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YAKIMA VALLEY CHAPTER AMERICAN RED CROSS

SPECIFIC INFORMATION AND INSTRUCTIONS REGARDING APPLICATIONS FOR  
DISCHARGE FOR DEPENDENCY OR HARDSHIP

1. Basis for Discharge or Release from Active Duty

All branches of service permit the discharge or release from active duty of a serviceman (1) when undue and unforeseeable conditions of hardship, (2) not temporary in character, (3) have arisen or have become aggravated in the serviceman's family since his entry into the service, (4) which can be eliminated or materially alleviated only by the separation of the serviceman from active service. Commanding officers are responsible for advising servicemen of the policies and procedures that apply to their specific branch of the service.

2. Where the Serviceman Applies

- a. An officer in any branch of the service must submit his own application through military channels wherever he may be assigned; therefore, the instructions that follow apply particularly to enlisted men.
- b. An enlisted man, in any branch of the service, who is stationed in the United States or overseas will submit his own application to his immediate commanding officer and will support it with the evidence required by his own branch of the service.
- c. Except in extreme situations, enlisted men on overseas orders will not be held in the United States to await a decision on a pending application for discharge for dependency or hardship.
- d. An enlisted man who is temporarily in the United States from overseas will submit his application and supporting evidence according to his branch of the service, as follows:

Army

To the Adjutant General, Department of the Army, Washington 25, D. C.

Air Force

To the domestic commanding officer of the unit to which he is attached. This will normally be the unit specified in his leave orders as the one to which he is to report for return travel overseas.

Navy

- (1) To his commanding officer
- (2) To the commanding officer of the naval activity nearest his home if he is at home at the time the request becomes necessary; or to the Bureau of Personnel, Department of the Navy, Washington 25, D. C., if there is no naval activity near his home.

If the home situation becomes more critical and if leave or leave extension will soon expire, the man should report to the receiving station to which his orders direct him and advise the commanding officer that he has applied or wishes to apply for a dependency or hardship discharge. The man may be held at the receiving station until informed of the action taken on his application.

Marine Corps

To Marine Corps Headquarters, Washington 25, D. C.

Coast Guard

- (1) If permanently assigned to a Pacific station: To Commander, 14th Coast Guard District, c/o Coast Guard Base, Alameda, California
- (2) If permanently assigned in Alaska: To Commander, 17th Coast Guard District, c/o Coast Guard Base, Seattle, Washington
- (3) If permanently assigned to Europe: To Commander (TE) Coast Guard Headquarters, Washington 25, D.C.

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3. Evidence Serviceman Is Required To Submit with his Application for Discharge for  
Dependency or Hardship

Although the requirements of each branch of the service vary somewhat, the following represents the kind of evidence needed to support an application for discharge for dependency or hardship from any branch of the service.

- a. Identifying information regarding the serviceman and his dependents:
  - (1) Serviceman's full name, service number, rank and organization, military address, and date of entry into the service.
  - (2) Names, ages, addresses, and relationships to serviceman of dependents
  - (3) If serviceman is married, date of marriage and number of children, if any
- b. A full explanation of the reason for requesting the separation of the serviceman.
- c. Information regarding the names, addresses, ages, occupations, and incomes of other members of the serviceman's family with the reasons they cannot provide the necessary care and support of the dependent concerned. This includes family members who are not living at home as well as those who are.
- d. A complete statement of the present financial situation of the serviceman and his dependent. Include here the amount of Class Q allotment and any other contributions the serviceman is making to the dependent.
- e. Affidavits or statements from at least two individuals or agencies that have first hand knowledge of the circumstances and that will derive no personal advantage from the serviceman's discharge. These affidavits should contain clear and specific statements that relate directly to the circumstances making the serviceman's presence necessary. Such statements are valuable to the military authorities for the pertinent facts they contain; general statements and recommendations are of little value. (See "Explanation of Terms" --- Supporting Evidence.)
- f. If disability of a member of the serviceman's family is the cause of dependency or hardship, a doctor's statement is required and should show specifically when the disability occurred, its nature, and its probable duration. Income prior to and subsequent to disability should be stated.
- g. If the death of a member of the serviceman's family is the cause of dependency or hardship, a certificate or other valid proof of death must be submitted. Income prior to death should be stated.

4. Where the Decision Is Made on Applications for Discharge for Dependency or Hardship

This will depend on (1) the serviceman's branch of the armed forces and (2) his location at the time he applies. Workers should consult the following for this information:

a. Army

When the serviceman is at a domestic or overseas location, the commanding officer having discharge authority will take one of the following three actions:

- (1) Approve discharge if this action is clearly warranted
- (2) Send the application to a designated reviewing authority for disposition is not clearly warranted and if the serviceman was not inducted under the Universal Military Training and Service Act.
- (3) Forward the application and supporting evidence to the Director of Selective Service of the state from which the man was inducted
  - (a) if the application does not contain conclusive evidence on which to base a decision that discharge is or is not warranted, and
  - (b) if the man was inducted under the Universal Military Training and Service Act

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A statement will be requested as to whether the circumstances as presented by the man would result in deferment on the basis of extreme hardship and privation to his dependents if he were being considered for induction at this time. To ensure that identification of sources of information is not disclosed, Red Cross reports will not be included as supporting evidence; only excerpts of pertinent information will be used.

When the application is returned by Selective Service, the officer having discharge authority will take final action. All subsequent applications for dependency discharge from the same inductee will be referred to Selective Service.

When the serviceman is assigned to an overseas unit but is temporarily in the United States, the Adjutant General, Department of the Army, Washington 25, D.C., to whom he submitted his application, will take one of the three actions above.

b. Air Force

When the airman is at a domestic or overseas location, the commanding officer will approve the application if warranted; if not, he will forward it to a designated reviewing authority for disposition.

When the airman is assigned to an overseas unit but is temporarily in the United States, the commanding officer of the unit to which the airman is attached while in the United States will either approve or disapprove the application. This will normally be the unit specified in leave orders as the one to which he is to report for return travel overseas. However, the commanding officer may first grant an extension of leave if the airman's leave will expire before action on the application for separation can be taken.

c. Marine Corps

Only commanding officers having discharge authority will approve or disapprove applications for discharge. When the commanding officer does not have such authority, the application will be approved or disapproved by the Commandant of the Marine Corps, Washington 25, D.C.

d. Navy and Coast Guard

All applications for separation for dependency or hardship of persons in the Navy will be approved or disapproved by the Chief of Naval Personnel, Department of the Navy, Washington 25, D.C. For persons in the Coast Guard, applications will be approved or disapproved by the Commandant of the Coast Guard, Washington 25, D.C.

5. Separation from All Branches of the Armed Forces

Only personnel who have no reserve obligations under the Universal Military Training and Service Act, as amended, including certain volunteer members of Reserve components on active duty and certain members of the National Guard will be discharged. All others will revert to Reserve or National Guard status or will be released from active military service and transferred to the Reserve to complete the obligation imposed upon them by the Universal Military Training and Service Act, as amended.

Persons released from active duty for reasons of hardship or dependency do not thereby become exempt from completion of their Reserve obligation. Each individual who is relieved from active duty and transferred to the Reserve will be informed by the military authorities of the service obligations required of him. Therefore, the serviceman himself is in the best position to learn the nature and length of his Reserve obligation.

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