

Army Regulation 140-10

Army Reserve

Assignments, Attachments, Details, and Transfers

**Headquarters
Department of the Army
Washington, DC
15 August 2005**

UNCLASSIFIED

SUMMARY of CHANGE

AR 140-10

Assignments, Attachments, Details, and Transfers

This rapid action revision, dated 15 August 2005--

- o Removes U.S. Army Reserve troop program unit soldiers when they complete the years of service (para 7-2g(1)).
- o Suspends maximum years of service removals for troop program unit enlisted soldiers upon declaration of partial or higher levels of mobilization (para 7-2g(3)).
- o Changes all references to Office of the Chief of the Army Reserve to Deputy Chief of Staff, G-1 to reflect the new alignment of responsibilities (throughout).
- o Changes all references to chief warrant officer (2-5) to the abbreviation CW# to conform to data standardization requirements (throughout).
- o Changes all references to PERSCOM and AR PERCEN to Human Resources Command, Alexandria (HRC-A) and Human Resources Command, St. Louis (HRC-STL) (throughout).
- o Updates office symbols from DARP to AHRC and DAAR-ZA to DAPE-MP (throughout).

Change 16. This change--

- o Permits an area commander to delegate reassignment, attachment, or detail authority to a MUSARC commander (para 1-5b).
- o Permits an ARCOM or GOCOM commander to further delegate reassignment and attachment authority (para 1-5c).
- o Authorizes the use of DA Form 4187 by USAREC officials to request assignment orders (para 1-9d).
- o Requires a soldier to possess the required MOS for assignment to a TPU (para 2-6b).
- o Permits a commander to accept a soldier for assignment who is not MOS-qualified for the duty position on enrollment in a formal course of instruction (para 2-6c).
- o Expands policy governing enlisted reassignments from the IRR to TPUs by USAREC officials (para 2-6.1).
- o Prohibits ROTC scholarship cadets from SMP participation (para 2-11b).

- Tenures USARF school commandants and principal staff under tenure policy applicable to unit commanders and principle staff (para 2-18f) and rescinds faculty tenure (para 2-18.1).
- Rescinds enlisted assignments to USARF school faculty on attaining maximum years of service (para 2-18.2).
- Revises warrant officer candidate assignment policy (para 2-21.1).
- Revises MSC and AMEDD assignment policy (chap 2, sec V).
- Implements the Command Selection Program (chap 2, sec VII).
- Permits area commanders to delegate branch transfer authority to an ARCOM or GOCOM commander (para 3-2).
- Withdraws authority to change enlisted MOS (para 3-5).
- Requires a soldier be released from an attachment for nonpayment of SGLI premiums (para 3-11).
- Authorizes IRR involuntary reassignment of TPU officers who have not completed OBC, are overstrength, or are unsatisfactory participants (para 4-5.1).
- Prohibits IRR reassignment of TPU soldiers who have not completed IET (para 4-8b).
- Provides for IRR involuntary reassignment of a TPU soldier who has not become DMOS qualified within 24 months (para 4-10l).
- Explains that involuntary reassignment for unsatisfactory participation is discretionary in lieu of discharge proceedings (para 4-15a).
- Expands and clarifies policy governing IRR involuntary reassignment for failure to meet body fat standards (para 4-16);
- Authorizes IRR involuntary reassignment after review of a bar to reenlistment (para 4-17.1).
- Prohibits IRR reassignment to a TPU with an imposed bar to reenlistment (para 4-17.1).
- Authorizes IRR involuntary reassignment because of overgrade (para 4-17.2);
- Prohibits IRR reassignment to a TPU or IMA position until OBC has been completed (para 4-28p).
- Requires approval of TPU commander for assignment of a former unsatisfactory participant (para 4-28q).
- Removes prescribed ARNG policy and procedures (para 5-5).
- Removes records disposition procedures prescribed by AR 600-8-104 (para 5-7).

- o Clarifies that the mandatory removal of a COL or promotable LTC is computed from the officer's PED (para 7-2e);
- o Revises the years of service required for mandatory removal of TPU enlisted soldiers (para 7-2g).
- o Provides for removal from an active status of soldiers with 20 or more years of qualifying service for retired pay who fail to accrue 50 retirement points during a retirement year (para 7-3.1).
- o Specifies that AMEDD officers participating in the New STRAP must complete OBC within 36 months after completion of specialized training (para 7-5b).
- o Clarifies the procedures for soldiers exempted from active duty during mobilization (para 7-8f).
- o Provides an exception to removal for failure to accrue 50 retirement points in a retirement year (para 7-12a.1).
- o Authorizes the retention of certain AMEDD officers until age 68 (para 7-14.1).
- o Requires approval of Chief of Chaplains to transfer USAR chaplains to other Reserve components (para 9-2a.1).
- o Revises the convening authority for selective retention boards (para 10-2).
- o Revises and clarifies the composition of selective retention boards (para 10-6b).
- o Revises the notification and memorandums used in the selective retention process (figs 10-1 thru 10-6).
- o Rescinds appendixes B through G.
- o Identifies current area commands.
- o Makes administrative and technical corrections.

Army Reserve

Assignments, Attachments, Details, and Transfers

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



SANDRA R. RILEY
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

Summary. This regulation covers policy and procedures for assigning, attaching, removing, and transferring U.S. Army Reserve soldiers. It defines Ready Reserve Control Groups and the Selected Reserve. Detailed procedures are given for removing soldiers from an active status. It also

gives procedures for interservice transfer and selective retention of unit soldiers.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1 (DCS, G–1). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process.

This regulation contains management control provisions in accordance with AR 11–2, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA, DCS, G–1, ATTN: DAPE–ZA, 300 Army Pentagon, Washington, DC 20310–0300.

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, DCS, G–1, ATTN: DAPE–MP, 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This publication is available in electronic media only and is intended for command levels B for Active Army and A for the Army National Guard and U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation prescribes policies, responsibilities, and procedures to assign, attach, detail, remove, or transfer U.S. Army Reserve (USAR) soldiers.

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 glossary.

1–4. Policy

a. Personnel management policies will provide for equality of treatment and opportunity for all Army reservists. Policy will be established without regard to race, religion, sex, or national origin.

b. Marital status of a soldier or the employment, educational, or volunteer activities of the spouse will not be considered in the selection of a soldier for permanent change of station (PCS) or duty assignments. Exceptions are listed in (1) through (3), below. Further exceptions must be approved by the Assistant Secretary of Defense (Force Management and Personnel).

- (1) To resolve compassionate situations according to current policies.
- (2) To keep Army couples together according to current policies.
- (3) When required by law (for example, to prevent conflict of interest between soldier's duties and spouse's employment).

1–5. Responsibilities

Overall responsibilities are listed below. Specific responsibilities are given in each chapter. The provisions of this paragraph are not applicable to soldiers serving on active duty (AD) in the USAR Active Guard Reserve (AGR) program (see AR 140–30).

a. The following commanders may assign, attach, detail, or transfer soldiers under their jurisdiction unless restricted to Headquarters, Department of the Army (HQDA) approval:

- (1) Commanding General (CG), U.S. Army Recruiting Command (USAREC).
- (2) CG, U.S. Army Human Resources Command–Alexandria (HRC–A). This responsibility extends to USAR commissioned officers who are currently serving on AD as Regular Army (RA) enlisted soldiers or warrant officers (WOs) (Dual Component soldiers).
- (3) **Rescinded.**
- (4) Area commanders.
- (5) **Rescinded.**

b. Area commanders are authorized to—

- (1) Involuntarily reassign officers and WOs to the appropriate Individual Ready Reserve (IRR) control group, per paragraphs 2–3, 2–17*c* and *d*, and 2–20. This authority may not be delegated.
- (2) Reassign a troop program unit (TPU) officer, WO, or enlisted soldier to a TPU in another area command with concurrence of the gaining area command, per paragraph 2–7.
- (3) Delegate reassignment, attachment, or detail authority to a subordinate Major U.S. Army Reserve Command (MUSARC).

c. Where authority has been delegated, or otherwise provided by this regulation, MUSARC commanders may reassign or attach soldiers under their command to—

- (1) Another MUSARC within the jurisdiction of the area command and with the approval of the gaining MUSARC.
 - (1.1) Or between, commands subordinate to the MUSARC.
- (2) The appropriate IRR control group, per chapter 4.
- (3) The Retired Reserve, per chapter 6.
- (4) The Standby Reserve (Active or Inactive List), per chapter 8.

d. A MUSARC commander may further delegate authority to reassign or attach soldiers to or between commands subordinate to the U.S. Army Reserve Command (USARC) or U.S. Army Reserve General Officer Command (GOCOM). Where delegated—

- (1) A command authorized a commander in the grade of colonel may reassign or attach soldiers to or between commands subordinate to the colonel command.

(2) A command authorized a commander in the grade of lieutenant colonel may reassign or attach soldiers to or between TPUs subordinate to the lieutenant colonel command.

1-6. Orders

a. Assignment, reassignment, transfer, and attachment will be announced in written orders per AR 310-10. The order will include the paragraph and subparagraph, if applicable, of the regulation authorizing the action.

b. Enlistments and reenlistments will not be announced in written orders.

c. Orders assigning, attaching, detailing, removing, or transferring contractually or statutorily obligated commissioned officers who are Reserve Officers' Training Corps (ROTC) scholarship recipients will include the phrase "Scholarship Recipient — recoupment applies." This will be included as additional instructions per AR 310-10, orders format 450.

1-7. Appointment as cadets at U.S. military academies

a. U.S. Army Reserve soldiers who are appointed to U.S. military academies will be—

(1) Assigned to the proper holding detachment as shown in table 1-1.

(2) Dropped from USAR strength accountability using loss transaction code MH.

b. Unit commanders will send requests for reassignment and the Military Personnel Records Jacket, U.S. Army (MPRJ), to the proper orders issuing agency.

c. The orders issuing agency will—

(1) Issue reassignment orders.

(2) Send reassignment orders and the MPRJ to the proper holding detachment as shown in table 1-1.

(3) Send a copy of the reassignment order to Commander, HRC-STL, ATTN: AHRC-PR, 1 Reserve Way, St. Louis, MO 63132-5200.

d. The CG, HRC-STL will—

(1) Issue reassignment orders for IRR soldiers.

(2) Send reassignment orders, the MPRJ, and Official Military Personnel File (OMPF) to the proper holding detachment as shown in table 1-1.

(3) Upon receipt of unit reassignment orders from the orders issuing agency, attach the OMPF and send to the proper holding detachment as shown in table 1-1.

1-8. Request for orders

a. DA Form 4651 (Request for Reserve Component Assignment or Attachment) will be used to request orders for the personnel actions shown in (1) through (7), below. When used for requesting orders for contractually or statutorily obligated commissioned officers who are ROTC scholarship recipients, the phrase "Scholarship Recipient — recoupment applies," will be placed on DA Form 4651. The order issuing agency will then include the phrase as additional instructions, per AR 310-10, order format 450. The DA Form 4651 will be completed and forwarded to the proper orders issuing agency. A copy is located at www.apd.army.mil. The soldier's signature must appear on DA Form 4651 in instances of voluntary assignment, transfer, or attachment.

(1) Assignment or attachment to USAR TPUs of persons under the administrative jurisdiction of the commander, HRC-STL. Send requests to Commander, HRC-STL, 1 Reserve Way, St. Louis, MO 63132-5200. Enter the attention lines shown below in item 1 of DA Form 4651.

(a) ATTN: AHRC-OPM-O (for officers).

(b) ATTN: AHRC-EPS-A (for enlisted personnel).

(2) Transfer from USAR TPUs to HRC-STL.

(3) Transfer between USAR TPUs.

(4) Attachment between USAR TPUs.

(5) Attachment to Reserve training units and individual mobilization augmentee (IMA) detachments.

(6) Immediate reenlistment with concurrent reassignment, per AR 140-111.

(7) **Rescinded.**

b. Include the documents shown in (1) and (2), below when requesting assignment of USAR control group soldiers recently released from AD.

(1) Orders releasing the soldier from AD.

(2) DD Form 214 (Certificate of Release or Discharge from Active Duty).

c. Enlisted IRR and Standby Reserve soldiers are discharged on the date of expiration of term of service (ETS). Although the discharge is effective on ETS, orders are issued on the first day of the ETS month. To prevent a service break, reassignment processing must begin when soldiers are within 6 months of ETS. Follow procedures in AR 140-111.

d. DA Form 4187 (Personnel Action) will be used by USAREC officials to request orders for the assignment of enlisted soldiers from the IRR to a TPU. The USAREC guidance counselor will check the block marked "Has Been

Verified,” and sign and date DA Form 4187, section V, as the authorized representative. Under certain conditions (para 2–6) recruiting personnel will be required to secure the signature of the TPU commander or designated representative before the request is sent to commander, HRC–STL. The DA Form 4187 with allied documents will be utilized by commander, HRC–STL in conjunction with information on the Recruit Quota System (REQUEST) tape to prepare assignment orders.

1–9. Unit training restriction

Unit commanders will not authorize soldiers transferred from the IRR to attend training assemblies or annual training (AT) without assignment orders. The effective date of assignment or attachment will be at least 10 days after the date DA Form 4651 is submitted to the orders issuing authority. Retroactive dates of assignment or attachment to a unit are not authorized.

1–10. Reasonable commuting distance

a. A reasonable commuting distance is defined as the longest distance a USAR soldier can be expected to travel involuntarily between his or her residence and a site where inactive duty training (IDT) will be conducted.

(1) For officers, WOs, and enlisted soldiers, it is a distance within a 50–mile radius of the IDT site. It will not exceed 1 1/2 hours of travel time one–way by car under average traffic, weather, and road conditions.

(2) There is an alternative reasonable commuting distance policy that can be applied when all of the conditions can be met. The policy applies only to enlisted soldiers and provides for a reasonable commuting distance within a 100–mile radius of the IDT site. It will not exceed 3 hours of travel time one–way by car under average traffic, weather, and road conditions. In addition, the following conditions must be met:

(a) The soldiers must be assigned to units that normally conduct multiple unit training assemblies (MUTA) on 2 consecutive days (MUTA–4).

(b) Government–provided meals and quarters must be furnished at the training site.

b. Roundtrip travel from home to perform IDT at the unit to which the soldier is assigned or attached will be at the soldier’s expense. The USAR has no responsibility to provide transportation in these cases.

Table 1–1
Personnel Records disposition for appointment of cadets

Holding Detachment: Cadet Detachment, 1st Battalion 1st Inf (WIFBO1X) U.S. Military Academy West Point, NY 10096.

Academy or Preparatory School: U.S. Military Academy West Point, NY.

Holding Detachment: U.S. Military Academy Preparatory School (WIE501X), Fort Monmouth, NJ 07703.

Academy or Preparatory School: U.S. Military Academy Preparatory School Fort Monmouth, NJ.

Holding Detachment: USA Student Detachment (W30U1BX), ATTN: ATZI–SD–PSNCO, Fort Benjamin Harrison, IN 46216.

Academy or Preparatory School: U.S. Coast Guard Academy New London, CT. Naval Academy Annapolis, MD. (Also applies to Naval Academy Preparatory School, Naval Education and Training Center, Newport, RI 02841.) U.S. Air Force Academy, CO 80840. (Also applies to Air Force Academy Preparatory School, CO 80840.)

Chapter 2

Ready Reserve Assignments

Section I

The Ready Reserve

2–1. Ready Reserve

a. The Ready Reserve consists of soldiers assigned to TPUs and USAR control groups who are available for mobilization in time of war or national emergency. Within the Ready Reserve there is a Selected Reserve which consists of TPUs and individuals available for mobilization in time of war or national emergency, or order to AD on the call of the President.

(1) The composition of the Selected Reserve is outlined in paragraph 2–4*a*.

(2) The composition of the IRR control groups is outlined in paragraph 4–2.

(3) The following control groups are not within the strength accountability of the IRR:

(a) Control Group (Reserve Officers Training Corps) is under the administrative jurisdiction of the ROTC Cadet Command and is prescribed by AR 145–1.

(b) Control Group (Delayed Entry Program) (DEP) consists of personnel who have enlisted in the DEP. The control group is under the administrative jurisdiction of commander, USAREC and is prescribed by AR 601–210.

- b. Soldiers who are not enlisted, reenlisted, or appointed for a specific TPU vacancy are assigned to a control group.

2-2. U.S. Army Reserve control groups

Rescinded.

2-3. Career management of U.S. Army Reserve officers and warrant officers

a. U.S. Army Reserve officers and WOs are expected to rotate assignments between TPUs and the IRR throughout their careers.

b. The commander, HRC-STL will—

- (1) Manage the officer and WO career program.
- (2) Coordinate with MUSARC commanders in filling unit shortages.
- (3) Arrange assignments between TPUs and the IRR.
- (4) Designate a Personnel Management Officer (PMO) for each USAR officer and WO.

c. Major U.S. Army Reserve commanders will designate a point of contact (POC) for the PMO to coordinate assignments.

d. Personnel Management Officers will—

- (1) Ensure that TPUs maintain authorized strength.
- (2) Inform officers how to attain or maintain area of concentration (AOC) qualifications.
- (3) Counsel officers and WOs in their career planning and help them obtain needed training.
- (4) Review the TPU assignment of commissioned officers during their 3rd year. Recommend that MUSARC commanders transfer commissioned officers to the IRR after 4 years of TPU service. Reassignment of commissioned officers will not take place unless a replacement is on orders and acceptable to the MUSARC commander.
- (5) Counsel officers and WOs reassigned to the IRR about continuing their military education and attending counterpart training with Active Army organizations.
- (6) Furnish the MUSARC the names of several commissioned officers to consider in filling each vacancy when possible.

e. Individual Ready Reserve officers and WOs may be assigned to TPUs as shown below.

(1) Nonobligated commissioned officers in the grade of captain or above will not be assigned unless approved by the MUSARC commander.

(2) Officers in the grade of lieutenant may be mandatorily assigned without MUSARC approval.

(3) Nonobligated WOs will be assigned directly by commander, HRC-STL to fill each vacancy without the MUSARC commander's approval.

f. Any officer or WO (except Army Medical Department (AMEDD)) who refuses an HRC-STL approved assignment under this paragraph will be removed from the Ready Reserve, per paragraph 7-6b(2).

Section II

The Selected Reserve

2-4. General

a. The Selected Reserve consists of soldiers assigned to—

- (1) TPUs.
- (2) Control Group (Individual Mobilization Augmentee) under the administrative jurisdiction of commander, HRC-STL. Soldiers assigned to this control group are serving in specified duty positions as IMAs, per AR 140-145.
- (3) Control Group (Active Guard Reserve) under the administrative jurisdiction of commander, HRC-STL. Soldiers assigned to this control group are serving on AD in an AGR status, per AR 135-18 and AR 140-30.

b. *Rescinded.*

c. Officers selected as commanders and key staff officers will be the best qualified within the geographic area. Colonel and lieutenant colonel command vacancy selection process is prescribed by section VII of this chapter. Both unit and IRR officers will be considered when vacancies occur. Seniority alone is not sufficient criterion for selection. Selection will be based on the qualities or leadership required for the position. Officers must have the military education and experience needed to perform the duties of the position. Unit commanders will follow procedures in paragraph 2-10 in filling vacant officer positions.

d. Female soldiers will be assigned and utilized in USAR units in accordance with Active Army policies (see AR 600-20, AR 614-200, and DA Pam 611-21).

2-5. Mandatory assignment

The priorities established in section III of this chapter, will be followed when mandatory assignments are made.

a. Obligated soldiers except AMEDD officers not contractually obligated to TPU service may be mandatorily assigned to USAR unit vacancies provided both of the following conditions exist:

- (1) They have a mandatory training requirement.
 - (2) They live within reasonable commuting distance of the USAR center, per paragraph 1–10.
- b. Mandatory assignment across Army area boundaries is not authorized.

2–6. Voluntary assignment

- a. A soldier may request assignment to a USAR unit by doing one of the following:
- (1) Applying personally to the unit of choice.
 - (2) Sending a written request for assignment orders by following the procedures described in paragraph 1–8a(1).
 - (3) Contacting a recruiter at the local U.S. Army recruiting office (telephone number and addresses are listed under U.S. Government in the local telephone directory).
 - (4) Accepting an assignment on release from AD (Active Army or USAR AGR status) via the Reserve Component Transition or Reenlistment noncommissioned officer (NCO) located at most active military installations.
- b. A soldier may be assigned to a USAR unit provided—
- (1) He or she is otherwise qualified under this paragraph. In addition, if the soldier is assigned to the IRR, he or she must be eligible for reassignment to a TPU or IMA position, per tables 4–1 and 4–2.
 - (2) There is a position vacancy in the unit. Positions are displayed on the USAR REQUEST.
 - (3) The applicant is—
 - a. An officer or WO, is AOC/military occupational specialty (MOS) qualified, and holds a grade equal or below the grade of the unit vacancy. Exceptions to this are specified in paragraphs 2–22 and 2–23 and sections V and VI of this chapter.
 - b. An enlisted soldier who holds a grade equal to, or no more than one grade below that of the unit position vacancy, except for a skill level 1 soldier assigned to a skill level 1 position, or under the provisions of (c), below. In addition, the soldier must possess the required MOS or one within allowable substitution rules (DA Pam 611–21), except as provided in para c, below.
 - c. Enrolled in the Drill Corporal Program. In this case the soldier may hold a rank equal to, or no more than 2 grades below that of the unit position vacancy.
 - (4) There is a reasonable assurance the soldier will attend drills regularly and be a satisfactory participant. The soldier’s geographic location, commuting requirements, employment situation, personal and educational plans, and previous relocations will be carefully considered.
 - (5) The body fat standards of AR 600–9 and the medical fitness standards for retention in an active status, per AR 40–501, chapter 3, are met. The soldier must be physically able to perform the duties of the position.
 - (6) The maximum years of service (MYOS) by pay grade, prescribed in paragraph 7–2g, are not exceeded.
- c. A unit commander may accept an enlisted soldier for unit assignment who is not MOS qualified for the duty position with the understanding the soldier must enroll within 12 months following assignment and satisfactorily participate in an approved formal course of instruction leading to the award of the MOS within 24 months of assignment.
- (1) MUSARC commanders may revise the completion dates in specialties requiring lengthy training.
 - (2) The TPU commander will monitor the soldier’s progress toward becoming qualified in the duty military occupational speciality (DMOS). Prior to the second anniversary of unit assignment the commander will interview each soldier who is not DMOS qualified.
 - a. When a cogent reason exists, a MUSARC commander may establish a revised completion date. The TPU commander will continue monitoring the soldier’s progress until award of the MOS or the soldier fails to complete the training.
 - b. When no cogent reason exists, or the soldier fails the course of instruction, the commander will reassign the soldier to a duty position for which qualified or seek the approval of a commander specified in paragraph 1–5 to reassign the soldier to the appropriate control group of the IRR.
 - d. Requests for unit assignment orders will be submitted according to the procedures described in paragraph 1–8.

2–6.1. Enlisted reassignments from the Individual Ready Reserve to a troop program unit by U.S. Army Recruiting Command officials

- a. An enlisted soldier assigned to the IRR may be processed for reassignment to a valid TPU position vacancy displayed on the USAR REQUEST by USAREC officials provided the soldier meets the requirements of paragraph 2–6b or as otherwise excepted under this paragraph.
- b. A soldier may be reassigned to a TPU without the TPU commander’s approval and signature on the DA Form 4187 under all of the following conditions. The soldier—
- (1) Is MOS qualified and holds the grade specified by paragraph 2–6b(3) or, if not MOS qualified, is being processed for a position vacancy coded “WILL TRAIN” on REQUEST. However, the soldier must agree in writing to enroll in the appropriate school within 12 months from the date of assignment and satisfactorily participate in an approved formal course of instruction leading to the award of the MOS within 24 months from the date of assignment.

- (2) Was not previously declared an unsatisfactory participant per AR 135–91.
- (3) Resides within a reasonable commuting distance as defined in paragraph 1–10.
- c. A soldier may be reassigned to a TPU only with the TPU commander’s, or designated representative’s, approval and signature on the DA Form 4187 under any of the following conditions. The soldier—
 - (1) Is not MOS qualified and is not being processed for a position vacancy coded “WILL TRAIN” on USAR REQUEST. If accepted for assignment, the soldier must agree in writing to enroll in the appropriate school within 12 months from the date of assignment and satisfactorily participate in an approved formal course of instruction leading to the award of the MOS within 24 months of the date of assignment.
 - (2) Was previously declared an unsatisfactory participant (see table 4–1, rule 12).
 - (3) Resides outside of a reasonable commuting distance as defined in paragraph 1–10.
- d. The recruiting official will escort the soldier to his or her initial scheduled training assembly of the TPU to which reassigned.

2–7. Voluntary and involuntary reassignment between troop program units

- a. The reassignment (voluntary or involuntary) of a TPU soldier to another TPU may be accomplished by the authorities cited in paragraph 1–5. This is when it is in the best interest of the USAR and the soldier and provided there is an authorized position vacancy for which the soldier qualifies. The voluntary reassignment of a soldier to another TPU with an authorized position vacancy may be approved where the soldier agrees to participate satisfactorily in the training program of the gaining TPU.
- b. Authority to voluntarily or involuntarily reassign soldiers between TPUs may be delegated to commands subordinate to an area command, per paragraphs 1–5*b*, *c*, and *d*.
 - (1) Area commands will implement a MUSARC Transfer Agent (MTA) Program to coordinate officer and enlisted TPU assignments within and between area commands. MTAs will use the REQUEST Vacancy System (RVS) to identify and reserve vacancies for departing TPU soldiers.
 - (2) **Rescinded.**
 - (a) **Rescinded.**
 - (b) **Rescinded.**
 - (3) A soldier on a recommended promotion list (AR 140–158) will not be denied assignment to a unit vacancy for which he or she is qualified and has accepted promotion and assignment to that vacancy.
- c. Soldiers involuntarily reassigned between TPUs must reside within reasonable commuting distance of the TPU to which reassigned, per paragraph 1–10.

2–8. USAR technician assignments

- a. USAR technicians are normally assigned to the unit they service. If more than one unit is serviced, they will be assigned to the unit in which there is an authorized position. When they cannot be assigned to the unit serviced, they will be assigned to the appropriate USAR control group unless they accept some other assignment.
- b. USAR technicians who refuse assignment to the unit they service will lose their technician job and be—
 - (1) Removed from active status as prescribed in paragraph 7–6*b*, if nonobligated.
 - (2) Assigned to the proper USAR control group, if obligated.

2–9. Assignment of officers to TPU position vacancies

- a. The procedures in *b*, below apply in filling vacant (or projected) officer TPU positions. Action will be taken not later than 30 days after the vacancy occurs.
- b. TPU commanders will—
 - (1) Assign a qualified officer of the authorized grade from known local assets, or
 - (2) Assign a lower grade officer who has been selected for mandatory promotion to the authorized grade of the position, or
 - (3) Complete a request for unit vacancy fill in accordance with paragraph 2–10.

2–10. Request for unit vacancy fill

The DA Form 4935 is available at www.apd.army.mil.

- a. Unit commanders will complete section I of DA Form 4935 and send it to the MUSARC. The form may also be sent to adjoining MUSARC commanders.
- b. MUSARC commanders will take the following actions:
 - (1) Assigned MUSARC commanders will send the DA Form 4935 to Commander, HRC–STL, ATTN: AHRC–OPM–O, 1 Reserve Way, St. Louis, MO 63132–5200.
 - (2) When the DA Form 4935 is sent to adjoining MUSARC commanders, they will—
 - (a) Complete section II and list the names of eligible officers.
 - (b) Return the form to the unit commander through the assigned MUSARC commander.

