



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3RD BATTALION, 2ND AIR DEFENSE ARTILLERY REGIMENT
3906 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73503

AFVL-RTB-BC

8 June 2021

MEMORANDUM FOR All Soldiers Assigned/Attached to the 3-2 ADA Battalion

SUBJECT: Policy Letter #14 – Automatic Initiation of Administrative Separation for Driving Under the Influence (DUI/DWI)

1. Purpose: To inform all Commanders and Soldiers of 3-2 ADA of automatic administrative actions to be taken as a result of a Soldier being arrested for DUI/DWI (Driving Under the Influence/Driving While Intoxicated). It supplements, but does not replace, mandatory actions such as GOMOR initiation and clearance suspension. All adverse administrative actions not required must be considered.
2. Upon receipt of notice that a Soldier in their battery has been stopped by law enforcement and ticketed/arrested for a DUI/DWI (whether on post or in any civilian jurisdiction), battery commanders will initiate the Soldier for separation or elimination IAW AR 635-200 (for Enlisted Soldiers) or 600-8-24 (for Officers)
3. Administrative Separation Processing. Within two (2) duty days, the commander or 1SG will also schedule the Soldier for pre-separation medical and mental evaluation appointments, initiate SFL-TAP (capstone only) and CIF early turn-in (which will require a memorandum signed by the commander) for the earliest available appointments. Units will submit the complete packet to the legal section within 30 days absent extreme or uncontrollable circumstances.
4. Battery Command Discretion and Other Guidance. Command Teams will ensure proper dignity and respect is maintained for the Soldier throughout the separation process. This policy is also not designed to remove the discretion of commanders to ultimately recommend against separation after initiation and notification of administrative separation. As always, commanders should assess each Soldier and alleged misconduct on a case-by-case basis in making an ultimate recommendation.
5. The point of contact for this memorandum is CPT Curtis N. Cranston, Brigade Military Justice Advisor, at curtis.n.cranston.mil@mail.mil, or at (580) 442-3737.

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LTC, AD
Commanding