who is not discharged and has transferred to the Retired Reserve</p> <p>declines to enter into a written service agreement as outlined in DoDI 1332.29 and AR 637–2</p>	then Soldier is not eligible for ISP
3	a warrant officer	<p>whose appointment is terminated and who then elects to enlist</p> <p>declines to enter into a written service agreement as outlined in DoDI 1332.29 and AR 637–2</p>	
4	an enlisted	<p>separated at or before ETS who sign a declination of continued service statement</p> <p>Soldiers with Bar to Continued Service in place at separation (note 1 and 2)</p> <p>Soldiers with an IMREPR code of 8G (Grade-Past RCP due to reduction/removal from promotion standing list) in place at separation from AD/AS</p> <p>Soldiers with an IMREPR code of 8K (failure to</p>	

Table 2–2
Limitations on eligibility for separation on pay—Continued

Rule	A	B	C
		<p>complete mandatory Structured Self-Development (SSD) course (note 3))</p> <p>separated for unsatisfactory performance or misconduct as specified in DoDI 1332.14 except when half separation pay is allowed in accordance with paragraph 2–1b</p>	
5	an officer	<p>separated for substandard performance or acts of misconduct or moral or professional dereliction under 10 USC 1166, 10 USC 1186, or as specified in DoDI 1332.30 except when half separation pay is allowed in accordance with paragraph 2–1b</p> <p>if either or (both) failures of selection for promotion was by the action of the selection board to which the officer submitted a request in writing not to be selected for promotion or who otherwise directly cause his non-selection through written communication to the Board under 10 USC 614(b)</p> <p>is selected for and declines continuation on AD for a period that is equal to or more than the amount of service required to qualify the officer for retirement</p>	then Soldier is not eligible for ISP

Note:

¹ Does not apply to Soldiers selected under the Department of the Army Qualitative Management Program.

² Soldiers with a Bar to Continued Service in place at separation and concurrently reaches RCP in accordance with AR 601–280, DA directive(s), or NGR 600–5 will be eligible for half-payment level providing all eligibility criteria are met.

³ Applicable to RA and USAR (AGR) only.

Chapter 3

Separation Pay Formula, Computation, Recoupment, and Funding Source

3–1. Computations

Refer to DoD 7000.14–R (also known as (Department of Defense Financial Management Regulation (DoDFMR))), Volume 7A, Chapter 35 for guidance on the separation pay formula, computation, and additional conditions for recoupment of the payment upon receipt of retired pay or disability compensation.

3–2. Coordination with retired pay

Soldiers who receive separation pay, severance pay, or readjustment pay under any provision of law based on service in the Armed Forces and who later qualify for retired pay will have deducted from such retired pay an amount equal to the total amount of separation pay, severance pay, or readjustment pay received. This amount will be recouped from each payment of retired pay until the full amount deducted is equal to the total amount of separation pay, severance pay, or readjustment pay received. Waivers are not authorized under the provision of 10 USC 1174.

3–3. Coordination with disability compensation

A Soldier who received separation pay under the provisions of DoDI 1332.29 or severance pay or readjustment pay based on active military service, and become eligible for disability compensation administered by the Department of Veterans Affairs will have deducted from such disability compensation an amount equal to the total amount of separation pay, severance pay or readjustment pay received less the amount of Federal income taxes withheld from such pay. However, no deduction will be made from disability compensation in which the entitlement to that disability compensation is based on a later period of AD or active service than the period of AD or active service for which the separation pay, severance pay or readjustment pay was received.

3–4. Separation payment Information

a. The military order issuing authority will annotate the following statement on the separation order of Soldiers eligible for separation pay: “In accordance with 10 USC 1174 and DoDI 1332.29, the total amount (gross) of separation pay will be recouped from each payment of retired or retainer pay and in certain cases Veterans Affairs disability until the total amount deducted is equal to the total amount of separation pay received.”

b. Soldier eligible for the pay and chooses not to sign the service agreement to affiliate with the Ready Reserve will forfeit the benefit. In such a case, the following statement will be annotated on the military order and the DD Form 214. “No pay authorized. Member eligible for involuntary separation pay; however, member chooses not to comply with 10 USC 1174(e)(1)(A).”

