



## GUARD BASE LETTERHEAD

ADDRESS LINE 1

ADDRESS LINE 2

XX Date XX

MEMORANDUM FOR GRP/CC {as needed}  
WG/CC {as needed}  
DOS-AIR {as needed}  
AAG/-AIR {as needed}  
TAG  
NGB/A1PP  
IN TURN

FROM: {MEMBERS OFFICE SYMBOL}

SUBJECT: Request for Extension of Mandatory Separation Date (MSD) – {member's name}

1. I respectfully request an extension to my MSD of {insert current MSD date here} to allow my further retention in the Air National Guard, in accordance with Title 10 USC § 14703, *Authority to Retain Chaplains and Officers in Medical Specialties until Specified Age*, until {insert specific MSD desired here}.

NOTE: The maximum length of MSD extension requests for Medical Officer and Chaplain MSDs in two year increments IAW AFI 36-3203, Table 4.2, Note 11

2. My assigned Duty Title is:

(a) Current unit manning is \_\_\_\_\_ authorized and \_\_\_\_\_ assigned in AFSC \_\_\_\_\_.

(b) Current unit manning is \_\_\_\_\_ authorized and \_\_\_\_\_ assigned in the grade of \_\_\_\_\_.

3. "I understand that I must maintain my current qualification for worldwide duty during the remainder of this extension."

4. Justification: {Provide full justification for retention based on mission needs – be specific and thorough.}

5. Your favorable consideration of this request is greatly appreciated.

FIRST M. LAST, Rank, ANG  
Title

1st Ind to {MEMBER'S OFFICE SYMBOL}, XX Date XX, Request for Extension of Mandatory Separation Date (MSD) – {member's name}

GRP/CC

XX Date XX

MEMORANDUM FOR WG/CC

1. I concur with \_\_\_\_\_ request. The member continues to make outstanding contributions to the Wing and the Air National Guard. With his/her knowledge, experience and expertise, he/she should be retained in order to grow and season younger officers for increased leadership and middle management positions in the Wing.

2. I have verified this member is the sole occupant of his/her position and is not in an overgrade status.

3. Justification: {Provide full justification for retention based on mission needs from a commander's perspective}

4. Your favorable consideration is greatly appreciated.

FIRST M. LAST, Rank, ANG  
Title

2nd Ind to GRP/CC, XX Date XX, Request for Extension of Mandatory Separation Date (MSD) – {member's name}

WG/CC

XX Date XX

MEMORANDUM FOR DoS-AIR

\_\_\_\_\_ Concur.  
\_\_\_\_\_ Non-Concur.

FIRST M. LAST, Rank, ANG  
Title

3rd Ind to WG/CC, XX Date XX, Request for Extension of Mandatory Separation Date (MSD) –  
{member’s name}

DoS-Air

XX Date XX

MEMORANDUM FOR AAG-Air

\_\_\_\_\_ Concur.  
\_\_\_\_\_ Non-Concur.

FIRST M. LAST, Rank, ANG  
Title

4th Ind to DoS-Air, XX Date XX, Request for Extension of Mandatory Separation Date (MSD) –  
{member’s name}

AAG-Air

XX Date XX

MEMORANDUM FOR TAG

\_\_\_\_\_ Concur.  
\_\_\_\_\_ Non-Concur.

FIRST M. LAST, Rank, ANG  
Title

5th Ind to AAG-Air, XX Date XX, Request for Extension of Mandatory Separation Date (MSD)  
– {member's name}

TAG

XX Date XX

MEMORANDUM FOR NGB/A1PP

1. I recommend \_\_\_\_\_ MSD be extended in accordance with Title 10 USC § 14703 until **{insert specific MSD desired here}**.
2. Member continues to make outstanding contributions to the Wing and the Air National Guard; they should be retained for the length of time authorized.

FIRST M. LAST, Rank, ANG  
Title