- c. The commander, HRC-STL will take the following actions within 30 days of receipt of the DA Form 4935:
- (1) Complete section II.
 - (2) Furnish the requesting TPU commander the names of three eligible IRR officers of the proper grade in the geographic area. Include an officer record brief, if available, for each nominee.
 - (3) Send the DA Form 4935 through the assigned MUSARC commander to the unit commander.
- d. The unit commander will take the following actions within 30 days of receipt of commander, HRC-STL and MUSARC nominations:
- (1) Select an officer to fill the position.
 - (2) Complete section III of DA Form 4935 and send it to the assigned MUSARC except as shown in e, below. The MUSARC commander will—
 - (a) Send the form to Commander, HRC-STL, ATTN: AHRC-OPM-O, 1 Reserve Way, St. Louis, MO 63132-5200.
 - (b) Inform other nominating MUSARC commanders of the selection.
 - e. The procedures in (1) through (4), below will be followed when IRR nominees are not selected for TPU position vacancies.
 - (1) The TPU commander will justify reasons in section III of DA Form 4935 for not selecting IRR nominees. The form will be sent through channels to the assigned MUSARC commander for approval. Intermediate commanders may direct assignment.
 - (2) The MUSARC commander will—
 - (a) Send the DA Form 4935 to Commander, HRC-STL, ATTN: AHRC-OPM-O, 1 Reserve Way, St. Louis, MO 63132-5200, if nonselection of the IRR nominee is upheld; or
 - (b) Return the DA Form 4935 to the TPU commander directing assignment of an IRR nominee.
 - (3) The commander, HRC-STL will complete section IV of DA Form 4935 within 15 days after the nonselection is received from the MUSARC. The commander, HRC-STL may send the form to the appropriate area commander for review of the nonselection.
 - (4) Area commanders will make the final decision when IRR nominees are not selected. They will complete section V of DA Form 4935 and—
 - (a) Furnish copies of the form to all parties if they agree with the IRR nonselection.
 - (b) Return the form to the MUSARC commander for reconsideration if they do not agree with the nonselection.

2-11. Simultaneous Membership Program

- a. The ROTC/Simultaneous Membership Program (SMP) is a voluntary officer training program. Cadets enrolled in the ROTC advanced course program are assigned to USAR control group (ROTC). To participate in the SMP they must be accepted for a unit assignment. They are then transferred from USAR control group (ROTC) to the unit vacancy. For more guidance, consult AR 601-210, chapter 10.
- b. *Rescinded.*
- b.0. Reserve Officer Training Corps cadets who have received and accepted ROTC scholarships, other than Reserve Forces Duty (RFD) scholarships, are not allowed to participate in the USAR ROTC/SMP. The SMP participants who receive and accept a non-RFD ROTC scholarship will be transferred to the control group (ROTC).
- b.1. The SMP participants who are selected for the Department of the Army Scientific and Engineering (DASE) ROTC Cooperative Program will be released from the SMP and transferred to USAR control group (ROTC).
- c. Officer trainees will be dropped from SMP if they are disenrolled or fail to complete the ROTC advanced course. They will be retained in the TPU in their enlisted status until their military service obligation is completed.
- d. Simultaneous Membership Program soldiers who are simultaneously commissioned and selected for AD may be retained in their unit pending entry on AD. However, retention is restricted to the same unit in which they served while in an enlisted status.

Section III Unit Assignment Priorities

2-12. Commissioned officer and warrant officer priorities

- a. Voluntary or mandatory assignment of commissioned officers to units will be in the order of the priorities listed below. The priorities will be applied first to officers having 12 months or less of AD or Active Duty for Training (ADT). Secondly, the priorities will be applied to officers having more than 12 months of AD or ADT.
- (1) Match of grade and AOC.
 - (2) Match of AOC: substitute one grade lower.
 - (3) Match of grade: substitute AOC.
 - (4) Assignment based against a skill code additional skill identifier (ASI).
- b. Voluntary or mandatory assignment of WOs to units will be in the order of priorities listed in (1) through (6), below.

(1) Has rank group match and the primary MOS (PMOS) or a proponent certified additional MOS (AMOS) match of the duty position.

(2) Is one rank group higher and has the PMOS or a proponent certified AMOS match of the duty position.

(3) Is one rank group lower and has the PMOS or a proponent certified AMOS match of the duty position. In addition, the WO is on a promotion list and has been certified by the proponent school to serve in a higher rank group. Assignment will require the written approval of the MUSARC.

(4) Has rank group match and the same AOC as the duty position. Assignment will require the written approval of the MUSARC.

(5) Is one rank group higher than the duty position and has the same AOC as the duty position. Assignment will require the written approval of the MUSARC.

(6) Is one rank group lower than the duty position and has the same AOC as the duty position. In addition, the WO is on a promotion list and has been certified by the proponent school to serve in a higher rank group. Assignment will require the written approval of the MUSARC.

c. Where a WO cannot meet the priorities in *b*(1) through (6), above, a request may be sent to HQDA, DCS, G-1, ATTN: DAPE-MP, 300 Army Pentagon, Washington, DC 20310-0300

2-13. Enlisted priorities

a. Enlisted personnel will be enlisted or assigned in the order of priorities shown in (1) through (5), below. The priorities apply to both voluntary and mandatory assignments.

(1) *Priority 1.* Reenlistment to fill their own vacancies.

(2) *Priority 2.* USAR unit soldiers applying for transfer from another locality.

(3) *Priority 3.* USAR unit soldiers who were relieved from assignment because their unit was reorganized, inactivated, or relocated.

(4) *Priority 4.* Prior or nonprior service individuals.

(5) *Priority 5.* IRR soldiers.

b. Area commanders may grant exceptions to priorities in *a*(2) through (5), above when warranted. Examples are applicants with prior Regular or Reserve Component service or civilian experience in the required MOS.

2-14. Denied assignments

Soldiers denied USAR unit assignments are entitled to information about other units near their home. This should be provided by the official who denied the assignment, or they should be advised to contact the local U.S. Army recruiter.

Section IV

Unit Assignment Policies

2-15. Assignment limitations

a. Soldiers will not be involuntarily assigned or attached to any USAR unit in a nonpay status.

b. Soldiers assigned as military police criminal investigators and laboratory technicians must be eligible for accreditation per AR 195-3.

c. Former Peace Corps members will not be assigned duties in the military intelligence field which would preclude their use during a mobilization.

d. Female soldiers may serve in any officer or enlisted specialty except those closed to women per DA Pam 611-21. The Direct Combat Probability Coding policy determines where women may serve. Women may not serve in specialties, positions, or units (battalion size or smaller) which are assigned a routine mission to engage in direct combat mission.

e. **Rescinded.**

f. Soldiers who temporarily change their address will not be reassigned if—

(1) The change is for less than 6 months and they agree to perform equivalent training. Constructive attendance may be awarded, per AR 140-1 when equivalent training is completed.

(2) The change is for 6 months or more and the soldier—

(a) Can attend regularly scheduled drills of the assigned unit.

(b) Is an enlisted soldier subject to the provisions of AR 135-91.

(c) Is assigned to an IMA agency listed in AR 140-145.

(d) Is delayed from entry on the initial tour of AD or ADT.

(e) Is attending a service school resident course.

g. **Rescinded.**

h. Unit soldiers will be transferred to control group (AGR) when they are ordered to AD in an AGR status.

2-15.1. Branch qualification on assumption of command

Lieutenant colonels and colonels must be qualified in the basic branch of the unit prior to assuming command (see para 2-34). Qualified is defined as having completed the appropriate branch officer advanced course or having been designated the applicable AOC based on experience in previous branch assignments.

2-16. Officer personnel assignments

a. Officers assigned to USAR Control Group (Office Active Duty Obligor) (OADO) may apply for assignment to TPUs of the Army National Guard of the United States (ARNGUS) and USAR. Send applications (DA Form 4651) to Commander, HRC-STL, ATTN: AHRC-OPM-O, 1 Reserve Way, St. Louis, MO 63132-5200, for approval. Include the statements listed in (1) and (2) below. This paragraph does not apply to participants in the Health Professions Scholarship Program or ROTC Advanced Scholarship Program.

(1) A statement from the Army National Guard (ARNG) or USAR unit commander that—

(*a*) There is a unit vacancy in a specified branch and AOC.

(*b*) The applicant is acceptable for assignment to the unit.

(*c*) The commander understands that the applicant will not be a deployable unit asset until ADT is completed.

(*d*) The commander agrees to release the officer for order to AD in the Active Army if selected by the Human Resources Command, Alexandria (HRC-A) and Human Resources Command, St. Louis (HRC-STL).

(2) A statement of understanding (signed by the applicant) that—

(*a*) If assigned to an ARNG or USAR unit, that service will not be credited toward fulfillment of any AD or ADT obligation.

(*b*) If the unit to which a soldier is assigned is mobilized or otherwise ordered to AD, delay will be automatically terminated; the soldier will be ordered to AD with the unit.

(*c*) Delay must be renewed annually in accordance with instructions furnished by commander, HRC-STL (AHRC-OPM-O).

(3) Approved applicants will be—

(*a*) Placed by HRC-STL in the branch called for by the unit vacancy. Applicants who are later selected for Active Army service will be considered for branch transfer by Human Resources Command, Alexandria (HRC-A) and HRC-STL.

(*b*) Required to renew their delay annually in accordance with instructions furnished by commander, HRC-STL.

b. Officers employed as USAR maintenance technicians will be assigned only to vacancies in the supply or maintenance AOC fields.

c. First lieutenants who have declined promotion may be promoted to captain at the end of the declination per AR 135-155. They may be retained in the unit after promotion as shown in (1) and (2) below.

(1) All other captain positions in the unit are occupied, and

(2) Qualified lieutenants are not available. Captains retained in lieutenant positions will be relieved from unit assignment when a qualified lieutenant becomes available.

d. Area commanders may coordinate with the commander, HRC-STL, to attach officers from distant localities to units unable to obtain officers locally. When possible, the unit of attachment should be in the same branch as the parent unit. Attachment may be to any unit that allows the officer to perform a training mission that enhances mobilization readiness. These officers will be attached for administration and training to other units in the vicinity of their homes. They will attend AT as noted in (1) and (2) below. The attachment will end when an officer who can regularly participate in the scheduled training of the unit becomes available locally.

(1) Attend AT with the unit of assignment.

(2) Attend AT with the unit of attachment when authorized by the area commander of the assigned unit.

e. Reserve Officer Training Corps scholarship recipients designated for Reserve Forces Duty will be mandatorily assigned to TPUs (see para 2-5 for mandatory unit assignments). If there are no units available for assignment, assignment to the IRR will require the approval of the appropriate area command.

2-17. Branch/functional area — commissioned officers only

a. Unit commanders will not assign tasks that require branch/functional area qualifications or expertise to officers of other branches/functional areas if it would endanger life, property, or health.

b. All AOCs in the branch/functional area will be considered when officers are assigned. When assignment in the AOC is not possible, assignment in a related AOC may be made if it is compatible with the position vacancy. The contemplated assignment in a related AOC must be related to the officer's prior AOC training.

c. Obligated officers may be mandatorily assigned to branch/functional area positions other than their own as shown in paragraph 2-12. Officers so assigned will be encouraged to become branch/functional area qualified. They will be reassigned to the proper USAR control group when an officer qualified in the position branch/functional area becomes available unless—

(1) The incumbent is satisfactorily pursuing military educational courses to qualify in the branch/functional area required for the position.

(2) The incumbent volunteers to remain in the unit in an attached status until a vacancy occurs or until mandatorily reassigned.

d. Nonobligated officers may be assigned to positions without regard to branch/functional area. They must become branch/functional area qualified and awarded an AOC within 3 years of assignment. Officers occupying aviation positions must also become skill qualified in the authorized AOC of the position (see para 2–22). Area commanders may—

(1) At any time during the 3 years, remove officers who are not making sufficient progress toward branch/functional area qualifications.

(2) Extend the 3–year period to 4 years for officers who are unable to qualify for the branch/functional area through no fault of their own.

2–18. Command tenure

a. Officers may be assigned to a command or principal staff position in the same or similar units for periods of no more than 3 years unless extension of that period is approved as indicated in *d*, below. They may be reassigned or relieved earlier for other reasons.

b. Principal staff positions are shown below. Other positions on the commander’s staff are also included if they are equal to the listed positions.

(1) Deputy Chief of Staff, G–1 (DCS, G–1).

(2) Deputy Commander.

(3) Executive Officer.

(4) Assistant Chief of Staff for—

(*a*) Personnel (G1).

(*b*) Intelligence (G2).

(*c*) Operations (G3).

(*d*) Logistics (G4).

(5) Adjutant (U.S. Army) (S1).

(6) Intelligence Officer (U.S. Army) (S2).

(7) Operations and Training Officer (U.S. Army) (S3).

(8) Supply Officer (U.S. Army) (S4).

(9) Chief Nurse of medical units.

c. Special and personal staff positions are exempt from the 3–year limitation except for Judge Advocate General’s Corps (JAGC) positions shown in paragraph 2–30.

d. Extension of maximum tenure should be granted only in the best interest of the USAR. The decision to extend will be based on the judgment of the commanders listed in (1) and (2), below.

(1) Area commanders may extend command and principal staff positions for 1 year. This authority may be delegated to subordinate commanders.

(2) Area commanders may approve an additional 1 year extension after verifying with HRC–St. Louis that a replacement is not available.

e. The following assignments are not extensions and may be approved by the unit commander:

(1) Cross assignment within their staff (DCS, G–1 to DCS, G–3/5/7, and so forth) for one later tour.

(2) Reassignment from assistant command or principal staff positions to chief of staff or executive officer positions at the same or higher grade. These reassignments are examples of proper career progression.

f. Commandants and principal staff of U.S. Army Reserve Forces (USARF) schools are tenured the same as *a*, above. In addition, MUSARC commanders and USARF school commandants have the responsibility to periodically rotate staff and faculty members between the USARF school and other TPUs and/or IMA positions in coordination with HRC–St. Louis to assist in the professional development of these soldiers.

2–18.1. USARF school staff and faculty tenure

a. Rescinded

(1) *Rescinded.*

(2) *Rescinded.*

(3) *Rescinded.*

b. Rescinded.

(1) *Rescinded.*

(2) *Rescinded.*

(*a*) *Rescinded.*

- (b) *Rescinded.*
- (c) *Rescinded.*
- (d) *Rescinded.*
- (3) *Rescinded.*
- (4) *Rescinded.*
- c. *Rescinded.*
- (1) *Rescinded.*
- (2) *Rescinded.*
- (3) *Rescinded.*
- d. *Rescinded.*
- e. *Rescinded.*

2–18.2. Enlisted assignment to a USARF school when attaining maximum years of service

- a. *Rescinded.*
- b. *Rescinded.*
- c. *Rescinded.*
- (1) *Rescinded.*
- (2) *Rescinded.*
- (3) *Rescinded.*
- (4) *Rescinded.*
- d. *Rescinded.*

2–19. Voluntary reassignment from a TPU to an IRR control group

Rescinded.

2–19.1. Involuntary relief from drill sergeant duty

a. Training division commanders may relieve a soldier from drill sergeant duty and withdraw SQI “X” for any of the reasons listed in (1) through (3) below, provided individual counseling has not been successful. This authority may be delegated to the division adjutant general (AG) but no lower.

(1) Failure to maintain high standards of military appearance, military courtesy, bearing, conduct, and professionalism.

(2) Failure to maintain a satisfactory level of physical fitness and the proper body fat standard (AR 600–9).

(3) For a major infraction of training policies or serious violation of the Uniform Code of Military Justice (UCMJ).

b. A recommendation to relieve a soldier from drill sergeant duty and withdraw SQI “X” based on the reasons listed in a, above may be initiated by any commander in the soldier’s chain of command. The recommendation with full particulars will be sent through channels to the training division commander (or AG if the authority has been delegated) for final determination.

c. If relief from drill sergeant duty is approved, the following actions will be taken:

(1) SQI “X” will be withdrawn.

(2) The soldier will be reassigned to another duty position, if available, based on grade, MOS (PMOS, SMOS, or AMOS), and physical qualifications. Reassignment may be in the same or another unit provided it is within reasonable commuting distance (para 1–10) of the soldier’s residence, unless the soldier voluntarily agrees to reassignment at a further distance.

(3) Where no position is currently available, the soldier may be carried in an overstrength status for a period of up to 1 year. During the period in overstrength, the soldier is eligible and has priority for assignment to a duty position if one becomes available. This is provided the duty position is commensurate with his or her grade, MOS (PMOS, SMOS, or AMOS), and physical qualifications. The soldier may also be retrained and reclassified to fill an available duty position. If, after 1 year, the soldier is still in an overstrength status, he or she will be reassigned to the appropriate USAR control group (para 4–2).

(4) Where no position is available and the soldier is not retained in an overstrength status, he or she will be reassigned to the appropriate USAR control group (para 4–2).

d. Relief from drill sergeant duty under this paragraph is considered as involuntary including reassignment to a USAR control group.

2–20. Involuntary release of officers

a. Officers may be involuntarily released from an assignment when—

(1) Their degree of efficiency and manner of performance require such action, and

(2) Involuntary separation action prescribed in AR 135–175 is not appropriate.

(3) Mandatory promotion action as prescribed in AR 135–155, paragraph 4–8a is appropriate.

b. A relief for cause report is required to support involuntary reassignment (see AR 623–105, para 5–18 for preparation of a relief for cause Officer Evaluation Report (OER)).

c. Unit commanders will—

(1) Recommend involuntary reassignment to the proper USAR control group or another unit within the area command jurisdiction.

(2) Notify the officer in writing. The notice will state specific reasons for recommending involuntary reassignment and include the following information:

(a) The right to appeal involuntary reassignment to the area commander.

(b) The opportunity to comment or rebut the recommendation.

(c) The option to either request in writing or decline to request voluntary reassignment.

(3) Ensure that a relief for cause OER is prepared.

(4) Send the recommendation to the USARC or GOCOM commander. Evidence that the soldier was informed of his or her right to appeal an involuntary release will be included.

d. The USARC or GOCOM commander will—

(1) Add his or her recommendations and send the case to the area commander except as shown in (2), below. Submission of an appeal by the officer will not delay reassignment action.

(2) Return the case to the unit commander without further action when an officer's appeal of involuntary release is supported.

e. If the case is sent to the area commander, they will approve or disapprove involuntary reassignment. Final action will not be taken until the relief for cause OER is received.

2–21. Enlisted personnel assignments

a. Enlisted soldiers enrolled in the Advanced ROTC Scholarship Program are not authorized assignment or attachment to USAR units except under the provisions of the ROTC (SMP) prescribed by AR 601–210, chapter 10.

b. Soldiers who enlisted without prior service and have less than 24 months' AD credit will be assigned according to AR 135–91.

c. Area commanders may authorize unit assignments that exceed tables of organization and equipment (TOE) or tables of distribution and allowances (TDA) grade authorizations subject to the following:

(1) The soldier is obligated, has 2 years or more of AD credit, holds the grade of corporal (CPL), specialist (SPC), or higher, and volunteers for assignment.

(2) Total unit authorized enlisted strength will not be exceeded.

(3) The soldier will not be reduced in grade or placed in a position degrading to his or her current grade.

(4) The soldier will be assigned against an appropriate vacancy within 24 months.

d. Enlisted soldiers may be retained in airborne units and assigned to position vacancies not requiring airborne training. Retention is authorized provided—

(1) They were enlisted for airborne units and volunteered to undergo airborne training.

(2) They cannot begin training or complete training for reasons beyond their control.

e. Assigning enlisted soldiers in their Primary Military Occupational Specialty (PMOS) provides additional training and increases their PMOS skill. When assignment in any of their MOS skills is not possible, they may be assigned in a secondary or related MOS. Assignment in a secondary or related MOS must be—

(1) Compatible with the position vacancy, and

(2) Related to the PMOS training received while on AD.

f. **Rescinded.**

2–21.1. Warrant officer candidate assignments

a. A soldier electing entry into WO training, upon acceptance as a warrant officer candidate (WOC), will be removed from his or her current enlisted position and reassigned as specified in this paragraph.

(1) If a WO vacancy exists in the unit, the WOC will be assigned to that vacancy and upon graduation from Warrant Officer Candidate School (WOCS) and appointment as a WO1, will remain assigned to the WO position. While serving as a WOC, the candidate is not eligible for enlisted promotion consideration under AR 140–158, chapter 3.

(a) **Rescinded.**

(b) **Rescinded.**

(c) **Rescinded.**

(2) If no WO vacancy is available within reasonable commuting distance (see para 1–10), the WOC may be allowed to remain assigned to his or her current TPU in an excess status until WO training is completed.

(3) A WOC who elected the option for appointment as a WO and assignment to the IRR or an IMA position, will be assigned to the appropriate USAR control group on appointment as a WO.

b. The WOC assignment or reassignment procedures are as follows—

- (1) U.S. Army Recruiting Command will assign a new WOC against the appropriate position using the REQUEST following board selection, and the gaining unit will report the WOC as assigned on the Unit Manning Report (UMR).
- (2) The losing unit will reassign the WOC to the gaining unit as requested by USAREC.
- c. Commander, HRC-STL (AHRC-EPO-WO) will be notified of any change in the WOC's status.

2-22. Army aviator position assignments

- a. Commissioned and WO aviators may be assigned as shown below and later placed on flying status orders.
 - (1) To unit positions requiring aviators.
 - (2) To nonaviator unit positions for branch material purposes.
 - (3) When officers of the proper grade are not available, qualified aviators may be assigned as shown in(a) and (b), below. The limitations of AR 600-105 apply. When an aviator of the suitable grade becomes available, the incumbent will be removed from the position. Units alerted for AD will send the names of aviators assigned under this authority to Human Resources Command, Alexandria (HRC-A) and Human Resources Command, St. Louis (HRC-STL). Headquarters, Department of the Army will determine whether to retain or remove the aviator from the position.
 - (a) Captains and below may be assigned to captain and WO aviator positions.
 - (b) Warrant officers may be assigned to aviator positions for captain and below if all other aviation WO positions are filled. An increase in TOE WO space ceilings is not authorized to accommodate assignment under this authority.
 - (4) Aviators must become qualified in the type, model, and series of aircraft assigned to the unit. Aviators who do not become qualified within 1 year of the date assigned will be removed from flight status and the position.
 - b. Non-aviation rated officers will not be assigned to aviator positions unless they have been approved for entry or are undergoing flight training.
 - c. Officers of Medical Service Corps (MSC) branch are the only aviators authorized assignment to AOC 67J positions. An exception may be authorized for officers expected to qualify for appointment to MSC Branch.
 - d. *Rescinded.*

2-23. Chaplain position assignments

- a. The assignment limitations for chaplains are prescribed in AR 165-1, chapter 8.
- b. Colonels and below may be assigned to unit position vacancies of the next lower grade. These officers will be reassigned when a chaplain of the proper grade becomes available. If the unit is alerted for AD, the names of chaplains assigned under this authority will be sent to the Chief of Chaplains. The Chief of Chaplains will determine whether to retain or remove the chaplain from the position.
- c. Lieutenant colonels and colonels may remain assigned to chaplain unit positions for 5 years unless sooner reassigned. At the end of 5 years they will be assigned to the proper control group of the IRR. If a qualified replacement is not available, they may be assigned to another position in the same command.
- d. Officers assigned to authorized chaplain unit positions may be attached to reinforcement training units. If there is a mobilization, they will mobilize with their assigned unit.
- e. Staff specialist branch officers may be attached to a TPU. Attachment is authorized only if a chaplain assigned to the TPU can personally supervise their training.

Section V

Army Medical Department Assignments

2-23.1. Scope

This section prescribes policy governing the assignment of AMEDD officers. However, this section is not applicable to officers serving on AGR status (see AR 140-30).

2-24. Army Medical Department positions

- a. The 67 series MSC officers will be assigned according to paragraph 2-25.
- b. Army Medical Department officers, other than 67 series MSC, will be assigned only to unit positions requiring their specific AOC and ASI if necessary. This policy applies to both mandatory and voluntary assignments.
 - (1) *Rescinded.*
 - (2) *Rescinded.*
 - (3) *Rescinded.*
 - (4) *Rescinded.*
 - (5) *Rescinded.*
- c. Army Medical Department officers other than 67 series MSC, may be assigned to positions requiring 1 grade above or 2 grades below their current rank if AOC qualified to include ASI if required.
 - (1) *Rescinded.*
 - (a) *Rescinded.*

- (b) *Rescinded.*
- (c) *Rescinded.*
- (2) *Rescinded.*
- (a) *Rescinded.*
- (b) *Rescinded.*
- (3) *Rescinded.*
- (a) *Rescinded.*
- (b) *Rescinded.*

d. Army Medical Department officers, other than 67 series MSC, assigned against a lower grade position will be—

(1) Removed when an officer of the required grade becomes available.

(2) Given 90 days to find a position for which AOC qualified or involuntarily reassigned to the IRR.

(3) Army Medical Department officers who are overstrength or in positions for which they are not AOC qualified may be cross leveled to positions which require their AOC. If the officer refuses assignment, he or she will be involuntarily reassigned to the IRR.

(a) If cross leveled to a unit position which geographically limits participation, the officer will be removed when an officer with proper AOC/ASI and rank is available in the geographic region.

(b) The displaced officer will be given 90 days to find a position (AOC qualified) or involuntarily reassigned to the IRR if no other position is available.

2-25. Medical Service Corps positions

a. *Rescinded.*

b. 67 series MSC officers may be mandatorily assigned to positions for which they are AOC qualified. They may volunteer for assignment to—

(1) *Rescinded.*

(2) Army Promotion List (APL) positions, provided—

(a) They can become branch qualified within 3 years. The procedures in paragraph 2-17 will be followed when officers are not progressing toward branch qualification.

(b) They understand they are not eligible for unit vacancy promotion in the APL position until appointed in the APL branch.

c. *Rescinded.*

(1) *Rescinded.*

(2) *Rescinded.*

(3) *Rescinded.*

(4) *Rescinded.*

(5) *Rescinded.*

d. 67 series MSC officers may be assigned to 67E and 67K positions only if they are AOC qualified or currently enrolled in an AOC producing (67E/67K) course as appropriate.

Section VI

Judge Advocate Assignments

2-26. Responsibility

Assignment of all judge advocates is the responsibility of The Judge Advocate General (TJAG) (10 USC 806) (UCMJ, Art 6). The policies directed by this section implement this statutory authority.

2-27. JAGC assignments

a. Assignment limitations for officers of JAGC are prescribed in AR 27-1.

b. Assignment to JAGC positions is not authorized for officers of any branch other than JAGC unless the officer—

(1) Has completed the JAGC basic or advanced course for the grade held and is qualified for the position per AR 27-1, and

(2) Is recommended by the area command Staff Judge Advocate and approved by the Commandant, The Judge Advocate General's School, U.S. Army.

c. Concurrence or approval of TJAG is required for the following actions:

(1) Assigning JAGC officers to other than JAGC positions.

(2) Detailing JAGC officers to other branches of the service.

(3) Appointing JAGC officers to a different branch.

(4) Assigning JAGC officers as Military Law Center commanders or senior staff judge advocates as indicated in paragraph 2-28.

d. Colonels and below may be assigned to unit position vacancies of the next lower grade. The assignment must be recommended by the area command Judge Advocate and approved by TJAG. These officers will be reassigned when a lower grade judge advocate becomes available. If the unit is alerted for AD, TJAG will determine whether to retain or remove the officer from assignment.

2-28. Position filling by The Judge Advocate General

The procedures in *a* and *b*, below apply to filling position vacancies for Military Law Center commanders and senior staff judge advocates in each USARC or GOCOM. TJAG will select officers to fill these positions.

a. The USARC or GOCOM commander will—

(1) Consider all eligible officers within the USARC or GOCOM for the position. Eligible officers assigned to the IRR will also be considered.

(2) Submit a list of at least three officers nominated for the position and the names of those considered but not nominated. Reasons will be given if at least three officers are not nominated. Nominations must be made 6 months before the date the incumbent must vacate the position. Send nominations through the area command for comment and advice of the area command staff judge advocate.

b. TJAG will review the total military service of each officer using the following criteria:

(1) Demonstrated performance as recorded in the OER file.

(2) Levels of responsibility in military and civilian life.

(3) Military and civilian education completed.

(4) Record of AD and combat duty as an officer.

(5) Awards and decorations.

(6) Staff and command experience.

(7) Character, personality, and overall suitability for assignment to a position of high responsibility and trust.

