

**Army Regulation 140-111**

**Army Reserve**

**U.S. Army  
Reserve  
Reenlistment  
Program**

**Headquarters  
Department of the Army  
Washington, DC  
9 May 2007**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 140-111

U.S. Army Reserve Reenlistment Program

This rapid action revision dated 9 May 2007--

- o Makes administrative changes throughout.
- o Removes the term "immediate reenlistment" and replaces it with "reenlistment" (throughout).
- o Corrects the phrase "Army Guard Reserve" to "Active Guard Reserve" (throughout).
- o Changes the reenlistment window for continued U.S. Army Reserve membership for Soldiers assigned to a troop program unit of the Selected Reserve to 12 months (table 2-3).
- o Changes the title of table 2-4 to Continued U.S. Army Reserve membership with concurrent transfer to an individual mobilization augmentee or Individual Ready Reserve reassignment (table 2-4).
- o Changes the reenlistment window for continued U.S. Army Reserve membership for Soldiers assigned to a troop program unit with concurrent reassignment to an individual mobilization augmentee position or to the Individual Ready Reserve to 12 months (table 2-4).
- o Changes the reenlistment window for continued U.S. Army Reserve membership for Soldiers assigned to the Individual Ready Reserve, Standby Reserve (Active Status List), or an individual mobilization augmentee position to 12 months (table 2-5).
- o Changes the reenlistment window for continued U.S. Army Reserve membership upon entry, retention, or release from active duty in an Active Guard Reserve status to 12 months (table 2-7).
- o Changes the approval authority on erroneous entries to DA Form 4836 (para 3-7).

- o Updates disposition instructions for DA Form 4836 (para 3-8).
- o Changes the approval authority on erroneous entries to DD Form 4/1 (Block 5) for reenlistment processing (para 5-9).
- o Changes the approval authority on erroneous entries to other than DD Form 4-series reenlistment documents (para 5-10).
- o Changes the reenlistment eligibility window to 12 months prior to expiration term of service for U.S. Army Reserve Active Guard Reserve enlisted Soldiers (para 8-16).
- o Provides specific guidance to Army Reserve career counselors and the Reserve Component career counselors to reenlist U.S. Army Reserve Active Guard Reserve enlisted Soldiers, who, upon release from active duty, desire to continue in an active status in the U.S. Army Reserve as a troop program unit or Individual Ready Reserve member (paras 8-16 and 8-17).
- o Revises the term "reenlistment" (glossary).

This rapid action revision dated 16 February 2006--

- o Removes the requirements for U.S. Army Reserve enlisted Soldiers to become U.S. citizens to continue serving past 8 years of Federal military service (table 2-1, rule B, item 3.3 and para 2-3).
- o Removes the extension policy for Alien U.S. Army Reserve enlisted soldiers in excess of 7 years of Federal military service (table 3-1).
- o Removes the policy that 8 or more years of total Federal military service is a nonwaiverable disqualifier for an alien(table 4-2).

This revision, dated 19 December 2003--

- o Updates the supersession statement.
- o Changes the retention control point for command sergeant major/sergeant major from 26 to 29 years (table 8-1).
- o Changes the retention control point for platoon sergeant/sergeant first class from 24 to 26 years (table 8-1).
- o Changes the retention control point for platoon sergeant/sergeant first class from 22 to 24 years (table 8-1).
- o Clarifies the bar to reenlistment policy for soldiers on an indefinite reenlistment (para 1-28.d).

- o Clarifies the bar to reenlistment approval authority (para 1-31.1.e).
- o Corrects the office to which bars to reenlistment for soldiers with 10 years of qualifying service for retired pay (or active service for Active Guard Reserve soldiers) at expiration term of service are sent for approval/disapproval authority (para 1-31.2.c(2)).
- o Corrects an inconsistency between table 3-2, item 7b and paragraph 3-2.1c(2) in excluding subsequent extensions issued on term of service for soldiers transferred to the U.S. Army Reserve by operation law.
- o Clarifies that service performed as a reservist enlisted under 10 United States Code, section 513 (delayed entry program), other than a period of active duty under 10 United States Code, chapter 1209, is not creditable for pay purposes (para 3-2.1.c(5)).

This revision, dated 24 January 2003---

- o Updates the history and suggested improvements paragraphs and supersession statement.
- o Incorporates indefinite reenlistment provisions (para 2-4).
- o Updates publication references in text and in appendix A.

The revision, dated 28 June 2002--

- o On the title page, supersedes the history, summary, applicability, and distribution paragraphs and rescinds the interim changes paragraph.
- o On the title page, adds a supersession statement.
- o Rescinds the policies and procedures for the Army Reserve, Active Guard Reserve Qualitative Management Program (QMP) under AR 140-111. The Army Reserve, AGR QMP, established as a separation program, was transferred to AR 635-200 (chap 19), dated 1 November 2000, effective 1 January 2001.
- o Cancels DA Form 8029-R (Statement of Options, U.S. Army Reserve, Active Guard Reserve (AGR) Program) FEB 92 and transfers options for Army Reserve USAR AGR NCOs to DA Form 4941-R (Statement of Options, Qualitative Management Program (QMP)) APR 2000.
- o Makes technical changes--replacing DA Form 3540/1 through DA Form 3540/4 (Certificate and Acknowledgment of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring Into Troop Program Units of the U.S. Army Reserve) and DA Form 4688/1 through DA Form 4688/3 (Certificate and Acknowledgement of Service Requirements for Individuals Enlisting or Reenlisting in the Individual Ready Reserve) throughout the regulation with DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment). DA Form 3540, prescribed by AR 135-91, is available on the Army Electronic Library (AEL) CD-ROM and the USAPA Web site at [www.usapa.army.mil](http://www.usapa.army.mil)).

- Makes technical changes--replacing DA Form 3340 (Request for Regular Army Reenlistment or Extension) throughout the regulation with DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army). (DA Form 3340-R, prescribed by AR 601-280, is available on the Army Electronic Library (AEL) CD-ROM and the USAPA Web site at [www.usapa.army.mil](http://www.usapa.army.mil).)
- Supersedes paragraph 2-3d.
- Corrects table 4-2, rule W.
- Supersedes table 5-1, section B, item 8.
- Rescinds paragraph 5-6.
- Supersedes paragraph 5-7.
- Supersedes paragraphs 6-7 and 6-8.
- Supersedes paragraphs 7-4 and 7-5.
- Supersedes table 8-1.
- Supersedes paragraphs 8-15 through 8-20.
- Rescinds chapter 10.
- In appendix A and throughout, updates publications.
- In appendix A, updates prescribed and referenced forms.
- Removes from the publication the reproducible DA Form 8029-R.
- Updates Deputy Chief of Staff acronym usage throughout.
- For all R forms, a copy is no longer in the back of the book. Except where noted otherwise, forms are available on the Army Electronic Library (AEL) CD-ROM (EM0001) or U.S. Army Publishing Agency Web site ([www.usapa.army.mil](http://www.usapa.army.mil)).
- The revision, dated 1 October 1997--
- Reorganized text, making it compatible with the Army electronic publishing database.
- Change 18, dated 1 October 1997--
- Implements Department of Defense policy governing nonwaivable disqualification for reenlistment based on homosexual conduct.
- Implements revised Retention Control Points for soldiers serving on Active Guard Reserve status; cites section 1176, title 10, United States Code (10 USC 1176(b)) as governing the retention of Reserve enlisted soldiers in an active status after completion of 18 years but less than 20 years of qualifying service.

- o Clarifies the reenlistment eligibility of an alien Soldier in the USAR as required by HQDA (DAPE-MPA) message 051400Z NOV 92, Subj: Citizenship Criteria/Information for Enlistees and Reenlisting Soldiers (Corrected Copy).
- o Implements procedures to meet the requirement of Ready Reserve service as a condition to receive separation pay per 10 USC 1174(e)(1)(A).
- o This change also provides a complete copy of DA Form 8028-R (U.S. Army Reserve Bar to Reenlistment Certificate), February 1992.
- o Change 17. This change--
- o Provides for TPU soldiers to receive an annual retention interview in conjunction with birth month record review and orientation (para 1-26d(3));
- o Implements revised bar to reenlistment policy and procedures (chap 1, sec VII);
- o Incorporates enlisted AGR retention criteria within the basic reenlistment criteria (table 2-1);
- o Rescinds trainability criteria for reenlistment eligibility (table 2-1, rule C)
- o Requires a corporal or higher to be a high school graduate or equivalent for reenlistment eligibility (table 2-1, rule D);
- o Clarifies grade and MOS reenlistment eligibility criteria (table 2-1, rule G);
- o Rescinds weapons qualification training from eligibility criteria (table 2-1, rule H);
- o Expands the eligibility criteria based on marital status and dependent family members (table 2-1, rule I);
- o Explains that a Soldier who qualifies for retired pay based on active service (10 USC 3914) cannot later become eligible for retired pay at age 60 (10 USC 1331) (table 2-1, notes 1 and 3);
- o Specifies that there is no change in pay grade, title, date of rank, or NCO/SPC status, on reenlistment (table 2-1, note 5)

- o Prohibits reenlistment of an AGR Soldier for a term that exceeds the appropriate retention control point (table 2-1, note 6);
- o While prohibiting reenlistment for retention in an AGR status under certain conditions, reenlistment other than for AGR retention is authorized under some circumstances (table 2-1, note 7);
- o Permits the immediate reenlistment of a Soldier released from the Active Army and assigned to a TPU with a remaining MSO to participate in the SLRP (table 2-3, note 8);
- o Provides revised and expanded extension policy for soldiers with over 18, but less than 20, qualifying years of service for retired pay (table 3-1, rule K);
- o Incorporates authority for extending soldiers with over 18, but less than 20, years active service to attain 20 years of active service (table 3-1, rule K.1);
- o Provides extension of barred soldiers for rehabilitation purposes (table 3-1, rule Y);
- o Authorizes an extension to satisfy an AGR OCONUS PCS requirement (table 3-1, rule Z);
- o Authorizes an extension to satisfy an AGR service requirement incurred by promotion (table 3-1, rule AA);
- o Provides waivable and nonwaivable policy and procedures of eligibility criteria for reenlistment and continuation in an AGR status (tables 4-1 and 4-2);
- o Clarifies the correction procedures for the term of service or effective date on a DD Form 4 Series (para 5-10);
- o Incorporates retention control point policy and procedures which prohibit retention in an AGR status beyond a specified number of years service (para 8-7.1);
- o Deletes text which erroneously implies that soldiers serving on AGR status can contract for the Selected Reserve MGIB (chap 8);
- o Incorporates the USAR AGR Qualitative Management Program (chap 10);
- o Makes minor administrative and technical corrections.





Effective 9 June 2007

## Army Reserve


### U.S. Army Reserve Reenlistment Program

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By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*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 publication implements Department of Defense policy governing retention, reenlistment eligibility, and service requirements in accordance with the United States Code.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve unless otherwise stated. Also, it applies to all current members of the U.S. Army Reserve assigned to the Selected Reserve, the Individual Ready Reserve, and the Standby Reserve. It applies to personnel serving on active duty under the U.S.

Army Reserve–Active Guard Reserve–Program. It does not apply to U.S. Army Reserve personnel assigned to the Active Army (AR 601–280); Control Group (Reserve Officer’s Training Corps) (AR 145–1); the United States Military Academy, the U.S. Naval Academy, or the U.S. Air Force Academy (AR 612–205); or the U.S. Military Academy Preparatory School. During mobilization, policies and procedures contained in this regulation may be modified by the proponent.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, 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 within 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 their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.**

This regulation does not contain management control provisions.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–MPE–PD), 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 the Deputy Chief of Staff, G–1 (DAPE–MPE–PD), 300 Army Pentagon, Washington, DC 20310–0300.

**Distribution.** This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army, D and E for the Army National Guard/Army National Guard of the United States, and A, B, C, D, and E for the U.S. Army Reserve.

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\*This regulation supersedes AR 140–111, dated 16 February 2006.

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### Glossary



# Chapter 1 Introduction

## Section I General

### 1–1. Purpose

- a.* This regulation prescribes policies, responsibilities, and procedures for the U.S. Army Reserve (USAR) Reenlistment Program.
- b.* It prescribes eligibility criteria for reenlistment and extensions.
- c.* It provides guidance for processing for continuing membership of the following personnel:
  - (1) Selected Reserve assignees—
    - (a)* In troop program units (TPUs).
    - (b)* In positions as individual mobilization augmentees (IMAs).
    - (c)* On active duty (AD) in an Active Guard Reserve (AGR) status.
  - (2) Individual Ready Reserve assignees.
  - (3) Standby Reserve (Active List) assignees.
- d.* It provides guidance for commanders and reenlistment and retention personnel in conducting the USAR reenlistment program.

### 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 are explained in the glossary.

### 1–4. Policy

- a.* This regulation is primarily for use by those commands and activities that have reenlistment responsibilities.
- b.* Persons who are responsible for processing applicants for reenlistment or extension of a current term of service must comply with this regulation. Failure to comply could result in disciplinary action under the Uniform Code of Military Justice (UCMJ).
- c.* This regulation takes precedence over any other publication that sets eligibility criteria for USAR reenlistment.
- d.* These provisions are binding on all echelons of command and all individuals subordinate to Headquarters, Department of the Army (HQDA). Exceptions to nonstatutory provisions may be made by HQDA.

### 1–5. Secretarial authority

The Secretary of the Army (SA) determines qualifications for reenlistment in the USAR. The SA, or an authorized representative, may deny reenlistment to anyone, including those who would otherwise meet the criteria.

### 1–6. Communications with Headquarters, Department of the Army and other governmental agencies

Soldiers who desire reenlistment should be told that their cases will be handled at the local level when possible. They should not be advised to visit, write, or telephone HQDA agencies unless such action is necessary. When it is necessary to contact higher authorities, correspondence will be forwarded through appropriate command or administrative channels.

### 1–7. Objectives of the U.S. Army Reserve Reenlistment Program

This program is an integral part of overall USAR strength improvement programs. Program objectives are to—

- a.* Reenlist, on a long-term basis, highly qualified enlisted personnel. Particular emphasis is placed on retaining qualified Soldiers who are “first-termers.”
- b.* Obtain maximum command involvement at each echelon of command. Reenlistment competitions down to and including the company and battery level are encouraged.

## Section II Service Continuity

### 1–8. Reenlistment

U.S. Army Reserve reenlistment provides the qualified USAR Soldier with continuous military service. This membership may involve assignment to the Selected Reserve or the Individual Ready Reserve (IRR) or, when authorized,

transfer from one to the other. Soldiers who desire uninterrupted membership must meet the criteria for reenlistment or extension prescribed in this regulation.

### **1–9. Break in military service**

A break in military service occurs and Soldiers have no military status when they do not immediately reenlist or extend within 24 hours after the expiration of their term of service.

### **1–10. Reenlistment in the U.S. Army Reserve**

Soldiers applying for USAR membership after a break in service will be processed per AR 601–210, chapter 3. They will be enlisted as prior service applicants by the U.S. Army Recruiting Command (USAREC).

