

Format - Application for Release from Active Duty (REFRAD)

SUBJECT: Request for Release from Active Duty REFRAD

FROM ***(Member's name, rank/grade, and SSN)*** ***(Date)***

THRU ***(Training site Liaison NCO having jurisdictional control)***

FOR CDR, AR-PERSCOM, ATTN: ARPC-EPH-D, One Reserve Way, St Louis,
MO 63132-5200

1. I, ***(Soldier's name, rank/grade, and SSN)*** request REFRAD due to ***(reason, i.e. personal hardship)***. ***Fully explain your cause and attach any supporting document(s) to justify REFRAD.***

2. I agree to reenter training after ***(reason above)*** is resolved or within ***# months*** in the standard training program with no future delay requests. I understand failure to reenter training is cause for Entry Level Separation.

Encl(s)
as needed

(Soldier's signature)

1st End

(Date)

TRADOC Liaison NCO

FOR CDR, AR-PERSCOM, ATTN: ARPC-EPH-D, One Reserve Way, St Louis,
MO 63132-5200

CONCUR / NONCONCUR

Encl(s)
as needed ***(At a minimum, the following documents will be enclosed:
IADT Order and Student Disposition Form)***

(Liaison NCO Signature)