

TRANSITION SHEET- COMPASSIONATE

Part 1: Member’s Identification

Service Numbers	Rank	Name	First Name
E-Mail:		Phone number:	

- ☐ **Compassionate Status:** Compassionate status is the status assigned to a Reg F member whose personal circumstances limit the member's deployability or ability to perform duties.
- ☐ **Compassionate Posting:** A compassionate posting is a posting approved to alleviate the personal circumstances of a Reg F member who is assigned compassionate status.
- ☐ Reg F member remain in current location with an assigned compassionate status.
- ☐ **Contingency Cost Moves:** Contingency cost moves (CCM) for personal circumstances are moves set aside from the overall move allocation for a Reg F member to respond to personal circumstances which do not limit deployability or the ability to perform duties.

**Note:** Each level has a maximum of 14 working days from receiving the documentation to action.

The commanding officer, at the request of the member, will be assigning someone of the minimum rank of Sgt or Capt to assist with the process. Do you wish to have an assisting officer? Yes ☐ No ☐

Part 2 - Member

Member submits a memo to their Commanding Officer via the chain of command.

Enclosure: Yes ☐ No ☐ Reference:

E-Signature & date:

Part 3A – Commanding Officer

The Commanding Officer investigates and consult with an expert (social worker).

Enclosure: Yes ☐ No ☐ Reference:

E-Signature & date:

Part 3B – Assisting Officer Information (inform the member)

Name	Rank	Phone	E-mail
E-Signature & date			

Part 4 – Social Worker

The Social worker will provide a report to the CO and any other information deemed relevant to the case.

Enclosure: Yes ☐ No ☐ Reference:

E-Signature & date:

Part 5 – Commanding Officer

The Commanding Officer will forward a copy of the memo, the chain of command recommendations, the Social Worker report and any other information deemed relevant to the case to the career manager and the member.

Enclosure: Yes ☐ No ☐ Reference:

E-Signature & date:

Part 6 – Career Manager

The career manager manages the internal file review and submits the request, via the section head to the approving authority (D Mil C, DSA, DGMC). The personal circumstances that are out of the ordinary, unusual, unforeseen, and unavoidable will be taken in consideration to render a decision. The career manager will inform the member of the decision via the chain of command.

Enclosure: Yes ☐ No ☐ Reference:

E-Signature & date: