

Tab 2 – TOR Request contains:

- Member's Memo (signed by member)
- Active Duty/CC Memo (signed by Active Duty/CC)

(Appropriate Letterhead)

(date)

MEMORANDUM FOR: (HEADQUARTERS' NAME & OFFICE SYMBOL)

ATTENTION: COMMANDER, (next echelon of command)

FROM: (complete office symbol and address)

SUBJECT: Tender of Resignation

1. I, (full name, grade, SSN) under **DAFI 36-3211, Chapter 15**, paragraph (cite appropriate paragraph) hereby voluntarily tender my resignation from (all or ANG) appointments held by me.
2. The reasons for the submission of this resignation are: (list reasons).
3. I understand that, if this resignation is accepted, I will receive a discharge or separation characterized as (Honorable)(General)*
4. I (am) (am not) accountable or responsible for public property or funds.

SIGNATURE

TYPED NAME

GRADE & TITLE

Attachments:

1. _____

2. _____

cc:

(Date)

1st Ind (office/symbol)

TO: _____

1. Recommend that the resignation be (approved) (disapproved). (If disapproved, state reason)

2. Officer (is) (is not):

a. Under investigation.

b. Under sentence by civil court.

c. Insane.

d. In default with respect to public property or funds. (If officer is in this category, state circumstances in full.)

e. Under consideration for discharge for cause.

f. Serving on an unexpired active duty service commitment, contract or military service obligation.

3. There (has) (has not) been a report of recent misconduct on the part of this officer that is not shown herein. (If there has been such a report, attach it to the resignation, or if discovered subsequently, report it to the discharge authority as quickly as possible.

4. Officer (is) (is not) accountable or responsible for public property or funds.

SIGNATURE

TYPED NAME

GRADE, TITLE, USAF

Attachments:

1. _____

2. _____