

**Army National Guard and Army Reserve**

# **Active Duty for Missions, Projects, and Training for Reserve Component Soldiers**

Headquarters  
Department of the Army  
Washington, DC  
30 June 1999

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 135-200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

This change 5---

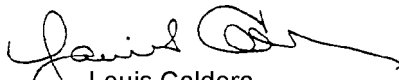
- o Directs the reader to the authoritative guidance established in AR 600-110, Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV) pertaining to Human Immunodeficiency Virus (HIV) testing prior to entry on active duty or active duty for training.
- o This change 4--
- o Implements provisions of the National Defense Authorization Act for Fiscal Year 1995 (public Law 103-337, 5 Oct 94), which repealed, transferred, or reenacted specific sections of law that impact on provisions of this regulation.
- o This change 3---
- o Implements provisions of Public Law 103-337, 5 Oct 94, which repealed, transferred, or reenacted specific section of law pertaining to active duty for training and active duty for special work referenced throughout the regulation.
- o Rescinds paragraphs addressing early release from ADT or ADSW and directs the user to the appropriate separation regulations
- o Sets forth the annual muster duty requirement
- o Reduces unit administration by reducing the ADSW tour justification and approval process
- o Requires DA DCSPER approval when a soldier with 17 or more years of AFS is being considered for an ADSW tour
- o Clarifies the appropriate use of ADSW and ADT
- o Removes the mandatory transfer requirement when unit soldiers volunteer for ADSW which exceeds 1800 days, and makes other technical changes.
- o This change 2---
- o Clarifies existing policy in paragraphs 1-1b, 1-4a(1)(c), 1-4b(1)(c), 1-4c(1)(c), 1-5b, 1-6b, 1-6c, 1-6d, 1-7b, 1-7d, 1-7d(6), 1-8a(3), 1-11a(2), 1-11a(4), 1-11a(5.1), 1-11b(9), 1-18b, 3-1b, 4-1b, 4-1c(1), 4-2a, 6-1c, 6-4, 6-4b, 6-6a(9), 6-8a, 6-8d, and 6-8e.
- o Eliminates "by name request" for readiness training. ARPERCEN will make selections (para 4-3a(2)).

- Provides that a USAR soldier being ordered to an ADSW tour over 180 days or extended on an ADSW tour which will result in the tour being over 180 days will be reassigned to the IRR (paras 6-1k, 6-7c(10) and fig 6-1).
- Emphasizes requirement to provides milestones for all ADSW tour requests regardless of tour length to include statement of how project or mission will be completed if not completed by termination date of tour (paras 6-4b and fig 6-1).
- Establishes requirement for all soldiers ordered to ADSW to sign statement printed on DA Form 1058-R which addresses agreement to be released from tour when ADSW order has terminated (paras 6-6c and 6-6d).
- Revises chapter 7 addressing involuntary active duty and active duty extensions for administration of military justice.
- Revises DA Form 1058-R to capture statement for signature.

Army National Guard and Army Reserve

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

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Louis Caldera  
Secretary of the Army

**History.** This publication was originally printed on 30 June 1989. This electronic edition publishes the basic 1989 edition and incorporates Changes 1, 2, 3, 4 and 5. Change 1 was printed on 1 June 1990 and Change 2 was printed on 1 September 1994. Change 3 to this regulation was printed on 17 June 1996. Change 3 was authenticated by Togo D. West, Jr., Secretary of the Army. Change 4 was printed on 9 November 1998 and was authenticated by Louis Caldera, Secretary of the Army. Change 5 was printed 30 June 1999 and was authenticated by Louis Caldera, Secretary of the Army. This publication has been organized to make it compatible with the Army electronic

publishing database. No content has been changed.

**Summary.** This change implements provisions of the National Defense Authorization Act for Fiscal Year 1995 (public law 103–337, 5 Oct 94), which repealed, transferred, or reenacted specific sections of law that impact on provisions of this regulation.

**Applicability.**

a. This regulation applies to soldiers of the Army National Guard of the United States (ARNGUS) and the U.S. Army Reserve (USAR) not on active duty under AR 135–210; not on a temporary tour of active duty (TTAD), and not in an Active Guard Reserve (AGR) status (AR 135–18). It also applies to Active Army headquarters, commands, and agencies responsible for ARNGUS and USAR soldiers on AT, ADT, ADSW, and IADT.

b. During mobilization, procedures in this publication can be modified to support policy changes as necessary.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling laws and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the

civilian equivalent.

**Army management control process.**

This regulation contains management control provisions, but does not identify key management controls that must be evaluated. This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and the establishment of command and local forms are prohibited without prior approval from the Commander, U.S. Army Reserve Personnel Command, ATTN: ARPC–ZPO, 1 Reserve Way, St. Louis, MO 63132–5200.

**Interim changes. (Rescinded.)**

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, OCAR, ATTN: DAAR–PE, 2400 Army Pentagon, Washington DC, 20310–2400.

**Distribution.** Distribution of this publication is made in accordance with the requirements of the initial distribution number (IDN) 092559 and intended for command levels C, D, and E for Active Army; A, B, C, D, and E for Army National Guard and U.S. Army Reserve.

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## **Glossary**

## Chapter 1 Introduction

### 1-1. Purpose

a. This regulation prescribes policies and procedures For ordering Army National Guard of the United States (ARNGUS) and United States Army Reserve (USAR) soldiers to—

- (1) Annual training (AT).
- (2) Active duty for training (ADT).
- (3) Initial active duty for training (IADT).
- (4) Active duty for special work (ADSW).

b. As used in this regulation, Major Army Commands (MACOMs) are identified as—

- (1) U.S. Forces Command (FORSCOM).
- (2) U.S. Army Training and Doctrine Command (TRADOC).
- (3) U.S. Army Pacific (USARPAC).
- (4) U.S. Army Europe and Seventh Army.
- (5) U.S. Army South (USARSO).
- (6) *(Rescinded.)*
- (7) U.S. Army Special Operations Command (USASOC).

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the consolidated glossary.

### 1-4. Responsibilities

a. The Director, Army National Guard (DARNG) will—

(1) Be final approval authority for any ADSW tour by an ARNGUS soldier when one of the conditions in (a) through (c) below exists. This authority will not be further delegated.

(a) The tour exceeds 180 days.

(b) The tour will result in the soldier being ordered to a combined total of over 180 days of ADSW within a fiscal year (FY).

(c) The tour will result in the soldier being ordered to any combination of ADSW and Temporary Tours of Active Duty (TTAD) (AR 135-210) totaling over 180 days within an FY.

(2) Have waiver authority for the 60-day break required by paragraph Assign qualified ARNGUS soldiers to fill approved positions and issue ADSW orders except as stated in chapter 6. This authority may be delegated to State adjutants general (AG).

(3) Establish and implement the accounting procedures for ARNGUS soldiers on ADSW who must be counted in the ARNGUS Active Guard Reserve (AGR) end strength.

(4) Report quarterly to HQDA (DAPE-MPE) the number of ARNGUS soldiers who have been ordered to or who have served over 180 days (including travel time) of ADSW and/or TTAD within the current FY.

(5) Report annually to HQDA (DAPE-MPE) the number of ARNGUS soldiers who have been ordered to or who have served over 180 days (including travel time) of ADT during the previous FY. (AT performed under title 32, U.S. Code is not reportable.)

b. The Chief Army Reserve (CAR) will—

(1) Be final approval authority for any ADSW tour by an Individual Ready Reserve (IRR) soldier when one of the conditions described in (a) through (c) below exists. This authority will not be further delegated.

(a) The tour exceeds 180 days.

(b) The tour will result in the soldier being ordered to a combined total of over 180 days of ADSW within an FY.

(c) The tour will result in the soldier being ordered to any combination of ADSW and TTAD totaling over 180 days within an FY.

(2) Have waiver authority for the 60-day break required by paragraph Report quarterly to HQDA (DAPE-MPE), the number of IRR soldiers who have been ordered to or who have served over 180 days (including travel time) of ADSW and/or TTAD within the current FY.

(3) Report annually to HQDA (DAPE-MPE) the number of IRR soldiers who have been ordered to or who have served over 180 days (including travel time) of ADT during the previous FY.

(4) Establish and implement accounting procedures for IRR soldiers on ADSW who must be counted in the USAR Active Guard Reserve (AGR) end strength.

c. The MACOM commander will—

(1) Be final approval authority for any ADSW tour by an assigned USAR troop program unit (TPU) soldier when one of the conditions described in (a) through (c) below exists. This authority will not be further delegated.

(a) The tour exceeds 180 days.

(b) The tour will result in the soldier being ordered to a combined total of over 180 days of ADSW within an FY.

(c) The tour will result in the soldier being ordered to any combination of ADSW and TTAD totaling over 180 days within an FY.

(2) Have waiver authority for the 60-day break required by paragraph Report quarterly to HQDA (DAPE-MPE), the number of assigned USAR TPU soldiers who have been ordered to or who have served over 180 days (including travel time) of ADSW and/or TTAD within the current FY.

(3) Report annually to HQDA (DAPE-MPE) the number of assigned USAR TPU soldiers who have been ordered to or who have served over 180 days (including travel time) of ADT during the previous FY.

(4) Establish and implement, in coordination with OCAR, accounting procedures for TPU soldiers on ADSW who must be counted in the USAR AGR end strength.

*d.* The commanders listed below will have orders issuing authority as specifically prescribed in chapters 3 through 6.

(1) Major Army command (MACOM) commanders.

(2) Commanding General, U.S. Army Reserve Personnel Command (CG, AR-PERSCOM).

(3) DARNG.

(4) State adjutants general.

(5) Major U.S. Army Reserve command (MUSARCs) commanders.

(6) Area commanders.

(7) Military Entrance Processing Stations (MEPS) commanders.

### **1-5. Restriction on tour length**

An ARNGUS or USAR soldier will not be placed on or extended on an ADSW tour under this regulation without prior approval as prescribed in paragraph 1-8 if—

*a.* The duties or milestones exceed 180 days. This limitation also applies to extensions of existing ADSW tours.

*b.* The new or extended tour will result in the soldier being ordered to over 180 days of ADSW within an FY or any combination of ADSW and TTAD totaling over 180 days within an FY.

### **1-6. End strength accountability**

*a.* For the purpose of end strength accounting under this regulation, compilation of tour days must include travel time.

*b.* Unless HQDA (DAPE-MPE) approves exemption, an ARNGUS or USAR soldier will be counted against the appropriate AGR end strength if any one of the following conditions is met:

(1) Soldier is on or has been ordered to an ADSW tour exceeding 180 days and is on ADSW on 30 September.

(2) Soldier will accumulate over 180 days of ADSW within an FY and is on ADSW on 30 September.

(3) Soldier will accumulate any combination of ADSW and TTAD totaling over 180 days within an FY and is on ADSW on 30 September.

*c.* An ARNGUS or USAR soldier who is on a TTAD exceeding 180 days or who has been ordered to over 180 days of TTAD or any combination of ADSW and TTAD totaling over 180 days within an FY and is on a TTAD on 30 September will be counted in the Active Army (AA) end strength. CG, U.S. Total Army Personnel Command (CG, PERSCOM) will establish and implement procedures to account for soldiers who must be counted in the AA end strength under this paragraph. Note. Accountability under this paragraph is not to be interpreted to mean the soldier gains AGR or AA status. Soldiers meeting the criteria of paragraph *b* or *c* above must be counted in the appropriate end strength report submitted to Congress each fiscal year.

### **1-7. Reporting of ADT, ADSW, and TTAD tours exceeding 180 days**

*a.* For the reporting requirements of this regulation, compilation of tour days must include travel time.

*b.* Approval authorities (para 1-8) will report quarterly to HQDA (DAPE-MPE) the number of soldiers by name and social security number who must be counted in the AGR or AA end strength. Soldiers not accounted for in paragraph 1-6 who have been ordered to or have served over 180 days of ADSW, TTAD, or any combination of ADSW and TTAD totaling over 180 days within the current FY must also be reported to HQDA. (See *d* below for reporting categories.) Reports are due the last working day of the first month of each quarter.

*c.* Soldiers who exceed a 180-day accumulation of ADT and/or IADT within an FY must also be reported to HQDA (DAPE-MPE). Approval authorities (para 1-8) will submit an annual report (NLT 1 December) of the number of soldiers under their jurisdiction who have been ordered to or who have served over 180 days of ADT and/or IADT in the previous FY. (See *d* below for reporting categories.)

*d.* Soldiers not counted in the AGR or AA end strength who accumulate over 180 days of ADSW, ADT, TTAD, or

any combination of ADSW, and TTAD totaling over 180 days within an FY will be reported in one of the categories of (1) through (6) below.

(1) Recruit and specialized training.

(a) All enlisted initial entry training (IET) where basic and advanced individual training (AIT) combined will exceed 180 days.

(b) Split IET where AIT exceeds 180 days.

(c) Military occupational specialty (MOS), Specialty Skill Identifier (SSI) (also known as area of concentration (AOC)), or ASI producing training, other than IET, that exceeds 180 days, i.e. Special Operations (Special Forces, Civil Affairs, PSYOPS), Military Intelligence, medical, or signal school.

(d) Language training.

(e) Any of the above plus indoctrination training that results in an accumulation of more than 180 days.

(2) Flight training.

(a) For officers, this includes aviation branch and AOC 67J, warrant officer aviators.

(b) Officers who will go to the officer basic course (OBC) then into flight training.

(c) Enlisted personnel in career management field (CMF) 67.

(d) Any of the above plus indoctrination training if total training exceeds an accumulated total of 180 days.

(3) Professional training at military institutions. This includes training such as—

(a) Officer advance course.

(b) Command and General Staff College.

(c) Army War College.

(d) Specialized medical training.

(4) Professional training at civilian institutions. This includes training at any approved civilian institutions.

(5) Officer acquisition training. This includes OBC and officer candidate school (OCS) soldiers with follow-on training (to include indoctrination training) that exceeds 180 days.

(6) Other active duty. This includes soldiers who exceed a cumulative total of 180 days or more of ADSW, TTAD, or any combination of ADSW and TTAD totaling over 180 days within an FY, but are not accounted for in one of the above categories, the AGR end strength, or the AA end strength (para 1–6).

#### **1–8. Requests for approval of ADSW tours exceeding 180 days**

a. This paragraph applies to soldiers being ordered to ADSW tours or extensions of these tours which will—

(1) Exceed 180 days.

(2) Result in the soldier being ordered to over 180 days of ADSW within an FY.

(3) Result in the soldier being ordered to any combination of ADSW and TTAD totaling over 180 days within an FY.

b. To ensure compliance with the law and accuracy in accounting and reporting (paras 1–6 and 1–7), tours described above are not authorized without the following approval: (Approval authorities may further delegate this authority only as designated in para 1–4.)

(1) DARNG for ARNGUS soldiers.

(2) CAR for IRR soldiers.

(3) MACOM commander for assigned USAR TPU soldiers.

c. Requests will be sent through command channels to the appropriate approval authorities in *b* above. Requests will—

(1) State source of funding.

(2) Identify the AGR position to remain vacant during the ADSW tour, when appropriate (para 1–6).

(3) Identify the proper reporting category of paragraph 1–7 if the soldier is not counted in the AGR end strength.

#### **1–9. Training delays and exemption and IADT for ROTC graduates**

a. To order Reserve Officers' Training Corps (ROTC) graduates to IADT, follow the procedures in AR 140–9.

b. To delay or exempt personnel from entry on ADT or IADT, follow the procedures in AR 601–25.

#### **1–10. Coordination of training**

a. State AGs will coordinate with the DARNG concerning allocations, reporting dates, and other administrative matters relating to ADT, IADT, and ADSW.

b. Before issuing ADT or IADT orders for formal courses of instruction, the authorizing command will assure that the proper allocation for such training has been approved.

c. Before issuing ADT orders for other than formal courses of instruction, the authorizing commander will get approval of the element sponsoring training for the soldier concerned.

## 1-11. Orders

Orders for U.S. Army Reserve (USAR) soldiers will be prepared according to this regulation and AR 310-10. Orders for Army National Guard of the United States (ARNGUS) soldiers will be prepared per NGR 310-10, NGR 600-100, NGR 600-200, and this regulation.

### *a. Authority.*

(1) The authorities in (a) through (f) below will issue AT, ADT, and IADT orders for ARNGUS and USAR soldiers under their jurisdiction and within funds availability priority limits.

- (a) MACOM commanders.
- (b) MUSARC commanders.
- (c) Area commanders.
- (d) State AGs.
- (e) CG, ARPERCEN.
- (f) MEPS commanders.

(g) Subordinate commanders specifically delegated authority by the authorities noted in (a) through (f) above.

(2) ADT may be performed by ARNGUS and USAR soldiers with the pay and allowances provided by law, or with the specific consent of the soldier concerned without pay when circumstances of paragraph 4-4 exist. Duty without pay will be considered for all purposes other than pay, as if it were duty with pay. Orders for soldiers to perform ADT without pay may be issued by ARPERCEN for IRR and IMA soldiers; the appropriate MUSARC for TPU soldiers; or the State AG for ARNGUS soldiers. Note. ADT without pay is ADT without basic pay. Travel pay and allowances are authorized except for key personnel assigned to the Standby Reserve (Active Status List).

(3) At the request of DARNG, State AGs may issue ADSW orders.

(4) MACOM commanders (for TPU soldiers) and CG, ARPERCEN (for IRR and IMA soldiers) may issue ADSW orders for USAR soldiers under their jurisdiction. FORSCOM may delegate this authority consistent with paragraph 6-5d.

(5) ADT, IADT, and ADSW orders will clearly cite section 12301(d), title 10 U.S. Code (10 USC 12301(d)) as the authority for ordering a soldier to active duty.

(6) AT orders for USAR units will clearly cite 10 USC 12301(b) as the authority for periods of AT.

(7) AT orders for ARNGUS units will cite 32 USC 502(a) as the authority for periods of AT. This is unless such unit's AT will be performed outside the United States or its territories. AT orders for ARNGUS units performing training outside the United States or its territories will cite 10 USC 12301(b) as the authority.

**Table 1-1**  
**Distribution of training orders**

Recipient	Number of copies	
	AT For Control Group Members	All Other Training
Member	10	10
Unit of attachment	1	2
Appropriate State adjutant general when attached to an ARNGUS unit	1	2
Fiscal officer whose funds are chargeable	1	2
Intermediate commander when medical fitness exam is required	-	5
Reception station commander or commander of IADT attachment (with SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History) if appropriate)	-	7
Commander of the soldier's assigned USAR unit	-	5
Area commander having administrative jurisdiction over the soldier	-	2
Area commander of the training station when trained in a different area command	-	2
Proponent agency for Individual Mobilization Augmentees	-	2
School commandant where MOS course is conducted	-	2
MPRJ when orders are for 90 or more days of training (destroy extra copies after training)	-	10

(8) AT orders for individual USAR soldiers will clearly cite 10 USC 10147 as the authority for periods of AT.

(9) Soldiers on AT, ADT, IADT, and ADSW orders under 10 USC are subject to the Uniform Code of Military Justice (UCMJ). ARNGUS soldiers on AT orders under 32 USC, are not subject to UCMJ; however, they are subject to the military code of the State or Territory of whose National Guard they are soldiers.

(10) Tours governed by this regulation are typically of short duration. Orders which place a soldier on active duty specify that release will occur at the end of the tour. None of the following provisions will apply to soldiers who come within 2 years of retirement eligibility during a period of AT, ADT, or IADT (10 USC), or AT (32 USC):

- (a) The “sanctuary” provisions of 10 USC 12686.
- (b) Release procedures contained in AR 600–8–24, paragraph 2-25e(2); or
- (c) Any other requirements for retention.

b. *Required information.* Prepare AT, ADT, IADT, and ADSW orders according to standard formats in AR 310–10, and NGR 310-10. Include the—

(1) *Permanent home address.* The permanent home address (home of record) is the actual place in which the soldier lives. This is different from a temporary address or the address of a person or institution used for forwarding purposes only. The place listed as the permanent home address will constitute the “home” or “home of record” as used in Joint Federal Travel Regulations (JFTR) and the Department of Defense Military Pay and Allowances Entitlements Manual (DODPM). Orders issuing agencies may correct a home of record by amendment if it will be published before the soldier enters on duty. Orders will not be amended after the soldier enters on duty unless approved by DARNG or CG, ARPERCEN, as applicable.