3–5. Forfeiture and recoupment

a. If a Soldier does not complete the required 3 years of service in the RR, for reasons other than through no fault of the Soldier, then collect on a pro rata basis any unearned portion of the Soldier’s nondisability separation pay from the date of their failure to maintain Reserve affiliation through the date of the 3–year commitment.

b. DoDFMR, Volume 7A, Chapter 2, Section 0203 provides the guidance for the repayment and nonrepayment for Soldier under a written agreement for a pay or benefit.

c. Commands with recommendations to forego repayments will forward the request and supporting documents to DCS, G–1 (DAPE–PR) for final determination. See DoDFMR, Volume 7B, Chapter 4, Section 0407 for the details of the recoupment formula.

3–6. Appeals

A Soldier whose application for separation pay is denied for any reason may submit an appeal through DCS, G–1 (DAPE–PRC), 300 Army Pentagon, Washington, DC 20310–0300 to the Assistant Secretary of the Army (Manpower and Reserve Affairs) (DASA–MP), 111 Army Pentagon, Washington, DC 20310–0111 for consideration. The expectation is that the Soldier will receive a response within 30 days of receipt at HQDA.

3–7. Funding source

Payments to eligible Soldiers involuntarily separated from 10 USC duty will be disbursed from the Military Appropriations Account. All separation pay disbursements for eligible 32 USC AGR Soldiers will come from the National Guard Pay, Army account.

Appendix A

References

Section I

Required Publications

AR 601–280

Army Retention Program (Cited in table 2–1.)

DoD 7000.14–R, Volume 7A, Chapter 35 (also used as DoDFMR)

Department of Defense Financial Management Regulation (DoDFMR) (Cited in para 3–1.)

DoDI 1332.29

Involuntary Separation Pay (Non-Disability) (Cited in the title page.)

DoDI 1332.30

Commissioned Officer Administrative Separations (Cited in para 2–1*b*(3).)

10 USC 1174

Separation pay upon involuntary discharge or release from active duty (Cited in the title page.)

10 USC 12602

Members of Army National Guard of United States and Air National Guard of United States: credit for service as members of National Guard (Cited in para 2–1*d*.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. DoD publications are available at <https://www.esd.whs.mil/dd/dod-issuances/>. USCs are available at <https://us-code.house.gov/search/criteria.shtml>.

AR 11–2

Managers' Internal Control Program

AR 25–30

Army Publishing Program

AR 135–91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135–180

Retirement for Non-Regular Service

AR 135–210

Order to Active Duty as Individuals for Other than Presidential Selected Reserve, Call-up, Partial or Full Mobilization

AR 600–8–2

Suspension of Favorable Personnel Actions (Flag)

AR 600–20

Army Command Policy

AR 601–10

Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

AR 601–210

Regular Army and Reserve Components Enlistment Program

AR 614–120

Interservice Transfer of Army Commissioned Officers on the Active Duty List

AR 635–200

Active Duty Enlisted Administrative Separations

DA Pam 25–403

Guide to Recordkeeping in the Army

DoDI 1215.06

Uniform Reserve, Training, and Retirement Categories for the Reserve Components

DoDI 1332.14

Enlisted Administrative Separations

NGR 600–5

The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management (Available at <https://www.ngbpmc.ng.mil/ngtr/>.)

10 USC

Armed Forces

10 USC Chapter 36

Promotion, Separation, and Involuntary Retirement of Officers on the Active-Duty List

10 USC 614

Notice of convening of selection boards

10 USC 637

Selection of regular officers for continuation on active duty

10 USC 647

Force shaping authority

10 USC 651

Members: required service

10 USC 688

Retired members: authority to order to active duty; duties

10 USC 972

Members: effect of time lost

10 USC 1166

Regular warrant officers: elimination for unfitness or unsatisfactory performance

10 USC 1174(e)

Separation pay upon involuntary discharge or release from active duty: Requirement for Service in Ready Reserve; Exceptions To Eligibility