2-29. Positions in JAGC detachments and sections

a. Selection to fill these positions will be made from a list of all eligible officers within the USARC or GOCOM. The list will also include the names of eligible officers assigned to the IRR. All assignments will be coordinated with the USARC or GOCOM Staff Judge Advocate.

b. The guidance in (1) through (4) below applies to the fill of position vacancies in JAGC detachments or sections. Team directors and section leaders will be assigned as shown in *c*, below.

(1) Selection will be made from the list of all eligible officers. The Law Center commander or section leader will send a recommendation to the unit commander for concurrence. The priorities shown in (2), (3), and (4), below will be used to fill judge advocate positions.

(2) USAR judge advocates who have—

(a) AD commissioned judge advocate experience.

(b) AD commissioned service in a branch other than JAGC.

(c) No AD experience.

(3) USAR officers who are not assigned to JAGC. Officers must be branch qualified per AR 27-1 and have applied for appointment to JAGC. Priorities are—

(a) AD experience.

(b) No AD experience.

(4) Enlisted personnel (and applicants) who are qualified for appointment under AR 135-100 and branch qualified per AR 27-1. Priorities are as follows:

(a) AD experience as a legal clerk.

(b) No AD experience but served as a legal clerk in a Reserve Component unit.

(c) No prior service experience.

c. Team directors of Judge Advocate General Service Organization (JAGSO) detachments and JAGC section leaders will be selected from the list of all eligible officers. The unit commander will coordinate selection with the area command staff judge advocate.

2-30. JAG assignment tenure

a. Assignment to the following judge advocate positions are limited to 3 years:

(1) Positions authorized the grade of colonel.

(2) Staff judge advocate positions in USARC, GOCOM, or other major commands.

(3) Senior legal officers or team directors of a JAGSO detachment. Requests for exceptions to this tenure limitation will be sent to the staff judge advocate of the area command.

b. Exceptions to the tenure of positions shown in *a*(1) and (2), above must be submitted 6 months before the end of the incumbents 3-year term. Send requests through the staff judge advocate of the area command to TJAG.

Section VII

Command Selection Program

2-31. Scope

This section prescribes the policy and procedures for the execution of the colonel and lieutenant colonel command vacancy solicitation process and the subsequent selection process.

2-32. Responsibilities

a. U.S. Forces Command (FORSCOM), U.S. Army Europe (USAREUR), U.S. Army Pacific Command (USAR-PAC), U.S. Army Southern Command (SOUTHCOM), and the U.S. Army Special Operations Command (USASOC) will each—

- (1) Provide a POC for the command selection program.
- (2) Develop a standard format for announcing projected vacancies to be used by each area command in coordination with commander, HRC-STL.
- (3) Develop with commander, HRC-STL, a standard nomination packet.
- (4) Monitor the implementation and execution of the command selection program in accordance with guidance provided by the commands identified in *a*, above and this regulation.

b. Area commanders will—

- (1) Provide an area command POC for the command selection program.
- (2) Consolidate solicitation requests from subordinate units and forward to commander, HRC-STL (AHRC-OPM) a minimum of 120 days prior to the convening date of the board. These requests will contain, as a minimum, the unit, location, a brief description of the unit, and a POC with knowledge concerning the vacancy.
- (3) Submit requests in the standardized format and procedures developed under *a*(2), above.
- (4) Oversee the implementation and execution of the program by area command subordinate elements in accordance with guidance provided by the commands identified in *a*, above and this regulation.
- (5) Notify the POCs of the commands identified in *a*, above and HRC-STL when an IRR or IMA officer is selected for a position through this program and the number of IRR and IMA officer packets considered by the board.
- (6) Submit suggested changes to format, procedures, or this section of the regulation to the POC of the appropriate command identified in *a*, above for coordination with the HRC-STL POC. If the suggestion entails changes to this section of the regulation, a DA Form 2028 (Recommended Changes to Publications and Blank Forms) must be submitted to HQDA, Policy Coordination Office, (AHRC-ZPO), 1 Reserve Way, St. Louis, MO 63132-5200.
- (7) Submit requests for service and performance microfiche to commander, HRC-STL (AHRC-PRM) a minimum of 60 days prior to the convening date of the board.

c. The commander, HRC-STL will—

- (1) Provide an HRC-STL POC for the command selection program for each area command.
- (2) Notify eligible IRR and IMA officers of existing or pending vacancies by postcard or newsletter and provide the officers with an HRC-STL POC.
- (3) Assist in obtaining documentation for application packets from career management information files (CMIF) or OMPF.
- (4) Initiate contact with individual IRR or IMA officers by telephone on an exceptional basis.
- (5) Instruct interested officers to send application packets directly to the unit address provided in the application packet, prior to the unit's suspense date.
- (6) Provide the number of eligible officers, and the number of officers who requested application packet information for each announced vacancy to the commands identified in *a*, above semiannually to validate the success of the program.
- (7) Monitor the selection rate of IRR and IMA officers for vacancies announced through this program.
- (8) Coordinate with the POC of the commands identified in *a*, above, any changes to the command selection program procedures.
- (9) Provide service and performance microfiche for IRR, IMA, and TPU officers, when requested in accordance with *b*, (7) above.

2-33. Appointment of an acting commander.

In the event that a command position is vacated and the vacancy had not been scheduled or projected (for example, death of an incumbent commander) the procedures prescribed by this section will be used to fill the command position. The senior rater of the command position will appoint an acting commander who will serve during the interim period pending the selection of a commander by the board process.

2-34. Qualifications for command selection board consideration

For colonel and lieutenant colonel command positions, officers must be branch qualified (para 2-15.1). In addition,

officers must complete Command and General Staff Officers College. For colonel command positions, officers must possess an undergraduate degree. The selection board convening authority may waive these requirements in exceptional cases.

2-35. Command selection boards

a. Convening authority.

(1) Area commanders will convene a selection board at least annually to consider qualified officers to fill projected colonel command vacancies. The conduct of this board may be delegated to an MUSARC commander.

(2) Major U.S. Army Reserve Command commanders will convene a selection board at least annually to consider qualified officers to fill projected lieutenant colonel command vacancies.

b. Board composition.

(1) Boards convened by area commanders will consist of no less than 3 general officers, one of whom must be an Active Army officer. At least one MUSARC commander should be a member. When JAGC O-6s are considered, the area command staff judge advocate will be a voting member of the board and will have authority to make direct recommendations to the area commander.

(2) Boards convened by MUSARC commanders will consist of no less than 3 O-6s and include either the MUSARC commander, the deputy MUSARC commander/assistant division commander, or the chief of staff, as president.

(3) The board will be comprised of at least one voting member of the same sex as those being considered. When this is not feasible due to cogent reasons, such as geographical location or organization mission, the reason will be cited in the record of the board proceedings.

(4) Members of minority ethnic groups will be routinely appointed to the board, even though the board may not be considering officers of minority ethnic groups. No specific number or ratio of these officers will be on any given board. However, the board will not be comprised of all minority ethnic group members.

2-36. Selections

The following selection policy and procedures will be used to select colonel and lieutenant colonel commanders.

a. Memorandum of Instruction (MOI). A separate MOI will be issued by the convening authority for each board convened. The MOI will prescribe—

(1) The oath that each board member must take.

(2) Reports to be rendered.

(3) The number of officers to be selected for command and the geographical location and description of the command position vacancies and projected vacancies. The number to be selected will equate to the number required to fill the command vacancies.

(4) Command vacancies which may require special qualifications for incumbency (such as, airborne qualified, and so forth).

(5) Other administrative details, as required.

b. Selection. The selection of officers to fill command position vacancies will be based on impartial consideration of all qualified officers whose records have been presented to the board. Officers will not be given specific reasons for nonselection. Board members may not record their reasons nor give any reasons for selection or nonselection. Selections are based on relative qualifications and the projected needs in each branch and geographical location.

(1) Boards will select the best qualified officer from among the fully qualified officers to fill each specific command position vacancy or projected vacancy.

(2) On adjournment the board will issue a report showing the results of their deliberations. The report will be sent to the convening authority and will include the following enclosures:

(a) The MOI.

(b) Board membership.

(c) Selection list. This is a lineal list which indicates those officers selected for assignment to each reported command position vacancy or projected vacancy. Listing by rank or merit is not required.

(d) Considered list. This is a list which contains the names of all officers who were considered by the board.

(e) Any other reports required by the MOI.

c. Approval. The board report will be sent to the appropriate area commander who is the final approval authority for colonel and lieutenant colonel command selectees. Final approval authority for lieutenant colonel command selectees may be delegated to a MUSARC commander. There are exceptions wherein:

(1) Judge Advocate General Corps (JAGC) officers require the approval of the Assistant Judge Advocate General.

(2) Military Intelligence (MI) officers require approval under the provisions of AR 135-382.

Chapter 3

Branch Transfer, Branch Detail, Change of Military Occupational Specialty, and Attachment

Section I

Transfer Between Branches

3-1. Branch transfer

a. Branch transfer of officers is authorized between basic branches only. Officers requesting transfer to any of the special branches shown in *b*, below and the following require a new appointment:

- (1) Between special branches.
- (2) From a basic branch to a special branch.
- (3) From a special branch to a basic branch.

b. The following are special branches of the Army. (All others are basic branches.)

- (1) Chaplain.
- (2) JAGC.
- (3) The AMEDD branches (Army Medical Specialist Corps (AMSC), Army Nurse Corps (ANC), MSC, Medical Corps (MC), Dental Corps (DC), Veterinary Corps (VC)).

c. Requests for branch transfer from ROTC officers who have not completed AD or RFD will be processed per AR 140-9.

d. Constructive credit may be granted per AR 135-100, chapter 3, for officers requesting appointment to a special branch.

e. Officers serving on AD in their Reserve commissioned status will be processed under AR 614-100, chapter 4.

f. Transfer to an overstrength branch from an understrength branch will not be approved unless there are other overriding considerations.

g. Headquarters, Department of the Army will be informed of officers transferred to a Military Intelligence branch with AOC 35E or 35F. Send a copy of the orders to HQDA, DCS, G-2 (DAMI-ZA), Washington, DC 20310-1000.

3-2. Authority

The following commanders are authorized to approve branch transfer of officers under their administrative control:

a. Commander, HRC-STL. Approval authority also extends to dual component officers serving on AD as RA enlisted soldiers or WOs (AR 600-39).

b. Area commanders. This authority may be delegated to MUSARC commanders.

c. Headquarters, Department of the Army for branch transfers shown in (1) through (3), below. The AMEDD officer branch transfers/reclassifications will be forwarded from the unit through the MUSARC commander to commander, HRC-STL. Requests will be sent to Commander, HRC-STL, ATTN: AHRC-OPM-P, 1 Reserve Way, St. Louis, MO 63132-5200.

(1) Requests from soldiers not under the jurisdiction of an area commander or commander, HRC-STL.

(2) Request for concurrent call to AD.

(3) Requests that involve a special branch listed in paragraphs 3-1*a* and *b*.

d. Headquarters, Department of the Army may branch transfer officers assigned to or under the administrative control of USAR control group (OADO). Decision to transfer will be based on whether the officer's major subject discipline can be used more effectively in another branch.

3-3. Procedures

a. Request for branch transfer may be made by or with the consent of the officer. There must be reasonable assurance that the officer is or can become branch qualified within 1 year. The request will include evidence of qualification for the branch to which transfer is requested.

b. Additional documents will be included with requested transfers to basic branches as shown in (1) and (2), below.

(1) *Rescinded.*

(2) *Military intelligence.*

(*a*) SF Form 85P (Questionnaire for Public Trust Positions), SF 85P-S (Supplemental Questionnaire for Selected Positions), and SF 86 (Questionnaire for National Security Positions) — 4 copies.

(*b*) FD JUST Form 258 (FBI U.S. Department of Justice Fingerprint Card (Applicant) — 2 copies.

(*c*) DD Form 1584 (Department of Defense National Agency Check Request) — 1 set.

(*d*) One full-length photograph approximately postcard size. The photo is required only when specialization is within area and counterintelligence. When specialization is in a controlled AOC includes the additional forms required by that regulation.

c. Transfer to Staff Specialist (SS) branch is only authorized as shown below.

(1) Seminary students preparing for the Army chaplaincy.

(2) Selective Service officers. Officers assigned to IMA positions with Selective Service activities must be branched in SS, AMSC, ANC, MC, DC, VC, JAGC, or Chaplain. Officers who do not hold one of these branches will be required to—

- (a) Request transfer to SS branch, or
- (b) Be removed from their IMA position.
- d. Process requests for transfer to the following special branches according to the referenced appointment regulation:
 - (1) *AMEDD*. AR 135–101.
 - (2) *JAGC*. AR 135–100, chapter 3, section IV.
 - (3) *Chaplain*. AR 135–100, chapter 3, section III.

3–4. Malassigned staff specialists

a. Officers erroneously assigned in Staff specialist branch will be transferred or removed when the error is discovered.

b. The commander, HRC–STL or area commander will inform erroneously assigned officers of the options shown in (1) through (3), below. Constructive credit for basic and career branch schools may be awarded based on time in grade and service, if proper.

- (1) Transfer to a branch for which qualified.
- (2) Transfer to a branch to become qualified. Officers who do not become branch qualified within 3 years will be removed from active status.
- (3) Removal from an active status per paragraph 7–8*h*.

Section II

Change of Military Occupational Specialty and Detail to Other Branches

3–5. Military occupational specialty changes

AR 140–158, chapter 2, prescribes enlisted MOS classification and reclassification authority and procedures.

3–6. Branch detail

a. Detail to another branch is authorized subject to the limitation in (1) through (3), below.

(1) Officers occupying unit general staff (GS) positions may be detailed to the GS with troops. Officers must meet the criteria in AR 614–100 and be recommended by the proper commanding general.

(2) Officers may be detailed as inspectors general to authorized unit vacancies when recommended by the unit commander. Area commanders will comply with instructions in AR 614–100 and ensure that nominated officers meet the standards in that regulation. Send all nominations to The Inspector General, Department of the Army, WASH DC, for approval.

(3) Officers assigned to IMA positions may be detailed to GS or GS with troops. The IMA position must be shown as GS or GS with troops in the mobilization TDA. The officer must be nominated for detail by the head of the proponent agency.

b. Detail to or from the following branches is not authorized: AMSC, ANC, MC, DC, VC, or Chaplain.

c. Officers granted formal delay from entry on AD per AR 601–25 will be detailed as prescribed in that regulation.

d. Branch details authorized in this section end automatically when—

- (1) The officer becomes part of the Active Army.
- (2) The detail is not required because the officer's duty assignment changes.

Section III

Attachments

3–7. General

a. The IRR, Standby Reserve (Active List), and TPU soldiers may be attached as shown in (1) through (3) below.

(1) *To TPUs*. The appropriate MUSARC commanders will ensure that attachments to or from TPU positions do not impair training and readiness.

(2) *To non-TPUs*. There is no restriction as to the number of soldiers that may be attached for training to non-TPU positions in a nonpay status. There must be adequate facilities and equipment to train attached soldiers.

(3) *To IMA detachments*. Individual mobilization augmentee soldiers may be attached to IMA detachments or other units for training. When a soldier does not hold an IMA position, attachment to an IMA detachment is authorized only in the best interest of the Service. Coordination between the proper commander and the commander, HRC–STL is required to attach a soldier in the best interest of the Service.

b. The commander, HRC–STL will administer the records of soldiers shown in (1) and (2) below.

- (1) IRR soldiers attached to non-TPU positions.

- (2) IMA soldiers attached to IMA detachments.

3–8. TPU attachments

a. Unit soldiers may be attached when it is impractical to train with their assigned TPU. Attachments that meet the training standards in AR 140–1 may be authorized when—

- (1) The unit to which attached is similar to the soldier's assigned unit.
- (2) The soldier will serve in a specialty similar to his or her assigned AOC or MOS.

b. Female soldiers may be attached in any officer or enlisted specialty except those closed to women per DA Pam 611–21. Women may not serve in specialties, positions, or units (battalion size or smaller) which are assigned a routine mission to engage in direct combat, or which collocate routinely with units assigned a direct combat mission.

c. Attachment to TPU positions will be held to a minimum and be of temporary duration. When soldiers are temporarily absent from the area of their assigned unit, they may be attached to other units regardless of duration.

d. Unit commanders will ensure that soldiers are not accepted or released for attachment in such numbers as to impede training or readiness.

e. Attached soldiers will perform annual training and mobilize with their assigned unit.

f. IRR and Standby Reserve (Active List) soldiers may with their consent be attached to units for training without pay.

g. Commanders shown in (1) and (2), below are responsible for the records, pay, and training of attached soldiers.

(1) The commander of the assigned unit for soldiers attached—

- (a) For less than 90 days.
- (b) To research and development units.
- (c) Across area command boundaries as shown in *h*, below.

(2) The commander of the attached unit when soldiers are attached for 90 days or more and the attachment is not to a research and development unit or across command boundaries.

h. Attachment across area command boundaries must be coordinated and approved by both commanders. Attachment will be approved only if the soldier—

- (1) Agrees to regularly participate in the training program of the unit selected.
- (2) Cannot participate in a USAR unit near his or her home.
- (3) Is qualified for the attachment.

3–9. Training attachments

Attachments to units listed in *a* through *f* below will be for training only. The commander of the unit of assignment retains administrative responsibility for the attached soldier.

a. Army National Guard of the United States units. Attachments that do not meet both of the conditions in (1) and (2), below will not be approved. If attachment is approved, the ARNG unit commander will prepare DA Form 1380 (Record of Individual Performance of Reserve Duty Training). Send the DA Form 1380 to the custodian of the soldier's records.

(1) Training with their assigned USAR unit or attachment to another suitable USAR unit is not possible.

(2) Attachment to the ARNGUS unit is requested by the soldier and approved by—

- (a) The area commander.
- (b) The State Adjutant General concerned.

b. USAR school detachments. Includes attachments as students and augmentation to the staff or faculty.

c. USAR units. Soldiers who are assigned in a pay status will be attached in a nonpay status. Officers will not be attached if they are senior to the commander of the unit of attachment.

d. Active Army units.

e. Reserve Component units of other Services.

f. Reinforcement training units.

g. Attachment orders will be requested per paragraph 1–8.

3–10. Orders

a. Attachment orders will be issued citing this paragraph as authority.

b. Except in cases of attachment to research and development units and attachments across command boundaries, orders for unit soldiers attached to other units for more than 90 days will show the following entry in the purpose headline: "Attached for administration and training." In cases of training attachments, such orders will state "Attached for training."

3-11. Release from attachment for nonpayment of Servicemens Group Life Insurance (SGLI) premiums

a. An IRR, IMA, or Standby Reserve (Active List) soldier attached to a unit in a nonpay status who is delinquent in paying his or her SGLI premium payments for 18 months or more will be released from attachment.

b. The commander, HRC-STL (AHRC-PAI-S), will notify the appropriate unit commander when a soldier is delinquent in his or her SGLI premium payments. If the soldier is 18 or more months behind in premium payments, the commander, HRC-STL (AHRC-PAI-S) will initiate action to have the soldier released from attachment to the unit.

Chapter 4 The Individual Ready Reserve

Section I Introduction

4-1. General

This chapter prescribes policy and procedures governing the voluntary or involuntary assignment, reassignment, or transfer of a soldier to and from the various control groups that comprise the IRR.

4-2. Composition of the Individual Ready Reserve

a. For strength accountability purposes, the IRR consists of pretrained individual soldiers assigned to various control groups for control and administration who are available for mobilization in time of war or a national emergency declared by Congress.

b. The IRR control groups under the administrative jurisdiction of the commander, HRC-STL are as follows:

(1) *Control Group (Annual Training)*. Assignment is authorized for a soldier who—

(a) Has not completed his or her statutory military service obligation; and

(b) Is credited with less than 3 years of AD (AR 135-91, para 3-4); and

(c) Has a mandatory training requirement and is subject to mandatory assignment to a USAR TPU within reasonable commuting distance (para 1-10).

(2) *Control Group (Reinforcement) (Reinf)*. Assignment is authorized for a soldier with or without a remaining statutory military service obligation, under one of the following conditions. The soldier has—

(a) Been credited with 3 or more years of AD.

(b) Completed 2 years of AD and 1 year in an ARNGUS or USAR TPU.

(c) Had Federal recognition withdrawn as a result of a selection board convened, per NGR 635-102, and the soldier has requested assignment in writing.

(d) No mandatory training requirement. However, IRR reenlistment bonus recipients contractually incurred a training obligation as prescribed by AR 135-7, chapter 5.2.

(3) *Control group (OADO)*. Assignment is authorized for officers who are—

(a) Commissioned from ROTC and delayed from entry on initial AD or RFD, per AR 601-25.

(b) Delayed from entry on initial AD or RFD to participate in an AMEDD educational, internship, or residency program.

(c) Assigned to SS branch as a chaplain candidate with AOC 00A, per AR 165-1, chapter 7.

(d) Commissioned from the MSC or VC voluntary AD programs. The commander, HRC-STL issues AD orders when instructions are received from The Surgeon General.

(4) *Control Group (Dual Component)*. Consists of USAR commissioned officers who are serving on AD as RA enlisted soldiers or WOs, per AR 600-39.

Section II

Transfer and Reassignment of Officers and Warrant Officers To The IRR

4-3. Scope

This section prescribes the policy and identifies the conditions governing the transfer and reassignment of officers and WOs from the Selected, Standby and Retired Reserve to the appropriate control group in the IRR.

4-4. Voluntary transfer or reassignment of troop program unit or individual mobilization augmentee officers or warrant officers

a. An officer or WO who is not obligated to serve in a TPU, an IMA assignment, or on AD in an AGR status, by statute or contract may be reassigned to Control Group (Reinf) on request.

b. Voluntary reassignment from a TPU or IMA position to control group (AT) or Control Group (Reinf) of an

officer or WO serving under a statutory or contractual obligation is authorized under any one of the following conditions:

- (1) When there is a confirmed unresolvable employment conflict.
- (2) When the officer or WO has a change of address to an area beyond reasonable commuting distance of a USAR training center (para 1–10).
- (3) For cogent personal reasons provided an exception to policy has been approved by the MUSARC commander, or the Active Army commander of the IMA position, as appropriate. This does not apply to ROTC scholarship recipients.
- (4) For cogent personnel reasons, or one of the reasons cited in (1) or (2) above, when the officer is an ROTC scholarship recipient and provided approval has been granted by the appropriate area commander.
- (5) Army Medical Department officers obligated to serve in the Ready Reserve by statute can request reassignment at any time. However, AMEDD officers obligated to serve in a TPU by contract may not be reassigned until the contractual obligation is completed, except under (1) or (2) above and with the approval of the USARC/GOCOM commander.
- (6) Reassigned from a TPU to accept promotion, per AR 135–155, paragraph 4–8a.
- (7) ARNGUS officer discharged from ARNG and transferred to accept promotion (para 5–5).
- (8) An officer or WO not selected for retention in a TPU by a Selective Retention Board and chooses reassignment to Control Group (Reinf), per paragraph 10–8.

4–5. Involuntary reassignment of troop program unit or individual mobilization augmentee officers and warrant officers

The involuntary reassignment of an officer or WO to the IRR is authorized under any one of the following conditions:

- a. Released for cause from assignment per paragraph 2–20.
- b. Not branch/functional area qualified for an assigned TPU position (see para 2–17c and DA Pam 611–21).
- c. Chaplain Branch colonel and lieutenant colonel on completion of a 5–year TPU assignment (para 2–23c).
- d. An officer's or WO's assigned TPU is inactivated, relocated, or reorganized and another TPU assignment is not available within reasonable commuting distance (para 1–10). However, an officer may remain assigned overstrength in a TPU for 1 year because of overstrength conditions brought about by TPU reorganization or inactivation (AR 140–1, para 2–4).
- e. An officer's or WO's IMA position is deleted, relocated, or the requirements have been changed, and there is no other IMA position available.
- f. Reassignment is a result of TPU reduction in officer or WO strength directed by HQDA.
- g. Has not completed an officer basic course (OBC), or is assigned above the maximum allowable strength limits, or has been declared an unsatisfactory participant, under the provisions of paragraph 4–5.1.

4–5.1. Involuntary reassignment of troop program unit officers who have not completed officer basic course, or are assigned above the maximum allowable strength limits, or are declared unsatisfactory participants

a. The involuntary reassignment of certain categories of TPU officers listed in (1), below is authorized. This is not authority to eliminate officers from TPU assignments under adverse conditions, rather it is to permit reassignments which will support maximum unit readiness and strength. Officers exempt from involuntary reassignment under this paragraph are listed in *b*, below. The term officer as used herein, includes both officers and warrant officers.

(1) The involuntary reassignment of an officer to an appropriate control group of the IRR is authorized under any one of the following conditions. When an officer—

(a) Has not completed OBC within 24 months of appointment, or is an AMEDD officer who participated in the New Special Training Assistance Program (STRAP) (AR 135–7, chap 11) and who has not completed OBC within 24 months following completion of the New STRAP.

(b) Is assigned above the maximum allowable strength limits established by AR 140–1, paragraph 2–4.

(c) Has accrued 9 unexcused absences from TPU training assemblies within a 12 month period per AR 135–91, paragraph 4–11.

(2) An officer designated for reassignment to the IRR under this paragraph will have no derogatory characterization of service rendered. However, the provisions of this paragraph do not supersede a commander's responsibility to take appropriate involuntary separation action under AR 135–175, chapter 2, when it is otherwise justified.

b. The provisions of this paragraph are not applicable to an officer who—

(1) Is serving on AD in an AGR status; or

(2) Participated in the Senior ROTC Scholarship Program; or

(3) Was released from the Active Army under the FY 88 "Early Out" program.

c. In determining which officers will be recommended for involuntary reassignment to the IRR under the provisions of this paragraph, TPU commanders will implement the following procedures:

(1) The records of all officers who have not completed OBC will be screened annually. Officers not attending OBC,

or not scheduled for OBC within 24 months of date of appointment, may be recommended by the TPU commander for reassignment to the IRR.

(a) The only acceptable reasons for an officer not attending or not having been scheduled for OBC are—

1. A civilian job conflict substantiated by a written statement from the employer;
2. A period of hospitalization or physical inability to attend OBC;
3. A period of serious illness or incapacitation by a member of the officer's immediate family (spouse, children, or parents) thus precluding the officer from attending OBC.

(b) Any written statement by an officer that either he or she or an immediate family member was hospitalized or physically ill which precluded OBC attendance must be supported by a statement from the custodian of medical records of the medical facility where the officer or family member was treated or hospitalized, or by the treating physician. The statement must indicate the dates of hospitalization or treatment, the name of the attending physician, and the illness or injury which caused the hospitalization, as appropriate.

(2) The records of officers assigned above the maximum allowable strength limits established by AR 140-1, paragraph 2-4, will be screened annually. The TPU commander will determine if assignments can be made to authorized TPU positions, or if a recommendation for reassignment to the IRR is appropriate.

(a) If grade, AOC, or reasonable commuting distance limitations (para 1-10) prevent assignment to an authorized position, the TPU commander may recommend reassignment to the IRR.

(b) TPU commanders will consider an officer's overall performance and record of attendance at scheduled training assemblies prior to recommending transfer to the IRR. Officers who have shown outstanding performance of duty and the potential for assignment to an authorized position should be considered for retention in the TPU, when possible.

(3) Officers who accrue 9 unexcused absences within a 12-month period per AR 135-91, paragraph 4-9, may be recommended for reassignment to the IRR.

d. Officers recommended for reassignment to the IRR under the provisions of this paragraph will be notified of such action by certified mail (return receipt requested).

(1) The TPU commander will send a written notice to the officer at the address indicated in the officer's military personnel records, or will personally ensure delivery of the notice, informing the officer that he or she has 30 days to file a written objection or rebuttal to the transfer.