(2) *Length of training.* Express length of training in days (i.e. 12 days or 120 days). The period of training will not include travel time to or from the duty station.

(3) *Reporting date and time.* Show the reporting date and time of day on the order but not the effective date of entry on duty. A “first day of training date” will also be shown in AT orders. (See chap 2, sec I for travel information and sec II for dates of entry and release from ADT or AT.)

(4) *Military Personnel Records Jacket, U.S. Army (MPRJ) mailing address.* Specify the mailing address on the order where the MPRJ will be sent when a soldier is ordered to active duty for 90 days or more. Also specify in the order the statement “MPRJ will be forwarded per AR 640–10 to the Personnel Service Center (unit and address) for administration while on ADT or ADSW.” Return the MPRJ to the ARNGUS or USAR record’s custodian when the training tour ends.

(5) *Accounting information.*

(6) *Type of duty to perform.* Type of duty to be performed (i.e. AT, ADT, IADT, or ADSW.)

(7) *Consent for ADT, IADT, or ADSW.* Insert the words “with consent of the soldier” after the authority lead line when training is voluntary. Consent for IADT is understood when a soldier volunteers for enlistment or appointment. In ordering ARNGUS soldiers to periods of ADT, IADT, or ADSW, the consent of the Governor or other appropriate State or territorial authority is understood but will be included in the order as shown in AR 310–10.

(8) *Waiver statement for exceeding 180 days of ADSW or ADSW and TTAD combined within an FY.* When applicable, orders will contain the following statement in “Additional Instruction”

(9) *Waiver.* An ADSW order requires a waiver if ADSW is scheduled in the first 2 months of the FY and the soldier has not had a break of 60 continuous calendar days following the last day of an ADSW tour or TTAD in the previous FY. This waiver of the 60-day break rule is needed only when the soldier has accumulated more than 30 days of ADSW, TTAD, or any combination of ADSW and TTAD totaling over 30 days during the last quarter of the previous FY. If waived, the following statement will be placed in “Additional Instructions”

c. *Unauthorized entries.* The following entries will not be included on training orders:

- (1) *Travel by privately owned vehicle (POV) for IADT tours.*
- (2) *Temporary duty pending further orders (TDPFO).*

d. *Distribution.* When possible, send the soldier enough copies of training orders 30 days before the reporting date as shown in table 1-1. Make other distribution per AR 310–10, NGR 310–10, and as required by DARNG, area commanders, or CG, ARPERCEN. !

e. *Amendment or revocation.* Publish amended or revocation orders as soon as possible, using the format shown in AR 310–10 and NGR 310–10. Distribute amendments or revocations in the same manner as the original order. An exception is that the “member concerned” copy will not be shown on the distribution if death is the reason for amending or revoking orders.

f. *Individual instructions.* Orders issuing authorities will furnish an information sheet containing travel, transportation, and other pertinent information with each soldier’s IADT, ADT, AT, and ADSW orders. A letter of instructions (app B), which may be modified or supplemented, will be used by the orders issuing authority as a guide in preparing local information sheets.

g. *Security clearance.* Order issuing authority will place the appropriate security clearance on the IADT (when

available), ADT, AT, or ADSW order. Gaining command will verify security clearance of the ARNGUS or USAR soldier with the order issuing authority's security manager per AR 380-5, paragraph 7-100.

**1-12. (Rescinded.)**

**1-13. (Rescinded.)**

**1-14. (Rescinded.)**

**1-15. Army Physical Fitness Test (APFT)**

The Army's physical fitness training and testing policy for all ARNGUS and USAR soldiers is prescribed by AR 350-41, (Training in Units), chapter 9. This regulation gives detailed instructions regarding test standards, frequency of testing, and exceptions to testing requirements.

**1-16. Uniform Code of Military Justice (UCMJ)**

- a.* All soldiers reporting for AT, ADT, or ADSW in Federal status (title 10 USC) are subject to UCMJ jurisdiction.
- b.* UCMJ training may be required according to article 137 UCMJ.

**1-17. Hospitalization or medical care of soldiers serving**

on AT, ADT, and ADSW AR 135-381 regulates hospitalization and medical care of RC soldiers serving on AT, ADT, and ADSW.

**1-18. HIV testing before reporting for active duty or active duty for training**

*a.* In accordance with AR 600-110 (Identification, Surveillance, and Administration of Personnel Infected with Immunodeficiency Virus (HIV)), all ARNGUS and USAR soldiers must have received Human Immunodeficiency Virus (HIV) testing prior to entry on active duty or active duty for training. AR 600-110 also provides the statement that must be entered on the active duty or active duty for training orders when the testing cannot be accomplished within the prescribed timeframe.

*b.* ARNGUS and USAR soldiers scheduled for tours of 30 days or less (including travel time) must have an HIV test within 24 months before reporting date. (Negative HIV test results are required for a soldier located in CONUS to perform a tour of duty OCONUS (see AR 600-110).

*c.* AR 600-110 (Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)) provides details of HIV testing requirements and required statement on orders when screening cannot be done in the timeframes of *a* and *b* above.

## **Chapter 2**

### **Travel Time and Dates of Entry and Release from Duty**

#### **Section I**

##### **Computing Travel Time**

**2-1. Authorized travel time**

Travel time will be determined by referring to AR 37-106; Joint Federal Travel Regulation (JFTR), chapters 3, 4, and 5; and DODPM, part one, section E.

**2-2. Unauthorized travel time**

Soldiers residing within commuting distance of the reporting duty site are not entitled to travel time from their home to the first duty station. This also applies from the duty station to their home. These soldiers will begin travel and be entitled to receive pay on the same date as the reporting date shown on their orders. The date on which pay begins will not be earlier than the reporting date. The installation or activity commander will determine commuting distance on the basis of local practice, distance, travel time, and available modes of transportation.

#### **Section II**

##### **Dates of Entry and Release from AT, ADT, or ADSW**

**2-3. Entry on duty date**

The date of entry on duty will not be shown on orders. It will be determined by the installation or activity commander at the initial station of attachment as stated in this regulation and DODPM. (A first day of training date will be shown on AT orders to assist installation commanders in computing the number of days the soldier is required to train.)

*a.* Unless residing within commuting distance, the date of entry on duty is the date the soldier officially begins travel.

*b.* For a soldier residing within commuting distance, the date of entry will be the same as the reporting date shown on the orders. These soldiers are not authorized to report for duty earlier than the reporting date shown on their orders.

#### **2-4. Reporting date**

The reporting date will be specified in orders and will not be amended after the soldier begins travel en route to the duty station. Deviations will be treated as follows:

*a.* A soldier who is absent after the directed reporting date, will be considered absent without leave (AWOL) unless excused as unavoidable (AR 630-5 and AR 630-10).

*b.* A soldier reporting earlier than the directed reporting date, and in excess of authorized travel time, will be in a nonduty, nonpay status. The soldier will not be accepted for duty unless the orders issuing authority agrees to amend the orders to show an earlier reporting date.

#### **2-5. Release from duty date**

The date of release from duty will not be shown on the orders. The release date will be determined at the last duty station based on travel time allowed for returning home. A soldier residing within commuting distance will be relieved from duty on the final day of AT, ADT or ADSW.

#### **2-6. Early release**

Except as provided in *a* and *b* below, the provisions of Active Army separation regulations apply (AR 635-100 for officers; AR 635-200 for enlisted soldiers).

*a.* From AT. A soldier may be released early from AT when required by a family emergency. The release and rescheduling of mandatory training will be coordinated with the orders issuing agency.

*b.* Involuntary and voluntary release from ADT or ADSW. See AR 600-8-24 (officers) for ADT and ADSW tours of 30 or more days and AR 635-200 (enlisted personnel).

#### **2-7. Extension of ADT tours**

*a.* Enlisted personnel serving on IADT may have their tour of duty extended (AR 612-201). The training activity commander will issue amendatory orders (AR 310-10) extending IADT for the period required to complete the course of training. Training installation commanders will report all training extensions to proper Army area commanders.

*b.* An officer awaiting final approval of an application for appointment in the Regular Army may be retained on IADT pending outcome of the final action (AR 601-100).

*c.* Extensions to complete line of duty determinations for continuation of hospitalization, medical care, physical disability processing under AR 635-40, or continuation of pay and allowances will be per guidance of HQDA (DAPE-MB).

*d.* Enlisted soldiers serving on ADT as participants in the Prior Service Training Program may have their tours of duty extended. The training activity commander, after coordination with FORSCOM, will amend the orders (AR 310-10) extending ADT to complete the course of training.

*e.* A soldier's ADT tour under chapter 4 may, when necessary and proper, be extended to permit him or her to fulfill the purpose of the tour. When extension is warranted, the training activity commander will report the need for a training extension to the proper area commander and the orders issuing authority prior to the extension so that funding can be provided.

(1) Personal injury.

(2) Illness.

(3) A family crisis.

(4) When recycling is justified to enable the soldier to successfully complete a training course.

### **Chapter 3**

## **Annual Training and Required Active Duty for Training**

#### **3-1. General**

*a.* HQDA (DAPE-MPE) reporting requirements (para 1-7) must be met if a tour in this chapter will result in a soldier accumulating over 180 days of ADT within an FY.

*b.* Section 10147, title 10, U.S. Code, (10 USC 10147) requires Ready Reserve soldiers to perform training each year. Department of Defense required periods of training are specified in this chapter.

### 3-2. Unit annual training

ARNGUS soldiers are required to serve on AT for 15 days (including travel time) and USAR TPU soldiers for 14 days (excluding travel time) during each year. Persons ordered to AT as ARNGUS or USAR soldiers will have unit orders prepared according to—

- a. AR 310-10 for USAR soldiers.
- b. NGR 310-10 for ARNGUS soldiers.

### 3-3. Individual Mobilization Augmentation training

a. *Annual training.* Training of individual mobilization augmentees (IMA) will be directed toward preparing soldiers for their mobilization assignments.

(1) Soldiers are required to participate in at least 12 days AT each year excluding travel time. Subject to availability of funds, they may be ordered to AT for up to 19 days excluding travel time to participate in mobilization exercises. Only one AT mobilization tour is authorized per FY except as shown in (3) below.

(2) An IMA soldier who is also a U.S. Army Reserve Forces (USARF) school student, may with approval of the IMA proponent agency's commander, substitute AT at his or her school in place of mandatory AT with that command. However, the soldier must attend AT with the IMA proponent agency at least once every 2 years unless specifically exempted by the organization.

(3) With the consent of the officer, AT for a general officer IMA or an IMA assigned to the Federal Emergency Management Agency (FEMA) may be scheduled in up to three increments a year. The total training time, excluding travel time, must not exceed 15 days for an IMA general officer and 12 days for an IMA assigned to FEMA.

(4) IMA proponent agencies are authorized to excuse a soldier from AT for good reasons. However, AT should be rescheduled when possible.

(5) A soldier may participate in AT at other headquarters or installations if the IMA proponent agency determines such training—

- (a) Will improve the mobilization effectiveness of the soldier.
- (b) Is not available at the site of the soldier's assignment.

(6) The IMA proponent agency will coordinate choice of AT dates with the soldier, select the training site, and schedule AT. Each soldier will be informed of the scheduled AT date and duration of the training period.

b. *Requesting orders.* At least 60 days before the AT reporting date, or not later than 31 March of each year, the IMA command or organization will request orders. DA Form 2446 (Request for Orders) will be completed (AR 140-145, para 4-4a(4)). The form will be sent to Commander, ARPERCEN, ATTN: ARPC-MOI-S, 9700 Page Boulevard, St. Louis, MO 63132-5200.

c. *Voluntary ADT.*

(1) Eligibility. Requests for training from IMA personnel "in lieu of AT" or as an "additional tour" may be submitted if such training increases military proficiency or is a requirement for a promotion. Applicants must meet the ADT qualification requirements of chapter 4. An IMA who is also a USARF school student will be authorized an additional tour of ADT to attend AT with the USARF school, provided funds are available. This AT will be in addition to the required AT with his or her IMA proponent agency.

(2) Application. Prepare applications for ADT using DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve). Instructions are outlined in paragraph 4-7. Submit to the IMA proponent agency for approval or disapproval. Agencies will comment on the adequacy of the request as it relates to the soldier's mobilization assignment. Approval or disapproval will be recommended and the request will be sent to ARPERCEN for review and publications of orders for those approved. Requests for additional ADT to attend AT with a USARF school to satisfy promotion requirements need not be submitted through the IMA proponent agency.

### 3-4. Health Professions Scholarship Program

a. Each participant in the Health Professions Scholarship Program (HPSP) (AR 601-141) will perform 45 days of ADT at a military installation during each 12-month period. If an officer's schedule prevents him or her from leaving school, the ADT period may be performed at the professional school. In addition, the officer is required to participate in military training as prescribed by The Surgeon General.

b. Participants will be assigned to USAR Control Group (Officer Active Duty Obligor (OADO)).

c. Annual ADT will be performed in the pay grade of O-1 regardless of the grade the participant holds. While performing ADT, the officer is entitled to full pay and allowances as a second lieutenant.

d. Military service performed while a participant of the HPSP will only be counted in determining eligibility for retirement as follows:

(1) By reason of a physical disability incurred while on AD as a participant of HPSP.

(2) Computation of service creditable for pay under 37 USC 205(a)(7) and (8) that provides for medical, osteopathic, and dental graduates is no longer applicable. After 14 September 1981, the crediting of constructive service

for medical or dental training or internship is not authorized. (See DODPM, para 10102 for savings provision for awarding of constructive service.)

e. The Commander, U.S. Army Health Professional Support Agency (SGPS-PD), 5 Skyline Place, 5111 Leesburg Pike, Falls Church, VA 22041-3258, as the designated representative of The Surgeon General will select personnel to participate in the HPSP and furnish CG, ARPERCEN, individual assignment instructions.

f. CG, ARPERCEN will maintain personnel records and issue annual ADT orders.

### **3-5. Involuntary and voluntary AT of USAR Control Group (IRR) soldiers**

a. Involuntary AT for IRR soldiers is authorized for those persons with skills that require periodic refresher training to remain current and the skill would be needed during the first 30 days of mobilization. Such duty will be performed on AT orders for a period of duty of no more than 15 consecutive days in any 1 fiscal year.

b. The procedures in chapter 4 apply when IRR soldiers volunteer for AT. Such duty will be performed on ADT orders.

c. The CG, TRADOC will identify those skills requiring refresher training to retain proficiency.

d. The CG, ARPERCEN will identify and select IRR soldiers for involuntary AT as necessary to assure skill proficiency.

e. (*Rescinded.*)

### **3-6. Muster duty**

Soldiers not scheduled for mandatory or voluntary training may be required to perform a minimum of 2 hours of muster duty each FY to accomplish annual screening requirements.

## **Chapter 4 Active Duty for Training**

### **4-1. General**

a. This chapter applies to ARNGUS and USAR soldiers who volunteer for ADT. ARNGUS soldiers who seek to participate in full-time training sponsored by an Active Army or USAR unit, training center, school, or activity will be ordered to a period of ADT to complete such training. The procedures in this chapter do not apply to HPSP students or Reserve of the Army Medical, Osteopathic, Dental, or Veterinary (MODV) Student Commissioning Program participants on ADT.

b. The primary purpose and content of ADT is training. Benefit to the organization conducting the training is incidental. ADT will not be used to meet real or perceived manpower shortages to perform organizational missions or administration, or to augment the Active Army. (See para 6-2 for further clarification of when a tour of ADSW may be more appropriate.)

c. ADT is authorized for full-time attendance at organized and planned training approved by DA. It is authorized for—

- (1) Specialized skill training to receive skill identifier;
- (2) Flight training;
- (3) Combat crew training;
- (4) Unit conversion, new or displaced equipment training, and new systems training;
- (5) Refresher and proficiency training;
- (6) Officer acquisition training; and
- (7) Professional development and education programs.

d. A soldier will not normally be permitted to perform more than 180 cumulative days of ADT per FY. (This 180-day restriction does not apply to ADT as a resident student.)

e. HQDA reporting requirements (para 1-7) must be met if a tour in this chapter will exceed 180 days or will result in the soldier accumulating over 180 days of ADT within an FY.

### **4-2. Selection of soldiers**

a. When ADT quotas or spaces are limited, priority for selecting soldiers will be given to those who have the most Ready Reserve service remaining and can derive increased benefits from the training in skill enhancement and advancement.

b. The requested ADT should directly contribute to maintaining or improving proficiency in a soldier's primary MOS (PMOS), secondary MOS (SMOS), SSI(AOC), or a designated military skill.

c. State AGs, area commanders, or the CG, ARPERCEN, will determine if the requested training will benefit the service.

*d.* Unit members selected for ADT tours will be retained in their unit of assignment. (They will not be required to perform scheduled IDT or AT with their assigned unit during the ADT period.)

*e.* Officers and warrant officers must have a favorable National Agency Check or valid SECRET clearance. A higher clearance may be required.

#### **4-3. Use of ADT tours**

*a.* ADT tours are planned and organized for development of the individual soldier through—

(1) AT. . (See chap 3 for required AT.)

(2) Readiness training (for IRR soldiers only). These tours provide specialty related training. The soldier is attached to an Active Army, ARNGUS, or USAR unit for specific career enhancing duty in a specialty required for mobilization. Readiness training with an ARNGUS or USAR unit is limited to one period of ADT in an FY. The soldier is attached to the ARNGUS or USAR unit to participate with the unit on AT.

(3) Training as a resident student at DA or TRADOC approved regular, associate, and service schools (refresher courses), area schools, unit schools, officer candidate schools, noncommissioned officer academies and other installations that provide training applicable to the soldier's assignment. (There is no restriction on a soldier's participation in a course of instruction due to course length; however, reporting requirements of paragraph 1-7 apply if the ADT period will result in the soldier exceeding 180 days of ADT within an FY.)

(4) Unit soldier operational training (for unit soldiers only). These tours are prescribed to provide the soldier with training in his or her assigned duty MOS or specialty.

(5) ADT for the following:

(*a*) Indoctrination training. This training will only be authorized following IADT or OBC. It must be training in the officer or enlisted soldier's primary skill.

(*b*) Skill training as instructor of military training.

(*c*) Tactical Intelligence Readiness Training (REDTRAIN) (AR 350-3). This training is designed to improve technical and foreign language skill needed by USAR intelligence personnel assigned to the IRR and IMA positions.

(*d*) Marksmanship training and participation as a competitor in marksmanship events. The purpose of this training is to improve the soldier's skill in use of their individual weapons. (Note: ADT tours will not be used for support or administration of marksmanship tournaments (para 6-2a(7)).

(*e*) Exercises as approved by HQDA or MACOMs. ADT for this purpose is for participation as a trainee in the exercise. It does not apply to support of the exercise.

(6) Annual screening or muster. ADT may be used to assemble IRR soldiers for annual screening. (See NGR 614-1 for muster of ARNGUS soldiers.)

*b.* Applicants residing outside the United States and applying for duty with a U.S. military element located more than 300 miles from their residence must be approved by DARNG, or CG, ARPERCEN, as appropriate. The application for training must contain a statement from the training activity indicating that training in the applicant's specific military skill will be provided.

*c.* Applications for readiness training from soldiers who are Department of Defense employees will not be approved under conditions listed below unless an exception is authorized by CG, ARPERCEN.

(1) Training in their own civilian positions.

(2) Training in the same office or functional area in which currently employed.

#### **4-4. ADT without pay**

A consenting soldier may be ordered to ADT without pay to attend required ARNGUS or USAR training when training funds are not available and adequate participation would not otherwise be possible. Entries regarding ADT without pay will be made on DA Form 1058-R in the remarks section as stated in paragraph 4-7b(2). Retirement point credits will be reported on DA Form 1380 (Record of Individual Performance of Reserve Duty Training (RCS CRES- 265)). The letter "N" will be entered in item 10c, preceding the retirement point credit entry to indicate the report is for retirement point credit only.

#### **4-5. ADT requirements for tours and courses**

To qualify for ADT tours, all applicants must meet the general requirements in *a* below and specific requirements of the tour for which applying. In addition, personnel applying for a course of instruction at an Army area command or service school must meet the requirements in *b* below:

*a. General requirements.*

(1) Be an ARNGUS or USAR soldier in an active Reserve status.