### **1–11. Reenlistment counseling concerning break in service**

*a.* Enlisted Soldiers nearing expiration of term of service (ETS) should be counseled on the problems that could occur upon a break in service. Failure to meet basic eligibility criteria could disqualify the individual for reenlistment and cause a break in service. For example, all applicants for reenlistment should be advised that they must meet the body fat standards per AR 600–9.

*b.* Many basic eligibility criteria do not apply to reenlistment, but apply to those with breaks in service seeking USAR reenlistment. For example, marital status and dependents are not factors in reenlistment; they are determining factors for enlistment of prior service applicants. Also, a prior service applicant must have had a medical examination within the 6–month period preceding reenlistment and must meet the procurement medical standards of AR 40–501, if reenlisting after a break in service in excess of 72 hours.

## **Section III**

### **Areas of Responsibilities**

#### **1–12. Responsibilities**

Maintenance of strength is a command responsibility. The success of USAR strength improvement programs depends upon effective leadership, vigorous command involvement, and aggressive reenlistment programs at all levels. It is a direct indicator of the quality of leadership exhibited by officers and noncommissioned officers (NCOs) alike.

*a.* The Deputy Chief of Staff, G–1 (DCS, G–1), HQDA, has general staff responsibility for personnel procurement, retention, and separation.

*b.* The Chief, Army Reserve (CAR), operating within established Army policies, under the general personnel policy guidance of the DCS, G–1, monitors and provides policy direction for the personnel management systems of the USAR.

*c.* Area commanders are responsible for the management of the USAR reenlistment program within TPUs of the Selected Reserve.

*d.* The Commanding General (CG), U.S. Army Human Resources Command, St. Louis (HRC–STL), is responsible for the management of the USAR reenlistment program for—

- (1) Assigned IRR Soldiers.
- (2) Assigned Standby Reserve Soldiers.
- (3) Personnel managed under the U.S. Army Reserve–Active Guard Reserve Program (USAR–AGR).
- (4) IMA personnel.

#### **1–13. Major commanders**

Major commanders will—

*a.* Implement and support active reenlistment programs within their commands and require subordinate commanders to do the same.

*b.* Continually provide guidance for subordinate commanders who need help in establishing and running their reenlistment programs.

*c.* Ensure that subordinate command reenlistment programs comply with this regulation and supplementary instructions from major commands.

*d.* Conduct yearly staff assistance visits and inspections.

*e.* Conduct conferences to review, discuss, and improve the reenlistment program.

#### **1–14. Subordinate commanders**

Subordinate commanders will be actively involved in their respective reenlistment programs and will ensure that—

*a.* Every Soldier who is serving honorably and faithfully and meets the requirements for reenlistment is counseled and interviewed, if possible. This includes those individuals with waivable disqualifications. Soldiers should be made aware that retention in the USAR is not a right, but a privilege extended only to those Soldiers who have demonstrated satisfactory performance.



- b.* Every qualified Soldier who desires continuous service is given the opportunity of immediately reenlisting.
- c.* Soldiers who are untrainable or unsuitable for military service are barred from reenlistment.
- d.* Personnel assigned to reenlistment duties are—
  - (1) Used properly to further the reenlistment program.
  - (2) Provided with transportation, office space, and clerical assistance.
- e.* Every officer and NCO in the command is informed of current reenlistment programs and changes to regulations.
- f.* A reenlistment officer and a reenlistment NCO are appointed and the names added to the proper list or record as an additional duty. This only applies in organizations where a reenlistment NCO is not authorized on a primary-duty basis by the following:
  - (1) Table of distribution and allowances (TDA)
  - (2) Table of organization and equipment (TOE).

### **1-15. Reenlistment officer**

The reenlistment officer will—

- a.* Keep the commander informed on all matters concerning the reenlistment program.
- b.* Make a continuing estimate of the reenlistment situation for future planning.
- c.* Submit recommendations for reenlistment policies or changes and submit plans to implement commander's directives.
- d.* Translate reenlistment decisions and plans of the commander into orders, and ensure distribution of orders to subordinate units.
- e.* Exercise supervision, including inspections, to ensure reenlistment policies, intentions, and orders of the commander are executed properly.
- f.* Be alert for factors that hinder the reenlistment effort.
- g.* Maintain reenlistment statistics to determine effectiveness of the program.

### **1-16. Reenlistment noncommissioned officer**

The reenlistment NCO will—

- a.* Advise superiors in matters relating to the reenlistment program.
- b.* Interview personnel and provide reenlistment counseling.
- c.* Give assistance to subordinate units regarding the latest interviewing and counseling methods.
- d.* Assist in proper display and use of promotional material.
- e.* Hold discussions with officers and NCOs to stimulate interest and support of the reenlistment program.

## **Section IV**

### **Staffing, Facility, and Publicity Support**

#### **1-17. Staffing**

- a.* An NCO will be assigned additional duties as a reenlistment NCO in every battalion, company, battery, detachment, or similar-sized unit. This applies only to organizations not authorized a reenlistment NCO on a primary-duty basis by TDA or TOE. Personnel selected should be a staff sergeant (SSG or E-6) or sergeant first class (SFC or E-7), if practical for the particular unit. The first primary-duty reenlistment NCO in the chain of command will advise additional-duty reenlistment NCOs of their responsibilities.
- b.* Preparation and administration of reenlistment and extension forms are personnel functions and not appropriate duties for a reenlistment NCO. The reenlistment NCO will ensure these forms are prepared and distributed according to this regulation. Duties that detract from the retention mission should not be imposed on a reenlistment NCO. They will be exempt from roster-type duties.

#### **1-18. Facilities**

- a.* Reenlistment activities will be carried out in favorable surroundings. Locations in which interviewing, counseling, and related activities take place should ensure—
  - (1) Privacy.
  - (2) An informal, friendly atmosphere.
  - (3) An effective display of reenlistment literature.
  - (4) Access to all necessary material, directives, and other sources of information needed for interviewing and counseling.
- b.* A reenlistment office should be centrally located and attractively furnished. When available, a separate office is desirable, identified by signs showing location and telephone extension. If possible, reenlistment offices should not

occupy office space in, or be a part of, military personnel offices. It is desirable, however, to have the reenlistment and personnel offices close to one another.

### **1–19. Publicity**

The USAR reenlistment program should be supported by promotional materials.

- a.* A command should develop ideas to advertise reenlistment opportunities, using the publicity materials that have proven to be most effective.
- b.* Reenlistment posters and displays should be featured in all locations frequented by enlisted personnel. Posters should be changed as needed and kept in good condition.
- c.* Reenlistment material should be made available at all times. Self-service displays should be maintained in unit areas.
- d.* Outside displays with all-weather protection should be made, where possible.

## **Section V**

### **Qualifications for Appointment as Additional Duty Reenlistment Personnel**

#### **1–20. Officers appointed additional duty as reenlistment officers**

Officers appointed additional duty as reenlistment officers should have the following minimum qualifications:

- a.* Be assigned to the branch of service that is most prevalent in the unit or training center where the duty is to be performed.
- b.* Have at least 1 year USAR TPU experience.

#### **1–21. Enlisted personnel selected for additional duty as reenlistment noncommissioned officers**

If possible, personnel with previous recruiting or reenlistment experience should be assigned as additional-duty reenlistment NCOs. These individuals should have the same general qualifications as those required for primary duty on a full-time basis (see DA Pam 611–21).

## **Section VI**

### **Reenlistment Interviews and Counseling**

#### **1–22. Reenlistment orientation**

Reenlistment orientation must begin on the day the individual reports to the unit. This is true even though the maximum reenlistment effort will be made during the latter part of an individual's term of service. Reenlistment counseling cannot be restricted to the last few months of a Soldier's term of service, especially first-term personnel. The scheduled counseling procedure in this section is the minimum effort required; counseling should not be limited to this schedule. Unit commanders will direct major emphasis on encouraging qualified individuals to reenlist for their present assignments. This is in the best interest of stability, economy, reduction of travel, and continuity of operations.

#### **1–23. Eligibility**

All persons connected with the processing of applicants will give primary consideration to the reenlistment of quality personnel. Eligibility will be determined on the basis of a Soldier's ability to meet all requirements, including approval of necessary waivers.

#### **1–24. Unlawful enlistment**

Article 84 of the UCMJ will be brought to the attention of all officers and reenlistment personnel. The article states: "Any person subject to the UCMJ who effects an enlistment or appointment in, or a separation from, the Armed Forces of any person who is known to him to be ineligible for such enlistment, appointment, or separation, because it is prohibited by law, regulations, or order, shall be punished as a court-martial may direct." Commanders will give due consideration to the initiation of disciplinary action for violations of this article.

#### **1–25. Reenlistment interviews**

Full advantage should be taken of the opportunity afforded by interviews to counsel individuals and help them make definite plans. These discussions should be related to the grade and length of service of the individual being interviewed. They will be designed primarily to favorably influence the individual's reenlistment intent.

- a.* Reenlistment interviews provide an opportunity to extend encouragement, eliminate old grievances, and develop self-understanding and self-assurance.
- b.* Preparation is essential for a satisfactory interview. Such preparation will include collection of background data concerning the Soldier.
- c.* Individuals should not be required to report for interviews. The interview should be conveniently arranged and the individuals interviewed separately. Interviews should never be conducted in groups.

*d.* Face-to-face interviews with IRR, Standby Reserve, or IMA Soldiers who are not on AD are not practical. The ARPERCEN should use alternate channels of communication (that is, correspondence or telephone) to provide counseling.

## **1-26. Reenlistment interview procedures**

Before soliciting personal information during the course of interviews, the Soldier must be made aware of "Data Required by the Privacy Act of 1974," (see fig 1-1). Upon request, a copy of the Privacy Act Statement for reenlistment interviews will be provided the Soldier. The following procedures apply to personnel assigned to units of the Selected Reserve. They also apply to Soldiers serving on AD in USAR AGR status.

*a.* The commanding officer will determine a Soldier's eligibility for reenlistment under the provisions of this regulation. The results of interviews and reason or reasons why a Soldier is not eligible to reenlist will be recorded on—

(1) DA Form 4644-R (Army Reserve Reenlistment Data), for all personnel assigned to TPUs of the Selected Reserve (see chap 6, sec II, for instructions).

(2) DA Form 4644-R, or DA Form 1315 (Reenlistment Data), for personnel participating in the USAR-AGR. The form selected will be at the option of the commander.

*b.* If a Soldier is not eligible for reenlistment, the unit commander will—

(1) Interview the individual upon assignment and inform the Soldier that he or she is not eligible to reenlist.

(2) Advise the Soldier of what he or she must do to become eligible.

(3) Determine by observation and job performance information whether a request for waiver is appropriate. If it is, and it is desired by the Soldier, a request for waiver will be initiated promptly. The request must be sent within the time specified in paragraph 4-3.

*c.* If the individual is eligible for reenlistment but not recommended, or ineligible to reenlist, the unit commander will promptly initiate a bar to reenlistment. This information will be shown on the DA Form 4644-R or DA Form 1315.

*d.* If reenlistment is recommended by the unit commander and the enlisted person meets the requirements, the following procedures apply:

(1) Individuals ineligible to reenlist, but who have a waivable disqualification and are recommended, will receive all interviews.

(2) The first interview should be held by the unit commander, as soon as practical after initial assignment to the unit.

*(a)* During this interview, individuals should be told what their good points are and where they can improve; they should also be told what their chances for promotion are, whether there is a need for reclassification action, and any other information of concern to them.

*(b)* If the Soldier's conduct or efficiency, or both, warrant bar action, inform the Soldier. Initiate the necessary bar to reenlistment procedures.

*(c)* Advise the individual of the eligibility requirements for reenlistment. Counsel the Soldier on how to meet these requirements.

*(d)* Complete the reenlistment status portion on the DA Form 4644-R or DA Form 1315, as appropriate, after the job performance interview. (This is required only for a SSG or below.)

(3) Soldiers assigned to a TPU will receive an annual retention interview in conjunction with the birth month record review and orientation requirement per AR 135-91.

(4) Soldiers serving on their initial tour of AGR duty, on completion of 24 months AGR service, will be interviewed by reenlistment officials. The reenlistment officials will advise each AGR Soldier of the policy and procedures governing retention on AGR status beyond the initial 3 years. Six to 12 months before ETS, the commanding officer will conduct an interview. This interview will be for Soldiers serving on their initial AGR tour and all SSG and below.

*(a)* During this interview, individual problems should be resolved as far as practical.

*(b)* If the Soldier has not decided to reenlist or extend for continuing service on AGR status, the commander will discuss the Soldier's abilities, shortcomings, and opportunities. The commander should also apprise the Soldier of the opportunity for continuing USAR service in another status other than AGR, if eligible.

*(c)* Information concerning this interview by the commander will be entered on the DA Form 4644-R or DA Form 1315, as appropriate.

(5) After the commander's interview, the reenlistment NCO will contact the individual and conduct another interview. Current reenlistment incentives, opportunities, and benefits will be emphasized.

*(a)* Every effort will be made to obtain a positive reenlistment decision.

*(b)* Information resulting from the interview will be recorded on the reenlistment data card.

(6) Commanders will initiate aggressive programs designed to influence recommended first-term enlisted personnel who do not intend to reenlist. Before leaving the unit, these individuals will be informed of the reenlistment

opportunities available at separation. In addition, they will be counseled on the grade authorizations for reenlistment after a break in service has occurred. An appropriate entry that shows this interview was conducted will be entered on the DA Form 4644-R or DA Form 1315, as appropriate.

(7) Sergeant first class and above will be interviewed by the reenlistment NCO 6 months before their ETS. The purpose of this interview is to determine their reenlistment intentions.

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## DATA REQUIRED BY THE PRIVACY ACT OF 1974

### (Reenlistment Interviews and Counseling)

**AUTHORITY:** 10 USC 3012

**PRINCIPAL PURPOSE:** To determine eligibility for reenlistment.

**ROUTINE USES:** Personal information will be used to document reenlistment status and will be maintained in unit to which you are assigned. Upon reenlistment or upon discharge, the record will be destroyed.

**DISCLOSURE OF PERSONAL INFORMATION IS VOLUNTARY. THERE WILL BE NO ADVERSE EFFECT ON INDIVIDUALS NOT PROVIDING THE SOLICITED INFORMATION.**

Figure 1-1. Data requested by the Privacy Act of 1974

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## Section VII

### Bar to Reenlistment Procedures

#### 1-27. General

*a.* This section prescribes the procedures for denying reenlistment to persons whose reentry into, or continued service with, the USAR is deemed not in the best interest of the service. The procedures apply to the field commander's bar to reenlistment. They apply to personnel—

- (1) Assigned to a TPU or an IMA of the Selected Reserve.
- (2) Assigned to the IRR.
- (3) Assigned to the Standby Reserve.
- (4) Serving on AD in an AGR status.

*b.* Soldiers, if otherwise qualified, may not be arbitrarily denied reenlistment. If a commander wishes to disapprove a request for reenlistment or extension by a Soldier who is fully qualified for reenlistment without a waiver, he or she must concurrently submit a bar to reenlistment. Request for waiver of a reenlistment disqualification may be disapproved under paragraph 4-3.

#### 1-28. Policy on bars to reenlistment

*a.* Headquarters, Department of the Army policy extends the privilege of reenlisting only to personnel of—

- (1) High moral character.
- (2) Professional competence.
- (3) Demonstrated adaptability to the requirements of the professional Soldier's moral code.