(2) All postal return receipts, either evidencing the officer was or was not served with a copy of the notice, will be maintained in the officer's MPRJ for 1 year. All written objections to the reassignment must also be filed in the officer's MPRJ.

e. The TPU commander will recommend the reassignment of an officer to the IRR under the provisions of this paragraph on DA Form 4651, with the officer's MPRJ enclosed, and send it to the appropriate MUSARC commander within the officer's chain of command. The DA Form 4651 with enclosures will be sent to the MUSARC commander within 30 days of the date the officer's response to the notification is received or, if no response is received, within 30 days of the end of the officer's response period. The TPU commander must ensure the officer's MPRJ notes whether the officer objected to the transfer.

f. The MUSARC commander will take one of the following actions:

(1) Approve reassignment to the IRR, notify the officer by certified mail (return receipt requested), publish and distribute the reassignment orders, and dispose of the MPRJ per AR 600-8-104.

(2) Disapprove reassignment to the IRR, notify the officer by certified mail (return receipt requested), and return the officer's MPRJ to the TPU by endorsement to the DA Form 4651.

g. Each MUSARC headquarters will maintain a list of the officers whose records have been screened and the decision made in each case.

4-6. Routine assignments to the IRR

In addition to the IRR reassignments identified in paragraphs 4-5 and 4-5.1 above, officers and WOs are routinely assigned to the IRR from other categories and sources. An officer or WO, not assigned to a TPU, serving in an IMA position or in an AGR status is assigned to an appropriate IRR control group (para 4-2b) under the following conditions:

a. A USAR officer or WO on release from AD (REFRAD) (AGR or Active Army) and authorized either by law or policy to remain in an active status in the Ready Reserve (AR 600-8-24).

b. An RA officer or WO who is discharged from the RA and AD and accepts appointment as an officer or WO in the USAR (AR 600-8-24).

c. Any military soldier who transfers from another U.S. armed forces and accepts appointment as an officer or WO in the USAR (AR 135-100).

d. Any individual who accepts a direct appointment as an officer or WO in the USAR (AR 135-100).

e. A USAR officer or WO on enlistment in the RA, or appointment as an RA WO, is assigned to Control Group (Dual Component) (AR 600-39).

f. An officer or WO of the ARNGUS who is discharged from the ARNG, Federal recognition is withdrawn, and is

transferred as a Reserve of the Army, per chapter 5 of this regulation. This is provided active status in the Ready Reserve is authorized by law or policy.

- g.* An officer or WO reassigned from the Standby Reserve under the provisions of chapter 8.
- h.* An officer or WO reassigned from the Retired Reserve under the provisions of chapter 6, section II.
- i.* An officer who, on appointment, is delayed from entry on initial AD or active duty for training, is assigned to control group (OADO), per AR 601–25.
- j.* An officer or WO who is reassigned to the IRR under the rotational assignment policy prescribed by the career management system outlined in paragraph 2–3 and in AR 135–91, paragraph 3–9.
- k.* An officer appointed on graduation from the ROTC program and designated for Reserve Forces Duty will be assigned to the IRR when a TPU assignment is not authorized or available (AR 145–1). For an officer who was the recipient of an ROTC scholarship, the area commander must approve the IRR assignment (see para 2–16*e*).

Section III

Transfer and Reassignment of Enlisted Soldiers to the IRR

4–7. Scope

This section prescribes the policy and identifies the conditions governing the transfer or reassignment of enlisted soldiers from the Selected, Standby, and Retired Reserve to an appropriate control group in the IRR.

4–8. Policy governing the transfer or reassignment of troop program unit or individual mobilization augmentee enlisted soldiers to the Individual Ready Reserve

a. To retain potential mobilization assets, transfer or reassignment to an appropriate IRR control group is mandatory if a soldier is released from the Active Army, or the Selected Reserve (ARNGUS or USAR) for any of the reasons outlined in this section. This is provided the soldier meets all of the following conditions:

- (1) Has a remaining statutory or contractual military service obligation.
- (2) Has completed required initial entry training (IET) and has been awarded an MOS.
- (3) Is not within 3 months of the expiration of a statutory or contractual military service obligation, whichever is the later.

b. A soldier who has not completed required IET and been awarded an MOS will not be transferred or reassigned to the IRR for any of the reasons outlined in this section. This includes a soldier who has been declared an unsatisfactory participant per AR 135–91.

c. A soldier who has less than 3 months remaining on a statutory or contractual military service obligation, whichever expires later, will not be transferred or reassigned to the IRR (including an unsatisfactory participant). The soldier will be discharged on ETS per AR 135–178. However, if the soldier is otherwise eligible per AR 140–111 and executes an immediate reenlistment, reassignment to the IRR for reasons cited in this section is appropriate.

d. For strength accountability purposes, a cadet participating in the ROTC SMP will not be reassigned to the IRR. When authorized by AR 601–210, chapter 10, the cadet may be transferred to control group (ROTC) under the jurisdiction of the ROTC Cadet Command (para 2–1*a*(3)(a)).

4–9. Voluntary reassignment of troop program unit or individual mobilization augmentee enlisted soldiers

The voluntary reassignment of a TPU or IMA soldier to an appropriate control group of the IRR is authorized only under one or more of the following conditions:

- a.* When there is a confirmed unresolvable employment conflict.
- b.* When the soldier has a change of address to an area beyond reasonable commuting distance of a USAR training center (para 1–10).
- c.* For cogent personal reasons. However, for a TPU soldier this is provided an exception to policy has been approved by the MUSARC commander.
- d.* On completion of a contractual agreement to serve in a TPU which the soldier incurred on initial enlistment in the USAR under a 3x3, 4x2, 5x1, 3x5, 4x4, 5x3, or 6x2 option
- e.* The soldier is a surviving son or daughter (para 4–12).
- f.* Dependency or hardship (para 4–13).
- g.* Pregnancy (para 4–14).
- h.* Not selected for retention by a Qualitative Retention Board and elects reassignment to Control Group (Reinf), per AR 135–205, paragraph 4–7*d*.
- i.* Enrolls in an ROTC basic course (nonscholarship) and requests reassignment to the IRR per AR 135–91, paragraph 3–11*b*.
- j.* Enrolls in the Merchant Marine Academy (AR 135–91, para 5–13).

4-10. Involuntary reassignment of troop program unit or individual mobilization augmentee enlisted soldiers

Subject to the restrictions of paragraph 4-8, the involuntary reassignment of a TPU or IMA soldier to an appropriate control group of the IRR is authorized under one or more of the following conditions:

- a.* Unsatisfactory participation (para 4-15).
- b.* Failure to maintain Army body fat standards (para 4-16).
- c.* Inability to perform duties due to parenthood (para 4-17).
- d.* A soldier reassigned under (1), below whose service is uncharacterized, or reassigned under (2) below whose service is characterized as under honorable conditions, when it has been determined that the soldier has potential for useful service under conditions of full mobilization.
 - (1) Entry level performance and conduct (AR 135-178, chap 5).
 - (2) Unsatisfactory performance (AR 135-178, chap 6).
- e.* Maximum years of service (para 7-2g).
- f.* Command Sergeant Major (CSM) on completion of a stabilized assignment (AR 135-205, para 6-22d).
- g.* Involuntary relief from drill sergeant duty (paras 2-19.1c and d).
- h.* A soldier reported as a "NO-SHOW" per paragraph 4-18).
- i.* Unit inactivation or relocation results in a soldier not being within reasonable commuting distance (para 1-10) of another TPU or IMA assignment (AR 135-91, para 5-2a(2)).
- j.* When removal of a bar to reenlistment is not recommended under AR 140-111, paragraph 1-34a, and discharge per AR 135-178 is not appropriate (para 4-17.1).
- k.* A soldier, staff sergeant (SSG) or above, whose grade of rank is above that authorized for a duty position (para 4-17.2).
- l.* A soldier who is not DMOS qualified and has not begun training in an approved course of instruction within 12 months of assignment to a duty position, or is not DMOS qualified within 24 months of assignment to a duty position (para 2-6c).

4-11. Routine assignment of enlisted soldiers to the Individual Ready Reserve

In addition to the IRR reassignment of TPU and IMA soldiers described in paragraphs 4-9 and 4-10, above, enlisted soldiers are also routinely transferred to the IRR from other categories and sources. Subject to the restrictions of paragraph 4-8, a soldier who is not concurrently assigned to a TPU, IMA, or AGR position, is transferred to an appropriate IRR control group (para 4-2b) under the following conditions:

- a.* An RA soldier who, on discharge from the RA, is transferred by operation of law (10 USC 651) to the Ready Reserve to satisfy a remaining statutory military service obligation (AR 635-200). For strength accountability purposes, a soldier discharged from the RA based on entry into the senior ROTC will be transferred to control group (ROTC) under the jurisdiction of the ROTC Cadet Command and not to the IRR (para 2-1a(3)(a)).
- b.* An Active Army (RA, ARNGUS, or USAR), or USAR AGR soldier, REFRAD with a remaining statutory or contractual military service obligation and transferred to the IRR under the Mobilization Asset Transfer Program per AR 635-200, chapter 1, section VIII. The soldier is REFRAD and transferred based on one or more of the following reasons:
 - (1) Does not meet procurement medical fitness standards but does meet retention standards (AR 635-200, para 5-11).
 - (2) Surviving son or daughter (AR 635-200, para 5-4).
 - (3) Inability to perform prescribed duties due to parenthood (AR 635-200, para 5-8).
 - (4) Dependency, hardship, or parenthood (AR 635-200, para 6-3).
 - (5) Pregnancy (AR 635-200, chap 8).
 - (6) Failure to meet body fat standards (AR 635-200, para 5-15).
 - (7) Oversea returnee (AR 635-200, para 16-6).
 - (8) Physical disqualification for duty in MOS (AR 635-200, para 16-7).
 - (9) Reduction in authorized strength (AR 635-200, para 16-8).
 - (10) Separation of a soldier from a medical holding detachment or company (AR 635-200, para 16-10).
 - (11) Separation of a soldier assigned to an installation or unit scheduled for inactivation or permanent change of station (AR 635-200, para 16-11).
 - (12) Holiday early transition program (AR 635-200, para 16-12).
 - (13) A soldier separated under (a), below whose service is uncharacterized, or separated under (b), below whose service is characterized as under honorable conditions, when it has been determined that the soldier has potential for useful service under conditions of full mobilization.
 - (a) Entry level performance and conduct (AR 635-200, chap 11).
 - (b) Unsatisfactory performance (AR 635-200, chap 13).

c. An RA soldier who, on discharge from the RA, is assigned to the IRR under a USAR contractual agreement (AR 601–210). This does not include enlistment for assignment to control group (ROTC) which is under the jurisdiction of the ROTC Cadet Command (para 2–1a(3)(a)) for strength accountability purposes.

d. A USAR soldier on release from AD (REFRAD) (AGR or Active Army) with a remaining statutory or contractual military service obligation. This includes a USAR soldier discharged at the ETS in the AGR program or the Active Army who immediately reenlists with concurrent reassignment to the IRR (AR 140–111). The AGR soldier is reassigned from control group (AGR) to the appropriate IRR control group.

e. Discharged from another U.S. armed force with concurrent enlistment in the USAR and assignment to the IRR (AR 601–210).

f. Enlisted in the USAR with concurrent assignment to the IRR as a prior service applicant from civil life (AR 601–210).

g. Discharged from the ARNG and transferred in Reserve of the Army status per chapter 5 of this regulation. This is provided active status in the Ready Reserve is authorized by law or policy (AR 135–91, para 3–10c).

h. Reassigned from the Retired Reserve per chapter 6, section II.

i. Reassigned from the Standby Reserve per chapter 8.

j. Transferred from control group (DEP) (para 4–19) for strength accountability purposes.

k. Transferred from control group (ROTC) (para 4–20) for strength accountability purposes.

l. Released from the U.S. Military Academy (USMA) or the U.S. Military Academy Preparatory School (USMAPS) and transferred to the IRR (AR 612–205 and AR 135–91, para 3–10b).

m. Reassigned from a TPU based on promotion and retention in an overstrength status for 1 year (AR 140–158, para 6–23b).

n. Reassigned from control group (IMA) on release from an IMA duty position assignment.

4–12. Voluntary reassignment of a surviving son or daughter

a. Reassignment to the IRR under this paragraph is not authorized during a period of war or National emergency declared by the Congress.

b. The TPU and IMA soldiers who become surviving sons and daughters after having enlisted, reenlisted, or extended in the USAR, or after having been assigned to the USAR by operation of law, may apply for and promptly will be reassigned to the appropriate IRR control group. However, reassignment as a surviving son or daughter is not authorized for a soldier who—

(1) Has not completed IET and been awarded an MOS (para 4–8a), soldier may be processed for discharge under AR 135–178 (chap 4, sec VIII), and AR 635–200 (chap 5, sec III).

(2) Has court–martial charges pending against him or her.

(3) Has been convicted by court–martial with appellate review in process.

(4) Is serving a sentence to confinement, or is otherwise undergoing punishment, imposed by a court–martial.

(5) Is being processed for involuntary administrative separation, or reassignment to the IRR, for cause.

(6) Is within 3 months of the ETS date of a contractual or statutory military service obligation, whichever is later, and subsequent discharge under AR 135–178, paragraph 11–1a. However, if the soldier reenlists or voluntarily extends after having been advised of the provisions of this paragraph, then paragraph f, below applies.

c. For the purpose of this paragraph, the following terms are defined:

(1) *Surviving son or daughter*. This term refers to any son or daughter in a family in which the father or mother or one or more of the sons or daughters—

(a) Have been killed in action or have died when serving in the U.S. armed forces from wounds, accident, or disease.

(b) Are in a captured or missing–in–action status.

(c) Have a permanent 100 percent service–related disability (including 100 percent mental disability) as determined by the Director of Veterans Affairs or one of the military services, and are not gainfully employed because of the disability.

(2) *U.S. armed forces*. Used to denote collectively the Army, Navy, Air Force, Marine Corps and Coast Guard.

d. All requests for reassignment under this paragraph must be initiated in writing by the soldier concerned. The application will include the following information:

(1) Name, grade, service number (when appropriate), social security number, branch of Service (for example, Army, Navy, Marine Corps, Air Force or Coast Guard), relationship, and date of death or disability of the family member on which the request is based.

(2) Veterans Affairs Claim Number, if appropriate.

(3) Name, age and sex of other family members.

e. Commanders authorized to approve reassignment (para 1–5) are also authorized to verify status of deceased or disabled family members by forwarding a request, including name, grade, service number (when appropriate), social

security number, approximate inclusive dates of service, and branch of the U.S. armed forces, to the National Personnel Records Center, Government Service Administration, 9700 Page Boulevard, St. Louis, MO 63132-5100.

f. A soldier who having been advised of the provisions of this paragraph, reenlists or voluntarily extends his or her USAR term of service after having been notified of the family casualty on which the surviving status is based, shall be considered as having waived his or her rights as a surviving son or daughter.

g. A soldier who has waived his or her right to IRR reassignment as a surviving son or daughter, per *f* above, may request reinstatement of that status at any time. However, a request for reinstatement will not be granted automatically, but will be considered on the merits of the individual case. Approval for reinstatement rests with the appropriate commander having reassignment authority per paragraph 1-5.

4-13. Voluntary reassignment for dependency or hardship

Upon his or her request, a TPU or IMA soldier will be reassigned to the IRR when it is determined that continued participation in unit training or service on AD or ADT would result in genuine dependency or undue hardship. This is provided the soldier has completed IET and has been awarded an MOS or is not within 3 months of ETS (para 4-8a).

a. Dependency or hardship.

(1) *Dependency.* Dependency exists when because of death or disability of a member of a soldier's family, other members of the soldier's family become principally dependent on the soldier for care or support. It is to such an extent that service on AD in the event of an emergency or continued participation in TPU training would result in undue hardship.

(2) *Hardship.* Hardship exists when in circumstances not involving the death or disability of a member of a soldier's family, transfer to the IRR would materially affect the care or support of the soldier's family by materially alleviating undue hardship.

(a) *Parenthood.* A married soldier who becomes a parent by birth, adoption, or marriage (stepparent) and whose children under 18 years of age reside within the household may apply for transfer to the IRR under hardship. The soldier must submit evidence that the roles of parents and soldiers are incompatible and the soldier cannot fulfill his or her military obligation without neglecting their children.

(b) *Sole parent.* A soldier who is a sole parent and whose children under 18 years of age reside within the household may apply for transfer to the IRR under hardship. A "sole parent" is a parent who is single by reason of never being married, or is divorced or legally separated and has been awarded child custody by judicial decree or court order, or is a widow or widower.

(c) Rescinded.

(d) *Supporting evidence.* Supporting evidence will be provided as per paragraph *c*, below. However, soldiers must meet the application criteria in paragraph *b*, below, in addition to the requirement that there be unexpected circumstances beyond the soldier's control justifying transfer. An example of these circumstances is the birth of a child with a serious birth defect requiring constant care. Inability to obtain an approved dependent care plan does not qualify the soldier for transfer under this provision.

(3) *Members of the family.* For purposes of transfer under dependency or hardship conditions, the term "members of the family" includes only spouse, children, father, mother, brothers, sisters, and any person who stood in loco parentis to the soldier before enlistment. (The term "in loco parentis" as used here is "any person who has stood in the place of a parent to a soldier for 5 continuous years when the soldier was a child.")

b. Reassignment eligibility criteria.

(1) Reassignment may be approved when all of the following circumstances exist:

(a) Conditions have arisen or have been aggravated to an excessive degree since enlistment or reenlistment.

(b) Conditions are not of a temporary nature.

(c) Every reasonable effort has been made by the soldier to ease the dependency or hardship conditions without success.

(d) Reassignment to the IRR is the only readily available means of eliminating or materially alleviating the dependency or hardship condition.

(e) The soldier has completed IET and been awarded an MOS and is not within 3 months of ETS (para 4-8a).

(2) The following circumstances do not justify reassignment to the IRR because of dependency or hardship. However, the existence of these circumstances does not preclude reassignment because of dependency or hardship provided the applicant meets the criteria in (1), above.

(a) Pregnancy of a soldier's wife is not a disability for which his reassignment to the IRR is justified.

(b) Undue hardship does not necessarily exist solely because of altered income, the soldier is separated from his or her family, or the soldier must suffer inconvenience normally incident to military service.

c. Evidence required.

(1) The evidence required for dependency or hardship reassignment to the IRR will normally be in affidavit form. The evidence must substantiate dependency or hardship conditions on which the application for reassignment is based.

(2) The evidence required will include affidavits or statements submitted by or in behalf of the soldier's dependents

and by at least two disinterested persons or agencies having firsthand knowledge of the circumstances. If dependency or hardship is the result of disability of a member of the soldier's family, a physician's certificate should be furnished showing specifically when such disability occurred, the nature thereof, and prognosis for recovery. There also will be furnished the names, ages, occupations, home addresses, and monthly incomes of other members of the soldier's family. The affidavits of disinterested individuals and agencies should include reasons within their knowledge that these members of the family can or cannot aid in the financial or physical care of the dependents concerned for the period the soldier is to be ordered to AD in the event of an emergency, or to continue participation in TPU or IMA training. When the application is based on the death of a member of the soldier's family, a death certificate or other proof of death should be furnished.

(3) When the basis for the application is parenthood of either a sole parent or a married soldier, the supporting evidence will be in affidavit form and will substantiate the soldier's claim that unexpected circumstances beyond the soldier's control have occurred since acquired parenthood. These circumstances must prevent fulfillment of military obligations without resultant neglect of the child. Affidavits from the soldier's immediate commander and officer who is the job supervisor will be considered sufficient. Evidence in (1), above is not required for these applications; however, sole parenthood resulting from divorce or legal separation will be substantiated by a judicial or court order awarding child custody to the soldier.

d. Application for reassignment. Any soldier may submit a written application to be reassigned to the IRR because of dependency or hardship. The application will be submitted as follows:

(1) A TPU soldier will send the written application to the TPU commander. The commander will immediately forward it with recommendations and the soldier's records through channels to the appropriate reassignment authority (para 1-5).

(2) An IMA soldier will submit a written request to his or her immediate commander. The commander will immediately forward it with recommendations through channels to Commander, HRC-STL, ATTN: AHRC-MOT-IM, 1 Reserve Way, St. Louis, MO 63132-5200.

e. Procedure.

(1) On receipt of a written application with required supporting evidence, the appropriate reassignment authority (para 1-5) will—

(a) Consider carefully the facts on which the request is based.

(b) Obtain any other information that may be necessary to determine the validity of the request.

(c) Take final action to approve or disapprove the application.

(2) Commanders taking final action on applications of soldiers for dependency or hardship reassignments will ensure the expeditious handling of applications.

(3) Applications on which final action has been taken will become a permanent part of the soldier's MPRJ and OMPF.

4-14. Voluntary reassignment for pregnancy

A soldier assigned to a TPU or an IMA position who has completed IET and been awarded an MOS and is not within 3 months of ETS (para 4-8a), who becomes pregnant, may elect reassignment to the IRR per AR 135-91, paragraph 4-23c(1), and AR 135-178, paragraph 4-9b(2).

4-15. Involuntary reassignment for unsatisfactory participation

a. A TPU or IMA soldier who has completed IET and been awarded an MOS and is not within 3 months of ETS, who fails to participate satisfactorily per AR 135-91, chapter 4, section III, may be reassigned to the appropriate control group of the IRR. Involuntary reassignment is discretionary and may be made in lieu of discharge proceedings per AR 135-178, chapter 13, when determined to be in the best interest of the Army. Commanders will not take reassignment action under this paragraph solely to spare a soldier from administrative separation proceedings for other than unsatisfactory participation per AR 135-178.

b. A soldier who has not completed IET and has not been awarded an MOS, or is within 3 months of ETS, will not be reassigned to the IRR as an unsatisfactory participant.

c. Commander, HRC-STL will not limit the enlisted career management of soldiers who were former unsatisfactory participants. Soldiers will be evaluated individually on their desire to continue service with the Army Reserve.

4-16. Involuntary reassignment for failure to maintain Army body fat standards

a. A soldier will be reassigned to the IRR for failure to meet the Army body fat standards per AR 600-9 when it is determined the soldier is not qualified for further TPU or IMA service and meets all of the following conditions:

(1) Has completed IET and been awarded an MOS and is not within 3 months of ETS.

(2) Is not diagnosed with a medical condition that precludes or interferes with weight control.

(3) The soldier fails to meet the body fat standards per AR 600-9 and the sole reason for the reassignment to the IRR is failure to meet those standards.

b. Rescinded.

c. Where no medical condition exists, reassignment to the IRR is required for soldiers who meet the conditions of *a*, above and who—

(1) Do not make satisfactory progress in the weight control program after a period of 6 months, unless the commander chooses to impose a bar to reenlistment under AR 140–111, chapter 1, section VII; or

(2) Fail to maintain body fat standards during the 12-month period following removal from the weight control program.

d. Reassignment action under this paragraph will not be initiated against a soldier who meets the criteria for discharge under the provisions of AR 135–178. For example, a soldier who, wholly apart from weight control failure, is an unsatisfactory performer will be processed for discharge under the provisions of AR 135–178, chapter 6.

e. The authorities specified in paragraphs 1–5*a* and *c* are authorized to reassign soldiers under this paragraph. Reassignment orders will cite this paragraph as authority and the soldier’s service is not characterized.

4–17. Involuntary reassignment for inability to perform prescribed duties due to parenthood

a. General. This paragraph prescribes procedures for reassignment to the IRR because of inability to perform prescribed duties, repetitive absences from scheduled training assemblies, or failure to attend annual training as a result of parenthood. This involuntary reassignment policy only applies to a soldier who has completed IET and been awarded an MOS and is not within 3 months of ETS.

b. Counseling. Commanders will ensure that before recommending reassignment to the IRR under this paragraph, adequate counseling has been provided and documented using the procedures outlined in AR 135–178, paragraph 1–12*b*, as a guide.

c. Notification.

(1) The commander will notify the soldier in writing that his or her reassignment has been recommended per this paragraph (fig 4–1). The letter of notification will cite the specific allegations on which the proposed reassignment is based and the specific provisions of this paragraph authorizing the reassignment. The soldier will be advised that his or her service will be uncharacterized and that he or she has the following rights:

(*a*) To consult with consulting counsel. Soldiers may also consult with civilian counsel retained at no expense to the Government.

(*b*) To submit statements in his or her behalf.

(*c*) To obtain copies of documents that will be sent to the appropriate reassignment authority (para 1–5) supporting the proposed reassignment. Classified documents may be summarized.

(*d*) To waive the above rights in writing. Failure to respond within 20 calendar days from the date of receipt will constitute a waiver of the right.

(2) The soldier will be provided a reasonable period of time (not less than 20 calendar days) to act on the letter of notification. An extension may be granted on a timely showing of good cause by the soldier; for example, distances involved or other circumstances. After receiving the advice of counsel, the soldier’s decision concerning his or her rights will be recorded in the endorsement to the letter of notification (fig 4–2). The endorsement will be signed by the soldier. The soldier’s consulting counsel will sign the endorsement as a witness, and, if appropriate, indicate that he or she is a commissioned officer of the Judge Advocate General’s Corps. If the soldier refuses to consult with counsel or declines to respond as to the selection of rights, such declination will constitute a waiver of the right to consult with counsel or a waiver of rights. An appropriate notation will be made on the endorsement provided for the soldier’s reply. If the soldier indicates that one or more of the rights will be exercised, but declines to sign the endorsement, the selection of rights will be noted. An appropriate notation as to the failure to sign will be made.

(3) If the soldier fails to acknowledge receipt or submit a timely reply, that fact will constitute a waiver of rights. An appropriate notation will be recorded on a retained copy of the endorsement.

d. Action by reassignment authority.

(1) On receipt of the recommendation for reassignment to the IRR, the reassignment authority (para 1–5) will determine if there is sufficient evidence to verify the allegations set forth in the notification of the basis for reassignment. If an allegation is not supported by a preponderance of the evidence, it may not be used as a basis for reassignment. If there is not a sufficient basis for reassignment, the reassignment authority will disapprove the recommendation and return the case to the originator for disposition by other means, or take other appropriate action under this regulation. If the recommendation is disapproved, the return endorsement will cite the reasons for disapproval.

(2) If there is sufficient factual basis for reassignment to the IRR, the reassignment authority will determine if reassignment is warranted and then take one of the following actions:

(*a*) Direct retention.

(*b*) Direct reassignment to the IRR.

(*c*) Suspend the reassignment. In order to afford a highly deserving soldier a probationary period to demonstrate successful rehabilitation prior to ETS, the reassignment authority, or a higher authority, may suspend execution of the reassignment for a period not to exceed 12 months. During the period of the suspension the soldier will be afforded an opportunity to demonstrate the capability of behaving properly under varying conditions during the probationary period

and that the soldier can perform assigned duties efficiently. On satisfactory completion of the probationary period, the reassignment authority will remit execution of the reassignment to the IRR. If the soldier engages in conduct similar to that for which reassignment was approved, the appropriate reassignment authority will reassign the soldier to the IRR.

4-17.1. Involuntary reassignment after a review of a bar to reenlistment

a. Policy and procedures for USAR bars to reenlistment are prescribed by AR 140-111, chapter 1, section VII.
b. After placing an approved bar to reenlistment in a soldier's MPRJ per AR 140-111, paragraph 1-34, the company, detachment, or comparable commander of the unit to which the soldier is assigned or attached will continue documented evaluation of the soldier. Approved bars to reenlistment will be reviewed by the commander at least every 6 months after the date of approval and 30 days before the soldier's scheduled departure from the unit, REFRAD, or discharge.

c. Any time a bar to reenlistment is reviewed and not recommended for removal, the soldier will be reevaluated for possible REFRAD, discharge, or reassignment to the IRR, as appropriate, under pertinent administrative procedures.

d. A unit commander will initiate proceedings to REFRAD, discharge, or reassign a soldier with an approved bar to reenlistment upon completion of the second 6-month review as specified in (1) and (2), below unless a recommendation for removal of the bar is submitted.

(1) The commander will initiate proceedings to discharge a TPU or IMA soldier from the USAR under AR 135-178, chapters 6 or 7, or other appropriate chapters in the regulation.

(2) When discharge under AR 135-178 is not appropriate, then the involuntary reassignment of a TPU or IMA soldier to the IRR will be under the provisions of this chapter.

