



CONDITIONAL RELEASE PROCESS

Ensure that you have spoken with your **Readiness NCO** to get a copy of the **Conditional Release Checklist** from the G1 Field Manual. If your Readiness NCO does not have a copy of the G1 Field Manual, they can find the CR Checklist in GKO under G1. If you are looking to go into the Inactive National Guard (ING), you do not need a Conditional Release. If your Conditional Release is for employment purposes, G1 requires that you work with our office for 30-60 days to allow our staff the opportunity to find you sustainable employment for optimal retention in the NCNG.

STEP 1

Prepare your personal memorandum that you will be submitting with your Conditional Release(CR) packet to your Chain of Command. Depending on your situation, your CR Memorandum will need to contain the following items:

1. The component you are requesting to transfer to (Active Duty Army, Army Reserve, Air Guard, or other branch not listed).
2. A detailed reason or explanation of why you are wanting to transfer.
3. Your current place of employment and position, or school and location if you are a full time student.
4. Any guaranteed school or program that the gaining component is offering to you.
5. Rank, Name, e-mail and phone number of your Readiness NCO.

STEP 2

Go to www.ncngemploymentcenter.com to register. Once you complete the registration, you will receive notification that "*you have successfully completed your registration*". If you do not receive this notification then you are not done. We **"HIGHLY"** recommend that you use **Google Chrome** or **Firefox** as your web browser to avoid any issues. It will take 1-2 business days for you to populate into our database. If you do not receive an e-mail or phone call from a counselor within 48 hours of registering, please contact our office at **(984) 664-6463**.

STEP 3

- Once you are contacted by one of our counselors, inform them that you are seeking a Conditional Release (CR) and be prepared to send your personal memorandum to the counselor immediately. The counselor will then forward your memorandum to the Employment Center to request the memorandum for your packet. That process should take no more than 48 hours unless it falls on a weekend.
- We recommend that you track your Conditional Release packet along it's journey to ensure it reaches the G1 for their decision. The total process should take no more than 90 days from the day you submit your completed packet to your Unit.