



Department of Defense **INSTRUCTION**

NUMBER 1332.32

May 2, 2014

Incorporating Change 1, Effective May 6, 2020

USD(P&R)

SUBJECT: Selective Early Retirement or Removal of Officers on the Active Duty List, the Warrant Officer Active Duty List, or the Reserve Active Status List

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction reissues DoD Instruction 1332.32 (Reference (b)) to establish policy and assigned responsibilities for:

- a. The selective early retirement of commissioned officers and warrant officers from the active duty list or warrant officer active duty list.
- b. The selective early removal of commissioned officers from the Reserve active status list.
- c. The selective early retirement of officers in the Navy Reserve, serving in an active status, in the grade of rear admiral (lower half) or rear admiral and officers in the Marine Corps Reserve, serving in an active status, in the grade of brigadier general or major general.

2. **APPLICABILITY.** This instruction applies to:

- a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

- b. Chief warrant officers on the warrant officer active duty list.

- c. Regular officers on the active duty list in the permanent grades of lieutenant colonel through major general in the Army, the Air Force, and the Marine Corps, and of commander through rear admiral in the Navy who may be considered for selective early retirement by a selection board convened pursuant to section 573(c) or 611(b) of Title 10, United States Code (Reference (c)).

d. General and flag officers of the Navy Reserve and Marine Corps Reserve who are on the Reserve active status list who may be considered for selective early retirement by a selection board convened pursuant to section 14101(b) of Reference (c).

e. Reserve commissioned officers on the Reserve active status list in any grade and competitive category who:

(1) Have at least 30 years of service computed pursuant to section 14706 of Reference (c) or at least 20 years of satisfactory service for retirement purposes computed pursuant to section 12732 of Reference (c).

(2) May be considered for selective early removal from the Reserve active status list by a selection board convened pursuant to section 14101(b) of Reference (c).

3. POLICY. It is DoD policy that:

a. The authority to select warrant officers above the grade of warrant officer, W-1; commissioned officers who are serving in the grades of lieutenant colonel and colonel in the Army, the Air Force, and the Marine Corps; commander and captain in the Navy; and Reserve commissioned officers covered in paragraphs 2b and 2c of section 2 for early retirement or early removal from active status will be used sparingly. Early retirement or early removal from the active duty list, warrant officer active duty list, or Reserve active status list will be used as a means of managing an officer grade imbalance or strength overage in a competitive category. It may not be used for only enhancing promotion opportunity; nor may it be used as a substitute for the disposition of commissioned officers who otherwise would be processed for separation for cause pursuant to chapters 59, 60, or 1411 of Reference (c).

b. Selection boards to consider warrant or commissioned officers for early retirement or early removal from active status, pursuant to sections 581, 638, 14704, or 14705 of Reference (c), may be convened by the Secretary of the Military Department concerned, as circumstances warrant, to accommodate Military Service needs. Separate boards must be convened, as appropriate, for each grade, or grade and competitive category.

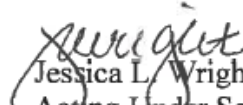
c. Enhanced authority for selective early retirement of commissioned officers is carried out in accordance with section 638a of Reference (c). Separate boards must be convened, as appropriate, for each grade and competitive category or for each particular year group, specialty, or retirement category, or any combination thereof, within a grade and competitive category.

4. RESPONSIBILITIES. See Enclosure 2.

5. RELEASABILITY. **Cleared for public release.** This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

6. SUMMARY OF CHANGE 1. The change to this issuance updates references and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.

7. EFFECTIVE DATE. This instruction is effective May 2, 2014.


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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Instruction 1332.32, “Selective Early Retirement of Officers on an Active Duty List and the Reserve Active Status List and Selective Early Removal of Officers from the Reserve Active Status List,” December 27, 2006 (hereby cancelled)
- (c) Title 10, United States Code
- (d) DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019
- (e) DoD 5400.11-R, “Department of Defense Privacy Program” May 14, 2007
- (f) Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(R&FM) develops and oversees policies involving selective early retirement and removal of officers.

2. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

a. Convene selection boards to consider warrant or commissioned officers for early retirement or early removal from active status, in accordance with sections 581, 638, 14704, or 14705 of Reference (c), as circumstances warrant, to accommodate Military Service needs.

(1) A central selection board convened to consider officers for early retirement pursuant to section 581 or 638 of Reference (c) must consider all eligible warrant officers or commissioned officers, in the same grade and competitive category, whose names fall on the warrant officer active duty list or active duty list between and including the most junior and senior warrant or commissioned officers on the applicable list. This board may not include officers in that grade and competitive category who have been approved for voluntary retirement pursuant to section 1293, 3911, 6323, or 8911 of Reference (c) or who are to be involuntarily retired in accordance with any provision of law during the fiscal year in which the selection board is convened or during the following fiscal year.