4-17.2. Involuntary reassignment because of overgrade

a. A soldier will be involuntarily reassigned to the appropriate IRR control group when all of the following conditions exist:

(1) The soldier's grade of rank is SSG or above and the grade is higher than that authorized for a TPU or IMA duty position.

(2) A TPU or IMA duty position in which the soldier qualifies by MOS and authorized for the soldier's current grade of rank or higher, is not available.

(3) The soldier has been serving in an overgrade status for at least 12 months.

(4) Retention in an overstrength status is not authorized, or retention would exceed authorized overstrength limitations, per AR 140-1, paragraph 2-4.

b. Should a soldier who meets the conditions outlined in *a.*, above be offered a duty assignment in a lower grade and decline voluntary reduction under AR 140-158, paragraph 7-12*b*(3), the soldier will be reassigned to the appropriate control group of the IRR.

4-18. Involuntary reassignment for failing to report to a troop program unit or individual mobilization augmentee assignment (NO-SHOW)

a. The responsible authority (para 1-5) will reassign a soldier from a TPU or IMA assignment to the appropriate IRR control group when the soldier fails to report and cannot be located within 90 days after the date of—

(1) Release from the Active Army or AGR status; or

(2) Reassignment from the IRR; or

(3) Reassignment from another TPU or IMA assignment.

b. Cite this paragraph and "AC NO-SHOW", "IRR NO-SHOW", "IMA NO-SHOW", or "MTA NO-SHOW" on DA Form 4651, item 4e, as the authority and reason for the reassignment.

4-19. Transfer from control group (Delayed Entry Program)

Control group (DEP) is under the administrative jurisdiction of the commander, USAREC. This paragraph prescribes the policy and procedures for transferring a soldier from the strength accountability of control group (DEP) to the IRR according to AR 601-210, chapter 5, section XI.

a. Soldiers who enlist in the DEP are assigned to control group (DEP) pending their enlistment in the RA.

b. A soldier in the DEP who is not enlisted in the RA for a reason shown in (1) or (2) below is transferred by USAREC to the appropriate IRR control group (para 4-2*b*) provided the soldier has completed IET and been awarded an MOS.

(1) Refused or declined to enlist in the RA.

(2) Denied enlistment in the RA for a reason listed in (a) through (d) below. This policy applies only to those soldiers who were discharged from the ARNG or USAR as a direct result of enlistment in the DEP.

(*a*) A change in marital or dependency status that occurred after enlistment in the DEP.

(*b*) A body fat content change that occurred after enlistment in the DEP.

(*c*) Failure to attain the level of education required for an RA enlistment option.

(d) A previous Active Army disqualification (RE-Code or SPD) that may or may not have been disclosed when enlisted in the DEP.

c. The Commander, U.S. Army Recruiting Command—

(1) Issues transfer orders per AR 310-10, appendix A, format 450, and provides the soldier with a copy.

(2) Sends the following documents to Commander, HRC-STL, ATTN: AHRC-PRA-I, 1 Reserve Way, St. Louis, MO 63132-5200.

(a) A copy of the transfer order.

(b) The original DEP enlistment packet.

(c) The MPRJ, if available.

4-20. Transfer from control group (ROTC)

Control group (ROTC) is under the administrative jurisdiction of the ROTC Cadet Command. This paragraph prescribes the procedures for transferring an individual from cadet status in control group (ROTC) to enlisted status in the IRR according to AR 145-1, chapter 3, section VI.

a. For strength accountability purposes, a cadet that separated from control group (ROTC) is transferred by the ROTC region commander to the appropriate IRR control group under the conditions cited in AR 145-1, paragraph 3-44.

b. Reserve Officer Training Corps region commanders—

(1) Issue transfer orders per AR 310-10, appendix A, format 450. Enter the following responses to the lead lines of the order:

(a) *Standard name line.* Enter the proper enlisted grade of rank. The enlisted grade of rank will be Private First Class (PFC) or a higher grade that may have been held at the time the soldier enrolled in the ROTC Advanced Course.

(b) *Asgd to mgt dsg.* Enter 09R00 or the MOS the soldier possessed at the time of enrollment in the ROTC Advanced Course.

(c) *Assigned to.* Enter control group (AT) or Control Group (Reinf) as appropriate, per paragraph 4-2b.

(2) Sends a copy of the transfer order and the cadet file to Commander, HRC-STL, ATTN: AHRC-PRA-I, 1 Reserve Way, St. Louis, MO 63132-5200.

Section IV

Reassignments Within the IRR

4-21. Scope

This section identifies the conditions under which soldiers are reassigned between IRR control groups. These reassignments are automated transactions based on a change in a soldier's military status and may not require formal reassignment orders.

4-22. Reassignment between IRR control groups

a. The reassignment of a soldier from one IRR control group to another occurs under the following listed conditions. A soldier will be reassigned from—

(1) Control group (AT) to Control Group (Reinf) under one or more of the following conditions:

(a) Has been credited with 3 or more years of AD.

(b) Has satisfied an incurred statutory military service obligation.

(c) Has no mandatory training obligation.

(2) An IRR control group to Control Group (Dual Component) if the soldier is a commissioned officer and enlists in the RA or is appointed an RA WO.

(3) Control group (OADO) to control group (AT) when an officer—

(a) Has been selected for RFD and the officer is not currently assigned to a TPU.

(b) Has terminated his or her Early Commissioning Program (ECP) delay.

(c) Completes an early OBC and is not selected for entry into the Active Army. This is provided the officer is not currently assigned to a TPU.

(4) Control Group (Dual Component) to Control Group (Reinf) when the officer is discharged from RA enlisted or WO status.

b. Control group (DEP) and control group (ROTC) are not IRR control groups for strength accountability purposes under the administrative jurisdiction of the commander, HRC-STL. Transfers from these controls groups to IRR control groups have been identified in paragraphs 4-19 and 4-20.

Section V

Training IRR Soldiers

4-23. Scope

Within policy guidance and funding provided by the DCS, G-1, the commander, HRC-STL, in coordination with major Army commands, is responsible for providing training for IRR soldiers (AR 140-1, para 3-22). This section provides guidance on IRR training and identifies the prescribing directive.

4-24. Training for mobilization

- a.* Mandatory training requirements are prescribed by AR 135-200.
- b.* Readiness training is speciality or AOC related training for the IRR soldier (AR 140-1, para 3-22a).
- c.* The Enlisted Personnel Management System—Individual Ready Reserve (EPMS-IRR) is outlined in AR 135-205. The EPMS-IRR is the personnel management system designed to provide for the effective management of an IRR enlisted soldier's training and professional development.
- d.* An IRR enlisted soldier who has not completed initial AD for training (IADT) and precluded from assignment to a TPU, may be ordered to IADT on a voluntary basis at such time as determined by commander, HRC-St. Louis (AHRC-EPO-P). The soldier must meet the minimum physical profile of the MOS in which to be trained. On completion of IADT, the soldier may be transferred to a TPU or retained in the IRR.
- e.* An IRR enlisted soldier who has completed IADT, but is ineligible for assignment to a TPU, may be ordered to AD or ADT on a voluntary basis at such time as determined by the commander, HRC-STL (AHRC-EPO-P).

4-25. Training for career progression

- a.* Military educational requirements for officer or WO promotions are outlined in AR 135-155.
- b.* The Noncommissioned Officer Education System (NCOES) is linked to IRR enlisted promotions under AR 140-158, chapter 5.

Section VI

Release From IRR Assignment

4-26. Scope

- a.* This section identifies the conditions under which a soldier is released from assignment to an IRR control group. Such a release is a result of a soldier's voluntary or involuntary reassignment to the Selected, Standby, or Retired Reserve, or separation from the USAR.
- b.* An IRR soldier who is otherwise qualified may voluntarily request reassignment to—
 - (1) A USAR TPU under the provisions of chapter 2.
 - (2) An IMA position per AR 140-145.
 - (3) The Retired Reserve per chapter 6.
 - (4) The Standby Reserve per chapter 8.
- c.* A request for assignment, reassignment, or attachment to a USAR TPU will be submitted on DA Form 4651, or by USAREC on DA Form 4187, per paragraph 1-8.

4-27. Release from IRR control group assignment

Soldiers are released from assignment to an IRR control group under the following conditions:

- a.* Discharged or dropped from the rolls under pertinent regulations. This includes a soldier who is discharged as a result of enlistment in the DEP under AR 601-210, or the senior ROTC under AR 145-1. It also includes soldiers who enlist (except for officers in Control Group (Dual Component)) or are appointed in the RA or any other Regular or Reserve component (except ARNGUS).
- b.* Reassigned to a USAR TPU (chap 2).
- c.* Entering on AD in an AGR status (para 2-4a(3)).
- d.* Reassigned to an IMA duty position (para 2-4a(2)).
- e.* Enlisted or appointed in the ARNG (chap 5).
- f.* Assigned to the Retired Reserve (chap 6).
- g.* Mandatorily released from active status (chap 7).
- h.* Reassigned to the Standby Reserve (chap 8).
- i.* Voluntarily ordered to AD in the Active Army (AR 135-210).
- j.* Ordered to AD in the Active Army during mobilization.
- k.* Appointed to the U.S. Military Academy or other Service academy (para 1-7).

4-28. Limitations on reassignment to a troop program unit or individual mobilization augmentee position based on the reasons for assignment to the Individual Ready Reserve

The reason a soldier was transferred or reassigned to the IRR determines the limitation, if any, on reassignment to a TPU or IMA position. Table 4-1 and this paragraph establishes the limitations on the reassignment of a soldier from the IRR to a TPU or IMA duty position. This is provided the soldier meets the requirements of chapter 2 of this regulation, or AR 140-145, as appropriate, and except for an IMA reassignment, has not accumulated the maximum total years of military service for his or her grade per paragraph 7-2g. Reassignment limitations are as follows:

a. The reassignment of a soldier who is not MOS qualified is restricted to those scheduled for entry on ADT to become MOS qualified under the Prior Service Training Program administered by the USAREC.

b. Two-year waiting period measured from the date of assignment to the IRR.

c. Reassignment of a soldier who does not meet worldwide deployability standards, or who has a permanent disqualifying condition (that is, existed prior to service (EPTS)), is prohibited. Condition must have been detected within 4 months of entry in the military service.

d. Must provide minimum documentation shown in AR 601-210, table 4-1, line AC, minus DA Form 3072-1 series (Request for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army from Civilian Life).

e. Must provide minimum documentation shown in AR 601-210, table 4-1, line AK, minus DA Form 3072-1 series, DD Form 1966 series, and police clearances.

f. Must provide proof the condition or problem which caused transfer or reassignment to the IRR no longer exists and will not effect TPU or IMA performance.

g. The soldier must provide a signed statement requesting the surviving son or daughter status be withdrawn. The statement must also acknowledge that the soldier—

(1) Is available for worldwide assignment to include a combat zone.

(2) Waives the right to be reinstated as a surviving son or daughter and subsequently request reassignment to the IRR under this paragraph.

h. The waiting period exists until pregnancy is terminated or the child is born. The soldier must furnish a doctor's statement to show she is physically able to perform unit drills, annual training, and AD in the event of mobilization. The soldier must provide a signed statement of her willingness to participate in unit training and her availability in the event of mobilization.

i. Must meet the minimum physical profile of the MOS in which to be trained.

j. Must meet the body fat standards of AR 600-9.

k. Cannot be reassigned within the command that convened the board. The soldier may be reassigned to a TPU that is not under the command or operational control of the command that convened the board.

l. The reassignment of a soldier having no military service obligation incurred by statute, who was removed from a TPU for unsatisfactory participation, is not authorized. An exception may be made by a gaining commander if no other qualified soldier is available.

m. Not eligible for reassignment to a TPU, but eligible for assignment to an IMA position provided the soldier meets the requirements of AR 140-145.

n. Eligible for reassignment as a CSM to fill a TPU or IMA CSM duty position. Reassignment to a TPU is prohibited if the CSM has accumulated 35 or more years of total military service and 20 years of qualifying service for retired pay.

o. A cadet who completed at least 14 months at USMA will be considered as having completed basic training. A cadet will not be required to perform IADT without his or her consent. A TPU commander may deny assignment when the cadet cannot qualify for the TPU vacancy. This applies when the vacancy requires completion of IADT for MOS qualification and the cadet will not agree to perform IADT.

p. Assignment of an officer to a TPU or IMA position is prohibited until OBC has been completed.

q. A soldier may not be reassigned to a TPU or IMA position without prior approval of the TPU or IMA duty position commander.

r. A soldier who has been barred from reenlistment in the USAR under AR 140-111, chapter 1, section VII, is ineligible for reassignment to a TPU or IMA duty position, while the bar to reenlistment is in effect. If, through the review process per AR 140-111, paragraph 1-34a, the bar is removed, the soldier can be reassigned if otherwise eligible.

4-29. Limitations on reassignment to a troop program unit or individual mobilization augmentee position based on an Individual Ready Reserve soldiers condition or status

A soldier who is eligible for reassignment to a TPU or IMA position, per paragraph 4-28 and table 4-1, may be limited from such reassignment based on a condition which occurred while assigned to the IRR, or because of an existing status. Table 4-2 cites status and existing conditions with the appropriate references which may preclude reassignment to a TPU or IMA duty position.

a. While assigned to the IRR a soldier provided evidence that supported a claim for hardship or dependency status

as described in paragraph 4–13. If the soldier requests voluntary reassignment to a TPU or IMA duty position, the soldier must provide proof that the condition which caused the hardship or dependency status no longer exists.

b. While assigned to the IRR a soldier diagnosed as pregnant applies for reassignment to a TPU or IMA duty position. The soldier must furnish a doctor’s statement to show she is physically able to perform unit drills, annual training, and AD in the event of a partial or full mobilization. The soldier must provide a signed statement of her willingness to participate in unit training and her availability for deployment in the event of a partial or full mobilization.

c. While assigned to the IRR a soldier has been flagged under AR 600–8–2. The soldier cannot be reassigned to a TPU or IMA duty position until the reason for imposition of the flag has been adjudicated and the flag has been removed.

**Table 4–1
Troop program unit and individual mobilization augmentee reassignment limitations based on the reason for assignment to the Individual Ready Reserve**

Rule	Reason for assignment to the IRR	TPU/IMA reassignment limitations
1	Employment conflict (para 4–9a)	None, if otherwise eligible
2	Moved beyond reasonable distance of a USAR center (para 4–9b)	None, if otherwise eligible
3	Cogent personal reasons (para 4–9c)	None, if otherwise eligible
4	Completion of contractual agreement (para 4–9d)	None, if otherwise eligible
5	Surviving son or daughter (paras 4–11b(2) and 4–12)	Paras 4–28a, c, and g apply
6	Dependency or hardship (paras 4–11b(4) and 4–13)	Paras 4–28a, c, and f apply
7	Pregnancy (paras 4–11b(5) and 4–14)	Paras 4–28a, c, and h apply
8	Nonselect by Qualitative Retention Board (AR 135–205, para 4–7d)	TPU reassignment prohibited. IMA reassignment permitted
9	Nonselect by Selective Retention Board (chapter 10)	Para 4–28k applies
10	Enrolled in an ROTC basic course (AR 135–91, para 3–11b)	None, if otherwise eligible
11	Enrolled in the Merchant Marine Academy (AR 135–91, para 5–13)	Reassignment prohibited if still enrolled
11.1	Failure to complete OBC (para 4–5.1).	Para 4–28p applies.
11.2	Above the maximum allowable TPU strength limits (para 4–5.1).	None, if otherwise qualified
12	Unsatisfactory participation (enlisted) (para 4–15)	Paras 4–28a, c, l, and q apply
12.1	Unsatisfactory participation (officer) (para 4–5.1).	Para 4–28q applies
13	Failure to maintain body fat control standards (paras 4–11b(6) and 4–16)	Paras 4–28a and j apply
14	Inability to perform duties due to parenthood (paras 4–11b(3) and 4–17)	Paras 4–28a, c, and f apply
15	Entry level performance and conduct (AR 135–178, chap 4, and AR 635–200, chap 11)	Paras 4–28a, b, c, and d apply
16	Unsatisfactory performance (AR 135–178, chap 6, and AR 635–200, chap 13)	Paras 4–28a, b, c, d, and e apply
17	Maximum years of service (para 7–2g)	Para 4–28m applies
18	Completion of tenure as a Command Sergeant Major (AR 135–205, para 6–22d)	Para 4–28n applies
19	Involuntary relief from drill sergeant duty (paras 2–19.1c and d)	None, if otherwise qualified
20	Transferred as a “NO–SHOW” (para 4–19)	None, if otherwise qualified
21	Unit inactivation or relocation (AR 135–91, para 5–2a(2))	None, if otherwise qualified
22	Discharged on satisfactory completion of an RA enlistment with a remaining Reserve statutory military service obligation (AR 635–200, para 4–2)	None, if otherwise qualified
23	Active Army oversea returnee with a remaining Reserve statutory military service obligation (AR 635–200, para 16–6) (Mobilization Asset Transfer)	None, if otherwise qualified
24	Physical disqualification for duty in MOS (AR 635–200, para 16–7) (Mobilization Asset Transfer)	Para 4–28i applies
25	Reduction in authorized strength (AR 635–200, para 16–8) (Mobilization Asset Transfer)	None, if otherwise qualified

Table 4-1
Troop program unit and individual mobilization augmentee reassignment limitations based on the reason for assignment to the Individual Ready Reserve—Continued

Rule	Reason for assignment to the IRR	TPU/IMA reassignment limitations
26	Separated from Active Army medical holding detachment or company with a remaining Reserve statutory military service obligation (AR 635-200, para 16-10) (Mobilization Asset Transfer)	Paras 4-28a, c, f, and k apply
27	Separated from Active Army installation or unit scheduled for inactivation or PCS (AR 635-200, para 16-11) (Mobilization Asset Transfer)	None, if otherwise qualified
28	Holiday early transition program (AR 635-200, para 16-12) (Mobilization Asset Transfer)	None, if otherwise qualified
29	Enlisted in USAR for assignment to Control Group (Reinf) concurrent with RA discharge (AR 601-210, table 9-1, option 9-54)	None, if otherwise qualified
30	Separated from the U.S. Military Academy and transferred to satisfy a remaining statutory or contractual military service obligation (AR 612-205, table 3)	Para 4-28o applies
31	USAR soldier REFRAD on satisfactory completion of Active Army or AGR tour of duty with a remaining statutory or contractual military service obligation (AR 635-200, para 4-2)	None, if otherwise qualified
32	Discharged from another U.S. armed force with concurrent enlistment in the USAR and assignment to the IRR (AR 601-210, table 9-1, option 9-54)	None, if otherwise qualified
33	Prior service enlistment from civil life in the USAR with assignment to the IRR (AR 601-210, table 9-1, option 9-54)	None, if otherwise qualified
34	Discharged from the ARNG on satisfactory completion of an ARNG enlistment with a remaining statutory military service obligation	None, if otherwise qualified
35	Reassigned from the Retired Reserve (chap 6, sec II)	None, if otherwise qualified
36	Reassigned from the Standby Reserve (chap 8)	None, if otherwise qualified
37	Transferred from control group (DEP) (para 4-19)	Paras 4-28a, c, f, g, h, i, and j apply
38	Transferred from control group (ROTC) (para 4-20)	Paras 4-28a, c, f, g, i, and j apply
39	Separated from the U.S. Military Academy Prep School (USMAPS) with a remaining statutory military service obligation (AR 135-91, para 3-10b)	Paras 4-28a, c, and i apply
40	Transferred from a TPU based on overstrength status of 1 year (AR 140-158, para 6-23b)	None, if otherwise qualified
41	Reassigned with an imposed bar to reenlistment (para 4-17.1).	Para 4-28r applies
42	Grade of rank is above that authorized for a duty position (para 4-17.2)	None, if otherwise qualified
43	Failure to become DMOS qualified (para 2-6c).	(Para 4-28a applies

Table 4-2
The status or condition of an Individual Ready Reserve soldier which may limit reassignment to a troop program unit or individual mobilization augmentee duty position

Rule	Limiting status or condition. While serving in the IRR a soldier—	TYP TPU/IMA reassignment limitations
1	Established surviving son or daughter status (para 4-12).	Reassignment prohibited. Except per for para 4-28g.
2	Verified dependency or hardship status (para 4-13).	Reassignment prohibited. Except per for para 4-29a.
3	Is diagnosed as pregnant (para 4-14).	Para 4-29b applies
4	Exceeds the body fat standards per AR 600-9.	Reassignment prohibited
5	Exceeds the maximum years of service (para 7-2g)	Reassignment prohibited
6	Is determined to have a physical disqualification for duty in the required MOS.	Reassignment prohibited
7	Is under suspension of favorable personnel actions per AR 600-8-2	Reassignment prohibited. See para 4-29c.
8	Has been convicted by a civil court (AR 135-178, para 1-21 and chap 7, sec III).	Reassignment prohibited.

Table 4-2**The status or condition of an Individual Ready Reserve soldier which may limit reassignment to a troop program unit or individual mobilization augmentee duty position—Continued**

Limiting status or condition.		
Rule	While serving in the IRR a soldier—	TYP TPU/IMA reassignment limitations
9	Is within 6 months of ETS.	See AR 140-111, para 7-5
10	Is an officer or WO and does not hold a grade equal to or below the grade of the TPU duty position (para 2-6b(3)(a)).	Reassignment prohibited. For exceptions, see paras 2-22 and 2-23, and chap 2, secs V and VI.
11	Is an enlisted soldier and holds a pay grade that exceeds the grade of the TPU duty position (para 2-6b(2)(b)).	Reassignment prohibited. See AR 140-158, para 7-12b(3).
12	Is an enlisted soldier who does not possess the required MOS or one within the allowable substitution rule of DA Pam 611-21.	Para 2-6b(2)(b) applies.

*(Letterhead)*MEMORANDUM FOR: *(soldier)**(Date)*

SUBJECT: Reassignment to the Individual Ready Reserve

1. I am initiating action to release you from this command and reassign you to the Individual Ready Reserve for inability to perform your prescribed duties due to parenthood under AR 140-10, paragraph 4-17. If you are reassigned your service will be uncharacterized.
2. The reasons for my proposed action are: (Specify the reasons. For guidance see paras 4-17a and c.)
3. I am suspending action for 45 days to give you an opportunity to exercise the following privileges:
 - a. To consult with counsel.
 - b. To submit statements in your own behalf.
 - c. To request and obtain copies of any documents that will be sent to the reassignment authority supporting the proposed reassignment.
 - d. To waive the above rights in writing.
4. The final decision as to whether you will be reassigned to the Individual Ready Reserve rests with the reassignment authority (Identify the command, per AR 140-10, para 1-5). You have the right to consult with an appointed counsel, or a civilian counsel at your own expense, before completing the enclosed acknowledgement.
5. Acknowledgement of this letter is required within 30 calendar days of receipt. Failure to respond to this letter will be considered a waiver of the rights described in paragraph 3 above.

Figure 4-1. Sample notification of recommended involuntary IRR reassignment for inability to perform prescribed duties due to parenthood

Authority: Section 301, Title 5, USC, and Section 3012, Title 10 USC.

Purpose: To obtain acknowledgement from the soldier of notification of proposed reassignment to the IRR and a statement of understanding pertaining thereto.

Routine uses: Used by commanders to process TPU soldiers recommended for involuntary reassignment to the IRR for inability to perform prescribed duties due to parenthood (AR 140-10, para 4-17). If reassignment is approved, the information is filed in the MPRJ. This personal information may be used by other appropriate Federal agencies and State and local government authorities where use of the information is compatible with the purpose for which the information was collected. Disclosure is voluntary. If soldier refuses to provide information, reassignment may be accomplished using information available.

MEMORANDUM FOR: *(Reassignment authority)*

SUBJECT: Reassignment to the Individual Ready Reserve

1. I have been advised by my consulting counsel of the basis of the contemplated action to accomplish my reassignment to the Individual Ready Reserve for inability to perform prescribed duties due to parenthood (AR 140-10, para 4-17) and its effects; of the rights available to me; and the effect of any action taken by me in waiving my rights.
2. I *(request) (waive)* appointed counsel for consultation.

Figure 4-2. Sample of soldier's statement of acknowledgement regarding involuntary reassignment to the IRR for inability to perform prescribed duties due to parenthood-Continued

3. I *(do) (do not)* request copies of documents that will be sent to the reassignment authority supporting the proposed reassignment.
4. Statements in my own behalf *(are)(are not)* submitted herewith (encl____).
5. I *(request) (waive)* representation by (counsel of representation) as my military counsel.
6. I understand that my reassignment to the IRR does not separate me from the U.S. Army Reserve. If I am assigned to Control Group (Annual Training) I will incur a mandatory training obligation of up to 30 days of active duty for training each year. If I am assigned to Control Group (Reinforcement) I may participate in training subject to the availability of training funds. I also understand that I can request reassignment to a TPU if I provide proof that the condition or problem which caused my reassignment to the Individual Ready Reserve no longer exists and will not effect TPU performance.
7. I have retained a copy of this statement.

(Signature of soldier)
(Typed name, SSN, grade)
(Date soldier signed statement)

(Note: The following will be completed only when the soldier elects to consult with consulting counsel)

Having been advised by me of the basis for *(his)(her)* contemplated reassignment to the Individual Ready Reserve and its effects, the rights available to *(him)(her)* and the effect of the waiver of *(his)(her)* rights, *(name of soldier)* knowingly made the choices indicated in the foregoing statement.

(Signature of counsel)
(Typed name, SSN, grade, branch)
(Date counsel signed statement)

Figure 4-2. Sample of soldier's statement of acknowledgement regarding involuntary reassignment to the IRR for inability to perform prescribed duties due to parenthood

Chapter 5 Transfer Between the U. S. Army Reserve and Army National Guard

Section I Transfer from the U.S. Army Reserve

5-1. Conditional release

a. Authority to grant a conditional release or final clearance in order to enlist or be appointed in the ARNG is based on the soldier's status in the USAR. Conditional release of the following soldiers is not authorized:

- (1) Medical officers selected for or ordered to AD.
- (2) Officers commissioned from the ROTC if they have not completed a required 3-year AD commitment.
- (3) Retired Reserve soldiers unless approved under the provisions of paragraph 6-5.
- (4) Soldiers assigned to the Standby Reserve (Inactive List) unless assigned more than 1 year.
- (5) Soldiers requesting release to an ARNG unit which is not federally recognized.
- (6) Soldiers who have not completed RFD or IADT unless—

(a) An officer signs a statement of understanding that transfer will not change the requirement to serve on RFD. If a change of branch is involved, the request for release must arrive at least 120 days before the RFD report date. Applications for branch transfer will be processed as prescribed in AR 140-9.

(b) An enlisted soldier's scheduled date of entry on IADT is more than 120 days later than the date of the request. The gaining State Adjutant General must indicate the soldiers will enter IADT within 120 days after enlisting in the ARNG.

(7) An enlisted soldier is selected for enrollment in an ARNG officer training program. Selection must be verified by the gaining State Adjutant General.

b. Individual Ready Reserve soldiers may be appointed or enlisted in the ARNG without a conditional release, except those shown in *d*(4), below.

c. A conditional release must be obtained from the USAR unit commander before appointing or enlisting unit soldiers in the ARNG.

d. The commander, HRC-STL (AHRC-PAT-RT) is approval authority for the following:

- (1) Final clearance for IRR soldiers appointed or enlisted in the ARNG.
- (2) Requests for conditional release of enlisted unit soldiers received within 120 days of entry on IADT.
- (3) Requests for conditional release disapproved by the USAR unit commander. The reason for disapproval will accompany the request.
- (4) Officers assigned to USAR control group (OADO).

