* **Separation Memo**
* ***ENCL 1.* DA Form 705 – Initial Failure**
* ***ENCL 2.* DA Form 705 – Retest Failure (Retest must be completed prior to 90 days).**
* ***ENCL 3.* DA Form 4856 – Initial Failure Counseling.** Complete with the date of the APFT failure with results, when the date the retest will be conducted, explain that the cadet will be recommended for Separation if the retest is failed.
* ***ENCL 4.* DA Form 4856 – Pre-Retest Counseling.** Indicate in the counseling that the Cadet is aware of the importance of this test and that if he/she fails a separation packet will be initiated. Ensure the Cadet understands he/she is taking this APFT of their own free will and is aware of the ramifications.
* ***ENCL 5.* DA Form 4856 – Retest Failure Counseling.** Complete with the date of the APFT failure with results and explain that the cadet will be recommended for Separation.
* ***ENCL 6.* Copy of Deliberate PT Plan** – could be created by TAC or PDO after initial failure – catered toward the cadets specific weakness
* ***ENCL 7.* Victim of Sexual Assault Statement for Admin Sep Memo.**