SOFTWARE & TECH

Army Compassionate Reassignment Letter Example

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Understanding the Army Compassionate Reassignment Process

Military service often demands immense personal sacrifice, and sometimes, unforeseen circumstances at home require soldiers to be closer to their families. The Army Compassionate Reassignment program is a vital avenue for soldiers facing significant hardships, such as a serious illness in the immediate family, the death of a family member, or other severe family problems that cannot be resolved through normal leave or other administrative channels. A well-crafted **Army Compassionate Reassignment Letter Example**can serve as a critical tool in successfully navigating this complex process. This article provides an in-depth look at how to structure a compelling request, what details to include, and an actual example to guide you.

A compassionate reassignment is not a simple transfer request. It is a formal petition to the United States Army to relocate a soldier based on documented, extreme hardship. The burden of proof lies with the soldier, and the application must clearly demonstrate that the severity of the family situation warrants an exception to standard assignment policies. The cornerstone of this application is a formal memorandum, often referred to as a DA Form 3739 or a compassionate reassignment request letter. To maximize your chances of approval, it is essential to understand the army's specific criteria and to present your case clearly, professionally, and with compelling evidence.

What is an Army Compassionate Reassignment?

An Army Compassionate Reassignment is a personnel action that moves a soldier from their current duty station to a new location, typically closer to a dependent or immediate family member who is facing a medical or emotional crisis. The primary goal is to alleviate undue hardship on the soldier's family unit. According to Army Regulation 614-200 (Enlisted Assignments and Detailed Utilization Policy), this reassignment is granted only when circumstances are of a genuinely extreme nature and cannot be resolved through other means such as leave, emergency leave, or temporary duty.

It is important to understand that compassionate reassignments are not granted for convenience or minor inconveniences. They are reserved for critical situations like life-threatening illnesses, severe emotional distress following a tragedy, or the inability of a family member to function without the soldier's immediate and direct physical presence. The soldier must also demonstrate that they are the only person capable of providing the necessary care or support. This makes the **Army Compassionate Reassignment Letter Example**you follow crucial, as it must weave a narrative of undeniable need and unique responsibility.

The Difference Between a Compassionate Reassignment and a Hardship Discharge

Many service members confuse these two options. A **compassionate reassignment** moves the soldier to a different location while they continue to serve. In contrast, a **hardship discharge**entirely separates the soldier from the Army. A compassionate reassignment is generally preferred because it allows the soldier to continue their career, maintain pay and benefits, and serve their country while being present for their family. Choosing the right path depends on the severity and expected duration of the hardship. If the situation is temporary but acute, reassignment is the better option. If the hardship is permanent and prevents the soldier from fulfilling their duties anywhere, a discharge may be necessary.

Eligibility Criteria for Compassionate Reassignment

Before drafting your letter, you must verify that your situation meets the Army's strict eligibility criteria. The hardship must fall under one of the approved categories as outlined in AR 614-200. These typically include:

- Serious Illness or Injury of a Family Member: A spouse, child, or parent has a terminal or very serious medical condition requiring constant care.
- Death of a Family Member: The recent death of a family member has left survivors (e.g., younger siblings, an elderly parent) in need of the soldier's immediate support.
- Severe Financial Hardship: Circumstances beyond the soldier's control have caused extreme financial distress that can only be resolved by the soldier's physical presence (e.g., the family business is failing, a spouse has lost their job and cannot relocate).
- Emotional or Psychological Hardship: A family member is experiencing severe depression or suicidal ideation due to the soldier's absence.

It is crucial to note that the Army will scrutinize the availability of other family members. If a sibling, parent, or other relative lives near the dependent and could provide care, the request will likely be denied. Your **Army Compassionate Reassignment Letter Example**must explicitly address why you, and only you, are the essential caregiver.

Key Components of a Strong Compassionate Reassignment Letter

A successful letter is more than just a request; it is a persuasive document supported by fact and emotion. It must be formatted as a formal military memorandum. Here are the essential components you must include:

1. Proper Header and Addressing: The memorandum must be addressed to the appropriate authority, typically the "Commander, U.S. Army Human Resources Command (HRC)" or your Battalion Commander for initial routing. Include your full name, rank, social security number, unit, and current duty station.
2. Subject Line: This must be clear and descriptive, such as: "Request for Compassionate Reassignment under AR 614-200."
3. Statement of the Hardship: Clearly and concisely describe the specific hardship. Use medical terminology and avoid vague language. Instead of "My wife is sick," write "My spouse has been diagnosed with Stage IV breast cancer and is undergoing chemotherapy, resulting in severe immunosuppression and a requirement for full-time care."
4. Explanation of Necessity: This is the most critical part. Explain why the hardship requires your presence and why it is immediate. Detail the specific care you provide: bathing, feeding, administering medication, managing medical appointments, or providing emotional support to prevent a psychological crisis.
5. Proposed Solution: State which duty station or geographic location you are requesting to be reassigned to. Be realistic. Requesting a station that does not have your MOS (Military Occupational Specialty) will likely lead to denial. Research available positions at the desired installation.
6. Supporting Evidence: The letter must reference the attached documentation, such as doctor's notes, hospital records, death certificates, letters from therapists, and financial statements. Never make a claim in the letter without having the corresponding proof.
7. Chain of Command Endorsement: Your letter must be endorsed by your immediate supervisor, company commander, and battalion commander. Their recommendation (supported or not supported) carries significant weight.

