

**VOLUNTARY SEPARATION/FAILURE TO OBLISERV &
WISHING TO AFFILIATE WITH RESERVE PROCESS**

- You must have a RETENTION PE (not a PHA or SEPARATION or DISCHARGE). A Retention PE is entered as Quinn in the MRRS which then updates CGBI to show you as 100% Green (deployable). Assignment will not be made if you don't show up Green.
- Since you are being **DISCHARGED** with no military service obligation (MSO), you must **SIGN** an **ENLISTMENT CONTRACT** and **SWEAR IN** within 24-hours after your Discharge Date.

Failure to do so will cause you to have a BREAK IN SERVICE and you will have to be processed through a Recruiting Office (MEPS, ASVAB, etc). If you are E5 or above, there is a chance you will lose your paygrade.

- Your **CURRENT SPO** is responsible for handling your **RESERVE** Enlistment. If you are not going to be in the area on the date of your DISCHARGE, your **SPO YN** should make arrangements (with a unit or office closest to the area you will be at) for you to be sworn in and sign the contract.

Your SPO YN should send the contract to the unit for you to sign when you swear in - the unit will send the signed contract back to your SPO YN for DA transactions to be made. MAKE SURE YOU GET A COPY OF THE CONTRACT BEFORE IT'S SENT BACK TO YOUR SPO YN.

- If we are not able to find you a billet before you are discharged, you should still enlist in the Reserve with immediate transfer to the IRR. **FOR YOUR SPO YN, THIS WILL BE POSITION #00062025 AT CGPSC (RPM).**

We will keep your name on the list until a billet comes open (we will then call you to see if you are still interested) or until you or rpm tells us to remove your name. Once a billet has been identified and you are still interested, we will then proceed to have you transferred out of the IRR. This is another reason we want you to have your RETENTION PE done now - it will be good for a year.

- If you have transferred your GI BILL benefits to your spouse or children, the obligated service requirement begins the day of transfer. The obligation can be as active duty or SELRES (drilling reservist).

If you are transferred to the IRR for even one second, the benefits will be lost. Since we cannot guarantee a SELRES position **THINK VERY HARD BEFORE SENDING IN YOUR REQUEST TO SEPARATE OR DECLINING THOSE PCS ORDERS.**

- LAST BUT NOT LEAST; if you do transfer to the IRR, you are authorized a Reserve ID Card (Green). It should be issued to you as soon as you turn in your CAC card. Members in the IRR and their family are required to possess a RESERVE ID CARD in order to remain in DEERS.