(2) Be able to complete the tour of duty before removal from an active status is mandatory.

(3) Not be assigned to the Control Group (OADO), unless an exception is granted by HQDA (para 4-6).

(4) Satisfy the Army body fat standards of AR 600-9. (See para 4-7b(1) for required entry on DA Form 1058-R.)

(5) Not be on AD at the time of application.

(6) Be laterally appointed if a command sergeant major (CSM) to sergeant major (SGM) (AR 135–205, chap 6) before entrance on ADT if the training tour is not related to the function of a CSM.

(7) Not under suspension of favorable personnel action. See AR 600–8–2.

*b. Special requirements for school courses.*

(1) Officer personnel must meet the following criteria:

(a) Meet the school prerequisites for selection. (Requests for waivers will be processed as stated in DA Pam 351–4.)

(b) Be able to complete the obligated service requirements in AR 135–91 paragraph 3–7k before being mandatorily removed from active status because of age or service. State AGs, area commanders, or CG, ARPERCEN, may waive the obligated service requirements in AR 135–91 if training is a condition for retention until mandatory removal. ARNGUS soldiers must also meet the service remaining requirements in NGR 351–1, paragraph 1–10.

(c) Be able to complete the resident or nonresident school course and meet the educational requirements for promotion to captain, major, or lieutenant colonel before a second promotion consideration to that grade is mandatory. (This requirement will not be waived.)

(d) Be able to complete a school course that meets the educational requirements for promotion to colonel and complete any obligated service requirements before removal from an active status is mandatory. An application for an ADT tour will not be approved if an officer's mandatory removal date will occur before the date the next scheduled board convenes to consider officers for promotion to colonel.

(2) Enlisted personnel must be able to complete the required course of instruction and have a remaining Ready Reserve obligation of the following:

(a) One year for courses of 15 days or less in duration.

(b) At least 2 years for courses of more than 15 days duration.

(c) ARNGUS soldiers must also meet service remaining requirements in NGR 351–1, paragraph 1–10.

#### **4–6. Exceptions to general requirements**

*a.* A soldier in Control Group (OADO) is required to attend 45 days of ADT for each 12-month period of participation in the HPSP.

*b.* HODA may authorize training before entry on IADT for the following soldiers of Control Group (OADO):

(1) Medical student officers participating in the Medical Department Early Commissioning Program (AR 601–130) and ROTC officers studying medicine. Student officers may apply for clinical clerkship training programs conducted at U.S. Army hospitals and medical facilities. Submit applications to Commander, AR–PERSCOM, ATTN: ARPC–OPS–O, 1 Reserve Way, St. Louis, MO 63132–5200.

(2) Divinity students participating in the Chaplain Candidate Program. Student officers may apply for Chaplain Officer Basic Courses (CHOBK) conducted at the U.S. Army Chaplain School. On successful completion of Phase I, CHOBK, the student may apply for ADT. USAR candidates may apply to Commander, ARPERCEN, ATTN: ARPC–ZCH, 9700 Page Boulevard, St. Louis, MO 63132–5200. ARNGUS candidates apply to the State Area Command in which they are assigned.

*c.* Participants in the Reserve of the Army Medical, Osteopathic, Dental, and Veterinary (MODV) Student Commissioning Program may request one tour of up to 45 days of ADT per 12 months period of participation in the program. This ADT will be performed between academic sessions. Participants may apply for selected clinical clerkship training programs and courses of instruction. Training requests will be sent through Reserve channels to Commander, AR–PERSCOM, ATTN: ARPC–OPS–O, 9700 Page Avenue, St. Louis, MO 63132–5200.

#### **4–7. Applying for ADT**

USAR applicants applying for ADT will prepare and submit DA Form 1058–R as outlined in this paragraph. DA Form 1058–R will be locally reproduced on 8 1/2- by 11-inch paper. (A local reproduction master copy of DA Form 1058–R is furnished at the end of this volume.) ARNGUS applicants will submit NGB Form 64 in lieu of DA Form 1058–R. An order will not be issued without the applicant's and the unit commander's (for TPU soldiers) signature on the DA Form 1058–R. (See requirements in *b*(6) below.)

*a. Preparation of DA Form 1058–R.* DA Form 1058–R will be prepared in duplicate and submitted to the appropriate commander listed in table 4–1, along with the following:

(1) Date of last physical examination. A soldier's current periodic medical examination will suffice for most ADT tours. A more recent medical examination may be required for attendance at special forces training, diving school, and flight training (AR 40–501).

(2) A written statement signed by the applicant stating his or her employer is aware of the requested training. If soldier is self- employed or unemployed, a statement to this effect is acceptable.

**Table 4-1**  
**Where to send DA Form 1058-R**

Applications submitted by or for—	Will be submitted
TPU soldier	Through unit commander to appropriate area commander.
IRR soldier attached to RTU	Through unit commander and MUSARC to CG, ARPERCEN.
IRR soldier	Cdr, ARPERCEN, ATTN: ARPC-OPM-A (Officer), or ARPC-EP (Enlisted).
IMA soldier	Through IMA proponent agency organization to Cdr, ARPERCEN, ATTN: ARPC-MOI-S.
Medical school student	Cdr, AR-PERSCOM, ATTN: ARPC-OPS-O.
Divinity student of Chaplain Candidate Program	Cdr, ARPERCEN, ATTN: ARPC-ZCH
Members of Congress	Cdr, ARPERCEN, ATTN: ARPC-OPM-A.
CONUS tours	MUSARC.
HQDA tours	Cdr, ARPERCEN, ATTN: ARPC-OPM-A.
ARNGUS soldiers	Through appropriate State AG to DARNG.
Joint and International Activities	Through supporting MACOM to Cdr, ARPERCEN, ATTN: ARPC-OPM-A (Officer) or ARPC-EP (Enlisted).

*b. Additional DA Form 1058-R requirements.*

(1) Height will be to the nearest 1/2-inch. Weight will be to the nearest pound. Height and weight measurements will be in standard PT uniform (gym shorts and T-shirt, without shoes.) (Applications from soldiers whose weight exceeds the maximum shown in AR 600-9, table 1 (Weight for Height Table) will be disapproved unless accompanied by a completed DA Form 5500-R (Body Fat Content Worksheet-Male) or DA Form 5501-R (Body Fat Content Worksheet-Female) verifying the soldier is in compliance with Army body fat standards. (See AR 600-9 for local reproduction and completion instructions for these forms.)

(2) An applicant assigned to the Standby Reserve (Active List) will enter the following statement in the remarks section of DA Form 1058-R: "Duty will be performed for retirement point credit only (no pay, travel pay, or other allowances authorized)."

(3) A non-unit soldier selected to participate in rifle or pistol marksmanship competition must submit a DA Form 1058-R to the area command headquarters having jurisdiction over the soldier's State of residence. The area commander will specify the funds to cover the cost of ADT.

(4) A soldier applying for ADT to be performed in a location other than the United States, its Territories, the Federal Republic of Germany, the Republic of Korea or Panama must obtain a statement from the training activity. The statement must indicate that training in the soldier's specific military skill will be provided. The statement will be entered in the remarks section of DA Form 1058-R.

(5) Officers applying for courses of instruction of more than 15 consecutive days of ADT will enter the following statement in the remarks section of DA Form 1058-R: "I understand that I must stay in the Ready Reserve for at least 2 years after I complete this course." Officers assigned to USAR Control Group (Reinforcement) will also enter: "I will accept assignment to a troop program unit or Individual Mobilization Augmentation position, if offered."

(6) The unit commander will certify the accuracy of the tour history provided by a TPU soldier by signing item 34 of the DA Form 1058-R. The purpose of this requirement is to ensure the accuracy of the number of days of active duty a soldier accumulates. ADT tour day totals will not exceed limits established by this regulation (paras 4-1d and 4-3). (Note: For ADSW tours scheduled within the first 2 months of an FY, the tour history certified by the commander will show that the soldier has met the 60-day break requirement of chap 6.)

*c. DA Form 1058-R time limit.* Submit DA Form 1058-R to the order issuing headquarters to arrive at least 45 days before the start date of the tour. This is to ensure timely issuance of orders.

(1) When circumstances prevent a soldier from submitting a DA Form 1058-R by the above time limit, a thorough explanation must accompany the application. Under these conditions, DARNG or ARPERCEN, as appropriate, may accept requests by message or telephone. Such Requests must be made at least 5 working days before the start date of the tour. These requests will be confirmed by a properly completed follow-up DA Form 1058-R. Other orders issuing authorities may establish their own time limits for late applications.

(2) Late applications for ADT will not be approved except under extenuating circumstances. (Applications misplaced or delayed are not considered good reasons.) There is no guarantee orders will be issued or payment made to those soldiers who perform duty in good faith without orders under the assumption that orders will be forthcoming.

## **Chapter 5**

### **Initial Active Duty for Training**

#### **5-1. General**

- a.* This chapter prescribes policies and procedures governing IADT. It includes—
  - (1) Nonprior service (NPS) enlisted personnel.
  - (2) Phase II Alternate Training personnel.
  - (3) Officer trainees enlisted in the ROTC Simultaneous Membership Program (SMP) as stated in AR 601-210.
  - (4) Personnel who, on entry into the ARNGUS or USAR, have not been awarded an MOS during previous military service in a U.S. Armed Force. These are “Glossary Nonprior Service (NPS)” personnel as defined in AR 601-210 and NGR 600-200.
- b.* IADT tours exceeding 180 days must be reported to HQDA (DAPE-MPE) (para 1-7).

#### **5-2. IADT responsibilities**

- a.* HQDA, will allocate all quotas for IADT of NPS ARNGUS and USAR enlistees.
- b.* Management of NPS quotas will be accomplished by PERSCOM through the “Recruit Quota System (RE-QUEST)” in coordination with respective components.
- c.* IADT for ROTC graduates is governed by AR 140-9.

#### **5-3. Personnel ordered to IADT**

- a.* NPS males under age 26 enlisted in the ARNGUS or USAR will be ordered to IADT for the period required to qualify in the selected MOS, or training sufficient to be deployed. NPS males under age 26 must serve on IADT for a period not less than 12 weeks.
- b.* Personnel identified in paragraph 5-1a(4) will be ordered to IADT for the period required to become qualified in the MOS for which enlisted, or training sufficient to be deployed.

#### **5-4. ROTC officer trainees**

- a.* ROTC cadets are enlisted under 10 USC 12103(a). Completion of training in one of the categories listed in (1) through (5) below is required for entry into the ROTC advanced course (AR 145-1). Since the officer trainee will be required to complete OBC on commissioning, basic training (BT) will not be required of this soldier. However, if the soldier is not commissioned, is retained in service, and has not previously completed an IADT period of not less than 12 weeks or its equivalent, this period of IADT or its equivalent, is required.
  - (1) Completed BT during prior military service.
  - (2) Successfully completed 3 or more years of Junior ROTC. (Based on a letter of acceptance from the professor of military science (PMS) at the college or university attended as credit placement for advanced ROTC.)
  - (3) Attend a service academy for 1 year.
  - (4) Successfully completed Military Science II.
  - (5) Successfully completed ROTC Basic Camp.
- b.* Officer trainees in the following categories will be ordered to active duty for training for the period required to qualify in an MOS on the automated unit vacancy list:
  - (1) A soldier enlisted directly for participation in the SMP and who does not apply for enrollment in the advanced ROTC course within 1 year following enlistment.
  - (2) An officer trainee who is disenrolled or fails to complete advanced ROTC. This includes soldiers listed in (a) through (c) below. These soldiers will be treated in the same manner as ROTC and SMP participants who fail to complete advanced ROTC (AR 601-210).
    - (a) Soldiers who agreed to volunteer for the Early Commissioning Program and do not volunteer.
    - (b) Soldiers who refuse to accept a commission when tendered.
    - (c) Soldiers who are not tendered a commission.

#### **5-5. Nonprior service enlistees**

- a.* NPS enlistees in ARNGUS or USAR units will normally be ordered to IADT within 270 days of enlistment. NPS direct enlistees in the IRR must enter IADT within 180 days after date of enlistment. NPS enlistees may be authorized an additional period of delay from reporting as provided in AR 601-25, paragraph 3-4.
- b.* An enlisted soldier who cannot satisfactorily complete the MOS training for which selected will be required to

accept training to qualify for an alternate MOS as determined by the ARNGUS or USAR unit commander (AR 612-201). The training installation commander will coordinate through the appropriate Reserve Component Liaison NCO with the State AG or USAR unit commander to determine an alternative MOS. Soldiers will be reported according to AR 612-201.

#### **5-6. Orders and related details**

- a. Orders for ARNGUS enlistees are issued per NGR 310-10.
- b. Orders for USAR enlistees will be prepared by the MEPS per AR 310-10.
- c. The TPU commander or designated representative will notify the USAREC Guidance Counselor NLT 4 months before Phase II movement of any enlistee who has been promoted since completion of Phase I training.

## **Chapter 6**

### **Active Duty for Special Work**

#### **6-1. General**

a. Active duty for special work (ADSW) is authorized for projects supporting ARNGUS and USAR programs such as—

- (1) Support of annual screening.
- (2) Operation of training activities, centers, and sites.
- (3) Operation of training ships.
- (4) Unit conversion to new weapons systems.
- (5) Study groups.
- (6) Support at training sites and exercises.
- (7) Short term mission and administrative support.

b. ADSW will not be used to meet real or perceived manpower shortages. Normal full-time staff, command and control duties and responsibilities will not be included in these projects and missions. It must be used for temporary projects or missions normally for not more than 139 days. Projects or missions for more than 139 days may be approved by HQDA or the MACOM on a case by case basis.

c. HQDA accounting and reporting requirements (paras 1-6 and as appropriate, will be met if an ADSW tour will exceed 180 days or will result in a soldier accumulating over 180 days of ADSW or any combination of ADSW and TTAD totaling over 180 days within an FY.

d. Absent waiver according to paragraph 6-6a(7), a soldier will not be ordered to an ADSW tour within the first 2 months of an FY unless there has been at least a 60 calendar day break from the last day of an ADSW or TTAD tour in the previous FY. This break is necessary only if the soldier has accumulated more than 30 days of ADSW and/or TTAD during the last quarter of the previous FY. (Short breaks in tours (30 days or less) to circumvent this requirement are not authorized.)

e. Tours are funded from ARNGUS or USAR personnel appropriations. ADSW orders will cite 10 USC 12301(d) as authority.

f. ADSW tours will be used sparingly and their need documented.

g. *(Rescinded.)*

h. Approving authorities will retain tour documentation and justification for the current and previous FY.

i. When possible, tour position announcements will be given wide distribution to attract the best qualified applicants.

j. Unit soldiers performing ADSW tours will not be required to perform scheduled IDT or AT with their assigned unit during the ADSW period.

k. A USAR TPU soldier ordered to an ADSW tour exceeding 180 days or extended on an ADSW tour which if approved would result in the soldier being on the tour over 180 days may be reassigned to the IRR. The USAR unit commander will make the final determination on whether the soldier is reassigned to the IRR or is allowed to remain in the unit. If the decision is to reassign the soldier, the following action will be taken:

(1) DA Form 4651-R (Request for Reserve Component Assignment or Attachment) will be completed and submitted with the ADSW tour request or extension request.

(2) A statement signed by the soldier stating he or she is aware that reassignment to the IRR terminates incentives and entitlements according to AR 135-7 will be attached to the application when the tour exceeds 180 days or to the extension request when an approved tour extension would result in the soldier being on the tour over 180 days.

(3) End strength accounting and reporting will be according to paragraphs 1-6 and 1-7.

#### **6-2. Proper use of ADSW tours**

ADSW is established to clearly distinguish between tours intended for the training of individual soldiers (ADT) and

tours intended to accomplish ARNGUS and USAR work projects or missions (ADSW). ADSW and ADT are not interchangeable. Each has a distant purpose and funding authorization. (Table 6-1 gives example of types of duty performed in ADT or ADSW status.) Before submitting a request for ADSW, use the following criteria to determine if the tour should be ADSW or ADT:

*a.* ADSW is in order when the purpose of the tour is not to provide skill training but to accomplish one of the ARNGUS and USAR missions listed in (1) through (7) below. (Whether or not a soldier's skills are enhanced is incidental.)

- (1) Supporting or controlling an exercise.
- (2) Performing site support (including training operation support).
- (3) Working on a special short-term project or study group vital to the ARNGUS or USAR.
- (4) Providing administrative support for ARNGUS and USAR related projects or organizations.
- (5) Providing staff for USARF schools, Intelligence Training Army Area Schools, noncommissioned officer academies, Reserve training schools, etc., except those soldiers performing duty in their normal annual training status or in lieu of normal annual training.

(6) Staff visits.

(7) Supporting administration of marksmanship tournaments.

*b.* ADT is in order when the purpose of the tour is to provide the soldier with planned and organized training to acquire, maintain, or enhance a skill. (The benefit to the organization is incidental.)

*c.* Reserve component programs which are recurring, but which are not practical or cost-effective to hire full-time manpower (e.g., a two month board held once a year), may be accompanied on ADSW orders.

### **6-3. Tour criteria**

Only tours that meet the following criteria will be authorized:

*a.* Must be essential to the functioning of the ARNGUS or USAR.

*b.* Must be a temporary project or mission normally not more than 139 days. Tours extended beyond 180 days require approval per paragraph 1-8.

*c.* Duties must exceed the scope of those performed by the Active Army in support of the ARNGUS and USAR. To perform such duties, the soldier must have—

(1) RC experience and background.

(2) First-hand knowledge of the ARNGUS or USAR.

*d.* AA, AGR, or DA civilian personnel (full-time staff members) who are qualified for the required duties are not available. (Note: This criterion is not intended to authorize the use of ADSW to fulfill the duties of an authorized TDA position which is currently vacant or when the incumbent is on extended periods of TDY or leave.)

*e.* These ADSW tours will be used as outlined in paragraph 6-2. Active duty not specifically covered elsewhere in this regulation which is in support of the ARNGUS or USAR will be accomplished on ADSW orders.

### **6-4. Tour justification**

*a.* Requests for approval of a project or mission to be completed by personnel serving on an ADSW tour of 30 days or less (excluding allowable travel time) will be initiated by the organization or agency which requires ADSW support. A memorandum will be submitted through command/or staff agency channels to the appropriate approving authority in paragraph 6-5 below. The request will provide the information in subparagraphs (1) through (3) below.

(1) A description of the project or mission and the action or directive which created the need for the project or mission. The request must also include a statement explaining why the project or mission is vital to the ARNGUS or USAR and why it cannot be completed by assigned Active Army, AGR, or DA civilian personnel.

(2) Name and location of the headquarters, staff agency, or office to which the soldier will be attached. Requesting activity will provide a complete reporting address to include building number (if appropriate), street address, city, state, zip code, and the Unit Identification Code (UIC) of the unit where the soldier is to report.

(3) If a by-name request is to be considered for the tour, a completed DA Form 1058-R must be attached to the request. If a by-name request is not being submitted, qualifications for the tour must be provided.

*b.* A memorandum prepared according to figure 6-1 will accompany requests for approval of a project or mission to be completed by personnel serving on an ADSW tour exceeding 30 days (excluding allowable travel time). The memorandum will be forwarded through command and/or staff agency channels to the appropriate approving authority in paragraph 6-5 below.

### **6-5. Approval authority**

Requests for the approval of ADSW positions will be sent through command and/or staff agency channels to the appropriate approving authority shown in *a* through *d* below. Except as shown in *b* below, all approved requests for ADSW positions will be submitted to DARNG or CG, ARPERCEN, as appropriate, for the assignment of a qualified soldier and issuance of ADSW orders. To assist ARPERCEN in the assignment of a qualified IRR soldier to the

position, a copy of the job description and tour justification must be submitted with the assignment request. To the extent possible and consistent with this and other regulations, by-name requests will be honored.

*a. DARNG and CAR.* DARNG and CAR may approve tour requests from MACOMs and agencies not required to obtain approval per paragraphs 6–5*b*, *c*, or *d* below. All ADSW tour requests exceeding 30 days to be performed in support of ARPERCEN will be submitted to the CAR for approval. Tours of 30 days or less in support of ARPERCEN may be approved by Commander, ARPERCEN.