*b.* Persons who do not maintain such standards, but whose separation is not warranted, will be barred from further service.

*c.* The bar to reenlistment is not a punitive action. Imposition of a bar to reenlistment does not preclude administrative separation at a later date. Normally, however, the bar to reenlistment should be initiated prior to a separation or judicial and/or nonjudicial action because it is intended to put the Soldier on notice that he or she—

- (1) Is not a candidate for reenlistment.
- (2) May be a candidate for separation if the circumstances that led to the bar to reenlistment are not overcome.

*d.* Soldiers on indefinite reenlistment (see para 2-3) will not be barred from reenlistment but must be separated instead.

#### 1-29. Guidelines in the use of a bar to reenlistment

*a.* If a bar to reenlistment is justified, it will be initiated whether or not the Soldier intends to reenlist.

*b.* A bar to reenlistment should not be based on generalities, approximate dates, or vague places and times. It should

be specific and substantiated by official remarks made at the time of the occurrence. Counseling should be provided on each occurrence and all instances made a matter of official record. It is essential the individual be counseled when acts considered unworthy of a member of the USAR are performed. Counseling IMA personnel, members of the IRR, or Standby Reserve (not on AD or active duty for training (ADT) may be done telephonically or through correspondence.

c. A bar will not be used in lieu of—

- (1) Separation action under proper regulations.
- (2) Trial by courts-martial.
- (3) Non-judicial punishment.
- (4) Other appropriate administrative actions.

d. When it seems appropriate, a bar should be initiated even if the commander is aware that—

- (1) A previous disciplinary or administrative action did not result in separation.
- (2) An honorable or general discharge will be issued for the current period of service.
- (3) A Soldier served honorably for a number of years.
- (4) A Soldier has been permitted to remain on duty for a number of years while performing in a substandard manner.

e. Normally, a bar to reenlistment should not be initiated against an individual—

- (1) Who has been assigned to a command for less than 90 days.
- (2) During the last 90 days (30 days for an AGR Soldier) before the Soldier is discharged, transferred from the command, or released from active duty (REFRAD). If initiated during this period, the commander must provide a complete explanation as to why the action was not taken earlier. This explanation will be entered on DA Form 8028-R (U.S. Army Reserve Bar to Reenlistment Certificate).

### **1-30. Retention for retirement eligibility**

a. *Retention in an active status.* A Soldier assigned to the Selected or Ready Reserve or the Standby Reserve (Active Status List) is serving in an active status. The retention of an enlisted Soldier, selected for involuntary separation (other than for physical disability or for cause), or denied reenlistment upon expiration of term of enlistment (other than for physical disability or for cause), in an active status after completion of 18 or more years but less than 20 years of qualifying service for retired pay, is required by law Title 10, United States Code, Section 1176(b) (10 USC 1176(b)), unless the Soldier consents to removal. A bar may be initiated against a Soldier serving in an active status who has completed 18 or more years but less than 20 qualifying years of service for retired pay. Approval authorities for such bars are specified in paragraphs 1-32.

(1) The voluntary or involuntary reassignment of a Soldier between the Selected and Ready Reserve and the Standby Reserve (Active Status List) will not affect the Soldier's retention for retirement eligibility, since the Soldier continues to serve in an active status. In addition, retention in an active status does not prevent release from AD in an AGR status, or reassignment from a TPU, provided the Soldier is retained in an active status.

(2) A bar to reenlistment intended to deny a Soldier with more than 18 years but less than 20 years of qualifying service for retired pay (para 1-32) the opportunity to attain retirement eligibility and will require the approval of HQDA, CAR.

b. *Retention on active duty.* A Soldier in an AGR status is serving on AD and retention for retirement eligibility based on active service (AS) is codified in law (10 USC 12686). A bar may be initiated against an AGR Soldier who has completed at least 18, but less than 20, years of AS. Approval authorities for such bars are specified in paragraphs 1-32.

(1) A Soldier who has been extended to attain retirement eligibility under the sanctuary provision remains subject to involuntary separation for cause per AR 635-200.

(2) A Soldier will not be extended for continued service on AD in an AGR status beyond the last day of the month in which he or she becomes eligible for retired pay.

### **1-31. Conditions warranting a bar to reenlistment**

A Soldier's unfitness or unsuitability may show up soon after entry into the military service; however, traits that make a Soldier unsuitable or unfit may not develop or become apparent until after many years of service. Commanders must consider whether it is advisable to afford continued military service to unsuitable or unfit individuals. Such personnel should be identified as soon as possible with a view toward elimination from the service. When discharge is not warranted, action should be taken to bar the Soldier from further USAR service. Bars should be considered for Soldiers in the following categories:

a. *Untrainable Soldiers.* These Soldiers will be identified as soon as possible with a view toward eliminating them from the service. When discharge under administrative procedures (AR 635-200 for AGR Soldiers and AR 135-178 for all others) is not warranted, action will be taken under this regulation to bar the person from further service with the USAR. These Soldiers are often identified by failure to perform the basic tasks required of their primary military occupational specialty (PMOS); failure to qualify in a duty military occupational specialty (DMOS) in a reasonable period of time; failure to achieve individual weapons qualification; failure of the Army Physical Fitness Test (APFT) or

elimination for cause from an NCO education system course. Frequently, Soldiers will meet the minimum standards for their present grade, but obviously lack the potential to become the supervisor or senior technician of the future.

(1) A bar to reenlistment may be imposed for failure to pass the APFT. However, imposition of a bar to reenlistment is mandatory after second consecutive failure if separation processing is not initiated per AR 135–178.

(2) A bar to reenlistment may be imposed on a Soldier participating in the Weight Control Program (WCP) to meet the body fat standards per AR 600–9. However, imposition of a bar to reenlistment is mandatory for Soldiers who do not make satisfactory progress in the WCP after a period of 6 months, unless the commander initiates reassignment procedures per AR 140–10, or separation proceedings per AR 135–178. (NOTE: Reassignment or separation proceedings will not be initiated if a Soldier is within 3 months of ETS date.)

*b. Unsuitable Soldiers.* These are persons who may exhibit their unsuitability through interests or habits detrimental to the maintenance of good order and discipline. They may have records of habitual minor misconduct requiring corrective or disciplinary action.

*c. Single Soldiers and/or in-service couples with dependent family members.* If administrative separation proceedings are not initiated (AR 135–178 or AR 635–200) commanders will initiate bar to reenlistment proceedings against Soldiers described below who have been counseled and who do not have on file within 2 months of counseling, an approved family care plan. Soldiers described below who have outside continental United States (OCONUS) assignment instructions will have a bar to reenlistment initiated if they are unable to provide name of guardians who will care for their family members in continental United States (CONUS) in the event of evacuation from overseas. The balance of the family care plan is completed after arrival in the OCONUS command.

(1) A Soldier who is single, widowed, divorced, legally separated, or residing without his or her spouse. Also, a Soldier with a spouse who is incapable of self-care, or who has custody of one or more minors or adult family members unable to care for themselves (for example, handicapped or infirm).

(2) A Soldier who has a military spouse and they have minor family members, or adult family members, unable to care for themselves.

(3) A Soldier who fails to respond to duty requirements because of parenthood or custody of dependents (minor or adult).

*d. Soldiers against whom bar to reenlistment proceedings may be initiated.* If administrative separation proceedings are not initiated, Soldiers may be barred from reenlistment for one or a combination of the below listed infractions or reasons. This listing provides examples of rationale for imposition of a bar and is not intended to be all-inclusive. Examples are—

- (1) Late for formations, details, or assigned duties.
- (2) Absent without leave (AWOL) for 1– to 24–hour periods.
- (3) Losses of clothing and equipment.
- (4) Substandard personal appearance.
- (5) Substandard personal hygiene.
- (6) Excessive unexcused absences from scheduled training assemblies.
- (7) Cannot follow orders, takes too much time, shirks, and resists authority.
- (8) Cannot train for a job; apathetic; disinterested.
- (9) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow Soldiers.
- (10) Causes trouble in the civilian community.
- (11) Involved in immoral acts.
- (12) Adverse financial transactions or recurring debts.
- (13) Recurrent punishments under the provisions of UCMJ, Art. 15.
- (14) Frequent traffic violations.
- (15) Failure to manage personal, marital, or family affairs.
- (16) Personal behavior brings discredit upon his or her unit or the Army.
- (17) Failure to achieve individual weapons qualification as required.
- (18) Failure to pass the APFT (see para *a*(1), above).
- (19) Failure to meet the body fat standards per AR 600–9 (see para *a*(2), above).
- (20) Slow grade progression resulting from a pattern of marginal conduct or performance.
- (21) No demonstrated potential for future service based on repeated corrective counseling statements and other indicators.

## **1–32. Procedures**

*a.* Any commander in a Soldier's chain of command may initiate a bar to reenlistment. Normally this action will be initiated by the company, battery, troop or detachment commander to which the Soldier is assigned or, in the case of a Soldier serving on AGR status, attached. A senior commander in the chain of command who believes that bar action is warranted will personally initiate the bar.

(1) Any commissioned officer in a Soldier's chain of command on a headquarters staff, agency, or activity, may initiate a bar to reenlistment on Soldiers for whom they have supervisory responsibility.

(2) The chief of the appropriate enlisted management division under the Enlisted Personnel Management Directorate, HRC-STL, may initiate a bar to reenlistment on Soldiers assigned to the IRR or Standby Reserve. This is provided the chief of the division is a commissioned officer; otherwise the initiating officer must be the first commissioned officer in the chain of command above the division chief.

*b.* The officer will personally initiate the bar signed in quadruplicate using DA Form 8028-R. The data requested on DA Form 8028-R, Section I, Commander's Recommendation, will be entered as appropriate, and the initiating officer will summarize the basis for his or her intent to initiate bar to reenlistment procedures. This must include all other factual and relevant data supporting the initiating officer's recommendation.

(1) Total AS will be computed as of the date of ETS, or date of REFRAD, as appropriate, and not the date the bar certificate is prepared. Total military service will be computed as of the date of ETS and not the date the bar certificate is prepared.

(2) The initiating officer will refer the certificate to the concerned Soldier for a statement on his or her own behalf, if desired, per AR 600-37. If the Soldier is serving on AGR status, he or she will be given 7 days to respond. All other Soldiers will be given 30 days to respond. This will allow the Soldier time to prepare his or her comments and for the collection of any documents or materials pertinent to the case. An extension of the 7-day or 30-day period may be granted by the initiating officer on an individual case-by-case basis.

*(a)* When a Soldier, who is not serving on AGR status, cannot be located or contacted, the certificate will be mailed to the Soldier's last recorded address. This is to permit the Soldier the opportunity to respond within the 30-day period. The receipt of certified mail, or any supporting evidence of attempts to effect delivery, will be attached to the DA Form 8028-R. When sent to the approving authority, this will provide evidence of attempts to permit the Soldier's rebuttal of the intended bar.

*(b)* The Soldier's failure to respond within the 30-day period will be recorded. The fact that he or she did not respond, together with any other available evidence, will be attached to the recommended bar when it is sent to the approving authority.

*(c)* Mail that has been refused, unclaimed, or not delivered will not be used as a defense against imposition of a bar if the certificate contained the latest official mailing address supplied by the Soldier.

(3) DA Form 8028-R, Section I, will be from the initiating officer, through the Soldier concerned ((2), above), to the next commander or staff officer in the normal chain of command or supervisory chain. A copy of the Soldier's DA Form 2 (Personnel Qualification Record-Part I) and DA Form 2-1 (Personnel Qualification Record-Part II) will be enclosed with the certificate.

*c.* Upon receipt of the Soldier's comments (DA Form 8028-R, Section II, Soldier's Review) the certificate will be endorsed personally by each commander, acting commander, or staff officer, as appropriate, in the chain of command. After proper endorsements recommending approval of a bar have been completed (DA Form 8028-R, Section III, Endorsing Official's Review), the certificate, with a copy of the Soldier's DA Form 2-1 enclosed, will be sent to the appropriate approval authority identified in *e*, below.

(1) An endorsing officer in the chain of command, who does not believe the bar action is warranted, will disapprove the action and return it to the initiating officer. An endorsing officer may also recommend a change in the severity of the bar (bar from AGR service versus bar from USAR service). The bar to reenlistment will not be forwarded to a higher authority for consideration without a recommendation for approval.

(2) Any commander may elevate the authority to approve or disapprove a bar to reenlistment to his or her own, or any appropriate subordinate commander.

(3) The official who initiates the bar certificate may not take final action on the bar. If the initiating authority would normally be the approving authority, the certificate will be forwarded to the next higher approval authority for final action.

*d.* A Soldier may not be retained involuntarily past his or her normal ETS or REFRAD date while awaiting approval of a bar to reenlistment. A bar to reenlistment may not be approved or filed under the following conditions:

(1) A bar to reenlistment for continuing service in an AGR status may neither be approved nor entered in the Soldier's records after the Soldier has been released from AD even if the Soldier remains in the USAR under another status.

(2) A bar to reenlistment for continuing service in the USAR may neither be approved nor entered in the Soldier's records after the Soldier has been discharged. However, a bar to continuing service in the USAR, initiated on an AGR Soldier having a remaining statutory or contractual USAR obligation on REFRAD, may be approved and filed after the Soldier has been REFRAD.

*e.* Authority to approve a bar to reenlistment rests with the following:

(1) For Soldiers with less than 10 years of qualifying service for retired pay (or AS) for AGR Soldiers the bar will be personally approved by the first commander in the grade of lieutenant colonel (LTC) or above in the Soldier's chain of command, or the commander exercising Special Court-Martial Convening Authority (SPCMCA), whichever is in

the most direct line to the Soldier (unless this is the same commander who initiated the action). Personal signature of the approving or disapproving authority is required.

(2) For Soldiers with 10 or more years of qualifying service for retired pay (or AS for AGR Soldiers), and who are not on indefinite reenlistment status, the approval authority is the first general officer in the Soldier's chain of command or the commander exercising General Court-Martial Convening Authority (GCMCA), whichever is in the most direct line to the Soldier. The personal signature of the approving or disapproving authority is required.

(3) Approval of a bar on Soldiers having 18, but less than 20, years of qualifying service for retired pay (or AS for AGR Soldiers) does not serve to deny the Soldier of attaining retirement eligibility (see 10 USC 1176). Commanders do not have the authority to deny such Soldiers from extending under the provisions of this regulation to attain retirement eligibility. Denial of voluntary retirement requires initiation of separation action in accordance with AR 135-178 or AR 635-200 as appropriate, based on a Soldier's status.

(4) Final approval authority for any bar to reenlistment must be at least one approval level higher than the initiating authority. A bar initiated by any commander above the company, battery, or troop level must be approved by the first general officer in the chain of command, the GCMCA, or commander, Human Resources Command-St. Louis (Commander, HRC-STL), as appropriate.