10 USC 1186

Officer considered for removal: voluntary retirement or discharge

10 USC 12301

Reserve components generally

10 USC 12302

Ready Reserve

10 USC 12304

Selected Reserve and certain individual Ready Reserve members; order to active duty other than during war or national emergency

10 USC 12305

Authority of President to suspend certain laws relating to promotion, retirement, and separation

10 USC 12406

National Guard in Federal service: call

10 USC 14507

Removal from the reserve active-status list for years of service: reserve lieutenant colonels and colonels of the Army, Air Force, and Marine Corps and reserve commanders and captains of the Navy

10 USC 14513

Failure of selection for promotion: transfer, retirement, or discharge

10 USC 14514

Discharge or retirement for years of service or after selection for early removal

10 USC 14516

Separation to be considered involuntary

10 USC 14517

Entitlement of officers discharged under this chapter to separation pay

14 USC

Coast Guard

32 USC

National Guard

32 USC 316

Details of members of Army National Guard for rifle instruction of civilians

32 USC 502

Required drills and field exercises

32 USC 503

Participation in field exercises

32 USC 504

National Guard schools and small arms competitions

32 USC 505

Army and Air Force schools and field exercises

Section III**Prescribed Forms**

Unless otherwise indicated, DA forms are available at the Army Publishing Directorate website at <https://armypubs.army.mil>.

DA Form 7783

Written service agreement and mandatory disclosure statement (Prescribed in para 1–11e(3).)

Section IV**Referenced Forms**

Unless otherwise indicated, the following forms are available as follows: DA forms are available at the Army Publishing Directorate website at <https://armypubs.army.mil> and DD Forms are available at the Office of the Secretary of Defense website <https://www.esd.whs.mil/directives/forms/>.

DA Form 11–2

Internal Control Evaluation Certification

DA Form 1506

Statement of Service

DA Form 2028

Recommended Changes to Publication and Blank Forms

DA Form 3340

Request for Continued Service in the Regular Army

DD Form 214

Certificate of Uniformed Service

DD Form 215

Correction to DD Form 214/214–1, Certificate of Uniformed Service

Appendix B

Involuntary Separation Pay Quality Control Checklist

Table B-1 Involuntary Separation Pay Quality Control Checklist		
Criteria	Yes	No
Soldier must meet all of these BASIC CRITERIA and documents received prior to disbursement of the appropriate-level of ISP:		
1. Soldier separation is involuntary.		
- Flag or in receipt of a bar to continued service at separation is NOT an involuntary separation.		
2. Term of enlistment or obligated service.		
- Soldier is on a subsequent enlistment or beyond obligated service upon enrollment in a commissioning program.		
3. Length of service requirement.		
- Soldier must complete at least 6 years but less than 20 years of active duty/active service (AD/AS). Note 1.		
- RC 6 years must be continuous (a break of less than 30 days is considered continuous).		
- RC Soldier discharged for maximum age, maximum service and NOT in receipt of a 20 year letter and NOT transferred to the Retired Reserve (RR)		
4. Signed written service agreement to serve a minimum of not less than 3 years in the RR.		
- Soldier who signs the written agreement and is deemed ineligible to serve in the RR remains eligible for ISP.		
- Soldier declined to enter into a written agreement is ineligible for ISP.		
- Soldier eligible to serve must contract with the RR prior to payment.		
5. Soldier discharged for Sole Survivorship.		
- Soldier separated for sole survivorship does not have to meet length of service requirement or sign a written service agreement.		
- Soldier separated under this provision receive full ISP.		
6. Required documents to receive separation pay.		

Table B-1
Involuntary Separation Pay Quality Control Checklist—Continued

Criteria	Yes	No
<ul style="list-style-type: none"> - Signed written agreement endorsed by a Reserve Component Career Counselor (RCCC). - RR contract if RCCC determines Soldier is qualified to serve. - Completed DA Form 3340 to document a commander denial of an RA Soldier's request to reenlist or extend on AD. - Completed memorandum in accordance with AR 637-2, figure 1-1 to document an RC Soldier denial of continued service. - DD Form 214 with appropriate SPD code, full or half-payment level documented, and the dollar amount of ISP annotated. - Military order with payment level that matches the DD Form 214. 		