*b. MACOMs.* MACOM commanders may approve tours and issue ADSW orders for USAR soldiers under their jurisdiction within their funding authorization for their commands. FORSCOM may delegate this authority to the United States Army Reserve Command (USARC). USARC must obtain FORSCOM approval for further delegation of this authority.

*c. USAREC.* The CG, USAREC may approve tours within his or her funding authorization up to a maximum accumulation of 139 days within an FY. The USAREC may delegate this authority to U.S. Army Recruiting Battalions (tours 1 to 30 days).

*d. Joint and International Activities.* Requests from Joint and International Activities will be processed through the supporting MACOM as stated in paragraph 6–5*b*. Requests for assignment directly to the Joint or International Activity staffs will be processed according to paragraph *a* above.

*e. By-name requests for ADSW.* In the case of by-name requests for ADSW, the order issuing authority may provide a substitute ARNGUS or USAR soldier of equal or better qualifications for consideration.

## **6–6. Eligibility requirements**

*a. Applicants for ADSW tours must—*

(1) Be a federally recognized member of the ARNGUS of a State or Territory or a USAR soldier in an active Reserve status.

(2) Have the qualifications needed for the tour.

(3) Meet the Army body fat standards in AR 600–9. (See para 4–7*b*(1) for required entry on DA Form 1058–R.)

(4) Not be within 6 months of mandatory removal or expiration of term of service on the report date of the tour. This requirement may be waived by CNGB or Commander, AR–PERSCOM where exceptional military need exists and the soldier can complete the tour before the mandatory removal date or expiration term of service.

(5) Officers in the grade of major and below must not have failed to be selected by a mandatory selection board for promotion to the next higher grade. This is regardless of any appeal action which may be pending. If selected by a later promotion board, the officer will become eligible.

(6) If being considered for an ADSW tour in the first 2 months of a FY, have had a minimum break of 60 continuous calendar days following the last day of an ADSW or TTAD tour in the previous FY. This break only applies if the soldier has accumulated over 30 days of ADSW and/or TTAD in the last quarter of the previous FY. The break may be waived when mission requirements dictate expertise or skills possessed by a soldier which are not readily available elsewhere. Send requests through command channels for processing according to subparagraph (7) below. Requests will document the reasons why the prior ADSW/TTAD was not extended to permit the performance of current mission requirements.

(7) Meet tour break requirements of subparagraph (6) above unless waived by DARNG, CAR, or MACOM commander, as appropriate. Send fully justified requests through command channels. (See required statement of para 1–11 if the 60-day break is waived.)

(8) If a CSM, be laterally appointed to SGM (AR 135–205, chap 6) before entrance on ADSW if—

(*a*) The tour does not specifically require the services of a CSM; or

(*b*) The duty is not related to the functions of a CSM.

(9) If an officer, not have been recommended for promotion to fill a position vacancy (USAR) or not have been selected for Federal recognition in the next higher grade (ARNGUS). Officers in either status who desire an ADSW tour must acknowledge their removal from the list of those recommended for promotion or Federal recognition per paragraph 6–8*d*.

(10) Have served fewer than 17 years of active Federal service (AFS). If a Reserve component soldier has completed 17 or more years of AFS, approval of the Deputy Chief of Staff for Personnel (DAPE–MP) is required.

*b. Applicants for ADSW tours must submit DA Forms 1058–R and other supporting documents as outlined in paragraph 4–7. The soldier must have a current periodic medical examination and meet the retention standards of AR40–501, chapter 3, 4, or 5, as appropriate.*

*c. All soldiers applying for ADSW will sign the following statement in the remarks section of DA Form 1058–R: “I understand that, although at the completion of my tour, I may be within 2 years of qualifying for an active duty retirement under 10 USC 1293, 3911, or 3914, it is current Army policy that I will be released from active duty at the completion of my tour unless my continued retention on active duty is considered in the best interests of the Army by the Assistant Secretary of the Army (Manpower and Reserve Affairs). I hereby consent to being ordered to active duty for the period indicated and consent to my release from active duty at the completion of this tour.”*

d. No tour will be approved prior to the signing of the statement in paragraph *c* above.

#### **6-7. ADSW tour length**

a. ADSW tours are limited to a total of no more than 180 days except as provided in *b* below. Approval authorities in paragraph 6-5 may extend individual ADSW tours up to a cumulative total of 180 days provided the extension does not result in a soldier accumulating over 180 days of ADSW or ADSW and TTAD combined in the current FY.

b. Only DARNG, CAR, or MACOM commander, as appropriate (para 1-8), may extend tours indicated in (1) and (2) below. This authority will not be further delegated.

(1) Individual ADSW tour lengths beyond a cumulative total of 180 days.

(2) An ADSW tour extension of any length which will result in a soldier being ordered to over 180 days of ADSW or ADSW and TTAD combined during a FY.

c. Requests for ADSW tour extensions beyond 180 days will include the following:

(1) The circumstances that prevented the project from being completed during the initial tour.

(2) New milestones for completion.

(3) Soldier's previous AD, TTAD, AT, ADT, and ADSW tours in the previous and current FY.

(4) Soldier's total years of AFS through the end of the current tour.

(5) Source of funding the extension.

(6) Date of the soldier's last physical exam and a statement of whether or not the soldier meets weight standards of AR 600-9.

(7) (*Rescinded.*)

(8) When appropriate, the AGR position that will remain vacant during the ADSW tour.

(9) The first line supervisor of the individual performing the tour must be identified as well as his or her organization address, and telephone number.

(10) If a USAR TPU soldier and the unit commander's decision is to reassign the soldier to the IRR, a DA Form 4651-R requesting reassignment to the IRR and a statement signed by the soldier that he or she is aware that reassignment to the IRR will terminate Selected Reserve incentives and entitlements prescribed by AR 135-7.

d. ADSW tour lengths will not include travel time and will not begin or end on a Saturday, Sunday, or holiday unless justified with the request.

e. Personnel performing ADSW tours of 1 through 139 days will be placed in a temporary duty (TDY) status and authorized proper rates of per diem and travel. ADSW tours exceeding 139 days are performed in a permanent change of station (PCS) status with shipment of household goods authorized. Requests for ADSW exceeding 139 days will indicate whether or not the soldier intends to ship household goods and whether or not dependents will be moved when dependent travel is authorized.

f. Approval of extension requests is based on written justification. Poorly prepared and/or incomplete requests will not be approved. The importance of a project or mission is, by itself, insufficient justification for approval. The circumstances which prevent project or mission completion is of primary importance (para (1) above).

#### **6-8. Status while on ADSW**

Soldiers performing ADSW will—

a. Remain under current ARNGUS or USAR strength accountability. (See *e* below for requirement to count an ADSW participant against AGR end strength.).

b. Be ordered to active duty in their current Reserve grade. If the soldier is in a unit, concurrence of the unit commander is required.

c. Be subject to the employing agency or unit for the administration of the UCMJ.

d. Remain eligible for promotion under the Reserve of the Army mandatory promotion system (10 USC 14101(a)). However, Reserve officers ordered to active duty (other than for training) before being promoted, but after being recommended for a position vacancy promotion (USAR), or selected for Federal recognition (ARNGUS) are not eligible for promotion while on ADSW. If an officer's name is on a USAR position vacancy promotion list, or if the officer has been selected for Federal recognition in the next higher grade, the officer's name must be administratively withdrawn from promotion or Federal recognition recommendation on the tour start date. The officer must acknowledge this withdrawal action on the active duty application. This is not an adverse action. It will not be considered a nonselection.

e. Be retained under ARNGUS or USAR strength accountability and will be subject to accounting against the AGR end strength when the tour fits the criteria of paragraph 1-6.

#### **6-9. Separation documents**

a. DD Form 214 (Certificate of Release or Discharge from Active Duty) will be issued on release from ADSW of 90 days or more.

b. DD Form 220 (Active Duty Report) will be issued on release from ADSW of 89 days or less.

**Table 6–1****A Guide to the types of duty tours performed in ADT and ADSW status<sup>1</sup> (See notes.)**

Duty Description	ADT or ADSW
Annual training (AT) site support-to coordinate, staff, evaluate or support AT.	ADSW
Aviation postgraduate pilot training.	ADT
Aviation undergraduate pilot training.	ADT
Command and Staff Visits.	ADSW
Competitive Event Competitor (i.e., CIOR, Pan American Games, Olympics).	ADT
Competitive event coordinator, staffer or supporter.	ADSW
Counterpart training. (IRR only)	ADT
Conference coordinator, Staffer or Supporter.	ADSW
Conference participation-for professional skills acquisition or sustainment (examples: medical, legal, chaplain training conferences).	ADT
Conference participation-to coordinate, plan or prepare for military operations or organizational tasks (examples: pre-camp, ODT, commanders' conferences).	ADSW
Exercise coordinator, staffer, evaluator or supporter-to do work for the conduct of the exercise.	ADSW
Exercise Participant-to receive mobilization training.	ADT
Inspector.	ADSW
Instructor Training-to qualify or prepare instructors.	ADT
Instructor for USARF and other military schools/courses.	ADSW
IRR Screening participant-to be screened and trained.	ADT
IRR Screening support-to staff, coordinate, conduct or support IRR screening.	ADSW
Marksmanship competitor.	ADT
Marksmanship Event Coordinator, Staffer or Supporter.	ADSW
Marksmanship instructor.	ADSW
Marksmanship instruction recipient-to be trained.	ADT
Language proficiency testing-to be tested.	ADT
Medical education/training (examples: continuing health education, certification, professional short courses).	ADT
Medical training-(examples: refresher or proficiency training, clerkships).	ADT
Officer candidate school student.	ADT
On the Job Training (OJT)-to be trained in a military specialty, MOS, or skill.	ADT
Organizational Work-to do work for USAR MTOE or TDA units, commands, or organizations in the areas of administration, training management, maintenance or supply.	ADSW
Recruiting Activities.	ADSW
Refresher and proficiency training-to be trained in previously-acquired skills in other than a formal school environment.	ADT
Retention Activities.	ADSW
School training (career development)-to receive formal military schooling at schools, courses and seminars to fulfill career progression requirements, become qualified in additional skills, specialties or MOS's, or meet mobilization requirements.	ADT
School Training (initial skills acquisition)-to receive formal military schooling to acquire initial military mobilization skills and/or become qualified in an initial MOS or specialty.	ADT
School Training (prior service training)-for enlisted reservists recently separated from an active component to receive formal military schooling in new specialties or MOS's required by the USAR duties they are to perform.	ADT
School Training (refresher and proficiency)-to receive formal military schooling in specialties or MOS's already held for the purpose of maintaining or improving previously acquired skills.	ADT
Skill Testing-to be tested for proficiency of military skills under conditions other than as part of formal military schooling. ADT Special Branch schooling-for chaplains and JAG personnel to receive continuing education, proficiency, refresher or certification schooling.	ADT

**Table 6-1**  
**A Guide to the types of duty tours performed in ADT and ADSW status<sup>1</sup> (See notes.)—Continued**

Duty Description	ADT or ADSW
Special Branch training-for chaplains and JAG personnel to receive refresher, proficiency or certification training (including attendance at seminars and workshops) under conditions other than as part of formal schooling.	ADT
Staff Projects and organizational missions-to do work on specified USAR missions or staff projects (examples: civil engineering support plan (CESP); civil affairs projects; unit, MUSARC, CONUSA and DA staff projects; unit evaluations by MTC's and MAC's).	ADSW
Staff support of USARF and other schools.	ADSW
Study group participant, coordinator, staffer, or supporter.	ADSW
Warrant officer initial skills acquisition schooling.	ADT
Active army support tours	2

Notes:

<sup>1</sup> This list is a guide and not all-inclusive.

<sup>2</sup> These types of tours will be performed under a category called temporary tours of active duty (TTAD) and will be funded by the Active Army.

<sup>3</sup> ADSW tours are restricted to projects/missions vital to ARNGUS or USAR missions which exceed normal full-time staff duties and responsibilities.

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*(Letterhead)*

1. Reference AR 135–200, chapter 6.
2. Request active duty for special work (ADSW) tour for *(name, rank, SSN)*. The soldier would serve with *(name specific unit and UIC or organization)*.
3. *(His)(her)* immediate supervisor would be *(name, rank, title, commercial and DSN telephone number, military address)*.
4. Project justification:
  - a. The *(headquarters or agency to which the soldier would be attached)* is responsible for *(describe RC matters for which the headquarters or agency is responsible)*.
  - b. The project to be completed is *(described clearly what is to be accomplished)*.
    - (1) By *(day, month, year)*, the soldier will have completed *(state the first milestone toward accomplishment of the project)*.
    - (2) *(List subsequent milestones as shown described in B(1) above)*.
    - (3) *(State the day, month, year of completion date of project—it is possible that an ADSW request may involve only one milestone, the completion of the project.)*
    - (4) *(State how the project or mission will be completed if not completed by termination date of the tour.)*
  - c. Assigned Active Army, AGR, or DA civilian personnel cannot accomplish this project because the work involved exceeds that normally accomplished by full-time personnel. *(Explain why the work required would exceed that normally accomplished by full-time personnel. (A blanket statement that such work is excessive without giving an explanation is not sufficient.)*
  - d. The need for this project was created by *(name the action or directive involved and explain how the action or directive created the need—spell out just what created the need)*.
  - e. This project is of vital importance to the functioning of the Army Reserve for the following reason(s): *(The language used here should be clear, simple, and concise. Even someone outside of the military should be able to read it and understand why the project is important. A blanket statement that the project is important without giving an explanation of why the project is important is not sufficient. Exaggeration, should be avoided.)*
5. The duties to be performed by the soldier on ADSW are the following: *(describe here what the soldier will do to meet the milestones)*.
6. The tour would begin *(day, month, year)*, and end on *(day, month, year)*. The length of the tour would be *(number of days)*.
7. Soldier qualifications *(when a by-name request is not involved)*:
  - a. The individual performing this tour must have the following USAR experience:
  - b. The individual must have the following special skills *(and)(or)* qualifications:
  - c. Minimum military *(and)(or)* civilian education:
  - d. Rank:
  - e. Security clearance:
8. Soldier qualifications—by-name request:
  - a. Name, rank, SSN:
  - b. ARNGUS or USAR assignment:
  - c. Mandatory removal date:
  - d. Date released from extended active duty *(if applicable)*.
  - e. Total years, months, and days of active Federal service.
  - f. List all AD, ADT, TTAD, AT, IADT, and ADSW tours in the previous and current fiscal years. Show inclusive dates, purposes of tours, and organizations to which attached.
  - g. Special qualifications qualifying soldier for requested ADSW tour.
  - h. Date of last physical examination and date of last HIV test.
  - i. Civilian occupation.
  - j. If ADSW tour exceeds 139 days, indicate whether or not dependents will be moved when dependent travel is authorized.
9. Soldier has/has not *(circle one)* signed a consent to release from active duty per AR 135–200, paragraph 6–6c. *(Tour will not be approved without a signed consent to release form.)*

*(Note: Enclosures may be included if they contribute to the tour justification.)*

*Signature block of requester*

**Figure 6–1. Sample for preparing ADSW tour request**

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## **Chapter 7**

# **Involuntary Active Duty and Active Duty for Training for Administrative of the Uniform Code of Military Justice**

## **Section I**

### **General**

#### **7-1. General**

*a.* AR 27-10, chapter 21, section II pertains to the involuntary extension or order to active duty of ARNGUS and USAR personnel for administration of the Uniform Code of Military Justice (UCMJ).

*b.* This chapter provides guidance to commanders in implementing AR 27-10 for ARNGUS and USAR soldiers who commit offenses punishable under UCMJ while on active duty in a Federal status.

#### **7-2. Scope**

*a.* This chapter applies exclusively to ARNGUS and USAR soldiers who are charged with offenses allegedly committed while on the following types of duty.

(1) Active duty. This includes but is not limited to—

(*a*) Active duty for special work (ADSW).

(*b*) Temporary tours of active duty (TTAD).

(2) Active duty for training. This includes but is not limited to—

(*a*) Initial active duty for training (IADT).

(*b*) Active duty for training (ADT).

(*c*) Annual training (AT).

(3) Inactive duty training (IDT) (USAR only).

*b.* These procedures apply to ARNGUS soldiers only when serving under authority of 10 USC. The majority of duty performed by ARNGUS soldiers involves participation in required drills, field exercises, professional development training, and full-time manning of units. This duty is ordinarily performed in an inactive duty or Full-time National Guard Duty (FTNGD) status under Title 32, United States Code (32 USC). While on 32 USC duty, soldiers are not subject to the provisions of UCMJ, but are subject to State authority. (The order to duty will identify whether the ARNGUS soldier is performing duty under Title 10 or Title 32, USC.)

*c.* For USAR soldiers, Title 10 duty status includes required drills, field exercises, professional development training, etc.

## **Section II**

### **Retention on Active Duty or Active Duty for Training**

#### **7-3. Retention on AD or ADT while on self-terminating orders**

This section covers retention of ARNGUS and USAR soldiers on AD or ADT beyond the expiration date of their self-terminating orders (AR 27-10, para 21-4). Self-terminating orders are those which, by their own terms, purport to terminate on the specified effective date and return the soldier to the place where he or she entered on duty. For the purposes of this chapter, self-terminating orders cover periods of ADT, IADT, AT, ADSW, and TTAD.

#### **7-4. Reason for retention**

ARNGUS and USAR soldiers may be retained involuntarily on AD or ADT for the purpose of completing an investigation initiated with a view to trial by court-martial up to the date of completion of the disciplinary action. When this occurs, the order issuing authority will extend the order before the termination date, or by taking action to comply with AR 635-200, paragraph 1-24 or AR 600-8-24, paragraph as applicable, and Manual for Courts-Martial 1984, Rule for Courts-Martial 202(c). Before taking retention action, the commander of the installation where the soldier is performing duty should coordinate with his or her staff judge advocate. On receipt of notification of intent to retain a soldier, the order issuing authority will issue an amendatory order extending the expiration date of the original order.

#### **7-5. Orders**

Soldiers retained on AD or ADT by the extension of an order are entitled to pay and allowances. While on extended orders, the soldier continues to be subject to military law for additional offenses which he or she may commit. The soldier will remain or be attached to an Active Army unit until completion of the disciplinary action.

## **7-6. Disposition of soldiers following court adjournment**

One of the following actions will take place following court adjournment:

- a.* If the soldier is found not guilty, or no sentence to restriction, hard labor without confinement or confinement is adjudged, or the charges are dismissed and no further UCMJ proceedings are permitted or contemplated, the soldier will be released from AD or ADT and returned to previous Reserve status.
- b.* If a sentence to confinement is adjudged—
  - (1) The AT, ADSW, TTAD, IADT, or ADT order will be terminated by the order issuing authority effective the day prior to the soldier's order to AD for purposes of serving a sentence to confinement.
  - (2) The appropriate Active Army general court-martial convening authority (GCMCA) will issue an involuntary AD order per AR 3-10, appendix A, order format 155 and assign the soldier to the appropriate Active Army installation.
  - (3) Court-martial promulgating orders will be issued per AR 27-10.
  - (4) Confinement will be served according to AR 190-47.
- c.* If a sentence to restriction or hard labor without confinement is adjudged, the soldier will be retained on active duty at the appropriate Active Army installation until completion of the sentence, or returned to his previous Reserve status to complete the sentence, if practical.

## **Section III**

### **Order to Active Duty for Administration of Uniform Code of Military Justice**

## **7-7. Involuntary order to active duty**

- a.* An ARNGUS or USAR soldier not serving on AD or ADT may be involuntarily ordered to AD as provided in AR 27-10, chapter 21, section II for the purposes stated in paragraph 7-8.
- b.* The soldier may be involuntarily ordered to AD for offenses allegedly committed while he or she was in Federal duty status. This includes all AD or ADT under title 10, U.S. Code (10 USC) as well as inactive duty training (IDT) authorized by appropriate authority.
- c.* Prior to preferral of charges and order to AD, commanders will consult with their supporting staff judge advocate personnel.

## **7-8. Purpose**

- a.* Soldiers may be involuntarily ordered to AD for one of the purposes listed below:
  - (1) Investigation pursuant to Article 32, UCMJ;
  - (2) Trial by courts-martial; or
  - (3) Article 15, UCMJ, proceedings.
- b.* Activation for the sole purpose of pretrial confinement is not authorized.