*f.* When a bar to reenlistment certificate has been approved by the proper authority, the custodian of the Soldier's personnel records will place a signed copy in the Soldier's DA Form 201 (Military Personnel Records Jacket (MPRJ)—U.S. Army) where it will remain a permanent part of the file. The remark "Not recommended for further USAR service" or "Not recommended for further AGR service," as appropriate, will be entered on the Soldier's DA Form 2-1. The DA Form 1315 or DA Form 4644-R and the DA Form 2 will have the proper in-service ineligibility code entered as shown in AR 680-29. If the Soldier is serving on AGR status, a copy of the approved bar certificate must be sent, without delay, to the Commander, U.S. Army Human Resources Command-St. Louis (AHRC-ARE), 1 Reserve Way, St. Louis, MO 63132-5200.

*g.* A Soldier may be voluntarily REFRAD or discharged based on an approved bar to reenlistment under the following conditions:

(1) A Soldier who believes he or she will be unable to overcome a bar to reenlistment for continuing service in the USAR may apply for voluntary separation. If the Soldier is serving on AGR status, the request will be processed according to AR 635-200. All other USAR Soldiers will be processed according to AR 135-178.

(2) A Soldier who believes he or she will be unable to overcome a bar to reenlistment for continuing service on AGR status, but who will have a remaining statutory or contractual USAR obligation on REFRAD, may apply for immediate voluntary REFRAD. The request will be processed according to AR 635-200.

*h.* If all appropriate officials concur, a Soldier who will have less than 6 months to ETS or REFRAD from the date the bar is approved, may be extended for rehabilitative purposes up to, but not beyond, 6 months from the bar approval date (see table 3-1, rule X). If the Soldier does not meet reenlistment criteria, required waivers must be approved before the extension is accomplished. As an exception to this regulation, the final approval authority for these extensions is the bar to reenlistment approval authority. The reason cited will be "In the best interest of the service." This extension action may be taken when the bar is initiated, but not later than 30 days prior to ETS or REFRAD.

### **1-33. Appeals**

A Soldier desiring to submit an appeal who is otherwise qualified for reenlistment, including approved waivers, will not be involuntarily discharged while an appeal is pending. However, an AGR Soldier barred from continuing service in the USAR, who will have a remaining statutory or contractual USAR obligation on REFRAD, may be REFRAD while an appeal is pending.

*a.* Should a Soldier desire to submit an appeal, but refuse retention to allow processing of the appeal, he or she will be informed that the bar will remain in effect.

*b.* From the time he or she is informed that a bar to reenlistment was approved, a Soldier serving on AGR status will be allowed 7 days to submit an appeal. All other USAR Soldiers will be allowed 30 days to submit an appeal. On a case-by-case basis, an extension of the 7-day or 30-day periods may be granted by the official initiating the bar procedure.

*c.* Appeals will be endorsed personally by each commander or acting commander in the chain of command and approved or disapproved by the proper authorities shown in (1) and (2), below. Final approval of appeals will be at least one approval level higher.

(1) For Soldiers with less than 10 years of qualifying service for retired pay or AS at ETS, the approval or disapproval authority is the first general officer in the Soldier's normal chain of command, or the commander exercising GCMCA, whichever is in the most direct line to the Soldier. The personal signature of the approving or disapproving authority is required.

(2) For Soldiers with more than 10 years of qualifying service for retired pay (or AS for AGR Soldiers) at ETS, the approval and/or disapproval authority is the commander, HRC-St. Louis. Unless specifically directed by the proper commander, appeals will not be sent through major or area commanders en route to HRC-St. Louis.



(3) Bars to reenlistment approved by the CAR under this regulation (para 1–32) may not be appealed.

#### **1–34. Procedures for reviewing a bar to reenlistment**

If the commander feels the bar should be removed, he or she will send the recommendation to the approving authority.

#### **1–35. Review and disposition of imposed bars to reenlistment**

*a.* After placing an approved bar to reenlistment in a Soldier's MPRJ, the company, detachment, or comparable commander of the unit to which the Soldier is assigned, or attached for duty and administration, will continue documented evaluation of the Soldier. Approved bars to reenlistment will be reviewed by the proper unit commander in 3-month intervals, and 30 days before the Soldier's scheduled departure from the unit, REFRAD, or discharge from the USAR for TPU or IMA Soldiers. Periodic reviews of bars imposed on Soldiers assigned to the IRR or Standby Reserve (Active Status List) are not required; however, the appropriate division chief in HRC, Enlisted Personnel Management Directorate, HRC-STL may review such bars on a case-by-case basis.

(1) If, upon review, the commander feels the bar to reenlistment should remain in effect, he or she will notify the custodian of the Soldier's personnel records who will enter the following remark on the Soldier's DA Form 2–1: "Bar to reenlistment reviewed; not recommended for removal (date)." The commander will make the same remark on the DA Form 1315 or DA Form 4644–R, as appropriate. When removal of a bar is not recommended, the Soldier will be considered for REFRAD, discharge, or reassignment to the IRR, as appropriate, under pertinent administrative procedures.

(2) A recommendation to remove a bar to reenlistment may be submitted at any time by the Soldier's unit commander if he or she feels the Soldier has proven worthy of retention in the USAR or on AGR status.

*(a)* Recommendations for removal of a bar to reenlistment will be endorsed personally by each commander (or acting commander) in the Soldier's attached or assigned chain of command. Any commander in the Soldier's chain of command who does not feel the bar should be removed will disapprove the request and return it to the initiating unit without further action.

*(b)* Approval to withdraw the certificate will be the same authority who would approve a bar for a Soldier with the same years of service or, if the Soldier has moved to another jurisdiction, the comparable commander in that jurisdiction. However, in no case will the authority to approve the withdrawal of a bar be a lower command level than the commander who approved the bar initially.

*(c)* When removal of a bar to reenlistment is approved by the appropriate commander, the approved recommendation withdrawing the bar to reenlistment will be maintained in the appropriate unit file. The remark "Not recommended for further service" on the DA Form 2–1 will be deleted. When DA Form 2–1 is remade, deleted information will not be reentered on the new form.

*b.* Upon completion of the reviews prescribed above, the unit commander will inform the Soldier that the bar to reenlistment was reviewed and what action was taken.

*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. Upon completion of the first 6-month review, the unit commander will use a counseling statement (DA Form 4856 (Developmental Counseling Form)) to inform the Soldier that the bar has been reviewed and will remain in effect unless recommended for removal. The Soldier will also be informed that upon completion of the second 6-month review, proceedings will be initiated leading to REFRAD, discharge, or reassignment to the IRR, as appropriate, unless the Soldier has demonstrated that the bar should be removed. The counseling should comply with the requirements of AR 135–178 or AR 635–200, as appropriate. In the event no progress has been made, the commander will consider REFRAD, discharge, or reassignment to the IRR under the pertinent administrative procedures outlined in AR 135–178, AR 140–10, or AR 635–200, as applicable, without waiting for the next review to occur.

#### **1–36. Release from active duty, discharge, or reassignment to the Individual Ready Reserve**

*a.* Unit commanders will initiate proceedings to REFRAD, discharge, or reassign a Soldier with an approved bar to reenlistment upon completion of the second 6-month review 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 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 in accordance with AR 140–10.

(3) The commander of a Soldier serving on AGR status and attached for duty and administration will initiate proceedings to REFRAD or discharge the Soldier in accordance with the imposed provisions of the bar to reenlistment certificate and AR 635–200.

*b.* The following are guidelines for proceedings under this paragraph:

(1) A TPU or IMA Soldier who has 18 years of qualifying service for retired pay, or more than 20 years of qualifying service for retired pay, at ETS can be reassigned to the IRR while under an imposed bar to reenlistment.

This is provided the ETS of the Soldier with 18 but less than 20 years of qualifying service for retired pay has been extended under table 3–1, rule K (see para 1–30a).

(2) Initiation of discharge proceedings against a Soldier serving on AGR status who, at the time of the second 6–month review, has 18 years of AS and will have 20 or more years of AS at ETS is not required. However, the Soldier will be required to retire on the last day of the month in which he or she becomes eligible for retirement under 10 USC 3914, notwithstanding his or her ETS.

## Chapter 2 Basic Qualifications for Reenlistment in the U.S. Army Reserve

### 2–1. Basic eligibility criteria

a. The commander will determine an individual’s eligibility for continuing USAR membership when a Soldier currently serving in the USAR desires—

- (1) To reenlist.
- (2) To extend a current enlistment.

b. All persons connected with the processing of applicants for continued membership in the USAR will give paramount consideration to qualified personnel. Race, color, religion, or national origin will not be treated as qualification factors.

c. A Soldier’s eligibility for reenlistment will be determined on his or her ability to meet all the requirements of this regulation. This includes obtaining any necessary waivers.

d. When a Soldier’s qualifications are in doubt and cannot be resolved, the applicant will not be processed for reenlistment.

e. Most data pertaining to a Soldier’s eligibility are a matter of record and can be verified from official personnel records.

f. All applicants for reenlistment in the USAR must meet the eligibility criteria in table 2–1.

**Table 2–1**  
**Basic reenlistment eligibility criteria**

Rule	Criteria	An applicant—	Eligibility
A	Age	1. Not less than 18 years of age, has not attained age 55, and is able to qualify for retired pay by age 60 (see note 1).	Fully qualified.
		2. Age 55 or older, has not attained age 60, but has completed 20 years of qualifying service for retired pay (see note 2), or 20 or more years of AS (see note 3). This is provided reenlistment is not restricted by paragraph 8–7.	Fully qualified.
		3. Age 55 or older, has not attained age 60, and has not completed 20 or more years of qualifying service or AS for retired pay, but if permitted to reenlist can complete 20 years of qualifying service or AS for retired pay prior to reaching age 60 (see note 3).	Disqualified. Waiver required.
		4. Unable to complete the earlier of, 20 qualifying years of service for retired pay or 18 years of AS by age 60 (see note 3).	Disqualified (see table 4–2, rule D).
A.1	Membership	1. Is currently a member of the USAR.	Fully qualified.
		2. For reenlistment to continue service on AD in an AGR status, is currently a member of the USAR serving on AGR status.	Fully qualified.
		3. Is not currently a member of the USAR.	Disqualified. No waiver authorized. Must enlist per AR 601–210.
		4. For reenlistment to continue service in an AGR status, but who is not currently a member of the USAR serving in an AGR status.	Disqualified. No waiver authorized.
B	Citizenship	1. A citizen of the United States.	Fully qualified.
		2. An Alien who has been lawfully admitted to the United States for permanent residence.	Fully qualified.
		3. A national of the United States. (Citizens of American Samoa, Guam, Puerto Rico, and the Virgin Islands are U.S. nationals.)	Fully qualified.
		3.1. Is a citizen of the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI).	Fully qualified.
		3.2 Is a citizen of the New Nation of the Republic of Palau (ROP).	Fully qualified.

**Table 2-1**  
**Basic reenlistment eligibility criteria—Continued**

Rule	Criteria	An applicant—	Eligibility
		4. None of the above.	Disqualified. No waiver authorized.
C	Education	<p>1. Is reenlisting in the grade of corporal/specialist or higher and is a high school diploma graduate or alternate as defined in the consolidated glossary under educational levels, paragraphs a and b.</p> <p>2. Is reenlisting in the grade of private first class or lower and has completed the 8th grade, a general education development (GED) equivalent, or higher level of education.</p> <p>3. Does not meet the educational level required for reenlistment in the appropriate grade per items 1 or 2, above.</p>	<p>Fully qualified.  Fully qualified  Fully qualified.</p> <p>Disqualified. No waiver authorized.</p>
D	Medical	<p>1. Meets the retention medical fitness standards in AR 40-501, provided—</p> <p>a. A medical examination has been conducted within the time frame specified in AR 40-501.</p> <p>b. The applicant meets any additional medical requirements that may be prescribed for the occupational specialty in which reenlisting.</p> <p>2. Does not meet the retention medical fitness standards in AR 40-501.</p> <p>3. Has not had a medical examination within the time frame per AR 40-501.</p>	<p>Fully qualified.</p> <p>Disqualified. Waiver required.  Disqualified. No waiver authorized.</p>
E	Body fat standards	<p>1. Meets the body fat standards per AR 600-9.</p> <p>2. Does not meet the body fat standards prescribed by AR 600-9.</p>	<p>Fully qualified.  Disqualified. No waiver authorized.</p>
F	Grade and military occupational specialty (MOS)	<p>1. For reenlistment, other than to continue on AD in an AGR status, possesses an MOS.</p> <p>2. For reenlistment, in any category of the USAR, who does not possess an MOS.</p> <p>3. For reenlistment, to continue on AD in an AGR status, who is—</p> <p>a. In the grade of SSG or higher, possesses the grade, MOS, and skill level required by the AGR duty position.</p> <p>b. In the grade of sergeant (SGT E-5) or lower, possesses the grade equal to or below that authorized for the AGR duty position, and the MOS required for the AGR duty position.</p> <p>c. In the grade of SSG or higher, possesses the MOS required by the AGR duty position, is 1 or 2 grades below that required by the AGR duty position, except duty MOS 00E (Recruiter).</p> <p>d. Unable to meet the requirements of <i>a</i>, <i>b</i>, or <i>c</i>, above.</p>	<p>Fully qualified (see note 5).  Disqualified. No waiver authorized.</p> <p>Fully qualified (see notes 4 and 5).  Fully qualified (see notes 4 and 5).</p> <p>Disqualified. Waiver required (see notes 4, 5, and 6).  Disqualified. Waiver required (see notes 4 and 6).</p>
G	Marital status and dependent family members	Otherwise qualified, may immediately reenlist without regard to the number of dependent family members or marital status. However, reenlistment officials should ensure that the applicant fully understands that responsibility for dependent family members in no way mitigates the obligations for satisfactory participation and performance, availability upon mobilization, or the ability to perform military duties and functions.	Fully qualified.
H	Moral and administrative disqualifications	See chapter 4.	

**Table 2-1**  
**Basic reenlistment eligibility criteria—Continued**

Rule	Criteria	An applicant—	Eligibility
I	Army Physical Fitness Test	1. Has successfully completed the most recent APFT within the last 9 months (AGR Soldiers), or 18 months (all except AGR Soldiers). a. Is exempt from administration of the APFT per AR 40-501 due to valid temporary or permanent profile. b. Is unable to undergo an APFT due to conditions beyond his or her control. c. Has successfully completed the last APFT within the limitations of a valid temporary or permanent profile. 2. Has not successfully completed the most recent APFT within the last 9 months (AGR Soldiers), or 18 months (all except AGR Soldiers), or has been able to undergo the APFT, and has not been exempted due to profile.	Fully qualified.           Disqualified. No waiver authorized.

Notes:

<sup>1</sup> There is no statutory requirement for USAR Soldiers to be on AD when they retire based on completion of 20, but less than 30, years of AS. Therefore, unless the Soldier applies for retired pay, he or she can continue in an AS (including AD) in the USAR. However, while the Soldier remains eligible for retired pay under 10 USC 3914, he or she is not eligible for retirement under 10 USC 12731 at age 60.

<sup>2</sup> If the applicant is a member of a TPU of the Selected Reserve he or she must also have been selected for retention by a Qualitative Retention Board under AR 135-205, to contract for continuation as a member of the TPU. However, this does not deny the Soldier the opportunity to immediately reenlist in the USAR with concurrent reassignment to the IRR, if otherwise qualified.

<sup>3</sup> The Soldier should be advised that if he or she reenlist or extends for service on AGR status and completes at least 20 years of AS, he or she will not be eligible for retirement under 10 USC 12731 at age 60.

