



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}
JFHQ/HRO
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 § 14702(a)(2) and (b), Retention on reserve active-status list of certain officers in the grade of major, lieutenant colonel, colonel, brigadier general, until {insert specific MSD desired here}.

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 JFHQ/HRO

_____ 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*}

JFHQ/HRO

XX Date XX

MEMORANDUM FOR AAG-AIR

1. Technician Retirement Information for {*member's name*}

- a. FERS/CSRS Minimum Retirement Age (MRA):
- b. Date eligible for **voluntary** unreduced full annuity:

2. Justification: {*Provide full justification for decision*}

3. Your point of contact for this information is the undersigned at extension

FIRST M. LAST, Rank, ANG
 Title

5th Ind to JFHQ/HRO, 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

6th 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 § 14702(a)(2) and (b) 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