5-2. Enlistment or appointment in Army National Guard

a. An NGB Form 60 (Request for Clearance from USAR for Enlistment/Appointment in Army National Guard) and one of the following documents will be sent to the commander, HRC-STL, ATTN: AHRC-OPM-O (for officers), or AHRC-EPS-A (for enlisted), or the appropriate MUSARC commander for USAR unit soldiers:

- (1) ARNG enlistment contract.
- (2) State orders for officers.

b. The commander, HRC-STL or the appropriate MUSARC commander will—

- (1) Terminate USAR membership.
- (2) Issue orders for soldiers transferring to the ARNG in the same status. (Enlisted USAR to enlisted ARNG or officer USAR to officer ARNG.) Orders will be issued as shown in AR 310-10, appendix A. A copy of the order for USAR unit soldiers will be sent to the commander, HRC-STL at the address shown in *c*, below. The following will be entered in response to the order lead lines:

(a) Effective date: The date of Federal recognition as an officer or the date of enlistment in the ARNG.

(b) Additional instructions: Your membership in the USAR was terminated on the date preceding your (enlistment) (appointment) in the ARNG. A formal discharge certificate will not be issued.

(3) Prepare vacation of appointment letters for USAR officers enlisted in the ARNG. A formal discharge will not be issued (see AR 135-175, chap 5).

(4) Forward the MPRJ to the gaining State Adjutant General.

c. Commander, HRC-STL will process the military personnel records (that is, CMIF, MPRJ, and OMPF) per AR 600-8-104.

Section II

Transfer from the Army National Guard

5-3. Reserve of the Army status

- a. Persons who are not USAR soldiers become Reserve of the Army soldiers when—
 - (1) Granted permanent Federal recognition.
 - (2) Enlisted in a federally recognized unit or organization of the ARNG.
- b. When Federal recognition is temporary, officers do not become Reserve of the Army soldiers unless they currently hold USAR appointments or a Reserve of the Army appointment independent of an appointment that is the subject of temporary Federal recognition.
- c. Unless concurrently discharged, soldiers who are discharged from the ARNG remain Reserve of the Army soldiers.

5-4. Conditional release

- a. A conditional release must be obtained from the State Adjutant General before accepting ARNGUS soldiers for USAR unit assignments.
- b. Soldiers may be transferred from the ARNGUS to the IRR without a conditional release to—
 - (1) Serve the remaining portion of an obligation after discharge from the ARNG or withdrawal of Federal recognition.
 - (2) Be promoted per NGR 600-100, paragraph 8-20.
- c. Transfer to the Standby Reserve (Active or Inactive List) is restricted to the reasons shown in chapter 8.

5-5. Procedures

- a. *Army National Guard soldiers accepted for assignment to a U.S. Army Reserve unit.*
 - (1) The State Adjutant General will—
 - (a) Issue transfer orders for officers.
 - (b) Discharge soldiers from the ARNG when the USAR enlistment contract is received.
 - (2) U.S. Army Reserve unit commanders will—
 - (a) Ensure that ARNG soldiers are processed for enlistment as prior service applicants. The procedures in AR 601-210 apply.
 - (b) Send a copy of the enlistment contract to the State Adjutant General.
- b. *Army National Guard soldiers not selected for retention.* See AR 135-205 or NGR 635-102.
- c. *Army National Guard officers enlisting in the Regular Army.* See NGR 635-100.
- d. *Transfer to accept promotion.* Issue orders for officers transferred to accept promotion. Assignment will be to USAR control group (Reinf).

5-6. Orders

State orders will be issued in the format shown in NGR 310-10 (AR), appendix A, for ARNG soldiers who are transferred. One of the following entries will be made in response to the orders lead line "Assigned to":

- a. USAR unit designation and area command for officers transferred to USAR units.
- b. USAR control group (AT).
- c. USAR control group (Reinf).
- d. The Retired Reserve.

5-7. Disposition of records

- a. The disposition of military personnel records is prescribed by AR 600-8-104.
- b. *Rescinded.*

Chapter 6

Transfer to and from the Retired Reserve

Section I

Transfer to the Retired Reserve

6-1. Eligibility

- a. Assignment to the Retired Reserve is authorized as listed in (1) through (8), below. Eligible soldiers must request transfer if they—

- (1) Are entitled to receive retired pay from the U.S. armed forces because of prior military service.
- (2) Have completed a total of 20 years of active or inactive service in the U.S. armed forces.
- (3) Are medically disqualified for AD resulting from a service-connected disability.
- (4) Were appointed based on the condition the soldier immediately apply for transfer to the Retired Reserve.
- (5) Reached the age of 37 and completed a minimum of 8 years of qualifying Federal service.
- (6) Reached the age of 37, completed a minimum of 8 years of qualifying Federal service and served at least 6 months of AD in time of war or national emergency. (Service performed after 1 July 1949 is also creditable.)
- (7) Completed 10 or more years of active Federal commissioned service.
- (8) Are medically disqualified, not as a result of own misconduct, for retention in an active status or entry on AD, regardless of the total years of service completed.

b. Headquarters, Department of the Army may at anytime suspend transfer to the Retired Reserve for the reasons shown in *a*(5), (6), and (7) above. Also, HQDA may suspend transfers as in *a*(2), above if the soldier has agreed to remain in the Ready Reserve.

6-2. Orders and certificates

a. Orders transferring soldiers to the Retired Reserve will cite this paragraph and state the reason for transfer. When retirement and mandatory removal are concurrent, the order will also show the reason for mandatory removal.

b. Soldiers transferred to the Retired Reserve will be furnished a DA Form 977 (Certificate of Transfer to Retired Reserve), except as follows. A DA Form 977 is not required for soldiers transferred to the Retired Reserve in the same grade as shown on their DD Form 363A (Certificate of Retirement).

6-3. Ordering Retired Reserve members to active duty

Retired Reserve members will be—

- a.* Ordered to AD in their retired status if ineligible for transfer to an active status.
- b.* Placed in an active status if eligible and ordered to AD.

Section II

Transfer from the Retired Reserve

6-4. Criteria for transfer

The criteria for transfer from the Retired Reserve to the Ready Reserve is based on the soldiers status as noted in *a* through *c*, below.

a. Transfer is not authorized for soldiers receiving retired pay unless the Secretary of the Army makes a special finding that their services are indispensable.

b. A soldier who is not receiving retired pay and is otherwise qualified and not prohibited under *c*, below, may be transferred to the IRR or to an appropriate TPU or IMA position vacancy. The transfer must be voluntary based on the soldier's request.

c. All Retired Reserve soldiers who were removed from active status by board action or operation of law are ineligible for transfer to the Ready Reserve.

d. Retired Reserve soldiers who were removed from active status by operation of law and whose transfer to the Ready Reserve would result in their immediate removal there from by operation of law, are ineligible to transfer to the Ready Reserve.

6-5. Application for transfer

a. If applying for a TPU assignment, the Retired Reserve soldier must apply through the TPU commander. For an IMA assignment, the soldier must apply through commander, HRC-STL (AHRC-MOT-I). For transfer to the IRR, the soldier must apply through the commander, HRC-STL (AHRC-EPS). The application will include—

- (1) The reason and authority reference for transfer to the Retired Reserve.
- (2) The statements shown below.
 - (a)* I (am) (am not) in receipt of disability compensation. Enter the amount and type of disability when appropriate.
 - (b)* I am willing to serve in the TPU vacancy or IMA position.
- (3) The following statement from soldiers who cannot complete 20 qualifying years of service before removal is mandatory:

“I am aware I cannot complete 20 years of qualifying service for retired pay before my removal from an active status is mandatory. I understand that transfer to the Ready Reserve does not exempt me from mandatory removal and that I cannot qualify for retirement.”

(4) The following statement of understanding from soldiers receiving retired pay:

“I understand that—

- (a) A Secretary of the Army finding of indispensability is limited to a specific position, and
- (b) Transfer to a different position is not authorized unless a new finding of indispensability is approved, and
- (c) Assignment to the Ready Reserve is limited to a 1-year maximum.”

a.1. When a retired soldier applies for transfer to the IRR, the application will be reviewed by commander, HRC-STL (AHRC-EPS) for final approval or disapproval of the request for transfer. If approved, the commander, HRC-STL (AHRC-PAT-RT) will publish the transfer order. To be eligible for transfer to the IRR the soldier must—

- (1) Be qualified for assignment to the IRR and available for deployment in the event of mobilization.
- (2) Have had a medical examination taken within the last year and reviewed by an Army surgeon. The soldier must be qualified for retention and meet the physical profile required for his or her AOC or MOS.
- (3) Be fully qualified for immediate reenlistment per AR 140-111 if in enlisted status.
- (4) Meet the body fat standards of AR 600-9.
- (5) Not be receiving retired pay.
- (6) Not be 60 years of age or older if in enlisted status.
- (7) Not have been removed from active status by board action or operation of law.

b. The unit commander will endorse applications from qualified soldiers through Reserve channels to the area commander.

- (1) Attach a medical examination taken within the last year and reviewed by an Army surgeon.
- (2) Enter the following on the endorsement:
 - (a) The paragraph and line number of the TPU or IMA position.
 - (b) Justification for the Secretary of the Army to determine if the soldier’s service is indispensable. (Applies to soldiers receiving retired pay.)

(3) Make the following statements:

- (a) There is no one in the Ready or Standby Reserve within this area who is eligible for the position.
- (b) The soldier is qualified for reenlistment per AR 140-111, when appropriate.

(4) State whether the soldier—

- (a) Will be accepted for the position if transfer is approved.
- (b) Is physically and otherwise qualified for the position.
- (c) Meets the body fat standards in AR 600-9.

c. The area commander will—

- (1) Review applications and determine qualifications. Qualification may be evaluated through—
 - (a) Personal interview.
 - (b) Reviewing supporting documents furnished by the soldier.
 - (c) Requesting any available information from the commander, HRC-STL to help in determining qualifications.
- (2) Forward approved applications to Commander, HRC-STL, ATTN: AHRC-PAT-RCCT, 1 Reserve Way, St. Louis, MO 63132-5200.

(3) Return disapproved applications through the requesting unit commander to the applicant.

d. The commander, HRC-STL will—

- (1) Disapprove applications from soldiers whose removal from active status was mandatory (see para 6-4d, above).
- (2) Send applications requiring indispensability statements to HQDA, DCS, G-, ATTN: DAPE-MP, Washington DC 20310-0300.
- (3) Issue orders for soldiers approved for transfer to the Ready Reserve.
- (4) Send the MPRJ to the gaining commander.

6-6. Soldiers determined indispensable

a. Soldiers transferred to the Ready Reserve as indispensable will be reassigned to the Retired Reserve on the earlier of the below dates.

- (1) One year.
- (2) The date removed from the position for which the finding of indispensability was made.
- (3) The date removal from an active status is mandatory.

b. Transfer of indispensable soldiers to other positions is not authorized unless a new finding for the other position is requested and approved. Soldiers erroneously transferred to other positions will be removed when the error is discovered. If an erroneous transfer resulted in promotion, that promotion is void. Voided promotions will be evaluated to determine if service in each voided grade was in a de facto status. Soldiers who occupied the higher grade in a de

facto status may retain the pay and allowances for that service. The criteria for determining de facto status is contained in AR 135–155, paragraph 3–13*c*, for officers, and AR 140–158, paragraph 3–3*d*, for enlisted soldiers.

c. Soldiers serving in the Ready Reserve under findings of indispensability will mobilize with the unit to which assigned.

6–7. Transfer order

a. The commander, HRC–STL will issue orders per AR 310–10, appendix A, format 450.

b. When appropriate, enter the following in response to the order lead lines:

(1) Effective date: (date) for (number) months. Applies when a soldier is transferred under a Secretary of the Army finding of indispensability. The period of service will not exceed 12 months.

(2) Additional instructions: You will be reenlisted the day following the effective date of this order. DD Form 4 (Enlistment/Reenlistment Document—Armed Forces of the United States) will be executed when enlisted soldiers are not in receipt of retired pay.

Chapter 7 Removal from Active Status

Section I Reasons for Removal

7–1. General

a. These provisions apply to soldiers assigned to the Selected Reserve, the IRR, and the Standby Reserve (Active List). Some of these provisions also apply to removal from the Standby Reserve (Inactive List) as shown in chapter 8.

b. Soldiers removed from active status will be discharged or transferred to the Retired Reserve except as stated in (1) and (2) below. Transfer to the Retired Reserve is authorized when requested by soldiers who are eligible as listed in paragraph 6–1.

(1) General officers removed as described in paragraph 7–8*c* may request transfer to the Standby Reserve (Inactive List).

(2) Soldiers removed from units as outlined in paragraph 7–2*g* may be assigned to the IRR.

c. Exception numbers referenced in this section are described in section II of this chapter. Also, see section II for general exceptions.

7–2. Length of service (removal rule 1)

a. Exceptions to removal rule 1 are numbered 2, 3, 4, 5, 10, 14, and 15. Also, see section III of this chapter for exceptions to removal of AMEDD Branch officers for length of service.

b. Total commissioned service or length of service. Do not confuse removal for length of service in this paragraph with removal for maximum age. When computing years of service or time in grade, do not count time spent on the Temporary Disability Retired list.

c. General officers (see AR 135–156).

d. Officers and enlisted soldiers will be removed from active status when they complete the years of service as listed in *e* through *g* below.

e. Colonels.

(1) Remove on the earlier of the following dates, except as shown in (2), below. The actual removal date will be 30 days after—

(*a*) They complete 30 years of commissioned service if under age 25 at initial appointment.

(*b*) Their 55th birthday if age 25 or older at initial appointment.

(2) The 5th anniversary of appointment to colonel if that date is later than the date shown in (1), above. If promotion to colonel was delayed as a result of limitations imposed, removal will be computed from the officer's promotion eligibility date. Otherwise, removal will be computed from the later of the following dates.

(*a*) The effective date of promotion to colonel.

(*b*) The date of the letter announcing the promotion.

(3) Remove officers recommended for promotion by a selection board under the criteria that apply to the higher grade. This applies only if the officer remained in an active status since recommended for promotion.

f. First lieutenants, captains, majors, and lieutenant colonels.

(1) Remove on the earlier of the following dates except as shown in (2), below. The actual removal date will be 30 days after—

(*a*) They complete 28 years of commissioned service if under age 25 at initial appointment.

- (b) Their 53rd birthday if age 25 or older at initial appointment.
- (2) Remove officers recommended for promotion by a selection board under the criteria that apply to the higher grade. This applies only if the officer remained in an active status since recommended for promotion.
- g. Enlisted soldiers.
 - (1) Remove USAR TPU soldiers when they complete the years of service in the grades shown in (a) through (e), below. This policy applies only to unit soldiers who have completed 20 years of qualifying service for retired pay. Soldiers who do not request transfer to the Retired Reserve or discharge will be assigned to the IRR.
 - (a) CSM, 35 years.
 - (b) SGM, 31 years.
 - (c) 1SG/MSG, 31 years.
 - (d) SFC, 29 years.
 - (e) SSG and below, 27 years.
 - (2) Remove soldiers who are pending promotion under the criteria that applies to the higher grade.
 - (3) Removal must be accomplished within 30 days after the date on which the required years of service are completed as listed in (1)(a) through (e), above. The MYOS removals are suspended for TPU enlisted soldiers upon declaration of partial or higher levels of mobilization.
 - (4) Although a soldier has completed the years of service listed in (1), above, the soldier will not be removed from a TPU under this paragraph unless he or she has received the letter of notification to receive retired pay at age 60. Removal will be completed within 30 days after the letter of notification is issued. Should issue of the letter of notification be delayed more than 60 days, authority for continued retention must be obtained from the appropriate area commander.
 - (5) Removal from a TPU based on years of service under this paragraph does not apply to IRR or IMA soldiers, or soldiers serving on AD in an AGR status.

7-3. Maximum age (removal rule 2)

- a. Exceptions to removal rule 2 are numbered 1, 8 and 15. Also, see section III of this chapter for exceptions to removal of AMEDD branch officers for maximum age.
- b. Soldiers not sooner removed for another reason will be removed when they reach maximum age. Removal date will be the last day of the month in which they reach the age stated below.
 - (1) Age 60 for—
 - (a) General officers (see AR 135-156).
 - (a.1) Field and company grade officers.
 - (a.2) Commissioned WOs.
 - (b) Soldiers having 20 or more years of qualifying Federal service except as prescribed in AR 135-156, chapter 4.
 - (c) Enlisted soldiers.
 - (2) Age 62 for WOs other than commissioned WOs (see AR 135-32, para 5b).

7-3.1. Nonparticipation (removal rule 2.1)

- a. Exception number 1.1 applies.
- b. An officer (other than a commissioned WO) or enlisted soldier who has accrued 20 years of qualifying service for retired pay is required to attain 50 points annually to be retained in an active status in the Selected Reserve, IRR, or Standby Reserve (Active List).
- c. An officer (other than a commissioned WO) or enlisted soldier who fails to attain 50 points by the anniversary of his or her retirement year ending date, will be removed from active status (para 7-1b).

7-4. Nonselection for promotion (removal rules 3 and 4)

The procedures below apply only to officers who have fulfilled their statutory military service obligation (see AR 135-155, chap 4, sec V and AR 135-175, chap 4, sec II).

- a. Failure to qualify for promotion (removal rule 3). (Exception 2 applies.) Remove officers who fail to qualify for promotion to—
 - (1) Warrant officer (CW2).
 - (2) First lieutenant. Officers must have been considered and not recommended on or before the date they complete 3 years of commissioned service.
 - (3) Major. Army Nurse Corps officers appointed on and after 1 Oct 86 who fail to complete an accredited baccalaureate degree in nursing. Officers other than Army nurses appointed on or after 1 Oct 87 who fail to possess a baccalaureate degree from an accredited college or university (AR 135-155, table 2-2, note 18).
- b. Nonselection for promotion after second consideration (removal rule 4). (Exception 2 applies.) Remove officers who are twice not selected for promotion to CW3, CW4, captain, major, and lieutenant colonel.

7-5. Failure to complete military education requirements (removal rule 5)

The procedures below apply only to officers who have fulfilled their statutory military service obligation.

- a. Exceptions numbered 5, 11, 12, and 13 apply to removal rule 5.
- b. Remove officers who fail to complete the following military education requirements:
 - (1) Officer basic course—
 - (a) Within 36 months for graduates of ARNG or USAR Officer Candidate School (OCS) except AMEDD officers enrolled in the New STRAP (AR 135-7, chap 11), or as shown in (c), below. Except for AMEDD officers enrolled in the New STRAP, the period will be computed from the effective date of appointment. For AMEDD officers enrolled in the New STRAP, the period will be computed from the date of completion of the New STRAP.
 - (b) Within 36 months of direct appointment, except for STRAP participants (AR 135-7, chap 11) who must complete the basic officer course within 36 months after completion of their specialized training. This rule does not apply if the officer was granted equivalent credit for the basic course at the time appointed. Nor does it apply to an officer in the grade of second lieutenant (regardless of his or her service obligation) who is enrolled in a resident OBC (see AR 135-155, table 2-2, note 1).
 - (c) Within 12 months for graduates of ARNG State OCS who are participants in the ARNG non-ROTC program. Course must be attended in residence with the Active Army. Time will be computed from the effective date of appointment. This rule does not apply if the officer completed basic training (BT) in an enlisted status.
 - (2) U.S. Army Command and General Staff College (USACGSC) within 3 years of the date promoted or appointed to lieutenant colonel. Period will be computed from the effective date of promotion. Removal does not apply to lieutenant colonels who—
 - (a) Were not required to have 50 percent of USACGSC to be promoted to lieutenant colonel.
 - (b) Were selected for promotion to lieutenant colonel by a board that convened before 1 July 1972.
 - (c) Are assigned to the SS branch, unless assigned to the Selective Service System.

7-6. Nonacceptance of assignment (removal rule 6)

- a. Exception number 9 applies to removal rule 6.
- b. Remove nonobligated soldiers of the IRR shown in (1) through (3), below if they refuse to accept an assignment.
 - (1) Civilian USAR technicians refusing to accept assignment as prescribed in paragraph 2-8.
 - (2) IRR soldiers who refuse to accept assignment to a USAR unit or IMA position. Soldiers must be eligible for assignment as shown in paragraph 2-6. They will be given 90 days to accept assignment if personal hardship precludes immediate participation.
 - (3) Officers who have 5 continuous years of IRR service without assignment or attachment to a USAR unit or IMA position. Officers must be eligible (paras 2-5 and 2-6) and have been notified that an appropriate assignment or attachment can be made.

7-7. Theological students failing to qualify for the Chaplain branch (removal rule 7)

- a. Exception number 7 applies to removal rule 7.
- b. Theological students are assigned or detailed to SS branch (Chaplain Candidate specialty skill identifier (SSI) 00A) while attending a full-time course of religious study. If they do not qualify for appointment to the Chaplain branch they will be—
 - (1) Removed from active status as prescribed in c, below.
 - (2) Ordered to AD or ADT as shown in d, below if appointed from the ROTC.
- c. Theological students who are appointed and assigned to SS branch will be removed from active status if—
 - (1) Ecclesiastical approval is withdrawn.
 - (2) They leave the seminary before completing the course and do not enroll in another recognized seminary within one year.
 - (3) They do not apply for appointment to the Chaplain Branch within 3 years after graduation and ordination. Ecclesiastical endorsement is a requirement for appointment to the Chaplain Branch.
- d. Reserve Officer Training Corps graduates are detailed to SS branch. They will be ordered to AD or ADT in the branch in which originally commissioned from the ROTC if they leave the seminary.

7-8. Miscellaneous reasons for removal (removal rules 8 through 16)

- a. *Medically unfit (removal rule 8)*. Exception number 6 applies. Remove soldiers when found medically unfit for retention unless a waiver is granted (AR 40-501).
- b. *Loss of ecclesiastical endorsement (removal rule 9)*. Exception number 7 applies. Remove officers assigned to Chaplain branch if ecclesiastical endorsement is withdrawn other than for cause.
- c. *General officers (removal rule 10)*. Remove general officers who cease to occupy a position that is equal or higher than their Reserve officer grade. Removal from active status will be within 30 days of the date removed from the general officer position. Qualified officers may—

- (1) Apply for appointment in the Reserve grade held before their appointment in general officer grade.
- (2) Submit a written request for—
 - (a) Transfer to Retired Reserve if eligible.
 - (b) Transfer to Control Group (Inactive).
 - (c) Discharge.
 - d. *Withdrawal of Federal recognition (removal rule 11)*. Exception number 7 applies. Remove Army Reserve officers when their Federal recognition is withdrawn for—
 - (1) Lack of required qualifications for retention in the ARNG of the appropriate State (32 USC 323(b) and NGR 365–101).
 - (2) Failure to retire technical waiver granted under NGR 600–100 (AR).
 - e. *Loss of license or disbarment from professional practice (removal rule 12)*. Exception number 7 applies. Remove officers assigned to branches shown in (1) and (2), below if they lose their license or are otherwise disbarred from practice (see AR 135–175, para 4–4 b(5)).
 - (1) MC, DC, VC, or ANC and those specialists allied to medicine.
 - (2) JAGC.
 - f. *Exemption from active duty during mobilization (removal rule 13)*. Soldiers exempted from AD during a mobilization will be discharged or reassigned to the Retired Reserve if eligible and requested by the soldier (see AR 601–25, chap 3).
 - (1) *Rescinded*.
 - (2) *Rescinded*.
 - g. *Excess officers in active status (removal rule 14)*. The Secretary of the Army will determine when there are excess numbers of active status officers in any grade. Only officers with 20 or more years of qualifying Federal service for retired pay will be counted. The names of nonunit officers will be referred to a board convened at HQDA. Those recommended for removal will be transferred to Retired Reserve with their consent or discharged.
 - h. *Staff specialists ineligible for retention (removal rule 15)*. Exceptions 2 and 7 apply. Remove SS branch officers found ineligible for retention as noted in chapter 3, paragraph 3–4b(3).
 - i. *Qualitative retention (removal rule 16)*. Remove enlisted soldiers not selected for qualitative retention in an active status (see AR 135–205).
 - j. *Soldiers confirmed as infected with Human Immunodeficiency Virus (HIV) (removal rule 17)*. A soldier who has been confirmed as infected with HIV will be transferred to the Standby Reserve (Active List) unless the soldier requests—
 - (1) Resignation as a Reserve officer of the Army, per AR 135–175, paragraph 2–13c.
 - (2) Voluntary discharge under the plenary authority of the Secretary of the Army, per AR 135–178, paragraph 4–7.1.
 - (3) Transfer to the Retired Reserve, if eligible, per AR 140–10, chapter 6.
 - (4) And qualifies for retention in the Selected Reserve. The HIV–infected soldier must complete an initial medical evaluation to determine fitness and complete reevaluations annually thereafter. Soldiers found to be fit for duty may serve in nondeployable positions, if available. Grade, MOS/AOC, and commuting distance constraints are applicable per existing regulations (see AR 600–110, chap 5).

Section II

Exceptions to Removal from Active Status

7–9. General

This section lists the authorized exceptions to removal from an active status and describes processing procedures. Removal from an active status for the reasons shown in section I is mandatory unless an exception is authorized in this section (see section III for AMEDD officer removal exceptions and processing procedures). Approved exceptions will be made a matter of record and a copy placed in the OMPF or MPRJ.

7–10. Exception categories

Exception to removal from an active status may be authorized under—

- a. *General exceptions*. Exceptions which apply in general to removal actions.
- b. *Numbered exceptions*. Exceptions which apply specifically to one or more of the reasons which require removal from an active status. The applicable removal rule to which the exception applies is shown in parentheses in paragraph 7–12 following each numbered exception.

7–11. General exceptions

The following general exceptions are authorized:

- a. *Removal of obligated soldiers*. Soldiers obligated by law will be removed only for cause, when otherwise

compelled by law, or a reason indicated below. Soldiers being removed for reasons listed in (4), (5), (6), and (7) below may be retained if they qualify for branch transfer or appointment. An application must be submitted and approved.

(1) For medical unfitness unless temporarily disqualified for entry on AD because of a defect remediable within 6 months.

(2) Withdrawal of Federal recognition from ARNG officer for lack of required qualifications for retention in the ARNG.

(3) Exemption from involuntary AD when approved by a board of officers.

(4) Withdrawal of ecclesiastical endorsement of a chaplain.

(5) Withdrawal from the seminary in which enrolled or withdrawal of ecclesiastical endorsement of theological students appointed and assigned to SS branch.

(6) Withdrawal of Federal recognition from an ARNG officer for failure to retire technical waiver granted according to NGR 600–100 (AR).

(7) Loss of license or disbarment from professional practice.

b. Erroneous removal from an active status. The removal of a soldier from active status becomes void if the removal was contrary to law. When the erroneous removal is discovered, the soldier will be allowed to resume active participation in the Reserve. Removal orders will be revoked to clarify the record and the soldier's active status will be confirmed.

c. Omitted removal from an active status. Remove soldiers erroneously retained beyond the dates shown in Section I when the error is discovered. Removal will be effective on the removal action date and will not be retroactive. Retirement points earned after the date removal was required will not be credited. This applies even though actual removal is effective at a later date.

7–12. Numbered exceptions

The following numbered exceptions to specific reasons for removal from an active status are authorized.

a. Exception number 1 (removal rule 2). Exception is authorized for WOs who held that status on 29 May 1954. They must have reached the maximum age before completing 20 years of qualifying Federal service. Retain until the earliest date indicated in (1) or (2), below.

(1) The date on which 20 years of qualifying Federal service for retired pay is completed, or

(2) The date that is 60 days after their 64th birthday.

a.1. Exception number 1.1 (removal rule 2.1). Exception to removal for failure to earn the required 50 retirement points may be authorized by the area commander (for soldiers assigned to a TPU) or commander, HRC–STL (AHRC–PAT–I) (for all other USAR soldiers) as follows:

(1) The soldier requests a waiver and submits documentation to show that nonparticipation was due to circumstances beyond his or her control. Such circumstances are defined as those of a personal or temporary nature such as extended illness or civilian employment interferences.

(2) A waiver of nonparticipation may be granted only on a one–time basis for failure to earn the required 50 points during a retirement year.

b. Exception number 2 (removal rules 1, 3, 4, and 15). Officers having 18 or 19 years of qualifying Federal service for retired pay will not be removed without their consent. Officers who meet this criteria on the date removal is required will be retained to complete 20 years.

(1) Retained officers will be informed they must notify the appropriate authority when the service is completed. Retention is authorized until the earlier of these dates.

