GENERAL

# army compassionate reassignment letter example

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## Army Compassionate Reassignment Letter Example: A Comprehensive Guide

When a service member faces personal hardships—such as a family member's illness, a spouse's job relocation, or other significant life events—a compassionate reassignment can offer much-needed relief. However, the process of requesting a compassionate reassignment is not always intuitive. It requires a clear, well-structured letter that articulates the circumstances, demonstrates the impact on the service member's well being, and aligns with Army regulations. This guide provides a step by step walkthrough, complete with a detailed **army compassionate reassignment letter example**, to help you navigate the request process with confidence.

## Understanding Compassionate Reassignment

Compassionate reassignment, often referred to as a "compassionate move" or "special duty assignment," allows a soldier to be relocated to a different duty station or unit based on compelling personal reasons. The Army's policy, outlined in Army Regulation 600-8-22 and the Army Service Uniform (ASU) regulations, permits such reassignments when the circumstances threaten the soldier's mental or physical health, or the well being of their immediate family. It is essential to recognize that compassionate reassignment is not a guaranteed benefit; it must be justified by documented evidence and approved through the proper chain of command.

### When to Consider a Compassionate Reassignment

Typical scenarios that trigger a compassionate reassignment request include:

- Chronic or terminal illness of a spouse, child, or parent that requires ongoing medical care.
- Severe domestic or marital problems that affect the soldier's performance.
- Significant financial hardship due to a sudden loss of employment or disability.
- Relocation of a spouse to a civilian job that cannot be accommodated within the current military installation.
- Natural disasters or other emergencies that render the current duty station unsafe or unsuitable.

Identifying the precise reason for the request helps tailor the letter's narrative and supports a stronger case for approval.

### How to Draft a Compassionate Reassignment Letter

Drafting a compelling letter involves clarity, conciseness, and adherence to military protocol. A well structured letter typically follows this outline:

1. Header and Contact Information
2. Subject Line
3. Salutation
4. Introduction and Purpose
5. Detailed Explanation of Circumstances
6. Requested Action
7. Closing and Signature

Each section must be carefully crafted to convey the necessary details while respecting the formal tone expected in

Army correspondence.

## Letter Format & Structure

Below is a recommended format for a compassionate reassignment letter. Use a standard military letterhead if available, or include your name, rank, and contact details at the top.

## Sample Army Compassionate Reassignment Letter Example

**Unit:** 3rd Battalion, 45th Infantry Regiment**Unit Address:** 1234 Military Rd., Fort Example, USA 12345**Date:** September 9, 2026

**Subject:** Request for Compassionate Reassignment – 1st Lt. John A. Smith, 3rd Battalion, 45th Infantry Regiment

Sir/Ma'am,

I respectfully request a compassionate reassignment to the 2nd Battalion, 12th Armored Regiment, Camp Example, due to a serious medical condition affecting my spouse, which requires continuous specialist care unavailable within our current installation.

My wife, Jane Smith, was diagnosed with a rare form of leukemia on May 15, 2026. She is currently undergoing a rigorous chemotherapy regimen that necessitates weekly visits to the St. Jude Oncology Center in Memphis, Tennessee. The nearest equivalent facility is over 500 miles from our current posting, and the travel time exceeds 12 hours each way. The logistical burden of this commute is unsustainable and poses a direct threat to my wife's health outcomes.

Additionally, the extended travel has placed significant strain on my mental well being, compromising my readiness and operational effectiveness. The Army’s mission demands that I maintain peak performance, and the current circumstances jeopardize my ability to fulfill my duties effectively.

To mitigate these challenges, I respectfully request a transfer to Camp Example, where the St. Jude Oncology Center is within a 2 hour drive. This relocation would enable me to provide essential support to my spouse while preserving my professional responsibilities.

Enclosed are the following documents to substantiate my request:

- Doctor’s letter detailing my wife’s diagnosis and treatment plan.
- Travel itinerary and cost estimates for the current commute.
- Medical records from St. Jude Oncology Center.
- Statement of support from my unit commander.

I appreciate your consideration of this request and remain committed to fulfilling my duties with the utmost dedication. I am prepared to discuss this matter further at your convenience.

Sincerely,

**1st Lt. John A. Smith**
3rd Battalion, 45th Infantry Regiment

**Attachments:** 1. Medical Documentation
2. Travel Cost Breakdown
3. Command Statement

--- End of Letter ---

## Tips for Success

While the letter's structure is vital, the content's quality can make or break your request. Consider the following best practices:

- Be Precise: Avoid vague statements. Provide specific dates, locations, and medical facts.
- Use Official Language: Maintain a formal tone and use military terminology where appropriate.
- Include Documentation: Attach all relevant evidence—medical reports, travel itineraries, and command endorsements.
- Seek Command Support: A letter of support from your immediate commander can strengthen your case.
- Follow Up: After submission, confirm receipt and inquire about next steps to keep the process moving.

## Common Mistakes to Avoid

Even with a strong letter, certain pitfalls can derail your request. Watch out for these common errors:

1. Insufficient Evidence: Failing to attach medical or logistical documentation weakens the request.
2. Informal Tone: Using casual language or slang can be perceived as disrespectful.
3. Excessive Length: A verbose letter may obscure critical points; aim for brevity and clarity.
4. Ignoring Regulations: Not adhering to AR 600-8-22 guidelines may lead to automatic denial.
5. Delaying Submission: Postponing the letter can create administrative bottlenecks and delay relief.

## Legal and Administrative Considerations

Compassionate reassignment falls under the purview of the Army's human resources and personnel management system. Understanding the legal framework ensures your request aligns with policy:

- Army Regulation 600-8-22: Outlines the policy for compassionate reassignment, including eligibility criteria.
- AR 100-5: Provides guidance on the use of medical and family support resources.
- DoD Directive 1340.09: Addresses the use of medical and family support for service members.

Adhering to these regulations is essential for a smooth approval process.

## Supporting Documentation Checklist

To bolster your request, compile the following documents:

- Doctor's letter or medical report outlining the condition and treatment plan.
- Travel itinerary or cost estimate for current commute.
- Unit commander's endorsement letter.
- Any relevant family or legal documents (e.g., marriage certificate, birth certificates).
- Proof of the availability of medical facilities at the requested location.

Organizing these documents in a clear, labeled folder will streamline the review process.

## Follow  Up and Next Steps

After submitting your letter, keep the following steps in mind:

1. Confirm receipt with your immediate supervisor or HR representative.
2. Request a timeline for the decision-making process.
3. Prepare to provide additional information if requested.

4. If approved, coordinate the transition with your unit and the receiving installation.
5. If denied, seek clarification on the reasons and explore alternative options such as temporary duty or leave.

Maintaining proactive communication demonstrates professionalism and keeps your request on the radar of decision makers.

## Frequently Asked Questions

**Q1: What is the difference between a compassionate reassignment and a standard reassignment?**
A1: A standard reassignment is typically based on operational needs, while a compassionate reassignment is driven by personal circumstances that impact a service member's health or family situation.

**Q2: How long does the compassionate reassignment process usually take?**
A2: The timeline can vary, but most requests are reviewed within 30–45


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