<sup>4</sup> Unless otherwise prescribed by this regulation, or by direction of HQDA, the pay grade, title, date of rank, and NCO/specialist status upon reenlistment will be the same as that held on the date preceding the execution of the reenlistment agreement (that is, date of discharge).

<sup>5</sup> A Soldier serving on AGR status will not be reenlisted for continuation on AGR status with a term of service that will exceed the retention control point (RCP) for his or her grade by more than 29 days per paragraph 8-7.

<sup>6</sup> The Soldier is disqualified for reenlistment in the USAR to continue on AD in an AGR status. However, this is not a disqualification for reenlistment in the USAR to continue membership in another category of the Army Reserve.

**2-2. Reenlistment eligibility period and terms of service**

- a. Table 2-2 provides a listing of the status of personnel and an index of the appropriate tables.
- b. Tables 2-3 through 2-7 outline the reenlistment eligibility periods and authorized terms of service.

**Table 2-2**  
**Reference list of tables to determine authorized reenlistment eligibility periods and terms of service**

Rule	When the applicant is a current member of—	Use table
A	A USAR TPU of the Selected Reserve and elects to continue USAR service as an assigned member of a USAR TPU.	2-3
B	A USAR TPU of the Selected Reserve and elects to continue USAR service by reenlistment with concurrent reassignment to the IRR.	2-4
C	Control Group (Annual Training), (Reinforcement), (IMA), or the Standby Reserve (Active List), and elects to continue USAR service as an assigned member of Control Group (Reinforcement), or (IMA), or the Standby Reserve (Active List). (This table does not apply to personnel serving on AD in an AGR status.)	2-5
D	A USAR TPU of the Selected Reserve or the IRR, voluntarily ordered to AD (not in an AGR status) and has less than 2 years remaining on a current enlistment, reenlistment, or extension agreement.	2-6
E	The USAR and is ordered to, or serving on, AD in an AGR status.	2-7

**Table 2–3**  
**Continued U.S. Army Reserve membership when assigned to a unit of the Selected Reserve**

Line	Age	If an applicant assigned to a USAR unit chooses to continue unit membership and is—	The member may reenlist—	And the term of service may be—
1	18 through 54	Currently serving under a USAR enlistment which provides for a 3x0, 6x0, or 8x0 option UP of AR 601–210 or a USAR reenlistment. The enlistment or reenlistment has not been extended.	Within 12 months of completing the terms of reenlistment or reenlistment (see note 7).	3, 4, 5, or 6 years
2	18 through 54	Currently serving under a USAR enlistment which provides for a specific period of Selected Reserve service under a 3x3, 4x4, 5x3, or 6x2 option UP of AR 601–210.	Within 12 months of completing the terms of the Selected Reserve service agreement (see note 1 for an exception).	3, 4, 5, or 6 years
3	18 through 54	Not currently serving under a USAR enlistment or reenlistment. The member was transferred to the USAR to satisfy a remaining military service obligation (MSO) (for example, member transferred from the Active Army to the USAR).	Within 12 months of completing the remaining statutory obligation (see note 1 for an exception to the Try a Year in the USAR Program).	3, 4, 5, or 6 years
4	18 through 54	Currently serving under an extension of a USAR or ARNGUS enlistment or reenlistment.	Anytime prior to completion of the extended terms of service (see notes 1, 2, 4, 5, and 7).	3, 4, 5, or 6 years
5	18 through 54	Required to have a specified term of service remaining after completion of a service school or course that cannot be extended under table 3–1.	As required for enrollment in the school or course (see notes 1,3, and 7). (See note 8 for an exception.)	The minimum number of whole years required to satisfy the school or course enrollment.
6	18 through 54	Required to reenlist to qualify for an approved educational tuition assistance program.	Within 2 years of completing the current enlistment, reenlistment, or MSO (see notes 3 and 7).	3, 4, 5, or 6 years
7	55 through 59	Currently serving under a USAR enlistment or reenlistment that has not been extended.	Within 12 months of completing the terms of the enlistment or reenlistment (see notes 1,4, and 7).	The number of months or years required to reach the last day of the month in which the member attains age 60 or reaches the maximum years of service UP of AR 140–10, whichever comes first.
8	55 through 59	Currently serving under an extension of a USAR enlistment or reenlistment.	Anytime prior to the completion of the extended terms of service (see notes 1, 4, 5, and 7).	The number of months or years required to reach the last day of the month in which the member attains age 60 or reaches the maximum years UP of AR 140–10, whichever comes first.

**Table 2-3  
Continued U.S. Army Reserve membership when assigned to a unit of the Selected Reserve—Continued**

Line	Age	If an applicant assigned to a USAR unit chooses to continue unit membership and is—	The member may reenlist—	And the term of service may be—
9	18 through 54	Reenlisting to qualify for entitlement under the Montgomery GI Bill.	Anytime (see notes 1, 6, and 7).	6 years

Notes:

<sup>1</sup> To qualify for a reenlistment incentive under the SRIP, a Soldier is restricted to reenlistment when he or she is within 12 months of the expiration of the current USAR service agreement, including any extensions thereof. Early reenlistment or extension for the Montgomery GI Bill may preclude eligibility under the SRIP (see para 9-2b). As an exception, a member who has completed the SELRES contractual obligation of an enlistment option (per AR 601-210), or the Try a Year in the USAR Program written agreement UP of AR 601-280, and has remained assigned to a unit (in lieu of transfer to the IRR) may reenlist for continued SELRES service at any time prior to the completion of the statutory MSO. The term of service may be for 3, 4, 5, or 6 years. However, the selected term of service must be equal to, or greater than, the remaining statutory obligation, by whole years. In addition, the member may, if eligible, participate in the SRIP provided he or she meets all qualifications and requirements.

<sup>2</sup> Records of personnel previously discharged from the ARNGUS and transferred to the USAR should be examined. The purpose of the examination is to determine if the personnel are serving under extension of ARNGUS enlistments. Such personnel must be processed for reenlistment in the USAR. This will prevent any conflict with section 10 USC 509(a). That statute provides that the totals of all extensions to an enlistment may not exceed 4 years.

<sup>3</sup> Reenlistments authorized by this rule will not be processed until officials are assured that members will— (a) Be enrolled in the service school or course; or (b) Qualify for the tuition assistance program.

<sup>4</sup> When a member has 3 years or less remaining before reaching age 60, or maximum years of service (MYOS) for his or her grade UP of AR 140-10, paragraph 7-2 then AR 140-111, table 3-1 should be used in lieu of reenlistment.

<sup>5</sup> When the sum of all extensions of the current enlistment exceeds 4 years, the member must be reenlisted. Officials should use the extension provisions of AR 140-111, table 3-1 in lieu of reenlistment when— (a) A member can be extended for a period that will coincide with the last day of the month he or she attains age 60, and (b) The sum of such extension, when added to the current terms of extensions, if any, will not exceed 4 years.

<sup>6</sup> This reenlistment provision is authorized for personnel having less than 3 years remaining on their current enlistment or reenlistment agreement who desire entitlement under the Montgomery GI Bill. Reenlistment officials should refer to paragraph 9-3a of this regulation before processing reenlistments under this provision.

<sup>7</sup> For indefinite reenlistment policy refer to paragraph 2-3 of this regulation.

<sup>8</sup> As an exception, USAR Soldiers who extended under this regulation, to meet the service remaining obligation UP of AR 614-200 to attend Drill Sergeant School, may reenlist upon successful completion of Drill Sergeant School and the unexecuted portion of the extension will be cancelled for the purpose of reenlisting for the bonus.

**Table 2-4  
Continued U.S. Army Reserve membership with concurrent transfer to an individual mobilization augmentee or Individual Ready Reserve reassignment**

Line	Age	A member assigned to a USAR unit elects to continue service as an assigned member of the IRR or an IMA member. If the member is—	The member may reenlist—	And the term of service may be—
1	18 through 40	Currently serving under an initial enlistment with a term of service option per AR 601-210.	Within 12 months of completing the statutory MSO and prior to reassignment to the IRR or an IMA position.	3, 4, 5, or 6 years
2	18 through 54	Currently serving under an enlistment, reenlistment, or extension and has no remaining statutory service obligation.	Within 12 months of completing the terms of the current enlistment, reenlistment, or extension and prior to reassignment to the IRR or an IMA position (see notes 1 and 2).	3, 4, 5, or 6 years
3	55 through 59	Currently serving under an enlistment, reenlistment, or extension.	Within 12 months of completing the terms of the current enlistment, reenlistment, or extension and prior to reassignment to the IRR or IMA position (see notes 1 and 2).	The number of months or years required to coincide with the last day of the month in which the member will attain age 60.

Notes:

<sup>1</sup> When the sum of all extensions of the current enlistment exceeds 4 years, the member must be reenlisted. Officials should use the extension provisions of table 3-1, below in lieu of reenlistment when— (a) A member can be extended for a period that will coincide with the last day of the month he or she attains age 60; and (b) The sum of such extension, when added to any current terms of extension, will not exceed 4 years.

<sup>2</sup> For indefinite reenlistment policy refer to paragraph 2-3, below.

**Table 2–5**  
**Continued U.S. Army Reserve membership when assigned to the Individual Ready Reserve, Standby Reserve (Active List), or an individual mobilization augmentee position**

Line	Age	An member who is not on AD in an AGR status and is assigned to the IRR, Standby Reserve (Active List), or an IMA position (see note 1) elects to continue service as an assigned member of the IRR, Standby Reserve (Active List), or an IMA member. The member is—	The member may reenlist—	And the term of service may be—
1	18 through 40	Currently serving under an initial enlistment with a term of service option per AR 601–210.	Within 12 months of completing the statutory MSO (see note 7).	3, 4, 5, or 6 years
2	18 through 54	Currently serving under an enlistment reenlistment that has not been extended.	Within 12 months of completing the terms of the current enlistment or reenlistment (see note 7).	3, 4, 5, or 6 years
3	18 through 54	Currently serving under an enlistment or reenlistment that has been extended.	At any time prior to completion of the extended term of service (see notes 2, 6, and 7).	3, 4, 5, or 6 years
4	18 through 54	Currently serving under an extension of an ARNGUS enlistment or reenlistment.	Immediately (see notes 3 and 7).	3, 4, 5, or 6 years
5	18 through 54	Not currently serving under an Army Reserve enlistment or reenlistment. The member was transferred to the USAR to satisfy a remaining MSO (for example, member transferred from the Active Army to the USAR).	Within 12 months of completing the statutory MSO (see note 7).	3, 4, 5, or 6 years
6	18 through 54	Required to have a specified term of service remaining after completion of a service school or course and cannot be extended under table 3–1.	Anytime prior to enrollment in the school or course, or as otherwise required by the school or course (see notes 4 and 7).	Minimum number of whole years required to satisfy the school or course enrollment.
7	55 through 59	Currently serving under a USAR enlistment or reenlistment that has not been extended.	Within 12 months of completing the terms of the enrollment or reenlistment (see notes 5 and 7).	The number of months or years required to reach the last day of the month in which the member attains age 60.
8	55 through 59	Currently serving under an extension of a USAR enlistment or reenlistment.	Anytime prior to completion of the extended term of service (see notes 2, 6, and 7).	The number of months or years required to reach the last day of the month in which the member attains age 60.

**Notes:**

<sup>1</sup> Upon reenlistment these members are to be reassigned to Control Group (Reinforcement).

<sup>2</sup> This regulation authorizes a reenlistment at any time during an extension. However, members should be counseled that such reenlistments may not meet eligibility requirements for incentive programs. Officials should examine the policy of any existing incentive programs and advise the applicant accordingly.

<sup>3</sup> Records of personnel previously discharged from the ARNGUS and transferred to the USAR should be examined. This examination is to determine if the personnel are serving under extensions of ARNGUS enlistments. This will prevent any conflict with 10 USC 509(a). The statute provides that the totals of all extensions to an enlistment may not exceed 4 years.

<sup>4</sup> Reenlistments authorized by this rule should not be processed until officials are sure the member will be enrolled in the school or course.

<sup>5</sup> When a member has 3 years or less remaining before reaching age 60, the extension provisions of table 3–1 should be used in lieu of a reenlistment.

<sup>6</sup> When the sum of all extensions of the current enlistment exceeds 4 years, the member must be reenlisted. Officials should use the extension provisions of table 3–1, below, in lieu of reenlistment when— (a) A member can be extended for a period that will coincide with the last day of the month he or she attains age 60; and (b) The sum of such extension, when added to any current extension terms, will not exceed 4 years.

<sup>7</sup> For indefinite reenlistment policy refer to paragraph 2–3, below.

**Table 2-6  
U.S. Army Reserve agreements upon entry on active duty (not on Active Guard Reserve status)**

Line	Age	An assigned member of the USAR (TPU, IRR, or Standby) is voluntarily ordered to AD (not on AGR status). The member—	The member may reenlist—	And the term of service may be—
1	18 through 54	Has less than 2 years remaining on the current enlistment, reenlistment, extension, or statutory service obligation, whichever is later.	Immediately prior to entry on AD, or during inprocessing at the initial reception station (see note).	3 years.

Notes:

<sup>1</sup> Reenlistments authorized by this rule should not be processed until officials are sure the member will enter on AD.

**Table 2-7  
Continued U.S. Army Reserve membership upon entry, retention, or separation from active duty in an Active Guard Reserve status**

Line	Age	A USAR member serving on AD, or ordered to AD, in an AGR status. The member is—	The member may reenlist—	And the term of service may be—
1	18 through 59	Currently serving under a USAR enlistment or reenlistment that has not been extended. The enlistment or reenlistment will expire (ETS date) prior to the REFRAD date.	(See table 3-1, rule P, and notes 1, 2, and 7.)	Not applicable (NA)
2	18 through 59	Currently serving under an extension of a USAR enlistment or reenlistment that will expire (ETS date) prior to the REFRAD date.	(See table 3-1, rule P and notes 1, 2, and 7.)	If further extension is not authorized, for the exact number of days, months, or years that will provide for the ETS date to coincide with the REFRAD date.
3	18 through 59	Not currently serving under a USAR enlistment or reenlistment. The member was transferred to the USAR to satisfy a remaining MSO (for example, member was transferred from the Active Army to the USAR). The member's MSO will expire (ETS date) prior to the REFRAD date.	Immediately (see notes 1, 2, and 7).	For the exact number of days, months, or years that will provide for the ETS date to coincide with the REFRAD date.
4	18 through 59	On an AGR tour, has been approved for tour renewal, and elects to remain on AD. The member is currently serving under an enlistment, reenlistment, extension, or statutory obligation (whichever is later) that will expire (ETS date) on the same date, or within 6 months of the REFRAD date.	Within 12 months of ETS (see notes 2, 3, 5, 6, and 7).	3, 4, 5, or 6 years with a concurrent AD commitment that coincides with the term of service of the reenlistment agreement (Orders Format 198) (AR 600-8-105, app A).
5	18 through 59	Not being retained on AD in an AGR status. The member elects to remain assigned to the USAR in lieu of discharge at ETS, if eligible. The applicant is currently serving under an enlistment, reenlistment, extension, or statutory obligation (whichever is later) that will expire (ETS date) on the same date, or within 6 months of the REFRAD date.	Within 12 months of ETS (see notes 2, 3, and 7).	3, 4, 5, or 6 years.



