



Frequently Asked Questions for Officers Selected for Officer Separation Boards (OSB) or Enhanced Selective Early Retirement Boards (E-SERB)



Q. Who is my main point of contact throughout this process?

A. Your Assignment Officer is your primary point of contact throughout this process and his or her contact details, if you do not know them already, can be found on the HRC website at: <https://www.hrc.army.mil/Officer/Officer%20Personnel%20Management%20Directorate> .

Simply click on your branch or functional area and locate the Assignment Officer's name, phone number, and e-mail address. If you have difficulty finding an Assignment Officer, either via the HRC website or through telephonic/e-mail means, speak immediately to the first leader in your chain of command who will assist you.

Q. Now that I have been notified of my selection for E-SERB or OSB, what should I do?

A. Each officer selected for E-SERB or OSB should do two things:

1. Carefully read both the Notification Letter and the Administration Instructions. You will need to review your records to determine what your options are relating to your separation. As part of this review, it is highly recommended you go to your local transition center and request a service computation.

2. Review and Sign your acknowledgement and send the acknowledgment to: usarmy.knox.hrc.mbx.opmd-osb-eserb@mail.mil. This step is critical in determining your entitlements associated with your separation. For example, officers who previously served as an enlisted member in the reserves of the Army or any other sister service may be eligible to submit an Unqualified Resignation Request and revert to enlisted status for the purposes of either retiring at the highest enlisted rank held or continuing to serve in an enlisted status and remain in the Regular Army.

Q. What external resources are available to assist me in transitioning from Active Duty service?

A. Soldier for Life (SFL) Transition Assistance Program, formally known as The Army Career & Alumni Program (ACAP), provides transitioning Soldiers with the counseling, employment, and education workshops required in achieving the legal mandate of the Veterans Opportunity to Work (VOW) Act and the Office of the Secretary of Defense policy requirement of Career Readiness Standards. Counselors provide the tools and resources necessary to help Soldier make informed career decision, be competitive in the workforce, and continue to provide positive contribution to their community after

completing their active duty service. Officers, NCOs, and Enlisted Soldiers are required to begin transition services no later than 12 months prior to their transition date. SFL campuses are located on installations Army-wide. A Soldier can also receive transition services virtually, by visiting <https://www.sfl-tap.army.mil/content/Transition>. If you have any questions about transition, speak to your installation counselor or call at 1-800-325-4715.

Q. Why did the Army need to hold an OSB/E-SERB?

A. OSBs and E-SERBs are necessary to meet future force structure requirements. A reduction of officer billets in our future force structure combined with Captain Year Groups accessions to support a significantly larger force structure, high promotion selection rates, and high retention rates have caused officer imbalances and overages to support future requirements. The Army's drawdown plan is a balanced approach that maintains readiness while trying to minimize turbulence within the officer corps. OSBs and E-SERBs are integral parts of this plan and are based on congressionally mandated strength reductions and severely restricted budgets.

Q. What is the difference between an OSB and E-SERB?

A. Both are force-shaping boards. OSBs consider officers with less than 18 years of Active Federal Service (AFS) as of the convene date of the board and E-SERBs consider officers with more than 18 years of AFS. Separation options may differ based on the officer's AFS.

Q. If I am selected by the E-SERB, what is the maximum amount of time I will have before being separated?

A. If selected for early retirement by the E-SERB, and you have more than 20-years of active federal service, you must be retired by 1 April 2015, but you may request an earlier date. However, if you have at least 18, but less than 20 years of active service, you may elect to remain on active duty until you reach retirement eligibility under 10 USC § 3911 at 20 years of AFS. Your AFS must be verified through a service computation completed by your supporting Retirement Services Officer (RSO) or Military Personnel Division (MPD).

If your service computation indicates that you have more than 15 years of AFS, you may request retirement under Temporary Early Retirement Authority (TERA). To qualify for TERA, you must have at least 15 years but less than 20 years of AFS and be otherwise eligible in accordance with Army Directive 2013-14. As retirement under TERA is voluntary, any unearned portions of monetary incentives (i.e. Tuition Assistance and bonuses) may be recouped IAW Title 37 of the United States Codes and DFAS regulations.

Q. If I have a previously approved voluntary retirement request but I am selected by the E-SERB, when do I have to retire?

A. Officers with approved voluntary retirement requests who are selected for early

retirement may retire at their previously approved effective date if that date is earlier than 1 April 2015.