## **7-9. Involuntary active duty orders**

- a.* The appropriate Active Army GCMCA will issue an involuntary AD order per AR 310-10 and assign the soldier to the appropriate Active Army installation.
- b.* The order will cite section 802(d), title 10, U.S. Code as the authority.
- c.* Request for involuntary order to AD will be initiated per AR 27-10, chapter 21, section II. State adjutants general will discharge ARNGUS soldiers from their ARNGUS status, but not their Reserve of the Army status, under the provisions of NGR 600-200, effective the day prior to the reporting date specified in the AD orders.
- d.* The Secretary of the Army or his designee must approve the involuntary active duty order before an ARNGUS or USAR soldier may be confined or deprived of liberty (to include pre-trial confinement or restriction). Procedures for obtaining secretarial approval are contained in AR 27-10, chapter 21, section II.
- e.* The following outlines procedures for delivery of orders:
  - (1) The AD order will be forwarded to the commander having jurisdiction over the soldier being ordered to involuntary AD.
    - (a)* The order will be delivered in person by the unit commander or his or her representative when practicable. A statement indicating delivery and receipt by the soldier will be signed by the soldier and filed in the soldier's MPRJ.
    - (b)* CG, ARPERCEN may request assistance from area commanders for delivery of orders to soldiers of the IRR. Lateral coordination will also be accomplished between area commanders, as required.
    - (c)* If the order cannot be delivered by personal contact, the order will be sent by Certified Mail, Restricted Delivery, with return receipt requested. The individual who mails the orders will prepare a sworn affidavit of service by mail in the format shown in figure 7-1.
    - (d)* The delivery of the order will be coordinated with the General Court Martial Convening Authority for the installation to which the soldier is ordered to AD.
  - (2) One of the following will be filed in the soldier's MPRJ:
    - (a)* A statement indicating personal delivery and receipt of the orders by the soldier, or

(b) A sworn affidavit of service by mail (fig 7-1) and—

1. A post office receipt confirming delivery, or
2. The returned unopened envelope indicating orders were not delivered. Undeliverable mail will be compared with the latest address of record to ensure that it was correctly addressed. When an envelope is marked 'not at this address' the commander or his or her designated representative will submit a statement to show that the address to which the orders were mailed was, in fact, the latest address furnished by the soldier.

- (3) Provided orders were mailed to the latest address, absence of proof of delivery does not change the fact that the soldier was properly ordered to AD.

#### **7-10. Failure to report for AD**

When a soldier fails to report, the commander of the installation to which the soldier has been ordered to report for AD will take appropriate action under AR 630-10.

#### **7-11. Disposition of soldiers following court adjournment**

One of the following actions will take place following court adjournment:

- a. If the soldier is found not guilty; or a sentence to confinement, restriction, or hard labor without confinement is not adjudged, or the charges are dismissed and no further UCMJ proceedings are permitted or contemplated, the soldier will be released from AD and returned to USAR control unless earlier discharged.

- b. If a sentence to confinement is adjudged—

- (1) Court-martial promulgating orders will be issued per AR 27-10.
- (2) Confinement will be served according to AR 190-47.

#### **7-12. UCMJ Jurisdiction**

This chapter governs only the issuance of orders pursuant to exercise of UCMJ jurisdiction over USAR and ARNGUS soldiers. Nothing in this chapter is intended to restrict or limit the proper exercise of such jurisdiction. Should any conflict arise between the application of this chapter and the provision of AR 27-10; the Manual for Courts-Martial, United States, 1984; or the Uniform Code of Military Justice, the provisions of these references will control over any contrary provision of this chapter.

---

### Affidavit of Service by Mail

(State)

(County)

(John T. Claghorn,) being duly sworn, deposes and says:

I am the (Job Title, e.g. Personnel Officer) of (Unit).

On the (Day) (Month) (Year), I mailed the original orders, a true copy of which is attached hereto, via Certified mail, Restricted Deliver, return receipt requested, to (Name of soldier on order) at (Most recent address of soldier) that being the last know address given to the (Unit) as the one at which official mail would be received by or forwarded to him or her, by depositing the same in an official depository of the U.S. Postal Service at (Location of Postal Facility) in a sealed U.S. postage-and-fees prepaid envelope addressed to him/her at said address.

(Signature and Rank of Affiant)

Sworn and subscribed before me this (Day) (Month) (Year).

(Signature and Rank of Officer Administering Oath)

Attachment

Copy of orders

The affidavit together with the receipt showing the certified mail receipt number will be forwarded to the area command, or State adjutant general for insertion in the soldier's MPRJ as an action pending document.

Figure 7-1. Affidavit of Service by Mail

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## Chapter 8

### Disposition of Individual Soldiers on Active Duty (AT, IADT, ADT, and ADSW) at time of Mobilization

#### 8-1. Purpose

a. This chapter provides direction for the immediate disposition of ARNGUS and USAR soldiers who are serving on tours of duty under this regulation at time of mobilization.

b. For the purposes of this chapter, the term "mobilization" includes the 200K callup, selected mobilization, partial mobilization, full mobilization, or total mobilization.

c. Personnel administrative action procedures effective on mobilization are prescribed by AR 680-1 (Unit Strength Accounting and Reporting), DA Pam 600-8 (Military Personnel Office Management and Administrative Procedures), and DA Pam 600-41 (Military Personnel Managers Mobilization Handbook).

#### 8-2. Responsibility

At time of mobilization, commanders of installations where AT, ADT, IADT, and ADSW are being performed, will ensure that soldiers under their administrative jurisdiction while on tour are processed according to this chapter.

#### 8-3. ARNGUS and USAR unit personnel on AT, ADT, IADT, and ADSW

a. ARNGUS soldiers will be federalized with their ARNGUS units of assignment regardless of their training tour status. Soldiers who cannot return to their ARNGUS units before deployment from the mobilization station will be issued new assignment instructions according to Active Army assignment policies in effect at that time.

b. Each USAR soldier assigned to an RC unit will report for mobilization with that unit unless the soldier is serving on a tour with another organization. If the tour cannot be terminated early (e.g., soldier is in BT/AIT or OBC) and the unit deploys before the end of the tour, the soldier will remain in place and be accessioned into active duty status at the

installation at which serving. He or she will be issued new assignment instructions per Active Army assignment policies in effect at that time.

#### **8-4. IMAs on AT, ADT, and ADSW**

Each soldier preassigned to an IMA command or organization as an IMA will mobilize at the direction of that command or organization. An IMA on AT, ADT, or ADSW at the time of mobilization will continue on that tour unless notified by mass media or instruction by the IMA command or organization to report for active duty. Due to the IMA command or organization's notification responsibility, ARPERCEN must coordinate all active duty (AT, ADT, and ADSW) with the IMA command or organization per chapter 3 before ordering him or her to AT, ADT, or ADSW.

#### **8-5. IRR soldiers on AT, ADT, IADT, or ADSW**

At time of mobilization, the IRR soldier serving on AT, ADT, IADT, and ADSW will report to the commander of the installation where he or she is serving. If the tour can be terminated early, the soldier will be returned home to await a mobilization order. If the tour cannot be terminated early (e.g., BT/AIT or OBC), the soldier will be accessioned into active duty status at the installation at which serving. The soldier will be issued new assignment instructions per Active Army assignment policies in effect at that time.

#### **8-6. Soldiers in specialized medical training**

*a.* At time of mobilization, the decision to retain an IRR or unit soldier to complete specialized medical training for critical wartime skills as designated by The Surgeon General will be coordinated by the soldier's assigned organization and CG, PERSCOM.

*b.* If the training cannot be terminated, the soldier will continue in the course until graduation. The soldier will be accessioned into active duty status at the installation nearest the student's training institution. On completion of training, he or she will be issued new assignment instructions per Active Army assignment policies in effect at that time.

*c.* IMAs have a mobilization wartime mission assignment and will mobilize per AR 140-145, chapter 5.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 27–10**

Military Justice. (Cited in paras 7–1, 7–3, 7–6*b*(3), 7–7, 7–9*c*, and 7–9*d*.)

#### **AR 37–106**

Finance and Accounting for Installations, Travel, and Transportation Allowances. (Cited in para 2–1.)

#### **AR 40–501**

Standards of Medical Fitness. (Cited in paras 4–7*a*(1) and 6–6*b*.)

#### **AR 140–145**

Individual Mobilization Augmentation (IMA) Program. (Cited in para 3–3.)

#### **AR 140–158**

Enlisted Personnel Classification, Promotion, and Reduction. (Cited in para 5–6.)

#### **AR 310–10**

Military Orders. (Cited in paras 1–11, 3–2, and 5–6.)

#### **AR 600–9**

The Army Weight Control Program. (Cited in paras 1–14, 4–5, 4–7, and 6–6.)

#### **AR 600–200**

Enlisted Personnel Management System. (Cited in para 5–6.)

#### **AR 601–210**

Regular Army and Army Reserve Enlistment Program. (Cited in paras 5–1 and 5–4.)

#### **NGR 310–10**

Military Orders (Modifies AR 310–10). (Cited in paras 1–11, 3–2, and 5–6.)

#### **NGR 600–200**

Enlisted Personnel Management. (Cited in paras 1–11 and 5–6.)

#### **DODPM**

Department of Defense Military Pay and Allowances Entitlement Manual. (Cited in para 2–1.)

#### **JFTR**

The Joint Federal Travel Regulations. (Cited in para 2–1.)

### **Section II Related Publications**

#### **AR 15–6**

Procedures for Investigating Officers and Boards of Officers

#### **AR 135–7**

Incentive Program

#### **AR 135–18**

The Active Guard Reserve (AGR) Program

#### **AR 135–381**

Incapacitation of Reserve Component Soldiers

**AR 140-9**

Entry on Active Duty or Active Duty for Training (ROTC Officers)

**AR 190-47**

The U.S. Army Correctional System

**AR 350-41**

Training in Units

**AR 350-100**

Officer Active Duty Service Obligation

**AR 600-8-10**

Leave and Passes

**AR 600-8-24**

Officer Transfers and Discharges

**AR 600-8-104**

Military Personnel Information Management Records

**AR 600-37**

Unfavorable Information

**AR 601-25**

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty

**AR 601-100**

Appointment of Commissioned and Warrant Officers in the Regular Army

**AR 601-130**

Officer Procurement Programs of the Army Medical Department

**AR 601-141**

U.S. Army Health Professions Scholarship Program

**AR 611-201**

Enlisted Career Management Fields and Military Occupational Specialties

**AR 612-201**

Processing Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers

**AR 623-105**

Officer Evaluation Reporting System

**AR 623-205**

Enlisted Evaluation Reporting System

**AR 630-10**

Absence Without Leave and Desertion

**AR 635-200**

Personnel Separations-Enlisted Personnel

**AR 680-1**

Unit Strength Accounting and Reporting

**NGR 40-3**

Medical Care for Army National Guard Soldiers

**DA Pam 351-4**

U.S. Army Formal Schools Catalog

**DA Pam 600-8**

Management and Administrative Procedures

**DA Pam 600-41**

Military Personnel Managers Mobilization Handbook

**Section III****Prescribed Forms****DA Form 1058-R**

Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve. (Prescribed in paras 3-3, 4-4, 4-5, 4-7, and 6-6.)

**Section IV****Referenced Forms****DA Form 1380**

(Record of Individual Performance of Reserve Duty Training (RCS CRES - 265))

**DA Form 2446**

(Request for Orders)

**DA Form 4651-R**

(Request for Reserve Component Assignment or Attachment)

**DA Form 5500-R**

(Body Fat Content Worksheet-Male)

**DA Form 5501-R**

(Body Fat Content Worksheet-Female)

**DD Form 214**

(Certificate of Release or Discharge from Active Duty)

**DD Form 220**

(Active Duty Report)

**DD Form 261**

(Report of Investigation-Line of Duty and Misconduct Status)

**SF 88**

(Report of Medical Examination)

**SF 93**

(Report of Medical History)

**SF 1169**

(US Government Transportation Request)

**VA Form SGLV-8286**

(Servicemen's Group Life Insurance Election)

**Appendix B**

**Letter of Instruction (See para 1-11f for use by orders issuing authority.)**

### **B-1. General**

- a.* This instruction sheet will help you in preparing for your tour of duty. A list of terms is included (para B-11) to help you understand these instructions and your orders.
- b.* Read your orders carefully. They show where and when to report, unit of attachment, period of duty, reporting date, and special instructions. Your orders also show whether you are required to travel by a specific mode of transportation.
- c.* You must leave your home in time to arrive at the duty station or at the designated assembly point if group travel is directed, on the reporting date and hour specified in your orders. Unless you live within commuting distance of the active duty site, you are entitled to be paid travel time. Travel time is computed per the Joint Federal Travel Regulation and Department of Defense Military Pay and Allowances Entitlements Manual. A soldier living within commuting distance will begin travel on the same date as the reporting date specified in the orders.
- d.* The Government will not be liable if you are injured while traveling in advance of, or after the authorized travel time.

### **B-2. Travel time and type of transportation used**

The amount of travel time allowed determines the date of entry on duty and the date pay begins. You are entitled to travel time if you must begin travel on a date earlier than the reporting date shown on the orders. Official distance tables will be used to determine the official mileage between your home and duty station.

- a.* Authorized travel time is normally 1 day. Computation of travel time is based on the fastest available mode of travel either by air or public surface transportation whichever better meets the requirements of the order and is more economical to the Government.
- b.* When travel by privately owned vehicle (POV) is specifically authorized in your orders as being more advantageous to the Government and is actually used, travel time will be computed using POV.
- c.* If your orders direct group travel, any expense incurred by traveling as an individual will not be paid by the Government.
- d.* You are encouraged to apply for Government transportation as this normally is the most economical. Use an SF 1169 (United States Government Transportation Request) as stated in paragraph B-5. If you buy your own air, bus, or rail ticket, you will not be reimbursed for the entire cost unless Government transportation was more expensive or not available.

### **B-3. Travel by car**

Unless directed to travel by a specific type of transportation, travel by car is not prohibited. However, it is strongly discouraged for the following reasons:

- a.* The Government will not be liable if you are injured while traveling in advance of, or after, the time required to complete the trip by public carrier.
- b.* Parking facilities may not be available at the duty site.
- c.* There may not be enough security police to protect your car from theft or vandalism.
- d.* You must meet the duty site regulations regarding insurance and car registration. (Take proof of insurance liability.)
- e.* Limits may be placed on the use of your car during the tour of duty.
- f.* Further traveling while on this tour of duty may prevent using a car.

### **B-4. Travel for dependents**

Travel at Government expense is not authorized for the dependents of a soldier ordered to annual training (AT), active duty for training (ADT), or active duty for special work (ADSW) for less than 20 weeks (JFTR, chap 7).

### **B-5. Government transportation**

An SF 1169 (The United States of America Transportation Request) may be exchanged for a ticket and is available on request. Application should be made immediately so that reservations can be made and tickets obtained in time to begin travel on the required date. An SF 1169 and if desired, meal tickets, may be obtained from the transportation officer at (name and address of installation or activity).

### **B-6. Waiver of benefits**

A soldier receiving a pension, retired pay, or disability compensation from the United States because of prior military service is not entitled to pay for AT, ADT, IADT, or ADSW unless the pension, retired pay, or disability compensation is waived for the period of such tour.

### **B-7. Servicemen's Group Life Insurance (SGLI)**

Personnel ordered to AT, ADT, or ADSW are covered by SGLI. (Orders issuing agencies should include information

concerning rights, benefits, and privileges under SGLI and instructions for preparing and submitting VA Form SGLV8286 (Servicemen's Group Life Insurance Election)).

#### **B-8. Medical record**

If you had a serious medical problem since your last tour of duty, keep a copy of your medical record with you. The medical record should be presented to any physician treating you during your tour of AT, ADT, IADT, or ADSW.

#### **B-9. Illness or injury**

*a.* If you sustain an injury or illness or aggravate a previous condition prior to entry on scheduled active duty or active duty for training, immediately notify your personnel management officer or personnel management non-commissioned officer for further instructions.

*b.* Illness or injury sustained while on active duty or active duty for training should be immediately reported to the duty station commander. The commander will advise you of your entitlement to medical care and/or incapacitation pay.

#### **B-10. Pay**

Be advised and prepared that soldiers on ADT for 179 days or less are normally paid on a monthly schedule. A more frequent pay schedule is the option of the paying Finance and Accounting Officer.

#### **B-11. DD Form 214 (Certificate of Release or Discharge from Active Duty)**

An ARNGUS or USAR soldier will be issued a DD Form 214 when released from a period of ADT or ADSW of 90 days or more.

#### **B-12. Explanation of terms**

*a. Commuting distance.* The greatest distance a soldier may be expected to travel from home to the first duty station by departing at a reasonable hour on the reporting date and arriving during the hours specified in the orders.

*b. Date of entry on duty.* The date a soldier must leave home in order to arrive at the duty station on the specified date and time. The date of entry on duty and the date pay begins will be determined by the installation or activity commander at the initial station of attachment. (For this reason, the date of entry on duty is not shown on the orders.)

*c. Group travel.* Soldiers directed to report to an assembly point from which he or she will travel with a group to the designated site.

*d. Period of training.* The actual number of days of training. (Travel time to and from the duty station is not included in this period.)

*e. Public surface transportation.* Transportation by bus or rail.

*f. Release from duty date.* The date of release from duty (and the date pay stops) is determined by adding allowable travel time to the final day of training or active duty for special work. (For this reason, the actual date of release from duty is not shown on the orders.)

*g. Reporting date.* The date and hour a soldier is required to report for training or active duty for special work.