**Table 2-7**  
**Continued U.S. Army Reserve membership upon entry, retention, or separation from active duty in an Active Guard Reserve status—Continued**

Line	Age	A USAR member serving on AD, or ordered to AD, in an AGR status. The member is—	The member may reenlist—	And the term of service may be—
6	18 through 59	Currently serving under an enlistment, reenlistment, extension, or statutory service obligation (whichever is later) that will expire (ETS date) after the currently scheduled REFRAD date.	(See notes 4 and 7.)	NA

Notes:

<sup>1</sup> As an exception to policy, reenlistment or extensions under the provisions of this line will be processed at once.

<sup>2</sup> The term of service of a reenlistment or extension will not exceed the last day of the month in which the Soldier attains age 60. In addition, the term of service of a reenlistment or extension for continued service in an AGR status will not exceed the Soldier's RCP by more than 29 days unless an exception to policy is granted by HRC-STL (AHRC-AR).

<sup>3</sup> If the member is older than 57 years of age, refer to table 3-1, rule Q, below. Determine if the member can be extended for the full term of the AD requirement and Ready Reserve status, as appropriate. When extension is not authorized, reenlist the member for the exact number of days, months, or years required for the period of AD and Ready Reserve status.

<sup>4</sup> Since the ETS will occur after REFRAD, reenlistment or extension processing is not required prior to REFRAD. However, should the member's AGR tour be renewed or extended so ETS will occur prior to REFRAD, then lines 1 through 5 will apply.

<sup>5</sup> A Soldier scheduled for a permanent change of station (PCS) having 1 year or less remaining on his or her current enlistment or reenlistment agreement, must reenlist for at least 3 years prior to the PCS. This is provided the term of service will not exceed the Soldier's RCP by more than 29 days, unless approved by CG, HRC-STL (AHRC-AR). Should the Soldier decline reenlistment, the PCS will be cancelled and the Soldier will be discharged or REFRAD, as appropriate, at the ETS date of the current enlistment or reenlistment agreement.

<sup>6</sup> A Soldier scheduled for an OCONUS (Alaska or Hawaii) PCS having 1 year remaining on his or her current enlistment or reenlistment agreement, must reenlist for at least 4 years prior to the PCS. This is provided the term of service will not exceed the Soldier's RCP by more than 29 days, unless approved by CG, HRC-STL (AHRC-AR). Should the Soldier decline reenlistment, the PCS will be cancelled and the Soldier will be discharged or REFRAD, as appropriate, at the ETS date of the current enlistment or reenlistment agreement.

<sup>7</sup> For indefinite reenlistment policy refer to paragraph 2-3, below.

### 2-3. U.S. Army Reserve Indefinite Reenlistment Program

a. The SA may accept USAR Soldiers for an unspecified or indefinite term of service. All USAR enlisted Soldiers are required to enlist for an indefinite term unless exempted elsewhere in this regulation or other regulations.

b. Eligibility criteria follow—

(1) Troop program unit, IMA, and IRR Soldiers in the grades of SSG through command sergeant major (CSM) eligible to reenlist in accordance with the provisions of this chapter and who have at least 10 years of total military service at the end of their current enlistment may reenlist (but not extend) for an unspecified period of time. Reenlistment may be permitted for a specific period of time for humanitarian reasons or while pending other ongoing personnel actions.

(2) Active Guard Reserve Soldiers in the grades of SSG through CSM who are eligible for reenlistment in accordance with the provisions of this chapter, to include those with approved waivers, who have at least 10 years of total military service will be allowed to reenlist (but not extend) for an unspecified period of time and to continue in an AGR status, provided they meet the qualifications of AR 135-18 or upon REFRAD, reenlist (but not extend) for an unspecified period of time in a TPU, IMA, or IRR status under the provisions of (1), above. Reenlistment may be permitted for a specific period of time for humanitarian reasons or pending other ongoing personnel actions.

c. Considerations are as follows—

(1) Active Guard Reserve Soldiers, who are reenlisted for indefinite periods, will be allowed to serve until the applicable RCP for their grade under the provisions of this regulation, or maximum age under the provisions of AR 140-10, whichever comes first. If selected for promotion, the Soldier is then permitted to serve to the RCP for the new grade. Active Guard Reserve Soldiers will not be allowed to exceed the RCP by more than 29 days (see para 8-7).

(2) Troop program unit Soldiers will be allowed to serve until the maximum years of service (MYOS) for their grade, or maximum age under the provisions of AR 140-10, whichever comes first. If selected for promotion, the Soldier is then permitted to serve to the MYOS for the new grade.

(3) Individual mobilization augmentee or IRR Soldiers will be allowed to serve until they reach maximum age under the provisions of AR 140-10.

d. Voluntary separation requests are as follows—

(1) Troop program unit, IMA, and IRR Soldiers in indefinite reenlistment status may request voluntary separation for reasons not specifically covered in AR 135-178, provided they have met service remaining requirements. Requests must be submitted through the appropriate chain of command to commander, HRC-St. Louis. Upon approval, these Soldiers will be separated within 90 days.

(2) Active Guard Reserve Soldiers in indefinite reenlistment status may request voluntary separation for reasons not

specifically covered in AR 635–200, provided they have met service remaining requirements. Requests must be submitted through the appropriate chain of command to Commander, HRC–St. Louis.

(3) Active Guard Reserve Soldiers in indefinite reenlistment status on subsequent AGR tours may request voluntary separation, from AGR status only, in lieu of complying with assignment instructions. These Soldiers must request REFRAD within 30 days of publication of assignment and/or attachment orders. Upon approval, these Soldiers will be REFRAD within 6 months unless serving on overseas or restricted tours. Soldiers on overseas or restricted tours will be separated within 6 months of their normal completion date.

*e.* Retention of Soldiers on indefinite status who are reduced in grade or removed from a promotion list is as follows:

(1) Active Guard Reserve Soldiers will be allowed to serve until the RCP for lower grade. Soldiers who, upon reduction, already exceed the RCP for the lower grade must be separated or retired within 6 months from the date of reduction or removal from the promotion list.

(2) Troop program unit Soldiers will be allowed to serve to their MYOS for the lower grade. Troop program unit Soldiers who, upon reduction, already exceed their MYOS for the lower grade will be removed from the TPU under the provisions of AR 140–10.

(3) Individual mobilization augmentee and IRR Soldiers will be allowed to serve to maximum age under the provisions of AR 140–10.

## **Chapter 3**

### **Extending Enlistment or Reenlistment Agreements**

#### **3–1. General guidance**

This chapter provides policy and guidance for extending enlistment or reenlistment agreements to meet length-of-service requirements. Extensions under this regulation are governed by 10 USC 509. All extensions are voluntary. A Soldier, by signing a completed DA Form 4836 (Oath of Extension of Enlistment or Reenlistment), extends the terms of—

- a.* Service.
- b.* Benefits.
- c.* Contractual provisions of the current enlistment or reenlistment agreement.

#### **3–2. Extension criteria**

*a.* Enlisted USAR Soldiers, including those granted waivers, may be given the opportunity to extend their current enlistment or reenlistment. This will provide continuous service when extension is authorized under table 3–1.

*b.* When commanders having custody of Soldiers' personnel records determine that it is in the best interest of the USAR, they may authorize extensions for the reasons and periods outlined in table 3–1.

*c.* Extension periods authorized by table 3–1 may vary from 1 to 48 months. This will depend on the specific purpose for the extension. Normally, only one extension will be authorized. If subsequent extensions are granted, the combined total of these extensions and all previous extensions of the current agreement will not exceed 4 years (see 10 USC 509(a)).

#### **3–3. Procedures for extending the military service of a Soldier transferred to the U.S. Army Reserve by operation of law**

This paragraph provides guidance for voluntarily extending the military service of a Soldier who was discharged from the Regular Army (RA) and transferred to the USAR to satisfy a remaining statutory military service obligation. Such a transfer is accomplished by operation of law (see 10 USC 651(a)).

*a.* When a person without any previous military service enlists in the Delayed Entry Program (DEP) or directly into the AA, he or she incurs a statutory obligation to serve for 6 or 8 years as provided for in regulations prescribed by the Secretary of Defense. Department of Defense Instruction 1304.25, paragraph 4.2, and AR 601–210 provide that, upon initial entry, the MSO shall be 8 years. The statutory obligation is always measured from the date the Soldier first executed an enlistment in a U.S. armed force (this includes the DEP).

*b.* By voluntarily enlisting in the DEP and knowingly incurring the statutory military service obligation, the Soldier contractually agrees to serve in the military service for the term of the statutory obligation. Therefore, the Soldier serves under a contractual obligation that runs concurrent with the statutory obligation. The Soldier is discharged from the DEP enlistment when he or she enlists in the RA. However, this does not alter or terminate the contractual agreement to serve in the armed forces for the 6–year or 8–year term of the statutory obligation. The terms of the statutory obligation cannot be extended except as provided in law. However, the terms of the contractual obligation which runs concurrent with the statutory obligation can be voluntarily extended by the procedures outlined in this regulation.

c. When a Soldier who is not serving under a USAR enlistment or reenlistment agreement, but who was transferred to the USAR to satisfy a remaining statutory obligation, is to be extended for reasons cited in table 3–1, the following entries must be made on DA Form 4836 (table 3–2):

(1) *Item 7a (DATE)*. Enter the date the Soldier first enlisted in the armed forces and thereby incurred the statutory obligation as shown on a DD Form 4/1. If the Soldier first enlisted in the DEP, that is the date to be entered, or if the Soldier first enlisted in the Active Army without any time in the DEP, then that is the date to be entered.

(2) *Item 7b (TERM OF SERVICE)*. Enter 8 years.

(3) *Item 7c (NUMBER OF EXTENSIONS PREVIOUSLY GRANTED)*. Enter the number of extensions that have been previously issued, if any.

(4) *Item 7d (ETS)*. Enter the date that is derived by adding 8 years to the date entered in item 7a.

(5) *Item 7e (BASIC PAY ENTRY DATE (BPED))*. When computing the BPED, service performed while a member of the Reserve Component under 10 USC 513 (DEP), other than a period of AD to which the Soldier is ordered under the provisions of 10 USC 1209, is not creditable for pay purposes.

### **3–4. Extension policy and selective retention**

Individuals completing 20 or more years of qualifying service for retired pay may be retained in the Selected Reserve by a Qualitative Retention Board (see AR 135–205). The extension provisions of this regulation may not be used to retain a Soldier in the Selected Reserve who was not selected for retention. If the Soldier's ETS will occur before the announced results of a Qualitative Retention Board, he or she may be extended according to table 3–1, rule N.

### **3–5. Extension document**

All extensions will be accomplished by using DA Form 4836.

### **3–6. Processing of extensions**

The custodian of the Soldier's MPRJ will prepare the DA Form 4836 according to table 3–2. The extension will not be in force unless signed by the Soldier.

### **3–7. Correction of errors on DA Form 4836**

Errors may be discovered after distribution of the extension document. Authority to correct administrative, mathematical, or typographical errors is delegated to the immediate commander or commander's designee. Correction of mathematical errors will not alter a Soldier's term of service. A correction to the term of service or the effective date is prohibited and requires submission to the HQDA, DCS, G–1 (DAPE–MPE–PD), 300 Army Pentagon, Washington, DC 20310–0300. The following procedures apply:

a. The commander will submit a request for correction through command channels to HQDA, DCS, G–1 (DAPE–MPE–PD), 300 Army Pentagon, Washington, DC 20310–0300. The request will contain the following:

(1) Sworn statements by the Soldier and other persons involved in the extension. The statements will give the circumstances causing the error. Include in the Soldier's statement that he/she agrees to correction of the term of extension or effective date.

(2) Copies of the DA Form 4836 and supporting documents.

b. Once the DCS, G–1 approves the request for correction, the following procedures apply:

(1) Prepare a new DA Form 4836, correcting all previous errors. Use the same dates as used on the DA Form 4836 being corrected with the exception of Officer Certification.

(2) Complete the revised DA Form 4836 in its entirety, including the Officer Certification..

(3) Use the date shown in the Officer Certification section by the officer administering the oath of extension as the actual date of the oath of extension.

(4) Print or type (in block letters) at the top and bottom of each page of the DA Form 4836, "CORRECTED COPY."

(5) Distribute the revised DA Form 4836 in the same manner as the previous DA Form 4836. Attach a memorandum of transmittal explaining the reason for the revised issue and the DCS, G–1 approval memorandum.

c. In any case, where a Soldier contests or disagrees with the changes to his or her extension documents, the Soldier will be notified of his or her right to submit an application to the ABCMR.

### **3–8. Disposition instructions**

The completed DA Form 4836, with the extending Soldier's signature, will be distributed as follows:

a. Immediately forward to the appropriate MSC. This packet will not go through command channels. The MSC will review the documents for quality and update the appropriate personnel database. Within 21 days of receipt of the packet, the original will be sent to Cdr, HRC–STL (AHRC–CIS–P for TPU, IMA, IRR Soldiers or AHRC–ARL for AGR Soldiers) for inclusion in the Soldier's official military personnel file (OMPF), or military personnel file (MPF) for AGR Soldiers.

b. A copy will be stapled to the applicable DD Form 4-series and filed in the Soldier's MPRJ. Record custodians will update the Soldier's personnel records to show the new expiration date of the current service agreement.

c. A copy will be retained by the activity processing the extension for a period of 6 months. It may then be destroyed.

d. A copy will be given to the Soldier.

**Table 3-1**  
**Authorized reasons and periods of extensions**

Rule	Reason for extension	Authorized period of extension
A	For any reason, provided the Soldier is otherwise fully qualified to reenlist and when the commander having custody of the Soldier's personnel records determines it is in the best interest of the USAR. However, the Soldier must be otherwise eligible to reenlist. If the Soldier is not eligible to reenlist, then only extensions contained in this table are authorized. (This rule does not apply to personnel on AD in an AGR status.)	a. May be extended for a period of up to 12 months. b. Further extensions under this rule are not authorized.
B	To meet a service-remaining requirement when a Soldier has been selected for attendance at an officer training program (for example, Officer Candidate School or Warrant Officer Flight Training).	May be extended for the period of time necessary to meet the service-remaining requirement, but not to exceed 4 years.
C	The USAR enlistment or reenlistment of a Soldier in the Active Army will expire while the individual is on AD. This rule does not apply to Soldiers serving on AD in an AGR status.	May be extended under AR 601-280 to meet the terms of the AD commitment.
D	Entitlement under the SRIP was suspended upon order to AD in an AGR status.	If otherwise qualified to resume entitlements under the SRIP, the Soldier may be extended for a period that will coincide with the time spent on AD. Such extension will not exceed 3 years. The extension will not be processed until the Soldier has been released from AD and assigned to the appropriate unit or MOS.
E	Through no fault of the Soldier, has not completed initial individual weapons qualification training and is scheduled to ETS.	May be extended for the number of months needed to complete such training, but not to exceed 12 months.
F	To reach a retirement eligibility date when the required period is less than the minimum term of service authorized for reenlistment.	May be extended for the period required to reach a retirement eligibility date, but not to exceed 3 years.
G	To reach an RCP (para 8-7) when the period required is less than the minimum term of service authorized for reenlistment.	May be extended for the period required to reach not more than 29 days beyond a RCP per paragraph 8-7.
H	To allow for an adequate promotion appraisal period for a Soldier who was reduced within the previous year and has not had adequate opportunity to be considered for promotion.	May be extended for the limited period necessary to provide a fair opportunity for promotion consideration, but not to exceed 1 year (see note 3).
I	To reach maximum age when the period required is less than the minimum term of service authorized for reenlistment.	May be extended for the period required to reach maximum age, but not to exceed 3 years (see note 3).
J	To meet a service remaining requirement when a Soldier has been selected for attendance at a military school or training course.	May be extended for the period of time necessary to meet the service remaining requirement, but not to exceed 4 years (see note 3).