Q. If an officer is selected by the OSB, what is the maximum amount of time they will have before being separated?

A. An officer selected by the OSB must be separated from the Army by 1 April 2015. Selected officers may request an earlier separation date. Officers selected for separation by the OSB who will have 15 or more years (180 months) of active federal service (AFS) and less than 20 years (240 months) AFS as of the date of mandatory separation, may request retirement under Temporary Early Retirement Authority (TERA). To qualify for TERA, you must have at least 15 years but less than 20 years of AFS and be otherwise eligible in accordance with Army Directive 2013-14.

As retirement under TERA is voluntary, any unearned portions of monetary incentives (i.e. Tuition Assistance and bonuses) may be recouped IAW Title 37 of the United States Code and DFAS regulations.

Q. If an officer is selected by the OSB, what is the maximum amount of time they could potentially have for leave?

A. In accordance with ALARACT 022/2013 - Announcement of Extension of the 75 Day Leave Carry Over Through 30 September 2015 – Soldiers may carry forward 75 days of annual accrued leave through 1 April 2015.

Q. What if I have an ADSO and am selected for separation?

A. Separation by force shaping centralized selection processes (OSB or E-SERB) take priority over ADSOs. Your ADSO will be waived. However, if you request retirement under the provisions of TERA, any unearned portions of monetary incentives may be recouped.

Q. If I am selected by the OSB to separate, and I don't qualify for TERA or a regular retirement, will I get separation pay?

A. In accordance with 10 USC § 1174, an officer who is involuntarily separated and has more than 6 years AFS, but less than 20 years AFS is entitled to separation pay. In order to receive separation pay, the officer must enter into an agreement to serve in a reserve status for a period of not less than 3 years. If the officer still has a Military Service Obligation (MSO) or statutory Active Duty Service Obligation (ADSO), then the 3 year period will begin on the day after the officer completes their MSO or statutory ADSO. In order to request reappointment into the Reserves, you will meet with the local Reserve Component Career Counselor (RCCC) to prepare an application packet and they will submit your application to HRC Officer Accessions Branch (OAB) NLT 1 November 2014. If your packet is not submitted by the 1 November 2014 date, you may be at risk of not being reappointed into the ready reserves prior to your MRD, and may not be entitled to separation pay. Additionally, if you later meet the requirements to receive retired pay (through continued service in the Reserves), the entire amount of separation pay will be collected from your retired pay IAW 10 U.S.C. § 1174(h) and Department of Defense Instruction 1332.29, paragraph 3.6.

Q. If I am entitled to separation pay, how much will I receive?

A. Separation Pay is outlined in the DODFMR Volume 7A, Chapter 35, paragraph 350201 and will be calculated by DFAS at time of your separation which takes into account your Active Federal Service (AFS) at time of separation. For planning purposes, it is approximately 10% of your monthly base pay x 12 x number of years of service. If you would like a more refined calculation, see your local finance office at your installation.

Q. Will officers selected by the OSB/E-SERB be afforded the opportunity to revert to warrant officer or enlisted status?

A. If selected by the OSB or E-SERB, IAW 10 USC § 3258, an officer with prior enlisted service in the Regular Army may revert to enlisted status in the enlisted grade held before becoming an officer provided they do not have a break in service (i.e. attending college through Green to Gold Program, ROTC graduates, USMA graduates). The officer must submit a request for Unqualified Resignation for the purpose of reenlistment IAW AR 600-8-24, Chapter 3-7. There is no statutory entitlement for an officer to revert to warrant officer; however, the officer may submit a request for consideration for warrant re-appointment through their chain of command.

Q. Will OCS officers selected by the OSB retire as an officer?

A. Officers selected by the OSB who reach 18 yrs Active Federal Service (AFS) prior to 1 April 2015 will be allowed to continue to serve until they reach 20 yrs AFS. IAW 10 USC § 3911(b)(1) and Army Directive 2014-17, officers must have not less than 8 years Active Federal Commissioned Service (AFCS) to retire as an officer.

Q. I have an approved Unqualified Resignation (UQR) with a separation date on or before the MRD established by the board (1 April 2015) – how does my selection on this board impact my UQR and my benefits?

A. Officers selected by the OSB who have a previously approved UQR will be separated under the provisions of Title 10, USC, Section 638a which means they will still receive an Honorable Discharge but their DD214 will reflect a SPD Code of JCC (Reduction in Force).