## **Glossary**

### **Section I Abbreviations**

#### **AANT**

additional assembly for nuclear training

#### **AAPART**

Aviator Annual Proficiency and Readiness Test

#### **AAUTA**

additional airborne unit training assembly

#### **ABA**

American Bar Association

#### **ABCMR**

Army Board for Correction of Military Records

#### **ACH**

Army community hospital

#### **ACB**

Army Classification Battery

#### **ACIP**

aviation career incentive pay

#### **ACOA(F&A)**

Assistant Comptroller of the Army for Finance and Accounting

#### **ACS**

Army community service

#### **ACT**

American College Test

#### **AD**

active duty

#### **ADA**

air defense artillery, additional drill assembly

#### **ADAPCP**

Alcohol and Drug Abuse Prevention and Control Program

#### **ADL**

active duty list

#### **ADRB**

Army Discharge Review Board

#### **ADSW**

active duty for special work

#### **ADT**

active duty for training

#### **AEC**

Army extension courses

**AER**

academic evaluation report

**AFA**

Army Flight Activity

**AFQT**

Armed Forces Qualification Test

**AFS**

a Federal service

**AFTP**

additional flight training periods

**AG**

Adjutant General

**AGR**

Active Guard Reserve

**AHS**

Academy of Health Sciences

**AIDS**

acquired immunity deficiency syndrome

**AIM**

Airman's Information Manual

**AIMA**

aviation individual mobilization augmentee

**AIT**

advanced individual training

**ALEDC**

Associate Logistics Executive Development Course

**ALO**

authorized level of equipment

**ALSE**

aviation life support equipment

**AMC**

Army Medical Center

**AMEDD**

Army Medical Department

**AMEDD/ECP**

Army Medical Department/Early Commissioning Program

**AMOS**

additional military occupational specialty

**AMSA**

Area Maintenance Support Activity

**AMSC**

Army Medical Specialist Corps

**AMTP**

Aviation Mobilization Training Program

**ANC**

Army Nurse Corps

**ANCOC**

Advanced Noncommissioned Officers Course

**AOC**

area of concentration

**APART**

annual proficiency and readiness test

**APCEC**

Army Precommissioning Extension Course

**APFT**

Army Physical Fitness Test

**APL**

Army promotion list

**APO**

Army post office

**AR**

armor

**ARCOM**

Army Reserve Command

**ARFPC**

Army Reserve Forces Policy Committee

**ARG**

Aviation Readiness Group

**ARM**

Army Reserve Marksman

**ARMS**

Aviation Resource Management Survey

**ARMR**

Army Readiness and Mobilization Region

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ARPERCEN**

U.S. Army Reserve Personnel Center

**ARRTC**

U.S. Army Reserve Readiness Training Center

**ARSTAF**

Army Staff

**Art**

Article

**ARTEP**

Army Training and Evaluation Program

**ASA**

Assistant Secretary of the Army

**ASA (M&RA)**

Assistant Secretary of the Army for Manpower and Reserve Affairs

**ASF**

aviation support facility

**ASI**

additional skill identifier

**ASMRO**

Armed Services Medical Regulatory Office

**ASVAB**

Armed Services Vocational Aptitude Battery

**AT**

annual training

**ATA**

additional training assemblies

**ATC**

air traffic control

**ATCAR**

Active Transition/Conversion Army Reserve (ATCAR) Program

**ATM**

aircrew training manual

**ATP**

Aircrew Training Program, alternate training phase

**ATPU**

aviation troop program units

**ATM**

aviation training manual

**ATTN**

attention

**AUG**

augmentation

**AUS**

Army of the United States

**AUSA**

Association of the United States Army

**AUVS**

automated unit vacancy system

**AVIM**

aviation intermediate maintenance

**AVUM**

aviation unit maintenance

**AWOL**

absent without leave

**BAMC**

Brooke Army Medical Center

**BAQ**

basic allowance for quarters

**BASD**

basic active service date

**bde**

brigade

**BFITC**

Battle Focused Instructor Training Course

**BG**

brigadier general

**BI**

background investigation

**BNCOC**

Basic Noncommissioned Officers Course

**BOAC**

Branch Officer Advanced Course

**BP**

basic pay

**BPED**

basic pay entry date

**br**

branch

**BT**

basic training

**CA**

Civil Affairs

**CAC**

casualty area commander

**CAR**

Chief, Army Reserve

**CART**

Centralized aviation readiness training

**CAS<sup>3</sup>**

Combined Arms and Services Staff School

**CC**

Cadet Command

**CCF**

Central Personnel Security Clearance Facility

**CCSP**

Commissioning of Completion Students Program

**CDAP**

career development aviator program

**Cdr**

commander

**CDT**

cadet

**CE**

Corps of Engineers

**CEWI**

combat electronics warfare intelligence

**CG**

commanding general

**CGSOC**

Command and General Staff Officers Course

**CH**

Chaplain

**CHAMPUS**

Civilian Health and Medical Program of the Uniformed Services

**CHAMPVA**

Civilian Health and Medical Program of the VA

**CINC**

commander-in-chief

**CID**

Criminal Investigation Division

**CINCUSAREUR**

Commander in Chief, U.S. Army, Europe and Seventh Army

**CL**

Clerical Aptitude Area

**CLP**

Consolidated Loan Program

**CMF**

career management field

**CMIF**

career management information file

**CNGB**

Chief, National Guard Bureau

**CO**

combat operations, commanding officer

**COE**

Chief of Engineers

**COL**

colonel

**con**

control

**CONUS**

continental United States

**CONUSA**

the numbered armies in the continental United States

**CPL**

corporal

**CPMOS**

Career progression military occupational speciality

**CPT**

captain

**CRCGSC**

Chaplain Reserve Component General Staff Course

**CRNA**

Certified Registered Nurse Anesthetist

**CSA**

Chief of Staff, Army

**CSC**

Command and Staff College

**CSM**

command sergeant major

**CVSP**

cardiovascular screening program

**CWO**

chief warrant officer

**DA**

Department of the Army

**DAMPL**

Department of the Army Master Priority List

**DC**

Dental Corps

**DCSPA**

Deputy Chief of Staff for Personnel and Administration

**DCSPER**

Deputy Chief of Staff for Personnel

**DD/EFT**

direct deposit/electronic fund transfer

**DEERS**

Defense Enrollment Eligibility Reporting

**DENTAC**

U.S. Army Dental Activity

**DEP**

Delayed Entry Program

**DEROS**

date eligible for return from overseas

**DFAS**

Defense Finance and Accounting Service

**DFR**

dropped from the rolls

**DIC**

Dependency and Indemnity Compensation

**DIMA**

drilling individual mobilization augmentee, Drilling Individual Augmentation Program

**DLPE**

date of last physical examination

**DMOS**

duty military occupational specialty

**DNACI**

DOD National Agency Check Plus Written Inquiries

**DOB**

date of birth

**DOD**

Department of Defense

**DODPM**

Department of Defense Military Pay and Allowances Entitlements Manual

**DOR**

date of rank

**DROS**

date returned from overseas

**DS**

drill sergeant/direct support

**DSM**

Diagnostic and Statistical Manual of Mental Disorders

**DSN**

Defense Switched Network

**ECG**

Electrocardiogram

**ECP**

Early Commissioning Program

**EIC**

excellence-in-competition

**EL**

electronics aptitude area

**ENTNAC**

Entrance National Agency Check

**EOM**

end of month

**EPTS**

existed prior to entry service

**ET**

equivalent training

**ETS**

expiration term of service

**FA**

field artillery

**FAA**

Federal Aviation Administration

**FAO**

finance and accounting office

**FEB**

flight evaluation board

**FEMA**

Federal Emergency Management Agency

**FHP**

Flying Hour Program

**FICA**

Federal Insurance Contribution Act

**FISL**

Federal Insured Student Loan

**FLIP**

flight information publications

**FOA**

field operating agency

**FORSCOM**

United States Forces Command

**FTNGD**

Full-time National Guard duty

**FTTD**

full-time training duty

**FTUS**

full-time unit support

**FW**

fixed wing

**FY**

fiscal year

**FYME**

Army First-Year Graduate Education Program

**G1**

Assistant Chief of Staff, G1 (Personnel)

**G2**

Assistant Chief of Staff, G2 (Intelligence)

**G3**

Assistant Chief of Staff, G3 (Operations and Plans)

**G4**

Assistant Chief of Staff, G4 (Logistics)

**GCMCA**

general court-martial convening authority

**GED**

general education development

**GM**

general-mechanics

**GO**

general officer

**GOCOM**

United States Army Reserve General Officer Command

**Gp**

Group

**GPO**

U.S. Government Printing Office

**GS**

general staff, or general support

**GSL**

Guaranteed Student Loan

**GT**

general technical aptitude area

**HDL**

High Density Lipoprotein

**HHB**

headquarters and headquarters battery

**HHC**

headquarters and headquarters company

**HHD**

headquarters and headquarters detachment

**HIV**

human immunodeficiency virus

**HPLR**

Health Professionals Loan Repayment

**HPSP**

U.S. Army Health Professions Scholarship Program

**HQDA**

Headquarters, Department of the Army

**HREC**

health record

**HSA**

health service area

**HSC**

U.S. Army Health Services Command

**HSG**

high school graduate

**HSDG**

high school diploma graduate

**HSR**

health services region

**IADT**

initial active duty for training

**IAFT**

individual aircrew flight training

**IATF**

individual aircrew training folders

**IDT**

inactive duty training

**IET**

initial entry training

**ILD**

in line of duty

**IMA**

individual mobilization augmentee, Individual Mobilization Augmentation

**IMFL**

Intensive Management Force List

**inf**

infantry

**ING**

Inactive Army National Guard

**IRR**

Individual Ready Reserve

**ISN**

input station number

**ISR**

In-service recruiter, Individual Soldier Report

**ITC**

Instructor Training Course

**JAG**

judge advocate general

**JAGC**

Judge Advocate General Service Organization

**JD**

juris doctor

**JFTR**

Joint Federal Travel Regulations

**JTR**

Joint Travel Regulations

**JUMPS**

Joint Uniform Military Pay System

**JUMPS-RC**

Joint Uniform Military Pay System-Reserve Components

**LD**

line of duty

**LEDC**

Logistics Executive Development Course

**LLB**

Bachelor of Laws

**LTC**

lieutenant colonel

**M&RA**

Manpower and Reserve Affairs

**MAC**

Military Airlift Command

**MACOM**

major Army command

**MAJ**

major

**MARC**

manpower requirements criteria

**MC**

Medical Corps

**MCM**

Manual for Courts-Martial

**MDW**

United States Army Military District of Washington

**MEB**

Medical Evaluation Board

**MEDCEN**

U.S. Army Medical Center

**MEDDAC**

U.S. Army medical department activity

**MEDEVAC**

medical evaluation

**MEDDETS**

Army medical detachments

**MEPCOM**

Military Entrance Processing Command

**MEPS**

Military entrance processing stations

**MG**

major general

**MI**

Military Intelligence, middle initial

**mil**

military

**MJC**

military junior college

**MM**

motor mechanics

**MOBTD**

mobilization table of distribution and allowances

**MOI**

memorandum of instruction

**MOS**

military occupational specialty

**MOSC**

military occupational specialty code

**MOU**

memorandum of understanding

**MP**

military police

**MPA**

Military Personnel—Army

**MPC**

military personnel code

**MPRJ**

Military Personnel Records Jacket, U.S. Army

**MPV**

military pay voucher

**MRD**

mandatory removal date

**MSC**

Medical Service Corps

**MSG**

master sergeant

**MSO**

military service obligation

**MTDA**

modification table of distribution and allowances

**MTF**

medical treatment facility

**MTOE**

modification table of organization and equipment

**MUSARC**

Major United States Army Reserve Command

**MUTA**

Multiple Unit Training Assembly

**NA**

not applicable

**NAC**

National Agency Check

**NBPRP**

National Board for the Promotion of Rifle Practice

**NCO**

noncommissioned officer

**NCO-ER**

Noncommissioned officer evaluation report

**NCOES**

Noncommissioned Officer Education System

**NDSL**

National Direct Student Loan

**NGB**

National Guard Bureau

**NGPA**

National Guard Personnel, Army

**NGPEC**

National Guard Professional Education Center

**NGR**

National Guard regulation

**NLD**

not in line of duty

**No.**

number

**NOAA**

National Oceanic and Atmospheric Administration

**NOK**

next of kin

**NPS**

nonprior service, no prior service

**NRA**

National Rifle Association

**OADO**

office active duty obligor

**OBC**

officer basic course

**OC**

outpatient clinic

**OCAR**

Office of the Chief, Army Reserve

**OCOA**

Office of the Comptroller of the Army

**OCONUS**

outside continental United States

**OCRC**

Officer Candidate Reserve Component Course

**OCS**

Officer Candidate School

**OCSA**

Office of the Chief of Staff, U.S. Army

**ODCSOPS**

Office of the Deputy Chief of Staff for Operations and Plans

**ODCSPER**

Office of the Duty Chief of Staff for Personnel

**OER**

officer evaluation report

**OJT**

on-the-job-training

**OLB**

officer leadership board

**OLBI**

officer leadership board interview

**OMAR**

operations and maintenance, Army Reserve

**OMB**

Office of Management and Budget

**OML**

order of merit list

**OMPF**

official military personnel file

**OPMS-USAR**

Officer Personnel Management System—U.S. Army Reserve

**OPS**

operations

**OSB**

Officer Selection Battery

**OSD**

Office of the Secretary of Defense

**OSGLI**

Office of Servicemen's Group Life Insurance

**OSUT**

one station unit training

**OTJAG**

Office of the Judge Advocate General

**OTSG**

Office of the Surgeon General

**PA**

physician assistant

**PAD**

patient administration division

**PCS**

permanent change of station

**PE**

physical examination

**PEB**

Physical Evaluation Board

**PEBD**

pay entry basic date

**PEBLO**

physical evaluation board liaison officer

**PED**

promotion eligibility date

**PERSCOM**

U.S. Total Army Personnel Command

**PFC**

private first class

**PFR**

personal financial record

**PHS**

Public Health Service

**PL**

public law

**PLDC**

Primary Leadership Development Course

**PMNCO**

personnel management noncommissioned officer

**PMO**

personnel management officer

**PMOS**

primary military occupational specialty

**PMOSC**

primary military occupational specialty code

**PMS**

professor of military science

**POV**

privately owned vehicle

**PP**

proficiency pay

**PS**

prior service

**PSG**

platoon sergeant

**PTCA**

percutaneous transluminal coronary angioplasty

**PV1&2**

Private E-1 & E-2

**PW**

prisoner of war

**PZ**

primary zone

**QMC**

Quartermaster Corps

**QRP**

Qualitative Retention Program

**R&D**

research and development

**RA**

Regular Army

**RC**

Reserve components

**RC-SBP**

Reserve Component—Survivor Benefit Plan

**RCC**

Reserve Component Category

**RCCPDS**

Reserve Components Common Personnel Data System

**RCMPF**

Reserve Component Master Pay File

**RCRPL**

Reserve Components Resource Priority List

**RCS**

requirements control symbol

**RCS-CSRES**

reports control symbol; control symbol Army Reserve

**RCTB**

Reserve Components Troop Basis

**RCTI**

Reserve Component Training Institute

**RCTMF**

Reserve Component Tax Master File

**RCUMF**

Reserve Component Unit Master File

**reasg**

reassign

**RE-code**

reenlistment eligibility code

**reenl**

reenlist

**REFRAD**

release from active duty

**regt**

regiment

**reinf**

reinforcement

**RFD**

Reserve forces duty

**RMA**

readiness management assembly

**ROA**

Reserve Officers Association

**ROTC**

Reserve Officers' Training Corps

**ROTC/SMP**

Reserve Officers' Training Corps/Simultaneous Membership Program

**RPA**

Reserve Personnel Army

**RPMF**

Reserve Personnel Master File

**RRC**

United States Army Region Recruiting Command

**RST**

rescheduled training

**RSUTA**

regularly scheduled unit training assembly

**RT**

readiness training, refresher training, reinforcement training

**RTU**

Reinforcement Training Unit

**RY**

retirement year

**RYE**

retirement year ending

**S2**

intelligence officer (U.S. Army)

**S3**

operations and training officer (U.S. Army)

**S4**

supply officer (U.S. Army)

**SA**

Secretary of the Army

**SADT**

special active duty for training

**SAP**

supervisory aircraft pilot

**SBI**

Special Background Investigation

**SBP**

Survivor Benefit Plan

**SC**

surveillance-communications

**SDAP**

special duty assignment pay

**SECDEF**

Secretary of Defense

**SF**

standard form

**SFC**

sergeant first class

**SFTS**

synthetic flight training systems

**SGLI**

Servicemen's Group Life Insurance

**SGM**

sergeant major

**SGT**

sergeant

**SIDPERS**

Standard Installation/Division Personnel System

**SIDPERS-USAR**

Standard Installation/Division Personnel System United States Army Reserve

**SLRP**

Student Loan Repayment Program

**SMOS**

secondary military occupational specialty

**SMP**

simultaneous membership program

**SMSO/LNCO**

State Military Support Office/Liaison NCO

**SOF**

special operations forces

**SOJT**

supervised on-the-job training

**SOS**

statement(s) of service

**SOUTHCOM**

United States Army Southern Command

**SPC**

specialist

**SPCMCA**

special court-martial convening authority

**SPD**

separation program designator

**SQI**

special qualifications identifiers

**SQT**

skill qualification test

**SRC**

Standard requirement code

**SRIP**

Selected Reserve Incentive Program

**SS**

staff specialist

**SSC**

Senior Service College

**SSG**

staff sergeant

**SSI**

specialty skill identifier

**SSN**

social security number

**SSS**

Selective Service System

**ST**

skilled technical service

**STA**

split training assembly

**Stat**

statute

**STRAP**

Special Training Assistance Program

**svc**

service

**SZ**

secondary zone

**TAADS**

The Army Authorization Documents System

**TAG**

The Adjutant General

**TDA**

table of distribution and allowances

**TDPFO**

temporary duty pending further orders

**TDRL**

temporary disability retired list

**TDY**

temporary duty

**temp**

temporary

**TIMIG**

Time in grade

**TIS**

time in service

**TJAG**

The Judge Advocate General

**TO**

transportation officer

**TOE**

table of organization and equipment

**TPC**

training pay category

**TPU**

troop program unit

**TR**

transportation request

**TRADOC**

United States Army Training and Doctrine Command

**TRC**

Training Retirement Category

**TSG**

The Surgeon General

**TTAD**

temporary tour of active duty

**UCMJ**

Uniform Code of Military Justice

**UIC**

unit identification code

**USACE**

United States Army Corps of Engineers

**USACGSC**

United States Army Command and General Staff College

**USAREC**

United States Army Enlisted Records and Evaluation Center

**USAHPSA**

United States Army Health Professional Support Agency

**USAHSC**

United States Army Health Services Command

**USAIRR**

United States Army Investigative Records Repository

**USAIS**

United States Army Infantry School

**USAPDA**

United States Army Physical Disability Agency

**USAR**

United States Army Reserve

**USARAE**

United States Army Reserve Affairs, Europe

**USAR-AGR**

United States Army Reserve Active Guard Reserve

**USARB**

United States Army recruiting battalion

**USARC**

United States Army Reserve Command

**USAREC**

United States Army Recruiting Command

**USAREUR**

United States Army, Europe

**USARF**

United States Army Reserve Forces

**USAROTCC**

United States Army Reserve Officer Training Corps Cadet Command

**USARPAC**

United States Army Pacific Command

**USASMA**

United States Army Sergeants Major Academy

**USASOC**

United States Army Special Operations Command

**USASSC**

United States Army Soldier Support Center

**USC**

United States Code

**USCG**

U.S. Coast Guard

**USESSA**

United States Environmental Science Services Administration

**USF**

uniformed services facility

**USMA**

United States Military Academy

**USMAPS**

United States Military Academy Preparatory School

**USMEPC**

United States Military Enlistment Processing Center

**USPFO**

United States property and fiscal officer

**USPHS**

United States Public Health Service

**UTA**

unit training assemblies

**VA**

Veterans' Affairs

**VC**

Veterinary Corps

**vol**

voluntary

**WO**

warrant officer

**WOCS/WOCS-RC**

Warrant Officer Candidate School (Reserve Components)

**WOTS**

Warrant Officer Training System

**YTP**

yearly training program

**1SG**

first sergeant

**1LT**

first lieutenant

**2LT**

second lieutenant

## **Section II**

### **Terms**

(The following terms have been tailored to fit specific regulations as indicated and as such may not be completely applicable to other regulations. AR 310–25 is the official Dictionary of Army Terms.)

#### **Active Army**

*a.* The Active Army consists of (1) Regular Army soldiers on active duty; (2) Army National Guard of the United States and Army Reserve soldiers on active duty except as excluded below; (3) Army National Guard soldiers in the service of the United States pursuant to a call; and (4) all persons appointed, enlisted, or inducted into the Army without component.

*b.* Excluded are soldiers serving on (1) active duty for training (ADT); (2) Active Guard Reserve (AGR) status; (3) active duty for special work (ADSW); (4) temporary tours of active duty (TTAD) for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 673b).

#### **Active duty**

Full-time duty in the active military service of the United States. As used in this regulation, the term is applied to all Army National Guard of the United States and U.S. Army Reserve soldiers ordered to duty under Title 10, U.S. Code, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32, U.S. Code. (AR 135–18.)

#### **Active duty list (ADL)**

An order of seniority list (required by 10 USC 620) of commissioned officers on active duty in the U.S. Army other than those listed below (10 USC 641).

- a.* Reserve officers.
  - (1) On active duty for training.
  - (2) On active duty under 10 USC 175, 265, 3015, 3019, 3033, 3496, or 32 USC 708.
  - (3) On active duty under 10 USC 672(d) or 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components.
  - (4) On active duty to pursue special work.
  - (5) Ordered to active duty under 10 USC 673 b, or
  - (6) On active duty under 50 USC App 460(b)2 for the administration of the Selective Service System.
- b.* The Director of Admission, Dean, and permanent professors at the United States Military Academy. The Registrar, Dean, and permanent professors at the United States Air Force Academy.
- c.* Warrant officers
- d.* Retired officers on active duty.
- e.* Students at the Uniformed Services University of the Health Sciences. (AR 135–155)

#### **Active duty credit**

Soldiers who are credited with completing 2, 3 or 4 years of active duty when they serve to within 90 days of the 2-, 3- or 4-year periods. (AR 140–10)

#### **Active Guard Reserve (AGR)**

Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) personnel serving on active duty (AD) under Title 10, U.S. Code, section 672(d) and Army National Guard (ARNG) personnel serving on full-time National Guard duty (FTNGD) under Title 32, U.S. Code, section 502(f). These personnel are on FTNGD or AD (other than for training or AD in the Active Army) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components and are paid from National Guard Personnel, Army or Reserve Personnel, Army or Reserve Personnel Army appropriations. Exceptions are personnel ordered to AD as

- a.* General officers
- b.* United States Property and Fiscal Officers under 32 USC 708.
- c.* Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act, (50 USC App 460(b)(2)).
- d.* Members of the Reserve Forces Policy Board serving under 10 USC 175.
- e.* Members of Reserve components on active duty to pursue special work (10 USC 115(b)(1)(B)(vi) and 10 USC 641(I)(D)).