Army Compassionate Reassignment Letter Example

Below is a comprehensive **Army Compassionate Reassignment Letter Example**. This is a template based on a common hardship scenario: a soldier whose spouse is suffering from severe postpartum depression with psychotic features. Adapt the details to fit your specific circumstances.

MEMORANDUM FOR Commander, U.S. Army Human Resources Command (AHRC-EPL-S)

FROM: SERGEANT FIRST CLASS JOHN DOE, USA**Unit:** 3rd Battalion, 187th Infantry Regiment**Current Duty Station:** Fort Campbell, KY 42223**DSN/Comm:** 270-798-1234 / (270) 555-0199

SUBJECT: Request for Compassionate Reassignment under AR 614-200

1. REQUEST.I respectfully request a compassionate reassignment from Fort Campbell, Kentucky, to Fort Bragg, North Carolina (or a location within 50 miles of Fayetteville, NC), due to a severe medical and emotional hardship involving my spouse, Jane Doe.

2. STATEMENT OF HARDSHIP. My spouse, Jane Doe, was diagnosed with Severe Postpartum Depression with Psychotic Features on (Date). She is currently under the care of Dr. Sarah Miller at (Hospital Name). The condition has rendered her unable to care for herself or our two infant children (Ages 1 and 3). She experiences extreme anxiety, hallucinations, and suicidal ideation, specifically related to fear of abandonment. Her psychiatrist has stated that the constant presence of a supportive, familiar adult is medically necessary to prevent a complete breakdown or a suicide attempt.

3. EXPLANATION OF NECESSITY. My wife has no other immediate family in the continental United States. Her parents are deceased, and her only sibling resides in Germany. My own mother is elderly and lives in Florida, but she is physically incapable of managing two toddlers and a high-needs adult patient. I am the only person who can provide the 24-hour supervision and emotional support required. My current workload and training tempo at Fort Campbell requires me to be away from home for extended periods, including multiple field exercises and a pending rotation to the National Training Center (NTC). My continued absence is directly exacerbating her condition. I have been informed by Dr. Miller that without my immediate and consistent presence, my wife's prognosis is poor, and my children's safety is at risk.

4. PROPOSED REASSIGNMENT.I am requesting reassignment to Fort Bragg, NC. I have confirmed with the Fort Bragg Career Counselor (SFC Rodriguez, DSN: 910-555-0123) that there are open positions for my MOS (11B3P) within the 82nd Airborne Division. Fort Bragg is located within two hours of my wife's current treatment facility, which would allow for continuity of care and enable me to be home daily.

5. SUPPORTING DOCUMENTS. Attached are the following documents for your review:**Tab A:** Letter from Dr. Sarah Miller, (Hospital), detailing diagnosis, prognosis, and necessity of constant care.**Tab B:** Hospital admission and discharge summaries.**Tab C:** Pharmacy records for prescribed antipsychotic and antidepressant medications. **Tab D:** Statement from the Fayetteville Police Department documenting a wellness check and incident report related to my spouse's condition.**Tab E:**Email correspondence with SFC Rodriguez confirming available positions at Fort Bragg.

6. CONCLUSION.I am fully dedicated to my service in the United States Army. However, the current medical crisis facing my family requires my immediate physical presence. A compassionate reassignment to Fort Bragg will allow me to continue to serve effectively while fulfilling my critical role as a caregiver and parent. I respectfully request favorable consideration of this request.

**JOHN A. DOE
**
SFC, USA

Note: This example Army Compassionate Reassignment Letter Example should be tailored with your specific details, dates, and medical information. The more specific and documented the hardship, the stronger the packet.

Tips for Writing an Effective Compassionate Reassignment Letter

Even with a strong example, the devil is in the details. Here are critical tips to ensure your letter stands out for the right reasons:

- Be Specific, Not Vague: Use exact medical diagnoses, dates of hospitalization, names of doctors, and specific medication dosages. Avoid generalities like "My mom is having a hard time." Instead, write "My mother was hospitalized for a hemorrhagic stroke on October 12, 2024, and now requires assistance with all activities of daily living."
- Quantify the Hardship: If possible, put a number to the need. "I spend 6 hours daily providing personal care," or "My wife requires supervision 24 hours a day, 7 days a week." This creates a concrete picture of the burden.
- Address the "Only One" Criterion: Explicitly state that you have explored other options. Mention that you have contacted other family members or community resources, and they are unable to fill the gap. This preemptively answers the Army's biggest question.
- Maintain a Professional Tone: While the subject is emotional, the letter must remain a formal, professional military document. Avoid overly emotional pleas. Let the facts and the medical documentation speak for the emotional impact. Stick to the "who, what, when, where, why, and how."

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