(a) The date on which 20 years of qualifying Federal service for retired pay is completed, or

(b) Three years from required removal date. Applies to officers having at least 18 but less than 19 years of qualifying service, or

(c) Two years from required removal date. Applies to officers having at least 19 but less than 20 years of qualifying service.

(2) This policy does not apply to officers transferred or discharged for—

(a) Physical disability.

(b) Cause.

(c) Reaching the maximum age at which transfer to the Retired Reserve or discharge is required by law.

(3) Normally, Reserve officers serving on AD as RA WOs or RA enlisted men cannot be retained under this policy. They can be retained only if their last 8 years of qualifying service will be in a Reserve Component. Concurrent service in a Reserve Component and the RA is not creditable as service in a Reserve Component. The number of years of AD is not the determining factor in these cases (see AR 135–180, chapter 2).

c. Exception number 3 (removal rule 1). Retention is authorized as noted in (1) and (2), below. These exceptions do not apply to officers twice nonselected for promotion.

(1) The Secretary of the Army may retain officers in an active status until they complete 30 years of service. This applies to first lieutenants, captains, majors, and lieutenant colonels in branches ANC and AMSC.

- (2) The chief of chaplains may retain chaplains—
- (a) Until age 60 when otherwise qualified. Retention will be in increments of up to 2 years.
 - (b) To meet the needs of the Total Army. Chaplains will send requests for extension to HQDA, Chief of Chaplains, ATTN: DACH-ZA, Washington, DC 20310-2700, not later than 6 months before the beginning of the fiscal year in which the mandatory removal date occurs. To verify that a suitable replacement is not available, requests for extension must be sent through the following commands and agencies:
 1. Chaplains assigned to TPUs will send requests through the appropriate area commander and commander, HRC-STL (AHRC-ZCH).
 2. Chaplains assigned to IMA positions will send requests through the IMA unit of assignment and commander, HRC-STL (AHRC-ZCH).
- d. *Exception number 4 (removal rule 1).*
- (1) Colonels and brigadier generals recommended for promotion before the date removal is required in paragraph 7-2 will be retained until they—
 - (a) Are promoted.
 - (b) Refuse promotion.
 - (c) Decline promotion.
 - (2) Transfer to the Retired Reserve or discharge of promoted officers will be governed by the criteria of the new grade.
- e. *Exception number 5 (removal rules 1 and 5).* Commissioned officers assigned to Selective Service system may be retained in an active status. Retention to age 60 is authorized when approved by the Director, Selective Service System.
- f. *Exception number 6 (removal rule 8).* Retain soldiers whose medical defects are curable within 1 year from the date disqualified (see AR 40-501 for Reservists temporarily disqualified for medical defects).
- g. *Exception number 7 (removal rules 7, 9, 11, 12, and 15).* Exception to removal is authorized for soldiers approved for branch transfer or appointment. An application is required. Qualified soldiers approved for branch transfer or a new appointment may be retained.
- h. *Exception number 8 (removal rule 2).*
- (1) Retain major generals as shown in (3), below when there is a valid military requirement and a qualified replacement is not available. Approval of the Secretary of the Army is required. Requests will be submitted by the soldier's immediate commander.
 - (2) Send request at least 180 days before the soldier's 60th birthday and include the following:
 - (a) Justification for retention.
 - (b) Availability of a replacement.
 - (c) How retention would benefit the military service.
 - (3) Retained soldiers will be removed on the last day of the month they reach age 62.
- i. *Exception number 9 (removal rule 6).* Retention is authorized as shown below when circumstances beyond the soldier's control preclude assignment. This policy does not apply to USAR technicians.
- (1) Request for waiver will be submitted by the officer or enlisted member. Include documents to show that nonacceptance of assignment is temporary and due to circumstances beyond their control. Examples are— extended illness, family hardship, civilian employment conflicts, and similar situations which prevent participation. Waivers are not justified when the problem cannot be resolved within a reasonable time.
 - (2) Commanders will add their recommendation to the request and send it to commander, HRC-STL for decision.
- j. *Exception number 10 (removal rule 1).* Retain lieutenant colonels recommended by a selection board for promotion to colonel. Removal will be governed by all criteria pertaining to the higher grade. To qualify, the officer must have been in an active status since recommended for promotion.
- k. *Exception number 11 (removal rule 5).* Retain SS branch officers. They are exempt from the military education requirements. Staff specialists assigned to Selective Service positions must complete military education requirements prescribed by Selective Service (see AR 135-155, para 2-6c for SS exempt from educational requirements).
- l. *Exception number 12 (removal rule 5).*
- (1) Officers who fail to complete the basic branch course may be retained on an individual basis. This policy does not apply to second lieutenants who have completed their statutory military service obligation.
 - (2) Send requests through command channels to Human Resources Command, Alexandria (HRC-A) and Human Resources Command, St. Louis (HRC-STL).
 - (3) The period of retention will not exceed 1 year and is not authorized solely to qualify the officer for promotion. Retained officers are still required to complete the basic branch course for promotion purposes.
- m. *Exception number 13 (removal rule 5).* Retain lieutenant colonels when it appears they cannot complete C&GS within 3 years for justified reasons. Send the request to Commander, HRC-STL, ATTN: AHRC-PAT-R, 1 Reserve Way, St. Louis, MO 63132-5200, no later than 60 days before the end of the 3-year period. Requests must be completely justified and will be approved only when in the best interest of the Army. Retained officers will be removed no later than 6 months after the end of the 3-year period.

n. Exception number 14 (removal rule 1). Retention is authorized for USAR Military Technician enlisted soldiers in the Selected Reserve up to age 60, regardless of years of military service, in accordance with criteria and procedures set forth in AR 140–315 (para 8*i*).

o. Exception number 15 (removal rule 2). Retention is authorized for USAR Military Technician Officer Personnel beyond mandatory removal date, up to age 60, IAW criteria and procedures set forth in AR 140–315 (para 8*i*).

7–12.1. Retention in an active status after failure to be selected for promotion (removal rules 3 and 4 and exception number 2)

a. An officer or WO whose removal from active Reserve status is required by law (para 7–4) for failure to be selected for promotion must be removed within the prescribed time limits. Those time limits can be extended or suspended only as authorized by law. Subparagraphs *b* and *c*, below specify when retention is authorized. Nothing in this paragraph will be interpreted to preclude elimination under other pertinent regulations.

b. Retention in an active status is authorized when specified by statute including those listed below.

(1) Retention is authorized pending completion of an evaluation of the physical condition of an officer or WO and a ruling of the officer's or WO's entitlement to retirement or separation for physical disability. This is if the evaluation requires hospitalization or medical observation that cannot be completed before the date on which the officer or WO would otherwise be required to be transferred from an active status.

(2) (Para 7–4). Officers or WOs who have not completed their statutory service obligation (AR 135–91, para 2–1) will not be discharged or removed from active status by reason of nonselection for promotion to the next higher grade. Officers and WOs not qualified for promotion to first lieutenant or CW2 will be retained in their present grade for the remainder of their obligated period of service. This also applies to those who have twice failed to be selected for promotion to the next higher grade.

(3) An officer or WO credited with 18 or more years of service but less than 20 years of service will be retained in an active status per exception number 2 (para 7–12*b*).

(4) Retention (not beyond age 60) is authorized for commissioned officers assigned to the Selective Service System or as U.S. Property and Fiscal Officers under 32 USC 708.

c. Retention may also be authorized for situations other than those listed in *b* above. In the case of an officer who is subject to removal from an active status. The officer is removed solely because mandatory selection boards twice fail to select him or her for promotion to captain, major, or lieutenant colonel. In these cases, the commander, HRC–STL or area commander, as appropriate may, in coordination with Human Resources Command, Alexandria (HRC–A) and Human Resources Command, St. Louis (HRC–STL) authorize temporary retention in an active status. This can be done anytime up to 90 days (120 days for officers on AD other than for training) after the second selection board submits its report to the convening authority. Temporary retentions can be authorized only if a final decision has been made that the officer's or WO's records will be referred to a standby advisory board per AR 135–155, paragraph 3–14 for either or both of the two nonselections.

d. The authority to retain officers and WOs in an active status under *c*, above will not be delegated. Officers and WOs retained solely under *c*, above will be removed from an active status within 180 days after their retention is authorized. Exceptions will apply only if—

(1) Further retention is authorized under *b*, above.

(2) The officer's or WO's records have been submitted for consideration by a standby advisory board convened under AR 135–155, paragraph 3–14.

(3) The principal Deputy Assistant Secretary of the Army (M&RA) or a higher authority allows further retention. This authority will not be delegated.

e. A standby advisory board may recommend that an officer or WO retained under *c*, above should not be promoted. In this event, the officer or WO will be removed from an active status within 30 days after the board submits its report to the convening authority. Exceptions are made under the following conditions:

(1) Further retention is authorized under *b*, above.

(2) The officer's or WO's records have been submitted for consideration by another standby advisory board convened under AR 135–155, paragraph 3–14.

f. An officer or WO retained under paragraph *b*(1) or (2), above will be in addition to the number of authorized officers or WOs in that grade. Officers or WOs retained in an active status under this paragraph who have been twice nonselected for promotion to the next higher grade by a mandatory selection board will not again be considered for promotion. This is except as authorized in AR 135–155, paragraph 3–14 (standby advisory boards). Officers or WOs not qualified for promotion to first lieutenant or CW2 will be processed as stated in AR 135–155, paragraph 4–28.

g. In no case will an officer or WO retained under *c*, above be retained past the date on which removal from an active status is required for reasons other than twice failing to be selected for promotion (such as age or length of service). The only exceptions are those outlined in this section and section III.

Section III Army Medical Department Officer Removal Exceptions and Processing Procedures

7-13. General

- a.* This section prescribes the exceptions to removal of AMEDD branch officers for—
- (1) Length of service (removal rule 1).
 - (2) Maximum age (removal rule 2).
- b.* U.S. Army Reserve officers of the AMEDD branch who were previously retained to age 60, or age 64, respectively, and who meet the applicability criteria in paragraph 7-14*a*, may apply for extension to age 64, or age 68, as appropriate.
- (1) **Rescinded.**
 - (2) **Rescinded.**

7-14. U.S. Army Reserve applicability

- a.* The exceptions prescribed in this section apply to USAR officers who possess a critical AOC which is short of Total Army mobilization requirements and are—
- (1) MC, DC, VC, ANC, AMSC, or AOC 68 series in the MSC.
 - (2) Assigned to a USAR TPU.
 - (3) Assigned to an IMA position.
 - (4) Assigned to the IRR.
 - (5) Assigned to the Standby Reserve (Active List).
- b.* These exceptions do not apply to—
- (1) General officers.
 - (2) Colonels selected to fill general officer positions.
 - (3) Medical Service Corps officers, except for MSC officers in 68-series AOC.
 - (4) Officers on the Standby Reserve (Inactive List).
 - (5) **Rescinded.**
 - (6) Officers twice nonselected for promotion.
 - (7) Officers serving on AD in an AGR status. However, an AGR officer who possesses a critical AOC which is short of Total Army mobilization requirements may apply for transfer to the IRR with concurrent retention as an IRR member (para 7-14.3*a*(2)).

7-14.1. Policy governing exceptions to removal for length of service or age

- a.* Authorizes the retention of Reserve Component officers in an active status in certain AMEDD areas of concentration until age 68.
- b.* Subject to the following guidance, an officer who meets the applicability criteria (para 7-14*a*) may be retained beyond his or her mandatory removal date for length of service (removal rule 1) and age (removal rule 2). The commander, HRC-STL, operating on behalf of the DCS, G-1, is the approval authority for retention under this section.
- (1) Retention must be in the best interest of the Army.
 - (2) The speciality of the officer requesting retention must be short in Total Army mobilization requirements and, for TPU officers, the speciality must be short of Total Army-wide TPU requirements. The commander, HRC-STL (AHRC-PAT-RR) is responsible for determining which specialities meet this retention criteria using Mobilization Personnel Structure and Composition System data for mobilization requirements and the most recent Total Army or TPU strength data, as appropriate. A TPU officer who does not possess a critical AOC which is short of Total Army-wide TPU requirements may apply for transfer to the IRR with concurrent retention as an IRR member.

7-14.2. Sequential extensions to removal rules

Sequential extensions can be applied for up to age 60, 64, and 68. The criteria and procedures for each application are outlined in paragraph 7-14.3.

- a.* An exception to removal for length of service (removal rule 1) may be granted up to age 60. If the officer will be unable to complete 20 qualifying years of service for retired pay by age 60, the request for retention will include the statement of understanding required by paragraph 7-14.3.
- b.* An officer retained in an active status under *a*, above, may be granted an additional exception to removal for length of service (removal rule 1) and an exception to removal for maximum age (removal rule 2) up to age 64. If the officer will be unable to complete 20 qualifying years of service for retired pay by age 64, the request for retention will include the statement of understanding required in paragraph 7-14.3.
- c.* An officer retained in an active status under *b*, above, may be granted an additional exception to removal for length of service (removal rule 1) and an exception to removal for maximum age (removal rule 2) up to age 68. If the

officer will be unable to complete 20 qualifying years of service for retired pay by age 68, the request for retention will include the statement of understanding required in paragraph 7-14.3.

7-14.3. Request procedures

a. The request for retention of—

(1) A TPU officer should be sent through command channels to the appropriate MUSARC commander, who forwards the request to Commander, HRC-STL, ATTN: AHRC-PAT-RR, 1 Reserve Way, St. Louis, MO 63132-5200.

(2) An IRR, IMA, or Standby Reserve (Active List) officer should be sent through commander, HRC-STL (AHRC-OPS) to commander, HRC-STL (AHRC-PAT-RR).

b. Requests for retention must arrive at commander, HRC-STL (AHRC-PAT-RR), not later than 120 days before the officer's scheduled removal date. A request received late may provide the basis for denial of the request.

c. Requests for retention must include all the following:

(1) Statement that retention is requested.

(2) Documentation verifying that the officer is fully qualified and currently practicing in the primary speciality in which retention is requested.

(3) A statement that the officer meets the weight control and medical fitness standards of AR 600-9 and AR 40-501.

(4) For a TPU officer, a recommendation from the appropriate commander on whether the retention of this officer is in the best interests of the USAR.

(5) For an IRR, IMA, or Standby Reserve (Active List) officer, a recommendation from the officer's personnel manager on whether the retention of this officer is in the best interests of the USAR.

(6) If an officer will be unable to complete 20 years of qualifying service for retired pay by the end of the requested extension of removal, the request must include a statement of understanding signed by the officer. In the statement the officer must acknowledge that he or she understands they may be removed before becoming eligible for retired pay, per AR 135-180, paragraph 2-1.

7-14.4. Reports

Commander, HRC-STL (AHRC-PAT-RR) will maintain data on the number of officers retained, periods of retention, position, and speciality in which retained under the exceptions provided in this section. The commander, HRC-STL (AHRC-PAT-RR) will provide a semiannual report through HQDA (DAAR-PE) to HQDA (DAPE-MPO). The first report was due at HQDA (DAPE-MPO) 15 January 1989.

7-15. Policy for TPU, IMA, and IRR soldiers

Rescinded.

7-16. Medical Corps (MC) officers of the TPU IMA, and IRR

Rescinded.

7-17. Policy for AMEDD officers on the Active Duty List (ADL)

Rescinded.

Chapter 8 The Standby Reserve

8-1. Scope

a. This chapter provides policy and procedures governing membership in the Standby Reserve.

b. The Standby Reserve consists of soldiers who maintain their military affiliation without being in the Ready or Retired Reserve. Membership is limited to those soldiers having mobilization potential. Soldiers with a statutory military service obligation, temporarily placed in the Standby Reserve, will be transferred back to the Ready Reserve at the earliest possible date. Voluntary members of the Standby Reserve, unable to transfer to the Ready Reserve and possessing critical skills determined by the Secretary of the Army to be mobilization assets, may be retained instead of discharged.

c. Soldiers assigned to the Standby Reserve will be placed in one of the following categories:

(1) Active Status List.

(2) Inactive Status List.

(3) *Rescinded.*

8-2. Active Status List

Soldiers on the Active Status List may participate in Reserve training activities at no expense to the government, earn retirement points, and be eligible for promotion. They are not eligible for promotion to general officer grades. The Active Status List consists of soldiers assigned under the following conditions:

a. Key employees. Soldiers screened from the Ready Reserve who requested assignment to the Active Status List or who have a remaining statutory military service obligation per AR 135-133.

b. Temporary hardship. Soldiers whose immediate recall to AD in an emergency would create an extreme personal or community hardship, but who intend to return to the Ready Reserve, and have been screened per AR 135-133.

c. Temporary medical disqualification. Soldiers temporarily disqualified from Ready Reserve participation because of prolonged illness or medical defects remedial within 6 months to 1 year (AR 135-91, chap 5, sec V).

d. Theological students. Soldiers who are preparing for the ministry in an accredited theological or divinity school, other than those participating in a military Chaplain Candidate or Theological Student Program, for the duration of their ministerial studies, and have been screened per AR 135-133.

e. Oversea residency or missionary obligation. Soldiers who enlisted in the Selected Reserve, have a remaining statutory military service obligation, and have incurred either a bona fide temporary, nonmilitary obligation requiring overseas residency outside the United States, or a bona fide, temporary, religious missionary obligation. Temporary obligation will not exceed 30 months (AR 135-91, chap 5, sec III).

f. Confirmed as infected with the Human Immunodeficiency Virus (HIV). Soldiers who have been confirmed as HIV infected and have been transferred to the Active Status List per AR 600-110. Enlisted soldiers whose terms of military service expire while they are on the list will be discharged or transferred to the Retired Reserve if eligible, unless they elect to reenlist for continued service as a member of the Standby Reserve on the Active Status List per AR 140-111, paragraph 7-4.

g. Secretarial determination. Soldiers whose retention on the Active Status List is considered by the Secretary of the Army to be in the best interests of the Army for reasons other than those specified in *a* through *f*, above, may be retained on the list for not more than 2 years and then be—

- (1) Transferred to the IRR, if eligible; or
- (2) Transferred to the Retired Reserve, if eligible and requested; or
- (3) Discharged.

8-3. Inactive Status List

Soldiers on the Inactive Status List may not train for pay or retirement points and are not eligible for promotion. Soldiers enrolled in a military school course or correspondence course when transferred to the Inactive Status List may complete the course. They will receive credit for the course on successful completion of the course. The Inactive Status List consists of soldiers assigned under the following conditions:

a. Key employees. Soldiers screened from the Ready Reserve per AR 135-133 who do not request assignment to the Active Status List.

b. General officers. General officers who no longer occupy a position commensurate with their grade or a higher grade and elect assignment to the Inactive Status List.

8-4. Screening of the Standby Reserve

The commander, HRC-STL (AHRC-PAT-T) will screen the Active and Inactive lists. The schedules for screening and disposition of soldiers removed from the lists will be as follows:

a. Active and Inactive Lists. Soldiers will be removed when their status changes or when required by chapter 7, section I. Soldiers with a remaining statutory military service obligation will be transferred to the IRR if otherwise qualified. Soldiers who have no statutory military service obligation may elect one of the following options:

- (1) Transfer to the IRR.
- (2) Transfer to the Retired Reserve, if eligible.
- (3) Discharge.

b. Rescinded.

Chapter 9 Interservice Transfer and Attachment

Section I Transfer

9-1. Interservice transfer

a. An interservice Reserve Component transfer must constitute movement to a Reserve category of equal or greater

mobilization potential. An example of equal mobilization potential is transfer from the Selected Reserve of the USAR to the Selected Reserve of another Reserve Component.

b. U.S. Army Reserve soldiers may be transferred to other Reserve components as noted in (1) and (2), below.

(1) *Obligated soldiers.*

(a) Soldiers having (or willing to acquire) special skills that are of greater value to the gaining component than to the USAR. These skills include special experience or professional, educational, or technical skills.

(b) Soldiers whose skills exceed USAR requirements and are needed by the gaining component.

(c) There is no paid USAR TPU within reasonable commuting distance to which the soldier can be usefully assigned. Transfer requires approval of the losing and gaining components. If transfer is disapproved by the losing component, it will be resolved by DCS, G-1.

(2) *Nonobligated soldiers.*

(a) When approved or requested by the gaining Reserve Component as being in the best interest of military preparedness.

(b) When the gaining Reserve Component accepts a USAR member for enrollment in an officer candidate program, including college level ROTC. The losing component may deny transfer if the soldier is obligated and transfer would degrade unit readiness.

c. Transfer to other Reserve Components of nonobligated USAR soldiers in (1) and (2), below is authorized only in the best interest of national defense.

(1) A reenlistment bonus was received for the current enlistment and the conditions of the bonus agreement have not been fulfilled.

(2) Soldiers having an unfulfilled obligation incurred from attending a school course on ADT.

d. Transfer to other Reserve components is not authorized for USAR soldiers listed in (1) through (3), below.

(1) Soldiers requesting transfer to a Reserve category of lesser mobilization potential. Transfer may be made if the gaining and losing components agree that transfer is in the best interest of national defense.

(2) Officers requesting transfer to other Reserve components if they would be appointed with a higher rank or precedence than held in the USAR (10 USC 716).

(3) Nonprior service enlisted soldiers who have not completed IADT. Soldiers who are not scheduled to enter IADT within 120 days may be transferred if—

(a) The gaining component states the soldier will enter on IADT within 120 days after enlistment.

(b) Selected for enrollment in an officer training program.

9-2. Approval authority

a. Approval of The Surgeon General is required to transfer USAR officers of the AMEDD to other RCs. MUSARC commanders will send requests to Commander, HRC-STL, ATTN: AHRC-PAT-RT, 1 Reserve Way, St. Louis, MO 63132-5200.

a.1. The approval of the chief of chaplains is required to transfer USAR officers of the Chaplain Corps to other Reserve components. MUSARC commanders will send requests to Commander, HRC-STL, ATTN: AHRC-ZCH, 1 Reserve Way, St. Louis, MO 63132-5200.

b. Area commanders, MUSARC commanders, and commander, HRC-STL are authorized to—

(1) Conditionally release USAR soldiers to other Reserve components, except as shown in *c*, below, a conditional release is not required to transfer to Active Army.

(2) Discharge officers and enlisted soldiers from the USAR. The date of discharge will be the day before the date appointed or enlisted in the gaining component. Area commanders or MUSARC commanders will send a copy of the discharge order to Commander, HRC-STL, ATTN: AHRC-PRD-M, 1 Reserve Way, St. Louis, MO 63132-5200.

c. U.S. Army Reserve unit commanders may conditionally release unit soldiers to enlist in the following:

(1) The Regular Component of another U.S. armed forces.

(2) The RA.

(3) The DEP of the RA.

d. Rescinded.

9-3. Applying for transfer

a. Requests for transfer may be submitted by the soldier or the prospective gaining Reserve Component. All applications will include the following information:

(1) Last, first, and middle name.

(2) Social security number.

(3) Rank (including pay grade), date of rank, and military specialty.

(4) Component (including assignment therein).

(5) Organization to which assigned.

- (6) Years, months, and days of service, both Active and Reserve.
 - (7) Summary of intercomponent transfers, if any.
 - (8) Date and place of birth.
 - (9) Citizenship and how acquired.
 - (10) Summary of military duties performed.
 - (11) Brief description of civilian and military education and professional qualifications.
 - (12) Reason for requesting transfer.
 - (13) The following statement: "If transfer is approved, I will accept assignment and participate in the training program of the (specify component)."
- b.* Officers will include their contingent resignation worded as follows: "I hereby tender my resignation from the USAR. Request that it be accepted contingent on final approval of my request for transfer to (specify component). I understand my contingent resignation will become effective the day before the date I accept appointment in (specify component)."

9-4. Command processing

- a.* The prospective gaining Reserve Component will—
- (1) Add the following statements to the request:
 - (a)* The USAR soldier is acceptable and will be assigned to an approved training program.
 - (b)* The gaining and losing components agree that transfer is in the best interest of national defense and the soldier. (Applies when the USAR soldier is obligated.)
 - (2) Send the request through channels to—
 - (a)* The MUSARC commander when the applicant is assigned to a unit.
 - (b)* Commander, HRC-STL, ATTN: AHRC-PAT-RT, 1 Reserve Way, St. Louis, MO 63132-5200, for nonunit soldiers.
- b.* Area commanders, MUSARC commanders, or commander, HRC-STL will—
- (1) Approve or disapprove requests for transfer. Disapproved requests will show the reason for denial and be returned to the applicant through channels.
 - (2) Prepare a conditional release for approved requests as listed below.
 - (a)* Conditional release is granted to apply for (appointment) (enlistment) in (specify component).
 - (b)* When officially notified of (appointment) (enlistment), the soldier's USAR status will be terminated.
 - (c)* This conditional release is valid until 3 to 6 months from date granted.
 - (d)* This conditional release will be attached to the soldier's request for (appointment) (enlistment) in (show gaining component).
 - (e)* Add this statement when the applicant is obligated: "Transfer is in the best interest of national defense."
 - (3) Attach the conditional release to the request and send it to—
 - (a)* Commander, HRC-STL, ATTN: AHRC-PAT-RT, 1 Reserve Way, St. Louis, MO 63132-5200, for officers of the AMEDD.
 - (b)* The applicant or prospective gaining Reserve Component as appropriate.

9-5. Transmitting records

The OMPF and MPRJ of USAR soldiers will be transferred to the gaining service except as shown in *b(2)*, below.

- a.* The commander, HRC-STL will transfer—
- (1) The OMPF and MPRJ of IRR soldiers.
 - (2) The OMPF of unit soldiers.
 - (3) Copies of the OMPF and MPRJ of soldiers transferred to the Navy.
- b.* The MUSARC commanders or area commanders will—
- (1) Transfer the MPRJ of unit soldiers to the gaining service except as shown in (2) below.
 - (2) Send the MPRJ of soldiers transferred to the Navy to HRC-STL address shown in (3) below.
 - (3) Notify the Commander, HRC-STL, ATTN: AHRC-PRR-P, 1 Reserve Way, St. Louis, MO 63132-5200, to transfer the OMPF of unit soldiers.

9-6. Transfer from other Reserve components

- a.* Members of other Reserve components requesting transfer to the USAR must obtain a conditional release from their parent Service. Requests for transfer to the USAR will be prepared as shown in paragraph 9-3.
- b.* Requests for transfer to the USAR will be approved or disapproved and returned to the parent Service. For those approved, send a copy of the enlistment contract or appointment order to the losing component within 15 days.

Section II Attachment

9-7. Authorized attachment

a. U.S. Army Reserve soldiers may be attached when training in their grade and specialty is available in the other component but not in the USAR. Retirement points will be credited per AR 140-185. Attachment is authorized to—

- (1) Reserve units of other Reserve components.
 - (2) Active Army units.
- b.* Attachment to other Reserve Components requires approval of—
- (1) The USAR unit commander.
 - (2) The commander of the unit to which the attachment is requested.
 - (3) The State Adjutant General when attachment is to an ARNGUS unit.

9-8. Request for attachment

a. Prepare request for attachment to include the following information:

- (1) Applicant's last, first, and middle name.
- (2) Social security number.
- (3) Grade and branch.
- (4) Primary MOS or SSI.
- (5) Secondary MOS or SSI.
- (6) Home address.
- (7) Address where MPRJ is maintained.
- (8) Reason for the request.
- (9) The following statements from the commander of the unit to which attachment is requested:
 - (a)* Training is available.
 - (b)* There is no objection to the attachment.
 - (c)* The kind of training available.

b. Send the request to—

- (1) The area commander, through the USAR unit commander.
- (2) Commander, HRC-STL, ATTN: AHRC-OPM-O (for officers), AHRC-EPS-A (for enlisted personnel), 1 Reserve Way, St. Louis, MO 63132-5200, for IRR soldiers.

c. Area commanders and commander, HRC-STL will—

- (1) Approve or disapprove requests for attachment. Disapproved requests will be returned to the soldier giving the reason for denial.
 - (2) Send approved requests to the proper Service headquarters shown below.
 - (a)* Local Air Force commands for U.S. Air Force.
 - (b)* Naval Districts for U.S. Navy and U.S. Marine Corps.
 - (c)* State Adjutants General for the Air National Guard.
 - (3) Issue orders when attachment is approved by the Service headquarters.
- d.* The MPRJ of USAR soldiers attached to other components will be retained and administered by—
- (1) The USAR unit to which assigned.
 - (2) Commander, HRC-STL for IRR soldiers.