**Table 3-1**  
**Authorized reasons and periods of extensions—Continued**

Rule	Reason for extension	Authorized period of extension
K	Soldier has completed 18 or more years of qualifying service for retired pay, but less than 20, and is ineligible to reenlist. Unless sooner separated for medical or cause, the Soldier may request and will be extended to complete 20 years of qualifying service for retired pay before reaching age 60, or a waiver is granted by CG, ARPERCEN per table 4-2, note 2.	May be extended for retention in an active status to complete 20 years of qualifying service for retired pay, but not beyond age 60 unless approved by CG, ARPERCEN per table 4-2, note 2. The terms of these extensions are limited to the following: a. May be extended for not more than 3 years. This applies to Soldiers having at least 18, but less than 19 years of qualifying service at ETS. b. May be extended for not more than 2 years. This applies to Soldiers having at least 19, but less than 20 years of qualifying service at ETS. c. The extended Soldier must be removed from an active status on the first day of the month following the month in which he or she completes 20 years of qualifying service, regardless of the term of the extension.
K.1	Soldier is serving on AD in an AGR status and has completed 18 or more years of AS, but less than 20, and is ineligible to reenlist. Unless sooner separated for medical reasons or for cause, the Soldier may request and will be extended for continued service on AGR status to complete 20 years of AS (para 1-30).	May be extended for the period of time required to attain 20 years of AS, but must be released from AD not later than the last day of the month in which the Soldier gains retirement eligibility.
L	Soldier classified as 1-A-O noncombatant and does not hold a PMOS in the medical career management field.	If otherwise qualified, may be extended for the purpose of qualifying for award of PMOS in the medical career management field. Extension is limited to the minimum period of time necessary to qualify, but not to exceed 2 years (see note 3).
M	Soldier is not eligible for reenlistment for reasons cited in this regulation or other directives. However, the disqualification is under adjudication pending a final determination, or may be waivable, and it is apparent the Soldier's ETS will occur before adjudication or waiver processing can be finalized.	May be extended for a period not to exceed 3 months. In extenuating circumstances when the commander believes the best interest of the USAR and the individual will be served, an additional period of extension may be approved (by CG, HRC-STL (AHRC-AR) for AGR Soldiers) until final adjudication of the disqualification, or waiver processing, can be accomplished (see note 3)
N	Soldier with 20 qualifying years for retired pay whose ETS will occur prior to the announced results of a Qualitative Retention Board (AR 135-205) that has considered the Soldier for retention.	May be extended, by whole months, until the board results are announced.
O	Soldier participating in a weight reduction program and making satisfactory progress to meet the body fat content requirements of AR 600-9.	May be extended, by whole months, for the period required to be in compliance with AR 600-9, but not to exceed 12 months. This rule does not apply to Soldiers serving in an AGR status.
P	Soldier is serving on AD in an AGR status and ETS will occur prior to REFRAD date.	Will be extended for the exact number of days, or months, or years required to provide for simultaneous ETS and REFRAD dates. Should the sum of this extension and any other extension(s) of the current enlistment, or reenlistment agreement exceed 4 years, the Soldier cannot be extended. In this case, reenlist the Soldier under table 2-7.
Q	Soldier is serving on AD in an AGR status, is to be retained on AD until age 60, and is 57 years of age or older.	Will be extended until the last day of the month in which the Soldier attains 60 years of age. Should the sum of this extension and any other extension(s) of the current enlistment or reenlistment agreement exceed 4 years, the Soldier cannot be extended. In this case, reenlist the Soldier under table 2-7 (see note 3).
R	Soldier (not on AGR status) has more than 3 but less than 6 years remaining on current enlistment or reenlistment agreement and desires entitlement under the Montgomery GI Bill (para 9-3).	Will be extended for the period necessary to provide for a remaining term or service of 6 years. Extension may not exceed 3 years (see note 2).
S	Soldier has more than 6 years remaining on current enlistment or reenlistment agreement and desires entitlement under the Montgomery GI Bill (para 9-3).	Will be extended for a period of 1 year (see note 2).
T	A Soldier, through no fault of his or her own, does not meet the eligibility criteria of table 2-1, rule C or D.	Will be extended for the period necessary to provide the Soldier the opportunity to meet the qualification criteria of table 2-1, rule C or D, but not to exceed 6 months.

**Table 3-1**  
**Authorized reasons and periods of extensions—Continued**

Rule	Reason for extension	Authorized period of extension
U	Currently enrolled in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) and needs additional service to complete the program.	May be extended by a commander in the grade of lieutenant colonel or above for the number of months needed as required by the ADAPCP counselor. This is provided the Soldier is otherwise eligible for reenlistment (see note 3).
V	To meet an AGR service requirement on promotion as required by AR 140-158.	May be extended for the period of time necessary to satisfy the AGR service obligation incurred on promotion (see note 3).
W	To continue entitlement under the SRIP when such entitlement was suspended during an authorized period of non-availability per AR 135-7.	If otherwise qualified to resume SRIP entitlement per AR 135-7, may be extended for the period of time required by AR 135-7, but not to exceed 4 years (see note 3).
X	Soldier is barred from reenlistment, has less than 6 months to ETS, is approved for an extension for rehabilitative purposes per paragraph 1-32, and meets reenlistment criteria.	May be extended up to, but not beyond, 6 months from the approval date of the bar to reenlistment. Final approval for the extension rests with the bar to reenlistment authority (see note 3).
Y	Soldier serving on AD in an AGR status is scheduled an OCONUS PCS and has more than 1 year remaining on a current enlistment or reenlistment agreement but does not have the required years or months remaining to fulfill the OCONUS tour length as required by AR 614-30.	Must be extended for the period necessary to fulfill the OCONUS tour length, but not to exceed 3 years (see notes 1, 3, and 4).
AA	Soldier serving on AD in an AGR status who, on promotion, has insufficient time remaining on the current term of service agreement to meet the remaining AGR service requirement per AR 140-158.	Will be extended for the period needed to fulfill the service remaining requirement, but not to exceed 2 years (see notes 1 and 3).
BB	Soldier with a remaining statutory military service obligation, involuntarily released from AD since 1 October 1990 and required to serve not less than 3 years in the Ready Reserve following completion of the statutory military service obligation, to qualify for separation pay.	Will be extended for the period of 3 years (see note 5).

Notes:

<sup>1</sup> Periods of an extension authorized in this table may vary from 1 to 48 months as indicated. Normally, only 1 extension of an enlistment or reenlistment will be authorized. However, if additional extensions are authorized, the combined total of all the extensions of a current enlistment or reenlistment may not exceed 4 years as specified by law (10 USC 509(a)).

<sup>2</sup> Soldiers should be counseled that such extensions do not meet the eligibility requirements of the Selected Reserve Incentive Program. Processing officials should counsel the Soldier on the provisions of paragraph 9-2b.

<sup>3</sup> A Soldier serving on AD in an AGR status will not be extended for continued service on AD beyond his or her RCP per paragraph 8-7.

<sup>4</sup> Should a Soldier decline extension, the PCS will be cancelled and the Soldier will be discharged or REFRAD, as appropriate, at the ETS date of the current enlistment or reenlistment agreement.

<sup>5</sup> Extensions required under this rule must be processed in accordance with the instructions cited in paragraph 3-3.

**Table 3-2**  
**Preparation instructions for DA Form 4836**  
**(See table notes for preparation instructions)**

Item number	Required entry
1. EXTENSION PROCESSING DATA	Select the correct box in accordance with the following: a. If the individual is an assigned member of a TPU of the Selected Reserve, place an "X" in the block part next to "A Troop Program Unit of the U.S. Army Reserve." b. If the individual is an assigned member of IRR (Control Group) (Annual Training), (Reinforcement), or (IMA), place and "X" in the box next to "Individual Ready Reserve." c. If the individual is an AGR participant, in the space above the words "Individual Ready Reserve" type the following entry: "AGR."
2. NAME	Self-explanatory.
3. SOCIAL SECURITY NUMBER	Self-explanatory. Must match that on current DD Form 4-series.
4. GRADE	Enter current title and pay grade. Example: SGT E-5; SSG E-6; SFC E-7; and so on.
5. DATE	Enter the date this extension form is being prepared. Use the numerical year, month, and day sequence (Example: 890828 for 28 Aug 89).

**Table 3-2**  
**Preparation instructions for DA Form 4836**  
**(See table notes for preparation instructions)—Continued**

Item number	Required entry
6. UNIT OF ASSIGNMENT	Select the correct entry in accordance with the following: a. If the individual is assigned to a TPU of the Selected Reserve, enter the complete unit designation, address, UIC, and ZIP code of the assigned unit. b. If the individual is assigned to the IRR (except for AGR personnel), enter the Control Group to which assigned. The address, UIC, and ZIP code are not required for these entries. c. If the individual is on AGR status, enter "AGR—" followed by the complete unit designation, address, and ZIP code of the unit to which the Soldier is attached for duty. (A unit identification code (UIC) is not required.) Examples: (1) Soldier attached to HQDA, Office, Chief Army Reserve—the entry would read: "AGR—HQDA OCAR Wash DC 20310." (2) Soldier attached to an activity subordinate to U.S. Army Recruiting Command—the entry would read: "AGR—Atlanta Recruiting Battalion, 1050 Presidential Drive, Atlanta, GA 30340." (3) Soldier attached to a TPU of the Selected Reserve under Full-Time Unit Support (FTUS)—the entry would read: "AGR—HQ 157th Inf Bde, Horsham USARC, Horsham, PA 19044."
7. CURRENT (Latest) DD Form 4— or DD Form series.	
a. DATE	This must be the same date as that shown on the current DD Form 4—series. It is the date the Soldier last executed a DD Form 4—series for the current term of USAR service. Use numerical day—month—year format (example: 260686).
b. TERM OF SERVICE	Enter the number of years which the Soldier enlisted for during the current USAR term of service as shown on the last DD Form 4—series. This is the number of years indicated on DD Form 4/1, item 8. Do not include any subsequent extensions that may have been issued.
c. NUMBER OF EXTENSIONS PREVIOUSLY GRANTED TO CURRENT DD FORM 4	Enter the number of extensions which have previously been issued for the current DD Form 4—series.
d. ETS	Enter the Soldier's current ETS date. This is determined by adding the term of service on the current DD Form 4—series to any additional terms of service that were added by extension(s), if any. Use numerical day, month, year format (example: 260686).
e. BASIC PAY ENTRY DATE	Enter the Soldier's BPED which can be derived from his or her personnel records. Use numerical day, month, year format (example 260686).
8. PROVISIONS AND COMPUTATION OF THIS EXTENSION	
a. CURRENT ETS	Enter the ETS date shown in item 7d above, using two numerals for day, month, and year. Example: 24 June 82 would be entered as "24 06 82."
b. PERIOD OF THIS EXTENSION	Enter the additional term of service that is to be authorized this extension. If a number of days (short of 30) is essential to provide for a special extension, the preparation activity may enter such number of days in the "Day" column. For example, a Soldier needs 11 months and 8 days to reach the last day of the month in which the member will attain age 60. The 8 days may be placed in the "Day" column.
c. NEW ETS	Add the period of this extension (item 8b above) to the Soldier's current ETS (item 8a above) and enter the sum in day—month—year format as required. This will be the Soldier's new or adjusted ETS.
9. AUTHORITY AND REASON FOR THIS EXTENSION	Enter the specific rule of table 3-1 that authorized this extension and check the block next to AR 140-111. Example: "AR 140-111, Table 3-1, Rule A." For Soldiers extending under paragraphs 9-3b, and 9-3c to qualify for the Montgomery GI Bill, cite the specific paragraph as the authority and reason for the extension. Should the extension be authorized by a DA publication other than AR 140-111, then cite that authority in the space beneath the title of this item.

**OATH OF EXTENSION**

On the first line of the Oath, enter the actual date on which the Oath is administered. In the second line, enter the same date as that shown in item 7a. In the third and fourth lines, delete "Army National Guard of .... and as a Reserve of the Army." The Soldier will place his or her signature and the date in the places indicated, after the Oath has been administered. For Soldiers extending under paragraphs 9-3 to qualify for the Montgomery GI Bill add the following statement (para 9-4d): "I am extending my term of service so that I may complete 6 years in the Selected Reserve and to qualify for entitlement under the Montgomery GI Bill."

**OFFICER CERTIFICATION**

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**Table 3–2**  
**Preparation instructions for DA Form 4836**  
**(See table notes for preparation instructions)—Continued**

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Item number	Required entry
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The date of the officer's certification must be the actual date the Oath was administered. Only a commissioned officer may administer the Oath. The officer's name, grade, and branch will be entered as indicated. The officer will affix his or her signature after the administration of the Oath.

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Notes:

*Preparation instructions:*

1. This extension cannot be issued if—
    - a. The current enlistment agreement (and any subsequent extensions to the current enlistment agreement) is not available to or cannot be verified by the activity processing the extension; or
    - b. This extension, or the total of this and any other extension(s) to the current enlistment or reenlistment agreement, would exceed a period of more than 4 years; or
    - c. The Soldier has accrued more than 20 qualifying years for retired pay and is assigned to a troop program unit of the Selected Reserve but has not been approved for retention by a Qualitative Retention Board.
  2. The form will be prepared by typewriter or automatic writing machine equipment.
  3. All required signatures will be made by using reproducible black or blue–black ink.
  4. Typewriter strikeovers are not permitted. Any erasures or corrections must be initialed by the applicant and certifying officer.
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## **Chapter 4**

### **Waivable and Nonwaivable Reenlistment Criteria**

#### **4–1. Moral and administrative disqualifications**

a. Responsibility for determining whether waiver requests warrant favorable consideration rests at all levels of command. It also includes all of the following:

- (1) Questioning.
- (2) Investigating.
- (3) Counseling.
- (4) Acquisition of proper documentation.
- (5) Obtaining the information required to be included in a waiver request.

b. Table 4–1 lists disqualifications for which a waiver may be submitted.

c. Table 4–2 lists nonwaivable disqualifications.

d. Only disqualifications which occurred during or after the last period of USAR service are considered disqualifying.

#### **4–2. Reenlistment eligibility codes**

Reenlistment in the USAR excludes any limitations based on reenlistment eligibility codes (RE–CODES). It also excludes any limitations based on separation program designators (SPDs) issued on past service with the Active Army.

