



**Request for a conditional release for entrance into another component of the Military Service: A conditional release does not have to be approved. For example, if a unit or component is undermanned in a particular MOS, the conditional release may be disapproved.**

**The ALARNG guidance for processing requests for Conditional Release is found in Policy Memo #08-001, Guidance for Processing Request for Conditional Release.**

**Requests must include the following documents:**

- (1) DD Form 368 [With General Officer approval, as applicable];**
- (2) DA Form 4187 [Signed by the Unit Commander and Soldier];**
- (3) Justification letter from the Soldier;**





- (4) Recommendation for approval/disapproval from the Chain of Command [If not General Officer authorization or if waiver is required];**
- (5) Health/Dental records.**

**Soldiers who are alerted for mobilizations are not eligible for conditional release.**

**The Adjutant General is the only approving authority for conditional releases which require a waiver and waivers are not authorized for Soldiers who have not completed IADT.**

**MACOMs should keep subordinate units informed of the status of the conditional release requests.**