9-9. Attachment from other Reserve components to U.S. Army Reserve units

U.S. Army Reserve unit commanders will determine if training members of other Reserve components is suitable. When a request is approved, the USAR unit commander will state what kind of training is available.

Chapter 10 Selective Retention of Officers In Troop Program Unit

10-1. General

a. Selective retention boards will convene each year. The board will consider all officers and WOs having completed 20 qualifying years of service except—

- (1) USAR officers serving on AD.
- (2) General officers and colonels approved by HQDA for assignment to "General Officer upon mobilization" positions under AR 135-156.

(3) Officers pending removal from an active status for twice failing selection for promotion to the grade of lieutenant colonel or below.

(4) Officers who are subject to mandatory removal within 12 months of the date the board is scheduled to convene.

(5) Officers who have been—

(a) Promoted within the 2 years prior to the board, or selected to be promoted, during the fiscal year in which the board is scheduled to be convened.

(b) Selected to attend a senior service school after 30 June of the previous fiscal year.

b. A continuing program of selective retention is essential to best serve the needs of the Army and the officer. The program will—

(1) Ensure that only the most capable officers are retained in high level command and staff positions.

(2) Allow qualified officers to progress at the proper intervals in their careers.

(3) Provide officers career incentive.

(4) Allow officers to advance to higher grades at the peak years of their effectiveness.

10-2. Convening authority

a. Area commanders (see glossary) are authorized to convene selective retention boards for USAR TPU officers under their area of command.

(1) *Rescinded.*

(2) *Rescinded.*

(3) *Rescinded.*

(4) *Rescinded.*

(5) *Rescinded.*

b. Area commanders may delegate the responsibility in a, above to MUSARC commanders. Boards convened by MUSARC commanders will be for grade of O-5 or below in all subordinate units under their command.

10-3. Retention board responsibilities

a. Unit commanders will—

(1) Identify officers for consideration.

(2) Furnish records and an official photograph taken within the last 12 months to the convening authority. The officer's current height and weight will be noted on the back of the photograph.

b. Convening authority commanders will—

(1) Ensure that necessary records and Career Management Files are available to the board.

(2) Notify officers of the date and place the board will convene to consider their retention (fig 10-1). This will be accomplished in a manner requiring the officer's signature acknowledging notification (in this instance, certified mail, command memorandum, command form, and so forth).

(3) Announce the date and site of the annual selection board.

(4) Refer appropriate personnel records to the selection board.

(5) Provide administrative support to the board.

(6) Select and appoint board members. Publish ADT orders unless the board convenes under equivalent training or multiple unit training assembly status.

(7) Approve or disapprove board action and send the report to the approving authority within 30 days after adjournment. When convening authority has been delegated to MUSARC, a copy of the approved board proceedings will be forwarded to the area commander immediately after the convening authority's action.

(8) Issue selection (fig 10-2) and nonselection (fig 10-3) memorandums within 30 days after the board recommendations are approved.

(9) Remove nonselected officers from the unit within 90 days of the board action. Area commanders or commander, HRC-STL may adjust the removal date up to a 180-day maximum when removal—

(a) Will have an adverse impact on mission accomplishment.

(b) Is not in the best interest of the Service.

10-4. Zone of consideration

Selective retention boards will consider all commissioned and WOs who—

a. Were considered and retained by a board 2 years earlier. The convening authority may direct annual review of individual soldiers if necessary.

b. Have 20 years of qualifying Federal service. The 20 years must have been reached by 30 June of the fiscal year preceding the one in which the board convenes.

c. Were assigned from the IRR and have completed 14 months in their TPU assignment.

10-5. Safeguard against premature removal

Commanders will ensure that officers are protected from premature removal by a selective retention board. Officers will not be considered for retention unless they have completed 20 years of qualifying service. They will not be removed from their unit until the notice of eligibility to receive retired pay is issued.

10-6. Selection boards

a. Convening date. Selective retention boards will convene each year during the 3rd quarter of the fiscal year. Area commanders will specify the time. Headquarters, Department of the Army will issue memorandums of instruction to board members.

b. Composition.

(1) Boards will be composed of 3 commissioned officers. For a quorum, all 3 officers must be present at all sessions of the board. The convening authority may designate a commissioned or WO as recorder without vote. When a recorder is not designated, the junior board member will act as recorder and have a vote. One member will be an Active Army officer or a USAR officer serving on AD in an AGR status. The remaining 2 members will be USAR TPU officers not on AD. General officers will consider officers in grade of colonel (see (5), below). Colonels or above will consider officers in grades of lieutenant colonel and below.

(2) Once considered, an officer will not again be considered by a board having any of the same USAR officers if it can be avoided.

(3) MUSARC commanders will request the area commander to name the Active Army board member. The memorandum appointing the board will show the area commander's concurrence.

(4) Reserve membership on MUSARC boards considering officers of subordinate units will be composed only of officers assigned to MUSARC headquarters. Officers may be requested from other MUSARC headquarters if there are not enough eligible officers available to serve.

(5) When two USAR unit general officers are required but not available, any combination of Active Army, USAR unit, or IMA general officers are authorized provided one of the general officers is a USAR general officer.

c. Briefing. All selection boards will be briefed by the convening authority or a designated representative. The briefing is in addition to the memorandum of instructions. It will amplify the notable features of the memorandum of instructions and allow board members to ask questions.

d. Action by the convening authority. Within 15 days of adjournment, the board will report its recommendations to the convening authority using the format shown in figure 10-4. Within 30 days of receipt, the convening authority will take one of the following actions:

(1) Approve the report as submitted.

(2) Disapprove the entire report if it contains substantial administrative errors or procedural deficiencies adversely affecting those considered. The board will be required to reconvene and reconsider all cases. The convening authority will issue supplementary guidance to the board to correct the deficiencies.

(3) Modify the board report to move an officer's name from the not recommended list to the recommended list, but not from the recommended list to the not recommended list (see figs 10-5 and 10-6).

(4) Direct the board to reconsider any individual case in which material error in the record is established.

10-7. Communication with the board

a. Officers are not authorized to appear in person before the board in their own behalf or in the interest of another officer being considered.

b. Officers being considered may write to the selection board. The memorandum may call attention to DA matters of record that are important. Memorandums considered by the board become a permanent record in the soldier's file.

(1) Memorandums to the board will be accepted only from the officer being considered.

(2) Memorandums to the board will be filed in the officers record except as shown in (3), below.

(3) Memorandums that contain criticism or reflect adversely on the character, conduct, or motives of any officer will not be filed or given to the board.

c. Proper memorandums from officers will be considered if received before the date the board convenes. Memorandums should be mailed to the convening authority. Documents should be either photostatic or certified true copies because they will not be returned.

d. Appeals of efficiency evaluation reports must be prepared and submitted as prescribed in AR 623-105. Appeals that are received with memorandums to the board will be returned to the appellant.

10-8. Disposition of nonselected officers

Officers who are not selected for retention will be offered the following options:

a. Transfer to USAR Control Group (Reinf). An officer or WO cannot be subsequently reassigned to a TPU that is subordinate to the command that convened the board which found him or her nonselect. The officer or WO may be

subsequently reassigned to a TPU that is not under the command or operational control of the command that convened the board.

- b. Transfer to Retired Reserve.
- c. Discharge.

10-9. Board errors and omissions

- a. The convening authority may convene boards to—
 - (1) Reconsider cases in which there was a material error in the record. The convening authorities will determine what constitutes material error for boards in their commands.
 - (2) Consider cases of omitted officers who should have been considered.
- b. Officers who believe their records contained a material error may request reconsideration within 10 days after receiving their notice of nonselection. Request for reconsideration will not change the 90-day removal date prescribed in paragraph 10-3b(9).
- c. Officers will be reinstated to unit status if, after removal, their request for reconsideration is resolved in their favor. Reinstatement will be without retroactive unit service credit or drill pay.

(Letterhead)

(Date)

(Name)
(Street)
(City), (State), (ZIP)

Dear Major Doe:

A board will convene at *(Place)* on *(Date)*. It will consider for selective retention warrant officers and commissioned officers in the grade of colonel and below who have completed at least 20 years of qualifying service for retired pay.

This will be your **(Initial)* (Periodic)consideration by a selection board. The authority and purpose of the board are contained in AR 140-10.

You cannot appear in person before the selection board on your own behalf or in the interest of another officer. You may write a letter to the selection board inviting attention to any matter of record about yourself that you feel important in the review of your records. The letter should be forwarded at least 2 weeks before the convening date shown in paragraph 1 and addressed as follows:

President, Selective Retention Board

(Mailing address)

You will be notified by memorandum within 30 days after the board decision is received. If you are not selected for retention, you will be reassigned to the USAR Control Group(Reinforcement); the Retired Reserve; or discharged (*Whichever you elect*) within 60 days of approval of board proceedings. If you are selected for retention, you will be considered by future boards at 2-year intervals.

If you have not already done so, I suggest that you consult AR 140-10 which contains an explanation of the Army Reserve program for selective retention.

Sincerely,

*Use appropriate term.

Figure 10-1. Sample notification of consideration memorandum-Continued

(Letterhead)

(File Symbol)

(Date)

MEMORANDUM THRU: *(Command channels)*

Figure 10–2. Sample selection notification memorandum

FOR: *(Officer concerned)*

SUBJECT: Selection for Retention under the Provisions of AR 140–10, Chapter 10

1. I am pleased to inform you that the Selective Retention Board has recommended your retention. I have approved the recommendation.
2. As required by AR 140–10, paragraph 10–4, you will be considered again in FY ... unless some other personnel action takes precedence, such as mandatory removal or medical disqualification.
3. You should take particular pride in the confidence that has been evidenced by your selection. I urge you to continue your education and enhance your effectiveness at every opportunity.
4. The Army Reserve will continue to rely on you in meeting its objectives.

*(Signature block of
unit commander)*

Figure 10–2. Sample selection notification memorandum

(Letterhead)

(File Symbol)

(Date)

MEMORANDUM THRU: *(Command channels)*

FOR: *(Officer concerned)*

SUBJECT: Nonselection for Retention under the Provisions of AR 140-10, Chapter 10.

1. You have been considered for retention and not selected. Officers who are not selected must be removed from their unit within 90 days of the approved board action per AR 140-10, chapter 10.
2. Removal from your unit is mandatory. You may elect transfer to USAR Control Group (Reinforcement), the Retired Reserve, or discharge. Complete the enclosed election form and return it within 30 days.
3. I assure you that the selection board discharged its duties in a thorough and impartial manner when they determined your eligibility for retention. The character of your service has been noted to be honorable and your records so reflect.
4. Your many personal sacrifices to the Army Reserve are sincerely appreciated. You may take just pride in having contributed to the success of the Army Reserve as a viable force capable of meeting the challenges of today.

Encl

*(Signature block of
unit commander)*

Figure 10-3. Sample of nonselection notification memorandum

(Selection Board Heading)

(Date)

MEMORANDUM FOR: (Convening authority)

SUBJECT: Report of Board for Selective Retention, FY 19 ...

1. References:

- a. Memorandum (HQDA) (dated) (encl 1).
- b. AR 140-10, chapter 10, (dated)

2. According to instructions contained in reference 1a, the Selection Board appointed therein convened at Hours, (date) at (place)

3. The board's purpose was to recommend for retention USAR warrant and commissioned officers in the grade of colonel and below per AR 140-10, chapter 10.

4. Acting under oath and having in view the special fitness of officers and the efficiency of the Army Reserve, the board has carefully reviewed the case of every officer submitted for consideration. The individuals named in enclosure 2 are recommended for retention in an active status. The individuals named in enclosure 3 are not recommended for TPU retention in an active status.

5. A review of the records of the individuals selected for retention reveals that they can be expected to make significant contributions to the Army Reserve.

6. The Board adjourned at (hours, date)

/s/ ROGER E. DINES
ROGER E. DINES
COL, GS, USAR
President

/s/ FRANKLIN R. EARLE
FRANKLIN R. EARLE
COL, INF, USAR
Member

/s/ JAMES D. ORME
JAMES D. ORME
COL, FA
Member

4 Encl

- 1. Memorandum (HQDA) ..., dtd ...
- 2. List of officers recommended for selective retention (List Number 1).
- 3. List of officers not recommended for selective retention (List Number 2).
- 4. Minority reports.

(SAMPLE MARKING
FOR OFFICIAL USE ONLY)

(These markers are solely because of enclosures 2 and 3. Protective markings will be canceled when these enclosures are removed, or upon receipt by review commanders.)

Figure 10-4. Format for board report

List Number 1

Number *Name Grade SSN Branch/SSI

(Single space entries)

JAMES D. ORME
COL, FA
Recorder

*List alphabetically by grade.

ENCL 2

Figure 10–5. Format for Enclosure 2 (List Number 1) to the board report

List Number 2

Number *Name Grade SSN Branch/SSI**Notification of Eligibility for Retired Pay Issued

JAMES D. ORME
COL, FA
Recorder

*List alphabetically by grade.

Encl 3

**Select and enter remark, as appropriate.

“yes”—Notification of eligibility for retired pay has been issued.

“no” (PS)—Notification of eligibility not issued but is in process.

Figure 10–6. Format of Enclosure 3 (List Number 2) to the board report

Appendix A References

Section I Required Publications

AR 27-1

Legal Service. (Cited in paras 2-27 and 2-29.)

AR 40-501

Standards of Medical Fitness (Cited in paras 2-6, 7-8, 7-12 and 7-14.3.)

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in paras 2-6.1, 2-15, 2-21, 4-2, 4-5.1, 4-6, 4-8, 4-9, 4-11, 4-14, 4-15, 7-12.1, and 8-2.)

AR 135-133

Ready Reserve Screening, Qualification Records System and Change of Address Reports. (Cited in para 8-2.)

AR 135-155

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers. (Cited in paras 2-16, 2-20, 4-4, 4-25, 6-6, 7-4, 7-5, 7-12, and 7-12.1.)

AR 135-175

Separation of Officers. (Cited in paras 2-20a(2), 4-5.1, 5-2b(3), 7-4, and 7-8e.)

AR 135-178

Enlisted Administrative Separations Personnel. (Cited in para 4-8, 4-10, 4-12, 4-14, 4-17.1, 4-18, and 7-8.)

AR 135-180

Qualifying Service for Retired Pay Nonregular Service. (Cited in para 7-12b(3) and 7-14.3.)

AR 140-1

Mission, Organization, and Training. (Cited in paras 2- 15, 2-22, 3-8, 4-5, 4-5.1, 4-17.2, 4-23, and 4-24.)

AR 140-111

US Army Reserve Reenlistment Program. (Cited in paras 1-8, 4-8, 4-10, 4-11, 4-17.1, 4-28, 6-5, and 8-2.)

AR 140-158

Enlisted Personnel Classification, Promotion, and Reduction. (Cited in paras 2-7, 2-21.1, 4-11, 4-25, and 6-6.)

AR 165-1

Chaplain Activities in the United States Army. (Cited in para 4-2.)

AR 310-10

Military Orders. (Cited in paras 1-6, 4-19, 4-20, 5-2, 5-6, and 6-7.)

AR 600-8-104

Military Personnel Information Management/Records. (Cited in paras 4-5.1, 5-2, and 5-7.)

AR 600-9

The Army Weight Control Program. (Cited in para 2-6, 2-19.1, 4-16, 4-28, 6-5, and 7-14.3.)

AR 600-39

Dual Component Personnel Management Program. (Cited in paras 3- 2a, 4-2, 4-6, and 5-5.)

AR 601-210

Regular Army and Army Reserve Enlistment Program. (Cited in paras 2-1, 2-11, 2-21, 4- 8, 4-11, 4-19, 4-27, and 4-28.)

AR 623-105

Officer Evaluation Reporting System. (Cited in paras 2-20*b* and 10-7*d*.)

NGR 310-10

Military Orders (AR). (Cited in para 5-6.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Army regulations and pamphlets are available on the Army Publishing Directorate's Web site at <http://www.apd.army.mil>. Department of Defense directives, instructions, and manuals, and United States codes can be accessed from the Army Home page at <http://www.army.mil>.

AR 135-7

Army National Guard and Army Reserve Incentive Programs

AR 135-18

The Active Guard/Reserve (AGR) Program

AR 135-32

Retention In an Active Status After Qualification for Retired Pay

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

AR 135-156

Personnel Management of General Officers

AR 135-200

Active Duty for Missions, Projects, and Training for Reserve

AR 135-205

Enlisted Personnel Management

AR 135-210

Order to Active Duty as Individuals for other than a Presidential, Selected Reserve Call-up, Partial or Full Mobilization

AR 135-382

Reserve Component Military Intelligence Units and Personnel

AR 140-9

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

AR 140-30

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

AR 140-145

Individual Mobilization Augmentation (IMA) Program

AR 140-185

Training and Retirement Point Credits and Unit Level Strength Accounting Records

AR 140-315

Employment and Utilization of US Army Reserve Military Technicians

AR 145-1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 165-1

Chaplain Activities in the United States Army

AR 195-3

Acceptance, Accreditation, and Release of US Army Criminal Investigative Command Personnel

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags)

AR 600-8-24

Officer Transfers and Discharges

AR 600-20

Army Command Policy

AR 600-105

Aviation Service of Rated Army Officers

AR 600-110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

AR 601-25

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

AR 612-205

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

AR 614-100

Officer Assignments Policies, Details, and Transfers

AR 614-200

Enlisted Assignments and Utilization Management

AR 635-200

Active Duty Enlisted Administrative Separations

DA Pam 611-21

Military Occupational Classification and Structure

NGR 600-100 (AR)

Commissioned Officers—Federal Recognition and Related Personnel Actions

NGR 600-200

Enlisted Personnel Management

NGR 635-101

Efficiency and Physical Fitness Boards (Modifies AR 15-6)

NGR 635-102

Officers and Warrant Officers Selective Retention

Section III

Prescribed Forms

Except where otherwise indicated below, the following forms are available as follows: DA forms are available on the Army Publishing Directorate's Web site at <http://www.apd.army.mil> and DD forms are available from the OSD Web site at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

DA Form 977

Certificate of Transfer to Retired Reserve. (Prescribed in para 6–2.)

DA Form 1380

Record of Individual Performance of Reserve Duty Training. (Prescribed in para 3–9.)

DA Form 4187

Personnel Action. (Prescribed in paras 1–8 and 2–6.1.)

DA Form 4651

Request for Reserve Component Assignment or Attachment. (Prescribed in paras 1–8, 2–6, and 2–16 and 4–26c.)

DA Form 4935

Request for Unit Vacancy Fill. (Prescribed in para 2–10.)

Section IV

Referenced Forms

Except where otherwise indicated below, the following forms are available as follows: DA forms are available on the Army Publishing Directorate's Web site at <http://www.apd.army.mil> and DD forms are available from the OSD Web site at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

DD Form 4

Enlistment or Reenlistment Document–Armed Forces of the United States

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 363A

Certificate of Retirement

DA Form 1380

Record of Individual Performance of Reserve Duty Training

DA Form 3072 Series

Request for Waivers or Disqualification for Enlistment Reenlistment in the Regular Army for Personnel Applying from Civilian Life

DD Form 214

Certificate of Release or Discharge from Active Duty

FD Form 258

FBI U.S. Department of Justice Fingerprint Card (FD Form 258 issued by the Justice Department)

NGB Form 60

Request for Clearance from USAR for Enlistment/Appointment in the National Guard

Glossary

Section I Abbreviations

AD

active duty

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

AFQT

Armed Forces Qualification Test

AFTP

additional flight training periods

AG

Adjutant General

AGR

Active Guard Reserve

AHS

Academy of Health Sciences

AIT

advanced individual training

ALEDC

Associate Logistics Executive Development Course

ALO

authorized level of equipment

ALSE

aviation life support equipment

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

ARFPC

Army Reserve Forces Policy Committee

ARG

Aviation Readiness Group

ARMS

Aviation Resource Management Survey

ARMR

Army Readiness and Mobilization Region

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ARRTC

U.S. Army Reserve Readiness Training Center

ARSTAF

Army Staff

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

AT

annual training

ATA

additional training assemblies

ATC

air traffic control

ATCAR

Active Transition/Conversion Army Reserve (ATCAR) Program

ATP

Aircrew Training Program, alternate training phase

ATPU

aviation troop program units

AUS

Army of the United States

AUVS

automated unit vacancy system

AVIM

aviation intermediate maintenance

AWOL

absent without leave

BAQ

basic allowance for quarters

BASD

basic active service date

BFITC

Battle Focused Instructor Training Course

BOAC

Branch Officer Advanced Course

BPED

basic pay entry date

BT

basic training

CAC

casualty area commander

CAR

Chief, Army Reserve

CAS³

Combined Arms and Services Staff School

CCF

Central Personnel Security Clearance Facility

CCSP

Commissioning of Completion Students Program

CDAP

career development aviator program

CEWI

combat electronics warfare intelligence

CG

commanding general

CGSOC

Command and General Staff Officers Course

CMIF

career management information file

CNGB

Chief, National Guard Bureau

COE

Chief of Engineers

CPL

corporal

CPMOS

Career progression military occupational speciality

CRCGSC

Chaplain Reserve Component General Staff Course

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

DCS, G-1

Deputy Chief of Staff, G-1

DCSPA

Deputy Chief of Staff for Personnel and Administration

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

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

DOR

date of rank

DROS

date returned from overseas

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

ETS

expiration of 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

U.S. Army Reserve General Officer Command

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

HRC-STL

U.S. Army Human Resources Command-St. Louis

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

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

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

M&RA

Manpower and Reserve Affairs

MAC

Military Airlift Command

MACOM

major Army command

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

MI

Military Intelligence, middle initial

MJC

military junior college

MM

motor mechanics

MOBTDA

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

MSC

Medical Service Corps

MSG

master sergeant

MTDA

modification table of distribution and allowances

MTOE

modification table of organization and equipment

MUSARC

Major United States Army Reserve Command

MUTA

multiple unit training assembly

MYOS

maximum years of service

NAC

National Agency Check

NBPRP

National Board for the Promotion of Rifle Practice

NCO

noncommissioned officer

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

NPS

nonprior service, no prior service

NRA

National Rifle Association

OADO

office active duty obligor

OBC

officer basic course

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

OML

order of merit list

OMPF

Official Military Personnel File

OPMS-USAR

Officer Personnel Management System—U.S. Army Reserve

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

PCS

permanent change of station

PEB

Physical Evaluation Board

PEBD

pay entry basic date

PEBLO

physical evaluation board liaison officer

PFC

private first class

PHS

Public Health Service

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

PP

proficiency pay

PS

prior service

PSG

platoon sergeant

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-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

RE-code

reenlistment eligibility code

reenl

reenlist

REFRAD

release from active duty

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

RST

rescheduled training

RSUTA

regularly scheduled unit training assembly

RT

readiness training, refresher training, reinforcement training

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

SBI

Special Background Investigation

SDAP

special duty assignment pay

SFC

sergeant first class

SFTS

synthetic flight training systems

SGLI

Servicemen's Group Life Insurance

SGM

sergeant major

SGT

sergeant

SMOS

secondary military occupational specialty

SMP

Simultaneous Membership Program

SMSO/LNCO

State Military Support Office/Liaison NCO

SOUTHCOM

United States Army Southern Command

SPCMCA

special court-martial convening authority

SPC

specialist

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

SSS

Selective Service System

STRAP

Special Training Assistance Program

TDA

table of distribution and allowances

TDPFO

temporary duty pending further orders

TDRL

temporary disability retired list

TJAG

The Judge Advocate General

TOE

table of organization and equipment

TPU

troop program unit

TRADOC

U.S. 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

U.S. Army Corps of Engineers

USACGSC

U.S. Army Command and General Staff College

USARC

U.S. Army Reserve Command

USAHPSA

U.S. Army Health Professional Support Agency

USAHSC

U.S. Army Health Services Command

USAIRR

U.S. Army Investigative Records Repository

USAR

U.S. Army Reserve

USARAE

U.S. Army Reserve Affairs, Europe

USAR-AGR

U.S. Army Reserve Active Guard Reserve

USARB

U.S. Army Recruiting Battalion

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USAREUR

United States Army, Europe

USARF

U.S. Army Reserve Forces

USARPAC

U.S. Army Pacific Command

USASOC

U.S. Army Special Operations Command

USASSC

U.S. Army Soldier Support Center

USC

United States Code

USF

uniformed services facility

USMA

United States Military Academy

USMAPS

United States Military Academy Preparatory School

USMEPC

United States Military Enlistment Processing Center

UTA

unit training assemblies

VC

Veterinary Corps

WO

warrant officer

WOCS/WOCS-RC

Warrant Officer Candidate School (Reserve Components)

WOTS

Warrant Officer Training System

1SG

first sergeant

Section II

Terms

Active Army

a. The Active Army consists of (1) RA soldiers on AD; (2) Army National Guard of the United States and USAR soldiers on AD 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; (2) Active Guard Reserve status; (3) active duty for special work; (4) temporary tours of active duty 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 USAR soldiers ordered to duty under 10 USC, other than for training. It does not include AGR personnel in a full-time National Guard duty status under 32 USC (AR 135–18).

Active duty list (ADL)

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

- a.* Reserve officers.
 - (1) On active duty for training.
 - (2) On AD 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 AD to pursue special work.
 - (5) Ordered to AD under 10 USC 673b, or
 - (6) On AD 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 AD.
- 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 AD 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 USAR personnel serving on AD under 10 USC 672(d) and Army National Guard (ARNG) personnel serving on full-time National Guard duty (FTNGD) under 32 USC 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.* U.S. 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 AD 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 USAR commissioned officer, other than a commissioned WO, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

Active service

Service on AD 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 AD 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, an 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).

Area command

A geographic area of command with Reserve components functions and responsibilities (AR 140-1).

Area commands

The following are defined as area commands—

- a. Rescinded.*
- b.* USAEUR
- c.* USARPAC
- d.* SOUTHCOM
- e.* USASOC
- f.* U.S. Army Human Resources Command (HRC—St. Louis)
- g.* U.S. 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 RA, 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).

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 3 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 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 (DEP) until they enlist in the RA (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-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 (HSDG) credentials.

(1) *High school diploma graduate.* 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 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 Student Loan Repayment Program (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 and 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.*

- (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 statewide 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, chiropody 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, for example, is in lieu of being listed in the Accredited Institutions of Post-secondary 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 Department of Defense Military Pay and Allowances Entitlements Manual (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 UTA, or 12 (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 (rescheduled 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 of 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 ARNGUS 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 32 USC 316, 502, 503, 504, or 505, 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 ARNG and the USAR. These personnel include civilian personnel, members of the Active Army, and personnel serving on AGR 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 a USARC, 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 AD or active duty for training. For ARNGUS and USAR soldiers it includes completion of initial active duty for training, the officer basic course, and the warrant officer basic course.

Involuntary separation

Separation from commissioned or warrant status as a Reserve of the Army based on cause (that is, 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 IRR 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 U.S. Army Reserve Command (MUSARC).
- b. Army Reserve Command (USARC).
- c. General Officer Command (GOCOM).

Major U.S. Army Reserve Command (MUSARC)

Any USARC or GOCOM that reports directly to the USARC or any area command for the 7th and 9th USARCs 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 and 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 commander, HRC–St. Louis, and USARC 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 (WO1–CW5), and commissioned warrant officers (CW2–CW4), 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 RA 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 USAR 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 the Armed Forces 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 USAR. 2. USAR soldiers being assigned between elements or commands within the USAR (that is, 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 HRC–St. Louis (AR 135– 200).

Ready Reserve

Units and individual reservists liable for AD 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 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 AD 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 AD or active duty for training 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 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 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 TPU 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 that 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 (USARC)

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

U.S. Army Human Resources Command (HRC–St. Louis)

A field operating agency of the DCS, G-1 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 commander, HRC–St. Louis, 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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