#### **Active status**

The status of an Army National Guard of the United States or U.S. Army Reserve commissioned officer, other than a

commissioned warrant officer, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

### **Active service**

Service on active duty or full time National Guard duty. (AR 135–18.)

### **Administrative board procedure**

An administrative separation action wherein the respondent will have a right to a hearing before a board of commissioned, warrant, or noncommissioned officers. It is initiated in the same manner as the Notification Procedure. (AR 135–178)

### **Administrative separation**

Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by the Department of the Army (DA) or by law. If one of the basis for separation includes a continuous unauthorized absence of 180 days or more, the consulting counsel will advise the soldier that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Veterans Administration, notwithstanding any action by a Discharge Review Board. Separation by sentence of a general or special court-martial is not an administrative separation. (AR 135–178)

### **Administrative separation board**

A board of officers, or officers and NCO's, appointed to make findings and to recommend retention in or separation from the service. The board states the reason and recommends the type of separation or discharge certificate to be furnished. (AR 135–178)

### **Applicant**

*a.* A person who applies voluntarily for reenlistment in the USAR and is found eligible. A participant in the USAR AGR Program is considered an applicant on signing a completed DA Form 3340. (AR 140–111)

*b.* A member of the RA, ARNG, ARNGUS, or USAR who applies voluntarily for order to active duty or full-time National Guard duty in the Active Guard Reserve Program. (AR 135–18.)

### **Appointed counsel for consultation**

Can be defined as either *a* or *b*.

*a.* A qualified counsel who is a commissioned officer of the Judge Advocate General's Corps who is appointed to consult with and advise, at the outset of any initiated involuntary separation proceedings, an individual being processed for separation under chapter 2, section II. This officer will advise the individual concerning the basis for his or her contemplated separation and its effect, the rights available to him or her, and the effect of any action taken in waiving such rights. The consulting counsel may advise the individual regarding the merits of the contemplated separation action when, in his or her professional judgement, such advice is appropriate. The consulting counsel should, however, inform the individual that he or she cannot represent him or her before a board of officers unless he or she is also appointed as counsel for representation. Communications between the individual and consulting counsel regarding the merits of the separation action are privileged communications between the attorney and client. (AR 135–175)

*b.* A qualified counsel who is a commissioned officer of the Judge Advocate General's Corps who is appointed to consult with and advise, at the outset of any initiated involuntary separation proceedings, and individual being processed for separation under this regulation. Nonlawyer counsel may be appointed when the soldier's place of assignment is more than 250 miles from sufficient judge advocate resources. When a nonlawyer counsel is appointed, appropriated authority will certify in a permanent record that a lawyer with these qualifications is not available and state the qualifications of the substituted nonlawyer counsel, who must be a commissioned officer in the grade of first lieutenant or higher. Such counseling may be accomplished face-to-face, by mail, or by telephone, as appropriate. This officer will advise the individual concerning the basis of the contemplated separation and its effect, the rights available to the soldier, and the effect of any action taken by the soldier in waiving such rights. The soldier will also be advised that the enlistment may be voided if he or she is being considered for separation for fraudulent entry (desertion from another military service). Consulting counsel may also advise the soldier regarding the merits of the contemplated separation when counsel believes such advice is proper. The soldier should be informed that the counsel cannot represent the soldier before an administrative board unless appointed as counsel for representation. Consulting counsel will advise the soldier that if he or she receives a discharge certificate which is less than an honorable discharge certificate, there is no automatic upgrading nor review by any Government agency. Upgrading is considered only on application to the Army Board for Correction of Military Records of the Army Discharge Review Board. Consideration by either of these boards does not guarantee upgrading of a discharge certificate that is less than an honorable discharge certificate. Communications between the soldier and consulting counsel regarding the merits of the separation action are privileged communications between the attorney and his or her client. If one of the basis for separation includes a continuous unauthorized absence of 180 days or more, the counsel

will inform the soldier that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Veterans Administration, notwithstanding any action by a Discharge Review Board. (AR 135–178)

### **Appointed counsel for representation**

Can be defined as either *a* or *b*.

*a.* A counsel appointed to represent an individual who is being processed for separation during the course of any hearing before a board of officers. This counsel will possess the qualifications in (1) or (2) below, as applicable. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual.

(1) The appointed counsel for an individual being processed for separation, which could result in issuance of a discharge under other than honorable conditions (chap 2), is a lawyer within the meaning of the Uniform Code of Military Justice, Article 27(b)(1), unless an appropriate authority certifies in the permanent record that a lawyer with these qualifications is not available and states the qualifications of the substitute nonlawyer counsel. (See fig 1–1 for an example of a statement of nonavailability and appointment of counsel.)

(2) The appointed counsel for an individual being processed for separation for cause, where only separation with an Honorable Discharge Certificate may be effected (para 2–11), should be a lawyer if one is reasonably available. This lawyer need not be qualified under Article 27(b)(1), UCMJ. If a lawyer is not reasonably available, the appointed counsel must be a commissioned officer in the grade of first lieutenant or higher. (AR 135–175)

*b.* A military counsel designated per AR 27–10, chapter 6, or a civilian counsel retained by the soldier at no expense to the Government, to represent the soldier in a hearing before an administrative separation board. Such military counsel will be a lawyer per Article 27B91), Uniform Code of Military Justice. The convening authority may designate a nonlawyer as assistant counsel. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual (AR 135–178).

### **Approved applicant**

A USAR soldier selected to attend an officer candidate course. (AR 140–50)

### **ARCOM**

A table of distribution and allowance unit commanding USAR units in a geographical area.

### **Area command**

A geographic area of command with RC functions and responsibilities. (AR 140–1)

### **Area commands**

The following are defined as area commands:

- a.* (*Rescinded.*)
- b.* United States Army, Europe (USAEUR)
- c.* United States Army Pacific Command USARPAC
- d.* United States Army Southern Command (SOUTHCOM)
- e.* United States Army Special Operations Command (USASOC)
- f.* United States Army Reserve Personnel Center (ARPERCEN)
- g.* United States Army Reserve Command (USARC)

### **Area commanders**

Commanders of area commands.

### **Area Maintenance Support Activity (AMSA)**

A USAR activity established to provide, on an area basis, technical assistance and organizational maintenance support beyond the supported units' capability to accomplish during scheduled training assemblies. (AR 140–1)

### **Armed Forces (Interservice) Championships**

Annual matches held at the interservice level. Pistol championships are held in Nashville, Tennessee, and are conducted by the National Guard. Service rifle championships are conducted at Quantico, Virginia, by the U.S. Marine Corps prior to the National Matches. International matches are conducted by the U.S. Army at Fort Benning, Georgia.

### **Army**

The Regular Army, Army of the United States Army National Guard of the United States, and the United States Army Reserve (AR 140–111).

**Army promotion list (APL)**

A promotion list of officers under consideration which includes all branches except AMEDD and CH. The AMEDD promotion list includes all its branches. These branches are MD, DC, VC, ANC, MSC, and AMSC. (AR 135–155 And AR 140–10)

**Army Reserve Command (ARCOM)**

A table of distribution and allowance unit, with a numerical designation, commanding USAR units within a geographical area.

**Basic training**

Initial entry training which provides nonprior service personnel instruction in basic skills common to all soldiers and precedes advanced individual training (AIT). (AR 135–178)

**Candidate**

An approved applicant who is actually attending an officer candidate school. (AR 140–45)

**Character of service for administrative separation**

A determination reflecting a soldier's military behavior and performance of duty during a specific period of service. The three characters are: Honorable, General (Under Honorable Conditions); and under Other Than Honorable Conditions. This service of soldiers in entry level status is normally described as uncharacterized.

**Civilian-sponsored distance**

The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders. (AR 135–200)

**Commuting distance**

The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders. (AR 135–200).

**Competition**

Any firing of arms in which scores are kept and official bulletins published or awards given. The match may or may not require entry fees.

**Contractually obligated member**

A soldier who has completed his or her statutory service obligation and is serving on a contractual obligation or a member enlisted or appointed under circumstances in which a statutory obligation was not incurred (AR 135–92)

**Contractual term of service**

The military service obligation incurred by completion of the oath of enlistment on an enlistment, of reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation which is to be served in a unit of the Selected Reserve. Example. The 3X3 enlistment option requires that 3 years be served in a unit of the Selected Reserve and the remaining 3 years be served in the Individual Ready Reserve (IRR). (AR 135–7 and AR 140–111)

**Convening authority**

Can be defined as either *a* or *b*.

*a.* The separation authority.

*b.* A commanding officer who is authorized by this regulation to process the case, except for final action, and who otherwise has the qualifications to act as a separation authority. (AR 135–178)

**Deactivate**

When a Reserve unit stands down and the soldiers are reassigned, the TDA/TOE is eliminated, and the flag/colors are permanently retired.

**Defense support industry**

Any business or corporation so determined by the Federal Emergency Management Agency (FEMA). (AR 135–133)

**Delayed Entry Program (DEP)**

A program where soldiers may enlist and who are assigned to USAR Control Group (Delayed Entry) until they enlist in the Regular Army. (AR 135–178)

## Dependent

The following definition does not apply for purposes of pay and allowance, medical care, exchange privileges, or other benefits. For the purpose of this regulation, to determine eligibility for voluntary order to active military service, dependent means

a. *A spouse.* This definition does not include a common law spouse unless the marriage has been recognized by a civil court.

b. *An unmarried natural or adopted child.* Any unmarried natural (legitimate or illegitimate) or adopted child, under 18 years of age, of an applicant. The term “natural child” includes any illegitimate child determined to be the applicant’s natural or adopted child is not a dependent if

(1) The child has been adopted by another person (final adoption court order or decree issues and effective), or

(2) Custody has been terminated by court order (final court order issued and effective) or as provided by State law.

c. *Stepchild.* A stepchild under 18 years of age living with the applicant.

d. *Another supported person.* Any other person who, in fact, depends on the applicant for over over-half of their support, (AR 134–18)

## Distinguished Designation

Award of the Distinguished Pistol Shot or Distinguished Rifleman Badge. These awards are made to individuals who have earned 30 credit points while firing a service rifle or a service pistol and service ammunition in Excellence in Competition Matches.

## Education levels

a. *High School Diploma Graduate credentials.*

(1) *High school diploma graduate (HSDG).* A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction. The diploma must be issued from the school where the individual completed all of the program requirements. The following are included in the high school diploma category:

(a) Is attending high school in the senior year, is entering the senior year, or has achieved senior status and at the time of enlistment presents the documentation that he or she has met all requirements to graduate. Documentation will be one of the following:

1. A certificate of graduation.

2. An official school transcript.

3. A statement of completion from and appropriate school official.

4. A letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.

5. A statement from and appropriate school official that the applicant is a high school graduate.

(b) Is attending high school in the senior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the first phase of initial active duty for training (IADT) within 270 days of enlistment. The applicant must submit proof of graduation (see (a) above) before entering on IADT.

(c) Is attending high school in the junior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the first phase of IADT within 280 days of enlistment. The applicant must have received a high school diploma, or submit proof of graduating (see (a) above), before entering the second phase of IADT. The bonus or SLRP addendum’s to the reenlistment contract are void where the soldier enters the second phase of IADT without proof of graduation.

(d) The applicant has lost the original diploma issued by the high school and submits proof of graduation per (a) 1 through 4 above.

(2) *High school diploma graduate via adult education diploma (ADUL).* A secondary school diploma awarded on the basis of attending and completing an adult education or external diploma program, regardless of whether the diploma was issued by a secondary or post secondary institution. Diploma must have been issued as a result of attendance and not issued solely on the basis of a test.

(3) *High school diploma graduate via college credit (HSDC).* An individual who has attended a college or university and successfully completed at least 12 semester hours or 22 quarter hours of college level credit. Credit that is earned through testing or for the pursuit of high school equivalency is not acceptance under this definition. Credits

will only be accepted from schools which are accredited by one of the following agencies (for foreign credentials, evaluated per para g below):

- (a) New England Association of Colleges and Secondary Schools.
- (b) Middle States Association of Colleges and Secondary Schools.
- (c) North Central Association of Colleges and Secondary Schools.
- (d) Northwest Association of Colleges and Secondary Schools.
- (e) Southern Association of Colleges and Secondary Schools.
- (f) Western Association of Colleges and Secondary Schools.

*b. Alternate High School credentials.*

(1) *Test Based Equivalency Diploma (GEDH)*. A diploma or certificate of General Education Development (GED) or other Test-Based High School Equivalency Diploma. This includes state-wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a High School Diploma.

(2) *Occupational Program Certificate of Attendance (VOCT)*. A certificate awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. The individual must also have completed 11 years of regular day school.

(3) *Correspondence School Diploma (CORR)*. A secondary school diploma or certificate awarded on completion of correspondence school work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or post-secondary educational institution.

(4) *Home Study Diploma (HOME)*. A secondary school diploma or certificate, typically by a parent or guardian that an individual completed their secondary education at home.

(5) *High School Certificate of Attendance (ATTN)*. An attendance-based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as the GED or CHSPE. A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma.

*c. Less than a High School Diploma, Non-High School Graduate (NHSG)*. An individual who has not graduated from high school or has not received an alternate credential listed in *b* above.

*d. High School Senior (HSSR)*. An individual who is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 356 days.

*e. Currently in High School (CIHS)*. A high school student, other than a senior, who has completed the 10th grade.

*f. Degree credentials.*

(1) *Associate Degree*. A certificate conferred on completion of a 2-year program at a junior college, university, or degree producing technical institute.

(2) *Professional Nursing Diploma*. A certificate conferred on completion of a 3-year hospital school of nursing program.

(3) *Baccalaureate Degree*. A certificate conferred on completion of a 4-year college program other than a First Professional Degree.

(4) *First Professional Degree*. A certificate conferred on completion of the academic requirement for the first degrees awarded in selected professions: Architecture, Certified Public Accountant, Chiropractic or Podiatry (D.S.C. or

POD.D), Dentistry (D.D.S. or D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathy (D.O.), Pharmacy, Veterinary Medicine, Law (L.L.B. or J.D.), and Theology (B.D.), Rabbi, or other First Professional Degree.

(5) *Master's Degree*. A certificate conferred on completion of additional academic requirements beyond the Baccalaureate or First Professional Degree but below the Doctorate level.

(6) *Post Master's Degree*. A certificate conferred on completion of additional academic requirements beyond the Master's Degree but below the Doctorate level.

(7) *Doctorate Degree*. A certificate conferred in recognition of the highest academic achievement within an academic field, excluding Honorary Degrees and First Professional Degrees.

*g. Foreign credentials.*

(1) A person completing high school or having college credits from foreign colleges or universities must have his or her documents evaluated and accredited by one of the following:

(a) A State Board of Education, a state university or recognized university or college listed in the Accredited Institutions of Post-secondary Education book published by the American Council on Education (ACE).

(b) International Education Research Foundation, P.O. BOX 66940, Los Angeles, CA 90066.

(c) World Education Services, Inc., Old Chelsea Station, P.O. Box 745, New York, NY 10011.

(d) International Consultants, Inc. (ICI), of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.

(e) Education Credentials Evaluation, Inc., (ECE), P.O. Box 17499, Milwaukee, WI 53217.

(f) Educational Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Suite 1000, Sacramento, CA 95814.

(2) The following countries, territories and nations are exempt from evaluation requirement and their education documents will be treated in the same manner as any U.S. school:

(a) Federated States of Micronesia.

(b) Republic of Marshall Islands.

(c) Commonwealth of the Northern Mariana Islands.

(d) Guam.

(e) American Samoa.

(f) Canada.

(g) Puerto Rico.

(h) Virgin Islands.

(i) Department of Defense Dependent School System.

(3) Evaluation of transcripts may require a fee to be paid by the individual.

(4) An evaluation of transcripts as outlined above for foreign transcripts, diplomas, etc., is in lieu of being listed in the Accredited Institutions of Postsecondary Education, published by the American Council of Education.

### **Enlisted Personnel Management System USAR**

A centralized personnel management system for the USAR enlisted force, beyond the MOS system, that affects all aspects of enlisted personnel management, including training, evaluation, classification, use and promotion. (AR 135-205)

### **Enlisted**

*a. ARNG*. An original or first voluntary term of military service in the ARNGUS consummated by subscription to the oath of enlistment (DD Form 4). Where eligible per applicable laws and regulations, persons authorized an enlistment are personnel without prior service or personnel without prior service in any of the other U.S. Armed Forces except the Air National Guard (ANG).

*b. USAR*. A voluntary enrollment in the USAR as an enlisted soldier. An enlistment is consummated by subscription to the prescribed oath of enlistment. The term "enlistment" includes enlistment of both nonprior service and prior service personnel with the latter category also including prior USAR personnel and personnel with prior service in any of the other U.S. Armed Forces. (AR 135-7)

### **Entry level status**

Status which begins on enlistment in the ARNG or USAR. It terminates

*a.* For soldiers ordered to IADT for one continuous period 180 days after beginning training.

*b.* For soldiers ordered to IADT for the split or alternate training option 90 days after beginning Phase II (AIT). (Soldiers completing Phase (BT or BCT) remain in entry level status until 90 days after beginning Phase II.)

*c. (Rescinded.)*

*d.* Service which is not creditable per DODPM, table 1-1-2, is excluded from the period of entry level status.

### **Entry on duty date**

The date travel officially begins (per compete orders). The official travel date is determined by the mode of

transportation authorized and actually used to comply with the reporting date shown on the order. (AR 135–200 and AR 124–210)

**Equipment concentration site**

An equipment storage area established by a MUSARC commander to support USAR units during MUTA, AT, and mobilization. (AR 140–1)

**Equivalent in hours**

Flexibility of the length of USAR school constructional assemblies for instructors and students (that is, 48 2-hour training assemblies, 24 unit training assemblies (UTA), or 12 multiple unit training assemblies (MUTA–2). (AR 140–1)

**Equivalent training (ET)**

Can be defined as either *a* or *b*.

*a.* Training, instruction, or appropriate duty for individual members of a unit which is in lieu of regular scheduled unit training (RST) or regularly scheduled unit training assemblies (RSUTA), and for which pay and/or retirement point credit is authorized. (AR 135–91)

*b.* Training in lieu of RST or RSUTA. (See RST and RSUTA below and para 3–11.) (AR 140–1)

**Excellence-in-Competition Badge**

An award presented for placing in the top 10 percent of the eligible non-distinguished competitors in an Excellence-in-Competition Match.

**Excellence-in-Competition Match**

A match in which credit toward the Distinguished designation may be earned and bronze or silver Excellence-in-Competition badges awarded. Also referred to as a “Leg” match.

**Expiration term of service (ETS)**

The scheduled date on which an individual’s statutory or contractual (whichever is later) term of military service will end.

**Extended active duty (EAD)**

Active duty performed by a member of the ARNGUS or USAR when strength accountability passes from the ARNG or USAR to the Active Army.

**Extensions**

Can be defined as either *a* or *b*.

*a.* Are not new contracts or agreements but extensions of the terms of service of the existing, or current, USAR enlistment contracts or agreements. Such extensions never extend the statutory obligation of the individual (AR 135–7 and AR140–111).

*b.* The continuation of active ARNG service with the ARNG of the same State, Territory, or Commonwealth consummated by subscription to the oath of extension. This definition may be used with the term immediate reenlistment. (AR 135–7)

**Extreme community hardship**

A situation that may, because a reservist is mobilized, have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship shall be made by the reservist and must be supported by documentation as required by the Secretary of the Army. (AR 135–133).

**Extreme personal hardship**

An adverse impact on a reservist’s dependents resulting from his or her mobilization. Any request for a determination of such hardship will be made by the reservist and must be supported by documentation as required by the Secretary of the Army. (AR 135–133)

**Full-Time National Guard Duty (FTNGD)**

Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member’s status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 to Title 32, U.S. Code, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States. (AR 135–18.)

