

OHIO MILITARY RESERVE



Regulation 635-3

ENLISTED PERSONNEL SEPARATIONS

Headquarters, Ohio Military Reserve
Office of the Assistant Chief of Staff,
Personnel and Administration, G1
1000 Lawrence Road
Camp Perry Training Site
Port Clinton, Ohio
43452-9578

01 October 2001

Summary of Changes

The changes noted herein are only those changes of significance or which effect ongoing operations.
Changes in terminology, organization or other routine matters are not reflected.

OHMR Regulation 635-3, Enlisted Personnel Separations, dated 01 Oct 01

Paragraph	Change
para 2a	Separations may be voluntary or involuntary.
para 2b(11)	Permits discharge for administrative reasons such as a reduction of force or a change in the Table of Organization with no option of transfer or reassignment.
Para 4	All persons separating from the OHMR will receive an OHMR Form 214, Statement of Service Record, with their discharge order.
Appendix A	Sample OHMR Form 214, Separation form Service Record.

Headquarters
Ohio Military Reserve
Camp Perry Training Site
Port Clinton, Ohio
01 October 2001

Enlisted Personnel Separations

By Order of the Governor:

JOHN T. FINNEGAN
Colonel, Ohio Military Reserve
Chief of Staff

Official:

RICHARD B. IOTT
Lieutenant Colonel, Ohio Military Reserve
Secretary to the General Staff

Supersedes. This regulation supersedes OHMR-R 635-3, 01 September 1998

Applicability. This regulation applies to all personnel of the Ohio Military Reserve.

Supplementation. Supplementation of this regulation and establishment of command and local policies is strictly prohibited.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of staff, Personnel and Administration, OHMR-G1, Camp Perry Training Site, 1000 Lawrence Avenue, Port Clinton, Ohio 43452-9578.

Summary. This regulation prescribes the policy and procedures for the separation of enlisted personnel of the Ohio Military Reserve.

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1. General. This regulation prescribes the policy and procedures for the separation of enlisted members of the Ohio Military Reserve.

2. Policy.

a. The separation of enlisted personnel will be effected by orders issued by Headquarters, OHMR. Separation may be voluntary or involuntary.

b. A request for discharge may be made for any of the following reasons:

- (1) Expiration of term of service (ETS).
- (2) Removal from the state or to a place within the state where no OHMR unit is located.
- (3) Enlistment in any component of the Armed Forces.
- (4) Incompatible occupation.
- (5) Deactivation or relocation of a unit.
- (6) Physical disqualification by an OHMR medical officer.

(7) Non-attendance at drill for three consecutive months.

(8) Hardship.

(9) Erroneous or fraudulent enlistment.

(10) Conviction of a felony by a civilian court.

(11) Conduct unbecoming a member of the Ohio Military Reserve.

(12) Reduction of force or change in Table of Organization with no option of transfer or reassignment.

(13) Convenience of the state.

c. Discharges other than honorable will be issued only on order of the Adjutant General of Ohio, based on the approved findings of a general court martial.

d. Enlisted personnel receiving appointment as commissioned or warrant officers of the Ohio Military Reserve will be automatically discharged at the time of appointment.

e. The death of an enlisted member will be immediately reported to OHMR Headquarters by the unit commander.

3. Procedures

a. Requests for discharge will be initiated by the company commander OHMR Form 32 (Request for Discharge) will be prepared in sufficient copies to furnish one copy for the unit file and on carbon for each intermediate headquarters. Each section of the OHMR Form 32 will be signed by the appropriate commander. Incomplete forms will be returned without action.

b. Unit personnel records pertaining to the individual will be forwarded with the OHMR Form 32.

c. Enlisted personnel will not be shown as losses on OHMR Form 1 (Report of Strength and Drill Attendance) until discharge orders are received by the unit.

4. OHMR Form 214, Separation from Service Record. At the time of discharge or separation, all persons will receive an OHMR Form 214, Separation from Service Record. It will be given to the individual at the same time as his discharge order. See Appendix A.

Appendix A
OHMR Form 214, Separation from Service Record

SEPARATION FROM SERVICE RECORD			
			Date of Report:
Name:	SSN:	Date of Birth:	Date of Entry:
Last Unit:		Last Assignment:	Date of Separation:
			Authority for Separation:
Home Address:	Home Phone:	PMOS/SMOS:	Last Rank and Grade:
			Date of Rank:
Marital Status:		Dependents:	
Single	Married	Divorced	Spouse Deceased
Schools Attended:			Time in Service:
			Weapon Qualifications:
Last EER/OER:			
Awards and Decorations:			
Skill Badges and Other Devices Authorized:			
Special Skills:			
Remarks:			
Location of Separation:		Prepared by:	
		SIGNATURE	
Status of Separation:			
Reenlistment Code:			

OHMR FORM 214

(25 Jun 97)

PREVIOUS EDITIONS MAY BE USED UNTIL EXPENDED