Note:

¹ This does not include prior enlisted officers at the completion of their commissioning program obligation. In such a case, the entire period of active service, to include time as an enlisted member, will be considered and ISP will be paid providing all other criteria are met.

Appendix C

Internal Control Evaluation

C-1. Function

The function covered by this evaluation is controlled and issue of the DD Form 214, DD Form 215, and the military order.

C-2. Purpose

The purpose of this evaluation is to assist in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

C-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, documents analysis, direct observation, sampling, simulation or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every year. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

C-4. Test questions

- a.* Did the Soldier sign DA Form 7783 per paragraph 1-11e(3)?
- b.* Is the DA Form 7783 endorsed by an RCCC per paragraph 1-11e(6)(c)?
- c.* Is the correct SPD code documented on the DD Form 214 or DD Form 215 based on the involuntary separation per paragraph 1-11?
- d.* Does the correct level of payment documented on the military order match the SPD code on the DD Form 214 or DD Form 215 per paragraph 1-11e(6)(b)?
- e.* Is coordination done with the local finance office to calculate or validate the amount of separation pay authorized that will be documented on the DD Form 214 per paragraph 1-11e(6)?
- f.* Does the separation packet contain the minimum documents required per paragraph 1-11e(6)?
- g.* Is DA Form 3340 being used as intended per paragraph 1-11e(4)?

C-5. Supersession

Not applicable.

C-6. Comments

Help make this a better test for evaluating internal controls. Submit comments to the DCS, G-1 (DAPR-PRC), 300 Army Pentagon, Washington DC 20310-0300.

Glossary

Section I

Abbreviations

AD

active duty

AD/AS

active duty or active service

AGR

Active Guard Reserve

ARIMS

Army Records Information Management System

ARNG

Army National Guard

CAR

Chief, Army Reserve

CG

Commanding General

CNGB

Chief, National Guard Bureau

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff, G-1

DFAS

Defense Finance and Accounting Service

DoD

Department of Defense

DoDI

Department of Defense Instruction

ETS

expiration term of service

FTNGD

full-time National Guard duty

HQDA

Headquarters, Department of the Army

HRC

U.S. Army Human Resources Command

IMCOM

U.S. Army Installation Management Command

IMREPR

Immediate Reenlistment Prohibition

IRR

Individual Ready Reserve

ISP

Involuntary Separation Pay

MPD

Military Personnel Division

RC

Reserve Component

RCCC

Reserve Component Career Counselor

RCP

Retention Control Point

RR

Ready Reserve

RRS–A

Records Retention Schedule-Army

SECARMY

Secretary of the Army

SPD

separation program designator

SSD

structured self-development

TOD

tour of duty

USAR

U.S. Army Reserve

USC

United States Code

Section II**Terms****Active duty**

Full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include FTNGD.

Active Service

Service on AD or FTNGD.

Active status

The status of a member of a RC who is not in the inactive Army National Guard or inactive Air National Guard, on an inactive status list, or in the Retired Reserve.

Character of service at separation

A determination reflecting a Soldier's military behavior and performance of duty during a specific period of service. The three administrative characters are: Honorable, General (Under Honorable Conditions), and Under Other Than Honorable Conditions. The service of Soldiers separated in entry level status is normally described as uncharacterized. Punitive Discharge under the Uniform Code of Military Justice may be characterized as Bad Conduct or Dishonorable.

Discharge

Complete severance from all military status gained by enlistment or appointment concerned.

Full-time National Guard duty

Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under 32 USC 316, 32 USC 502, 32

USC 503, 32 USC 504, or 32 USC 505 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

Initial entry training

Date of completion of both basic combat training and advance individual training. This completion date is captured in DD Form 214.

Release from active duty

A termination of AD status and transfer or reversion to a RC of the Army. Personnel with a statutory military occupational specialty (10 USC 651) are transferred to a USAR Control Group or troop program unit. Unit members of the Army National Guard of the United States and USAR revert from an AD or AD for training status to their components to complete unexpired enlistment or unfilled obligations.

Transition center

An office designated to accomplish transition processing of Soldiers, formerly known as transition points or transition activities.

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