(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 Miliary 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 [insert number]. 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