**Full-Time Support (FTS) Program**

This program encompasses personnel assigned as a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the Army National Guard and the U.S. Army Reserve. These personnel include civilian personnel, members of the Active Army, and personnel serving on Active Guard Reserve status. The Active Guard Reserve Program is a component of the Full-Time Support Program. (AR 135–18).

**General Officer Command (GOCOM)**

A USAR TPU other than an ARCOM, commanded by a general officer. (AR 140–1)

**Immediate reenlistment**

Can be defined as either *a* or *b*.

*a.* A voluntary enrollment in the USAR as an enlisted soldier immediately on separation from service in the USAR. This term represents a concurrent action in which the separation documents are not given to the individual until the individual has been reenlisted. It differs from the term reenlistment since it implies that there will be no break in continuous USAR service. (AR 135–7 and 140–111)

*b.* This term represents concurrent action in which the separation/discharged documents are not given to the soldier until reenlistment (within 24 hours from date of separation/discharge) in the ARNG of the same or another state has been effected. When discharged documents have not been prepared, see the term “extension.” (AR 135–7)

**Inactivate**

Occurs when a Reserve unit stands down and the soldiers are reassigned, but the Colors and TDA/TOE are only temporarily retired.

**Individual Mobilization Augmentation (IMA) detachment**

A functional non-TPU that consists of at least five Army mobilization designees, providing IDT for soldiers in a nonpay status. (ARR 140–1 and AR 140–10)

**Individual Mobilization Augmentation (IMA) proponent**

Any DOD, DA, or other Federal agency whose mobilization TDA or TOE provides positions to be filled by preselected USAR soldiers. (AR 140–1)

**Individual Ready Reserve (IRR)**

Soldiers who are assigned to the following Ready Reserve USAR Control Groups: (AT), (Reinf), and (OADO). (AR 135–91, AR 135–200, AR 140–10 and AR 140–50)

**Initial entry training (IET)**

A term used to identify mandatory training each member of the U.S. Army must complete upon initial entry in the service to qualify in a military speciality or branch and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of basic training and speciality or branch qualification while serving on active duty or active duty for training. For ARNGUS and USAR soldiers it includes completion of initial active duty for training (IADT) the officer basic course (OBC), and the warrant officer basic course (WOBC).

**Involuntary separation**

Separation from commissioned or warrant status as a Reserve of the Army based on cause (i.e., substandard performance of duty, moral or professional dereliction, or for security reasons). (AR 135–175)

**Inservice personnel**

Personnel currently serving in USAR units of the Selected Reserve, or as Individual Ready Reserve or Standby Reserve soldiers. (AR 140–111).

**Installation championships**

Matches conducted at the installation level prior to the MACOM and continental U.S. Army championships.

**Instruction**

Includes teaching, assisting, preparing instruction, practicing, taking part as a student, or giving assistance either in a classroom or practical application. Also included as firing on ranges while training, but not in competition.

**Joint AT-ADT-IDT training**

AT or ADT in conjunction with, but not concurrent with, IDT by subsections or by individual members of a unit to provide for travel away from the IDT site. (See AR 140-1, para 3-15.)

**Juvenile offender**

A person judged guilty of an offense by a domestic court of the United States or its territorial possessions, or by a foreign court, without regard to whether a sentence has been imposed or suspended, or any other subsequent proceedings in the case. The law of the jurisdiction of the court will determine whether a given proceeding constitutes an adjudication of guilt. Adjudication as a juvenile offender includes adjudication as a juvenile delinquent, wayward minor, or youthful offender. (AR 135-178)

**“Leg”**

A term derived from the stand or legs upon which a trophy cup is placed. In order to take which a trophy cup is placed. In order to take permanent possession of certain trophies, the trophy had to be won more than one time, and the winner took possession of one of the “Legs.” Previous regulations required that Army competitors win Excellence-in-Competition Badges in specific matches, coined “Leg” matches, prior to being awarded a Distinguished Designation Badge. The present system is based on a credit point system. Total credit points earned in any one match constitutes a “Leg.”

**Major commands**

The following are defined as major commands:

- a. Major United States Army Reserve Commands (MUSARC).
- b. Army Reserve Commands (ARCOM).
- c. General Officer Commands (GOCOM).

**Major U.S. Army Reserve Command (MUSARC)**

Any ARCOM/GOCOM that reports directly to the U.S. Army Reserve Command or any area command for the 7th and 9th ARCOMs and USAR units falling under the Special Operations Command.

**Mandatory training requirement**

That part of the military service obligation in which assignment to a unit or Control Group (AT) is mandatory. (AR 140-10)

**Material error**

One or more errors of such a nature that in the judgement of the reviewing official (or body) caused an individual's nonselection by a promotion board. Had such error(s) been corrected at the time the individual was considered, a reasonable chance would have resulted that the individual would have been recommended for promotion. (AR 135-155)

**Members and former members**

A member of a Reserve component who holds a current status in the Army National Guard or the U.S. Army Reserve. Generally, for officers of the Army Reserve, and individual who accepted an indefinite term appointment under the provision of title 10, USC, chapter 337, and whose appointment has not been terminated, is current member. A former member is one who formerly held status in a Reserve component, but who does not hold a current status in any such component. (AR 135-180)

**Military Intelligence (MI) combat electronic warfare intelligence (CEWI) units**

Integrated tactical intelligence units at corps and below. (Pending completion of activation of CEWI units, the term also refers to existing tactical signal intelligence electronic warfare, signal security, and MI units in support of corps and lower level units.) (AR 140-1)

**Military record**

An account of a soldier's behavior while in military service, including personal conduct and performance of duty. (AR 135-178)

**Minister of Religion**

A person classified as either a duly ordained minister of religion or a regular minister of religion as follows:

- a. Duly ordained minister of religion. A person who has been ordained per the ceremonial ritual or discipline of a church, religious sect, or organization, established on the basis of the community's doctrine and practices of a religious character, to preach and teach the doctrines of such church, sect, or organization and to administer the rites and ceremonies in public worship, and whom as regular customary vocations, preaches and teaches the principles of

religion and administers the ordinances of worship as embodied in the creed or principles of such church, sect, or organization.

*b.* Regular minister of religion. A person who as a customary vocation, preaches and teaches the principles of the religion of a church, a religious sect, or an organization of which he or she is a member, without having been formally ordained as a minister of religion but who is recognized by such church, sect, or organization as a regular minister.

**Minority group**

Any group distinguished from the general population in terms of race, color, religion, gender, or national origin. (See AR 600–20 DA Pam 600–26.)

**Moral or professional dereliction**

Conduct within the control of the individual concerned, which tends to bring the individual or the Army into disrepute. (AR 135–175)

**Multiple Unit Training Assembly (MUTA)**

Two or more UTAs conducted consecutively. (AR 135–91)

**National Board for the Promotion of Rifle Practice**

A Federal advisory committee consisting of prominent representatives from the military services and civilian marksmanship community. It provides recommendations and other advice to the Secretary of the Army.

**National matches**

The National Matches (AR 920–30) are part of the Civilian Marksmanship Program (AR 920–20) and include the National Trophy Matches, the NRA National Rifle and Pistol Championships, the Small Arms Firing School, and special events and ceremonies. The National Matches are conducted annually at Camp Perry, Ohio.

**Nominee**

An ARNGUS or USAR soldier in the zone of consideration for promotion to the next higher grade. (AR 135–155)

**Non-distinguished competitor**

An individual who has not earned 30 credit points for the weapon being used in an Excellence in Competition Match.

**Nonlocatee**

An enlisted soldier who has failed to furnish an address through which personal contact is possible. (AR 135–178)

**Nonpay training status**

The status of individual members who, with their consent and when authorized by the CG, ARPERCEN, and ARCOM or GOCOM commander, OCONUS or OCONUS unit commander, take part in training or related activity, without pay, for retirement credit only. (AR 140–1)

**No previous (prior) service (NPS)**

This term is used to identify an applicant who, at the time of enlistment or appointment in the U.S. Army Reserve, has never previously served creditably in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

**Notification procedure**

The initiation of an administrative separation process in which the respondent is notified in writing of the proposed separation, the bases thereof, the results of separation, and his or her rights. This term is commonly used when the respondent does not have a right to a hearing before a board of officers. (AR 135–178)

**Nonobligated member**

Soldiers who have completed their statutory military service obligation and are serving on a contractual obligation, or were enlisted or appointed under circumstances in which a statutory obligation was not incurred. (AR 140–10)

**Obligated member**

Soldier who have not completed their statutory military service obligation. The statutory military service obligation. The statutory obligation is incurred by law on initial entry into the service. (AR 140–19)

**Obligated officer**

An officer who has an obligation incurred by operation of law or by execution of a contractual agreement to serve in a Reserve status for a specified period of time. (AR 135–175)

**Officer**

Includes commissioned officers, warrant officers (W1–W5), and commissioned warrant officers (W2–W4), unless otherwise specified.

**Office active duty obligor**

An officer appointed in the USAR from the ROTC program, or under programs monitored by TSG, the Chief of Chaplains, or TJAG, who is obliged to serve on AD or ADT and does not enter on AD at the time of the appointment. (AR 135–91, AR 135–200, and AR 140–1)

**Officer Personnel Management System—USAR**

A centralized personnel management system for units and nonunit IRR USAR officers who are not on extended AD. (AR 140–1)

**One station unit training (OSUT)**

Initial entry training in which elements of BT and AIT are provided in the same unit, under one cadre throughout the total period of training. In OSUT, elements of BT and AIT are either integrated provided simultaneously, or are nonintegrated provided in distinct BT/AIT phases. (AR 135–178)

**Organizational maintenance shops**

The structures that house functional areas used to train organizational maintenance personnel and to perform organizational level maintenance on USAR unit equipment. (AR 140–1).

**Other approved EIC matches**

EIC matches approved by the Secretary of the Army or a designee and conducted in conjunction with NRA regional or state championships.

**Overstrength**

Assigned strength which exceeds that authorized by the TOE and TDA. Assignment of a soldier as overstrength may be the result of a unit reorganization, deactivation, or relocation. It may also be as a result of an assignment error, or as an authorized exception to policy to correct an injustice. (AR 135–155)

**Permanent promotion**

A promotion in the Regular Army or in a Reserve component of the Army. (AR 135–155)

**Preponderance of evidence**

Evidence which after a consideration of all the evidence presented, points to a certain conclusion as being more credible and probable than any other consistent with two or more opposing propositions, it is insufficient. (AR 135–178)

**Previous (prior) services (PS)**

This term is used to identify a soldier who, at the time he or she is accessed to the U.S. Army Reserve by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

*Note. 1. Soldiers classified as Glossary No Previous Service, or Glossary Nonprior Service for the purpose of enlistment in a Regular or Reserve component should be identified, processed, and administered as having previous military service on enlistment in the U.S. Army Reserve. 2. USAR soldiers being assigned between elements or commands within the USAR (i.e. from the IRR to a TPU) are classified as “in-service” personnel.*

**Prior enlistment or period of service**

Service in any component of the Armed Forces which culminates in the issuance of a discharge certificate or certificate of service. (AR 135–178)

**Professional development**

A function of individual training education and experience to sustain a combat ready force. (AR 135–7).

**Promotion eligibility date (PED)**

The earliest date on which an officer who is recommended and selected may be promoted to the next higher grade. (AR 135–155)

**Promotion to fill officer position grade vacancies**

An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade. (AR 135–155).

**Readiness training**

Specialty related training for IRR soldiers, coordinated and administered by ARPERCEN. (AR 135– 200)

**Ready Reserve**

Units and individual reservists liable for active duty as outlined in 10 USC 672 and 673. (AR 135– 133)

**Reasonable commuting distance**

The longest distance a soldier can be expected to travel involuntarily between his or her residence and a site where inactive duty training (IDT) will be conducted.

*a.* For officers, warrant officers, and enlisted soldiers, it is a distance within a 50-mile radius of the IDT site. It will not exceed 1½ hours of travel time one-way by car under average traffic, weather, and road conditions.

*b.* An alternative reasonable commuting distance for enlisted soldiers can be applied when all of the conditions are met. It is a distance within a 100-mile radius of the IDT site. It will not exceed 3 hours of travel time on-way by car under average traffic, weather, and road conditions. The alternative reasonable commuting distance may be applied only when the soldier is assigned to a unit that normally conducts multiple unit training assemblies (MUTA) on 2 connective days (MUTA–4) and Government-provided meals and quarters are furnished at the training site.

**Reenlistment**

*a.* A second or subsequent voluntary enrollment in the USAR. This term differs from the term “immediate reenlistment” since it is used to identify continuing military service or reentry into the military service from civilian status as a prior service applicant. (AR 135–7 or 140–111)

*b.* Reentry into the ARNG of an individual who has had a break in ARNG service or has been discharged from one State for the purpose of joining the ARNG of another State, regardless of a break in service, or is joining the ARNG from the Air National Guard (ANG). (AR 135–7)

**Reenlistment activity**

Refers to individuals, offices, agencies, or commands, responsible for, or rendering, reenlistment administrative support to USAR enlisted personnel. (AR 140–111)

**Regularly scheduled unit training assembly (RSUTA)**

Training time treated as a UTA or MUTA for which pay and retirement point credit are authorized. (AR 140–1)

**Release from active duty**

Termination of active duty status and transfer or reversion to inactive duty status, including transfer to the IRR. Unit members of ARNGUS and USAR revert to their respective Reserve component to complete unexpired enlistment’s and/or statutory obligations. (AR 135–178 or AR 140–111)

**Reinforcement Training Unit (RTU)**

Provides training in a nonpay status. (AR 140–1)

**Required period of duty**

Period of active duty or active duty for training (ADT) that an officer is obligated to perform, either by law or by execution of a contractual agreement. (AR 135–175)

**Rescheduled training (RST)**

Training placed on the unit training schedule for subsections of the unit or for individuals at a time, date, and location other than the RSUTA. Pay and retirement point credit are authorized. (AR 140– 1.)

**Reserve Components of the Army**

The Army National Guard of the United States (ARNGUS) and the United States Army Reserve.

**Reserve of the Army**

Enlisted members of the ARNGUS and the USAR. (AR 135–178)

**Respondent**

An enlisted soldier who has been notified that action has been initiated to separate the soldier. (AR 135–178)

**Retired Pay**

Pay granted members and former members of the Reserve components under title 10, USC, section 1331, after completion of 20 or more years of qualifying service and on attaining age 60. This pay is based on the highest grade satisfactorily held at any time during an individual's entire period of service, other than in an inactive section of a Reserve component. (AR 135–180)

**ROTC cadet**

A student enrolled in the Senior Reserve Officers' Training Corps (SROTC) as a cadet under 10 USC 2104 or 10 USC 2107 (AR 135–178).

**ROTC program**

The Senior Reserve Officers' Training Corps of the Army. (AR 135–91, AR 135–178, and AR 135– 91)

**Satisfactory participation**

A level of performance where a soldier avoids incurring the condition of unsatisfactory participation as defined in AR 135–91 paras 3–1 and 3–2. (AR 135–7 or AR 135–91)

**Selected Reserve**

Can be defined as follows:

- a.* Part of the Ready Reserve of each Reserve component consisting of units and individuals who participate actively in paid training periods and serve on paid active duty for training each year. (AR 135–133)
- b.* USAR Selected Reserve units and individuals that comprise all TPUs, IMAs, and full-time AD support personnel. This term should not be confused with Selected Reserve Force(s) in JCS Pub 1. (The term Selected Reserve is included here to preclude a possible misinterpretation of the language used in 10 USC 268 which directly relates to this regulation.) (AR 140–1)
- c.* Officers, warrant officers, and enlisted soldiers who are:
  - (1) Members of the Army National Guard of the United States (ARNGUS).
  - (2) Assigned to troop program units of the USAR.
  - (3) Serving on active duty (10 USC 672d or full-time duty (32 USC 502f) in an Active Guard Reserve (AGR) status.
  - (4) Individual mobilization augmentees (IMA).

**Self-terminating orders**

Orders that direct ADT, ADSW, TTAD, or AT for a specific time. When the orders expire, a soldier is automatically released from such duty without further action. (AR 135–200 and 135–210)

**Separation**

An all inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control or personnel without a military status, death, or discharge from the Army National Guard of the United States with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the U.S. Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations. (AR 135–91 or AR 135–178)

**Separation authority**

An officer authorized to take final action on specified types of separations. (AR 135–178)

**Standby Reserve**

Units or members of the Reserve Components, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty as provided in 10 USC 672 and 10 USC 674. (AR 135–133)

**Statutorily obligated member**

A soldier who is serving by reason of law. (AR 135–91 or 135–178)

**Statutory term of service**

The military service obligation incurred on initial entry into the Armed Forces under 10 USC 651. (AR 135–7 and AR 140–111)

**Substandard performance of duty**

Performance of duty which has fallen below standards prescribed by the Secretary of the Army. (AR 135–175)

**Temporary promotion**

Promotion to a grade in which a soldier holds a temporary appointment in the AUS. (AR 135–155)

**Temporary tours of active duty**

Voluntary active duty performed for a prescribed period of time by Army National Guard and U.S. Army Reserve soldiers in support of an Active Army mission. Normally, such tours will not exceed 139 days. (AR 140–158)

**Troop program unit (TPU)**

A TOE or TDA unit of the USAR organization which serves as a unit on mobilization or one that is assigned a mobilization or one that is assigned a mobilization mission. The “unit” in this case is the largest separate unit prescribed by the TOE or TDA. (AR 135–155)

**Unit Training Assembly (UTA)**

An authorized and scheduled training assembly of a least 4 hours. This assembly is mandatory for all troop program unit members. (AR 135–91)

**Unit vacancy**

A position authorized by paragraph and line number of a TOE or TDA which is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength. (AR 135–155)

**Unsatisfactory participant**

A member of a unit or the USAR Control Group who fails to participate as outlined in AR 135–91, chapter 4, section III. (AR 135–7 or AR 135–91)

**U.S. Army Civil Preparedness Support Detachment**

A USAR unit which provides communication support to FEMA. (AR 140–1)

**U.S. Army Reserve (USAR)**

A Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individuals reservists to be ordered to active duty in the event of a national emergency. (AR 140–1 and AR 140–111).

**U.S. Army Reserve Army Flight Activity (AFA)**

A TDA activity of a MUSARC that has the same mission, responsibility, and degree of authority as an ASF, but supports fewer assets (for example, fewer than 20 aircraft assigned, and fewer than 30 aviators assigned or attached for training). (AR 140–1)

**U.S. Army Reserve Aviation Support Facility (ASF)**

A TDA activity of a MUSARC that assures the proper use and operation of USAR aviation assets. Provides aviation training and logistics support beyond the capability of supported units during training assemblies. (AR 140–1)

**U.S. Army Reserve Command (ARCOM)**

A TDA HQ of the USAR established to command a grouping of attached, nondivisional units of the USAR. (AR 140–1)

**U.S. Army Reserve Personnel Center (ARPERCEN)**

A field operating agency of the Chief, Army Reserve (CAR) which manages the professional career development of individual USAR soldiers to provide trained individual USAR soldiers for mobilization. This agency commands the IRR and Standby Reserve, and administers the USAR, AGR, and IMA programs. (AR 140–1)

**U.S. Army Small Arms Championships**

Annual rifle, pistol, and machine gun matches held at Fort Benning, Georgia.

**USAR Active Guard Reserve Management Program (USAR-AGR-MP)**

A centralized personnel management system that provides a program a career development for USAR personnel serving on active duty in an Active Guard Reserve status, not programmed against the Active Army end strength. Administered by CG, APERCEN, it provides a highly qualified corps of USAR projects ad programs. (AR 135-210 and AR 140-111)

**Warrant officers**

All USAR warrant officers not on active duty and Reserve warrant officers on active duty who are

- a.* On active duty for training.
- b.* On active duty under 10 USC 175M 265, 3015, 3019, 3033, 2496, or 32 USC 708, or
- c.* On active duty under 10 USC 672(d) or under 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components. (AR 135-155)

**Years for percentage purposes**

Denotes total qualifying service converted to years for use as a multiplier in determining pay (AR 135-180).

**Section III****Special Abbreviations and Terms**

This section contains no entries.

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