(2) A central selection board convened to consider officers for early removal pursuant to section 14704 of Reference (c) must consider all commissioned officers in the same grade and competitive category whose names fall on the Reserve active status list between, and including that of, the most junior and the most senior officer in that grade and competitive category who meet the “amount of service” requirement in sections 12732 and 14706 of Reference (c).

b. Must request Secretary of Defense approval for enhanced authority for selective early retirement of commissioned officers pursuant to section 638a of Reference (c).

(1) Requests for use of enhanced authority pursuant to section 638a of Reference (c) will be submitted to the USD(P&R) no later than 45 days before the desired date of announcement of the board. Requests will include:

(a) The grades and competitive categories; the year groups, specialties, or retirement categories; or any combination thereof, within a grade and competitive category, to be considered.

(b) The number of officers affected.

(c) A copy of all administrative messages that will be presented to eligible Service members.

(2) A central selection board convened to consider officers for early retirement pursuant to section 638a of Reference (c) must consider all eligible commissioned officers, in each grade and competitive category, or particular year group, specialty, or retirement category, or any combination thereof, within a grade and competitive category, whose names fall on the active duty list between and including the most junior and senior commissioned officers on the list. This board may not include officers in that grade and competitive category who have been approved for voluntary retirement in accordance with section 3911, 6323, or 8911 of Reference (c) or who are to be involuntarily retired in accordance with any provision of law during the fiscal year in which the selection board is convened or during the following fiscal year.

c. Issue written instructions to boards. The written instructions, information, or guidance furnished to a selection board may not be modified, withdrawn, or supplemented after that board submits its report to the Secretary of the Military Department concerned pursuant to sections 581, 638, 638a, 14704, or 14705 of Reference (c). The Secretary of the Military Department concerned will furnish the selection board with all necessary information. Such information will include, at a minimum, those items outlined in Enclosure 3.

d. Recommend changes to this issuance to the USD(P&R).

e. Ensure all personally identifiable information collected pursuant to this instruction must be collected, maintained, disseminated, and used in accordance with DoD Instruction 5400.11 (Reference (d)) and DoD 5400.11-R (Reference (e)).

ENCLOSURE 3

INFORMATION FURNISHED TO A SELECTION BOARD

In accordance with the guidance in paragraph 2c in Enclosure 2, the Secretaries of the Military Department will furnish the selection board with all necessary information to select warrant or commissioned officers for early retirement or early removal from the active duty list, warrant officer active duty list, or Reserve active status list. Such information will include, at a minimum:

- a. The names of all the officers (last name, first name, middle initial) on the warrant officer active duty list, active duty list, or Reserve active status list whom the board will consider. For boards convened to consider officers for early retirement or early removal pursuant to section 581, 638, 638a, or 14704 of Reference (c), the list of names will include those warrant or commissioned officers specified in paragraphs 2a(1), 2a(2), or 2b(2) of Enclosure 2, as appropriate.
- b. The maximum number of officers that the board may recommend for early retirement or early removal in each grade and competitive category or, in the case of a board convened to consider officers for early retirement pursuant to section 638a of Reference (c), in each grade and competitive category or particular year group, specialty, or retirement category, or any combination thereof, within each grade and competitive category.
- c. The pertinent records, as determined by the Secretary of the Military Department concerned, of each officer whose name is furnished to the board.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(R&FM) Assistant Secretary of Defense for Readiness and Force Management

USD(P&R) Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this instruction.

active duty. Defined in the DoD Dictionary of Military and Associated Terms (Reference (f)).

active duty list. A single list for the Army, Navy, Air Force, or Marine Corps required to be maintained pursuant to section 620 of Reference (c) that contains the names of all officers of that Military Service, other than officers described in section 641 of Reference (c), who are serving on active duty.

commissioned officer. An officer in any of the Military Services who holds a grade and office under a commission signed by the President, and who is appointed as a Regular or Reserve officer. It does not include a commissioned warrant officer or a retired commissioned officer.

competitive category. A separate promotion category established by the Secretary of a Military Department pursuant to section 621 or 14005 of Reference (c) for specific groups of officers whose specialized education, training, or experience, and often relatively narrow utilization, make separate career management desirable.

Military Departments. Defined in Reference (f).

Reserve active status list. A single list for the Army, Navy, Air Force, or Marine Corps required to be maintained pursuant to section 14002 of Reference (c) that contains the names of all officers of that Military Service, except warrant officers (including commissioned warrant officers), who are in an active status in a Reserve Component of the Army, Navy, Air Force, or Marine Corps and are not on an active duty list.

selection board. A board of commissioned officers convened in accordance with section 573(c), 611(b), or 14101(b) of Reference (c) to evaluate and recommend officers on the warrant officer active duty list, active duty list, or Reserve active status list for selective early retirement or selective early removal from active status earlier than their mandatory dates, pursuant to sections 581, 638, 638a, 14704, and 14705 of Reference (c).

warrant officer active duty list. A single list for each Military Service concerned that is required to be maintained pursuant to section 574 of Reference (c) that contains the names of all warrant officers of that Military Service (other than warrant officers described in section 582 of Reference (c)) who are serving on active duty.