The officer in this situation has two decisions to make. First, does the officer intend to keep the previously approved separation date or request a different date up to and including the 1 April 2015 MRD? His or her decision should be hand-written on the Acknowledgment Form.

If the officer desires to withdraw their previously approved Unqualified Resignation

and/or change their date to reflect the 1 April 2015 Mandatory Separation Date, they should:

1. Submit a memorandum through their chain of command to withdraw or request a date change to their UQR, indicating they have been selected by a force shaping board (i.e. OSB).
2. If they desire Separation Pay they should initial option 1b on the Acknowledgement Form and return the Acknowledgement Form to usarmy.knox.hrc.mbx.opmd-osb-eserb@mail.mil.

If the officer has planned to take transition leave or is currently on transition leave, and does not desire to change their separation date, that officer should continue on leave. HRC will work with the transition center to issue updated separation instructions when HRC has received the officer's acknowledgement letter and has processed the officer's request. The only caveat to this is if the officer does not currently have a reserve commission. In this case, the officer will need to request a date at least 90 days out in order to complete the scrolling process.

Q. I am currently based overseas and/or deployed (PCS/TCS) – will I be PCS'd or redeployed to conduct my transition activities (i.e. ACAP) – if so when?

A. Officers in either one of these situations should immediately contact their Assignment Officer at HRC to work out the most practicable time for the officer to return to an Army installation that has a full-service transition center. Consideration will be given to the officer's desired CONUS location based on a number of factors such as officer's home of record, current location of dependents, etc.

Q. Can I appeal the outcome of the board or my selection by the board?

A. IAW MILPER 13-356, paragraph 5, the Secretary of the Army approval of the board report is final action. No "Relook" or "Standby" boards will be established, nor is there an appeal process. Officers who believe that their selection for early retirement or separation (as appropriate) resulted from an error in their military records or that their selection constitutes an injustice may seek relief from the Army Board for Correction of Military Records (ABCMR).

Q. What happens to an officer who is undergoing an MEB who is selected for OSB/E-SERB?

A. An officer currently undergoing an MEB/PEB (i.e. enrolled in the Integrated Disability Evaluation Systems or IDES) who is selected by the OSB/E-SERB board will still be notified of their selection. Their separation date will be the separation date established by the force shaping board which is 1 APR 2015 until the following events occur which could affect the officer's MRD.

retirement and discharge orders before the separation date established by the force shaping board. The separation type and date will be based on the orders received.

2. If the officer's PEBLO (Physical Evaluation Board Liaison Officer) determines that the results of the MEB/PEB process will NOT be completed by the MRD established by the force shaping board, then the officer (working through the PEBLO) can request an extension by submitting that request through the Office of the Surgeon General.

If an officer selected by the force shaping board is undergoing medical treatment but it is not referred to a MEB/PEB process (i.e. officer is not enrolled in IDES) then the officer's separation date will be set based on the officer's election in the Acknowledgement Memorandum, which will be no later than 1 APR 2015.

Q. Will an officer who is undergoing a Show Cause or other elimination action be eliminated under OSB? What if an officer is undergoing UCMJ action?

A. An officer selected by the force shaping board who is also undergoing a Show Cause or other elimination action will not be eliminated under a force shaping board (i.e. OSB) until the results of those proceedings have been completed and reviewed by HRC (Officer Retirements and Separations Branch).

If an officer is eliminated by ARBA then that will supercede the force shaping board selection and his or her DD 214 will be coded as an elimination rather than a separation under a force shaping board. The difference in benefits between an elimination and a separation are significant.

If an officer is undergoing UCMJ action it will NOT impact the officer's separation date mandated by the force shaping board (1 APR 15). However, if the officer is currently undergoing an investigation with a likelihood of convening a court martial then the officer can be retained on active duty by request of the chain of command until the completion of that legal action, which may extend beyond the separation date established by the board.

Q. Can I separate on a date earlier than the mandatory separation date established by the board (1 APR 2015) and still get separations pay? What do I need to do?

A. Yes. The officer should write their initials on the space provided in Block 1b. of the Acknowledgement Memorandum AND write in next to their initials the date the officer would like to separate from the Active Component. Next, the officer should follow the instructions outlined in Block 1b. by meeting with a Reserve Component Career Counselor (RCCC) who will explain the process and then complete the forms necessary for the officer to receive separation pay.

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