#### **4–3. Submission of requests for waivers**

a. Where applicants are unable to qualify for reenlistment for one or more reasons, a request for a waiver may be submitted if applicable. The waiver request will be sent through command channels to the approval authority in time to allow for normal administrative processing. Requests should not be submitted earlier than 9 months, nor later than 3 months, before the proposed date of reenlistment or extension. This requirement is particularly important for requests of personnel approaching ETS who desire continuous service.

b. Unless otherwise prescribed in this section, requests for waiver will be submitted only for meritorious cases. All requests for waiver will be fully substantiated with appropriate documentary evidence. Additional documentation that may be considered relevant in reaching a sound decision on the request should also be included.

c. Requests for a waiver requiring approval by the CG, HRC–STL will be forwarded to Commander, U.S. Army Human Resources Command–St. Louis (AHRC–L), 1 Reserve Way, St. Louis, MO 63132–5200. If the waiver request is for a USAR AGR Soldier, the request must be submitted through Commander, (AHRC–AR).

d. Requests for waiver will be forwarded to the approval authorities outlined in table 4–1.

e. The responsibility for determining whether a waiver request warrants favorable consideration rests at all levels. Commanders below the approving authority may disapprove waivers for applicants not meeting the prescribed standards.



#### **4-4. Validity**

*a.* Unless otherwise stated in the waiver instrument, waivers are valid only for the purpose of providing continuous unbroken service for in service personnel.

*b.* Waivers granted for the purpose of extending a current enlistment will not satisfy the requirement for a waiver of an existing reenlistment disqualification.

#### **4-5. Administrative instructions**

*a. Request for waivers.* The use of electrical communications for the purpose of requesting waivers is discouraged. A request for waiver will be submitted in letter format. The letter must contain, as a minimum—

- (1) The full name.
- (2) Social Security Number.
- (3) Grade.
- (4) Date of birth.
- (5) The PMOS.
- (6) Secondary military occupational specialty (SMOS).
- (7) Unit of assignment. In the case of a Soldier serving on AGR status, the unit or agency to which attached.
- (8) The evaluation and recommendation of the applicant's commander with reasons and justification for the request.
- (9) Endorsements of "through" addressees.

*b. Disposition of approved waivers.*

(1) When reenlistment has been accomplished, the waiver instrument will be attached to the original copy of the DD Form 4-series. Any report of investigation and documentary evidence on which the waiver was based will be attached to the waiver instrument.

(2) When extension has been accomplished, the waiver instrument will be attached to the original DA Form 4836. Any report of investigation and documentary evidence on which the waiver was based will be attached to the waiver instrument.

#### **4-6. Civil offenses**

A civil offense, in itself, does not require a waiver. Other disqualification provisions in this regulation, or retention considerations under other regulations, do apply.

#### **4-7. Special category**

Authorities will not disapprove requests for waivers for personnel listed below who have less than 20 years of qualifying years for retirement. Recommended disapprovals will be referred to the CG, HRC-STL for final determination.

*a.* Recipients of the Medal of Honor, the Distinguished Service Cross, the Navy Cross, or the Silver Star Medal.

*b.* Soldiers—

(1) Who have completed 18 years, but less than 20 years, of qualifying service for retirement and submitted extensions of enlistment for an amount sufficient to complete 20 qualifying years for retirement (see table 2-1, note 3).

(2) Who are serving on AGR status and have completed 18, but less than 20, years of AS and submitted an extension of an enlistment or reenlistment to attain eligibility for retirement under 10 USC 3914 (see table 2-1, note 3).

*c.* Partially disabled, combat-wounded veterans.

*d.* Prisoner of war (PW) returnees.

#### **4-8. Questions on eligibility criteria**

Questions regarding eligibility criteria and waivers should be referred to the next higher headquarters. Under no circumstances should units contact HQDA directly.

**Table 4–1**  
**Waivable reenlistment disqualifications and approval authorities**

Rule	Disqualification	Approval authority
A	Age 55 or older and currently not eligible to receive retired pay, or not qualified for retired pay, at age 60, but can complete 20 qualifying years of service, or AS, for retired pay by age 60 (see note 1).	Army Reserve Command (AR-COM)/U.S. Army Reserve General Officer Command (GOCOM)—Soldiers assigned to a TPU; commander, ARPERCEN—Soldiers assigned to the IRR and Control Groups AGR or IMA.
B	Does not meet the retention medical fitness standards in AR 40–501, chapter 3 (see note 2).	CG, ARPERCEN—All
C	In the grade of SSG or higher, reenlisting for continuing service on AGR status, possesses the MOS required by the AGR duty position, but is 1 or 2 grades below that required by the AGR duty position.	CG, ARPERCEN.

Notes:

<sup>1</sup> The intent of this waiver requirement is to ensure that only those Soldiers who can qualify for retired pay at age 60, or can complete 20 or more years of AS, are retained in the Ready Reserve until age 60. The Soldier should be counseled concerning the requirements that must be met to qualify for retired pay before mandatory removal from the Ready Reserve at age 60. Soldiers should also be advised that if they attain 20, but less than 30 years of AS and do not apply for retired pay, they are not eligible for retired pay under 10 USC 12731 at age 60. Soldiers who cannot qualify for retired pay by age 60 will not be processed for reenlistment or extension (see table 4–2, rule D).

<sup>2</sup> Although this is a waivable disqualification for reenlistment in the USAR for service in the Selected, Ready, or Standby Reserve (Active List), it is not applicable to Soldiers reenlisting in the USAR for continuing service on AD in an AGR status (see table 4–2, rule N).

**Table 4–2**  
**Nonwaivable moral and administrative disqualifications**

Rule	Disqualification
A	Being discharged with a USAR bar to reenlistment in effect and with less than 18 years of qualifying service, of AS, for retired pay.
B	Being discharged with other than an honorable discharge (includes General under honorable conditions).
C	Questionable moral character, including a history of antisocial behavior, sexual perversion, homosexual conduct, or having frequent difficulties with law enforcement agencies (see note 1).
D	Unable to complete 20 qualifying years of service for retired pay by age 60 (see note 2).
E	Does not meet the citizenship requirements of table 2–1, rule B.
F	Medical examination has not been conducted within the time frame specified in AR 40–501.
G	Does not meet the body fat standards prescribed by AR 600–9.
H	Has failed to complete initial individual weapons qualification training (except for conscientious objectors).
I	Being discharged under the Military Personnel Security Program.
J	Being processed for involuntary discharge under any provision of AR 135–178 or AR 635–200.
K	Is in a retired status.
L	Has attained 60 years of age.
M	Classified as 1–A–0 noncombatant and does not possess PMOS in the medical career management field.
N	Is serving on AGR status and does not meet the medical fitness standards for retention per AR 40–501 or the medical fitness standards per AR 40–501 (see note 3).
O	Is serving on AGR status and the terms of a reenlistment or extension to continue on AGR status would retain the Soldier on AD for more than 29 days beyond the Soldier’s RCP per paragraph 8–7 (see note 3).
P	Is serving on AGR status and does not meet the grade or MOS requirements for the AGR duty position per table 2–1, rule G, or as waived per table 4–1, rule C (see note 3).
Q	Is under a current suspension of favorable personnel action (flagged) per AR 600–8–2.
R	Is serving on AGR status and has been relieved for cause from any AGR duty assignment in the 12–month period preceding the Soldier’s ETS or REFRAD date (see note 3).
S	Is serving on AGR status and is being processed for involuntary release from AD for cause (see note 4).
T	Is serving on AGR status and has not been selected for continuation on AGR status (see note 3).
U	Is serving on AGR status and during the current term of AGR service has been convicted by a court–martial, or has received non-judicial punishment that was filed in the performance section of the OMPF, unless waived per AR 135–18 (see note 3).

Notes:

<sup>1</sup> Homosexual conduct is defined in the consolidated glossary.

<sup>2</sup> When the commander, ARPERCEN has determined that there is an *implied or actual moral obligation* incurred by the USAR to permit the member to remain in the Ready Reserve to qualify for retired pay, based on *long* service in the USAR, the member may be reenlisted.

<sup>3</sup> While this disqualification prohibits reenlistment in the USAR for continuing service on AD in an AGR status unless waived per AR 135–18, it is not a disqualification for reenlistment in the USAR for service other than on AGR status.

<sup>4</sup> If the release from AD results in a discharge, the Soldier is ineligible for reenlistment in the USAR based on this nonwaivable disqualification. However, if released from AD with no resultant discharge action, the disqualification prohibits reenlistment in the USAR for continuing service on AD in an AGR status, but it is not a disqualification for reenlistment in the USAR for service other than on AGR status.

## Chapter 5 Reenlistment Processing

### Section I General Information

#### 5-1. Processing policy

Applicant processing will ensure—

- a.* That all personnel accepted for continued USAR membership have the required qualifications.
- b.* The accurate preparation of records and reports that document the applicant's continuing military status. This may be a matter of major importance during the person's military service, upon his or her retirement or return to civilian life, and even after death.
- c.* A smooth transition from a service agreement due to expire to a renewed service agreement. This is to provide for continued membership in the USAR.

#### 5-2. Processing elements

- a.* Processing usually consists of—
  - (1) Preliminary determination of qualifications.
  - (2) Processing of waivers if required.
  - (3) Administration of the oath of enlistment.
  - (4) Disposition of forms.
  - (5) Preparation of records and reports as required.
- b.* During all phases of processing, all persons will take particular care to prevent erroneous or fraudulent reenlistment. A Soldier will be denied reenlistment when it is clearly established that the Soldier does not meet the criteria.

#### 5-3. Processing responsibility

Processing personnel for reenlistment in the USAR is shared by the personnel officer or Personnel Service Center (PSC) and the retention or reenlistment activity. These officials act on behalf of a Soldier's unit or agency commander.

### Section II Forms and Records

#### 5-4. Preparation standards for forms and records

This section provides instructions for the preparation and disposition of various forms, records, and reports related to the reenlistment program. The need for accuracy and completeness in these documents cannot be overemphasized. All persons who prepare, have custody of, and transmit these documents must take particular care. Policies and procedures that implement the Privacy Act of 1974 (5 USC 552a) and deal with personal information will be strictly complied with.

#### 5-5. Verification of entries

- a.* All documents pertaining to reenlistment or extension must be compared to prevent contradictions in areas where entries should be the same or similar. Any discrepancy noted should be brought to the attention of the applicant for verification.
- b.* The accuracy of entries on basic forms will be firmly established before signatures are obtained. Necessary corrections, where authorized, will be initialed by the applicant and by the enlisting officer.

#### 5-6. Forms used for processing reenlistment

All personnel being processed for reenlistment are required to certify and acknowledge the service requirements incurred by reenlistment in the USAR. The following forms are used in processing reenlistments

- a.* DD Form 4-series, prescribed by AR 601-210. Each applicant for reenlistment in the USAR must sign this form when it is completed and execute the oath of enlistment. The form is the basic document that establishes the legal relationship and the contractual nature of the reenlistment between the U.S. Government and the Soldier.
- b.* DA Form 3340-R (Request for Regular Army Reenlistment or Extension), prescribed by AR 601-280, is used in the reenlistment processing of individuals on AD in an AGR status (see chap 8).
- c.* DA Form 3540 (Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment), prescribed by AR 135-91, is identified as an "annex" to the DD Form 4-series and, as such, is an integral part of the contract. Each applicant for reenlistment in the USAR must certify and acknowledge the service requirements incurred by the reenlistment (see table 5-1, item 8, Annex(es)).
- d.* Addenda to *c* above may be required by other directives to establish a Soldier's eligibility for a program (for example AR 135-7 requires contracts when reenlisting for an incentive).

e. DA Form 4651 (Request for Reserve Component Assignment or Attachment), prescribed by AR 140–10, is used for reenlistment with concurrent reassignment to a TPU, or the IRR.

### **5–7. DD Form 4–series preparation instructions**

a. The DD Form 4–series carbon set consisting of the original (white), first copy (yellow), second copy (green), and third copy (pink). Follow the instructions in table 5–1 for all entries.

b. The form will be prepared by typewriter or automatic writing machine equipment. All required signatures will be made using reproducible black or blue–black ink. Capital letters are to be used throughout. Do not use punctuation of any sort, including periods, commas, and/or dashes. An apostrophe or hyphen contained within a name is not to be shown, and spaces are not to be inserted between sections of names nor used as substitutes for apostrophes or hyphens. (EXAMPLES: Mc Affee John Q is shown as MCAFFEE JOHN Q; O’Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR; Smith–Connally M Harold is shown as SMITHCONNALLY M HAROLD).

c. Care will be taken to ensure that all items are correctly completed without typewriter strikeovers. Any erasures or corrections will be initialed by the reenlistee and the reenlistment official. Errors in the following items may not be erased or corrected. Such errors will require starting over with a new document.

(1) Item 5 (Date of Enl/Reenl), DD FORM 4/1.

(2) Item 8 (Service, period, and pay grade), DD FORM 4/1.

(3) Section E, (Confirmation of Enlistment or Reenlistment), DD FORM 4/2.

d. The official who accepts an applicant for reenlistment will, before signing the completed form, verify typed entries for correctness and explain all applicable parts of the document.

e. Before the applicant signs the confirmation of oath for enlistment, the enlisting officer will—

(1) Ensure the applicant understands the terms of the agreement and that his or her questions relating to the reenlistment have been resolved.

(2) Give the orientation required by section III of this chapter.

(3) Ensure that no promises have been made to the applicant, either direct or implied, that cannot be substantiated by proper regulations. When an applicant has any misunderstanding about the extent of the full enlistment commitment, the enlisting officer will explain in detail.

f. Administer the oath of enlistment (sec III).

### **5–8. Disposition instructions**

Disposition instructions for the completed DD Form 4–series and accompanying documents are contained in—

a. Chapter 6 for reenlistment in TPUs of the Selected Reserve.

b. Chapter 7 for reenlistment of IMA, IRR, and Standby Reserve Soldiers.

c. Chapter 8 for reenlistment of AGR participants.

### **5–9. Correction of errors on DD Form 4–series**

a. It may be discovered that an error has been made in processing a USAR reenlistment so that the term of reenlistment or the execution date (Block 5) of the DD Form 4 is not what was intended by the Soldier or the USAR. The commander will submit a request for correction through command channels to HQDA, DCS, G–1 (DAPE–MPE–PD), 300 Army Pentagon Washington, DC 20310–0300. The request will contain the following:

(1) Sworn statements by the Soldier and other persons involved in the reenlistment. The statements will give the circumstances causing the error. Include in the Soldier’s statement that he/she agrees to correction of the term of reenlistment or execution date (Block 5) shown on the DD Form 4/1.

(2) Copies of the DD Form 4–series and supporting documents.

b. Once HQDA, DCS, G–1 approves the request for correction, the following procedures apply:

(1) Prepare a new DD Form 4–series, correcting all previous errors. Use the same dates as used on the DD Form 4–series being corrected with the exception of item 19f, see (3), below.

(2) Complete the revised DD Form 4–series in its entirety, including the confirmation of reenlistment.

(3) Note that the date entered in item 19f, DD Form 4/2, by the enlisting officer will show the actual date. This will be the date the oath on the revised DD Form 4–series is administered.

(4) Print or type in block letters at the top and bottom of each page of the DD Form 4–series, “CORRECTED COPY.”

(5) Distribute the revised DD Form 4–series in the same manner as the previous DD Form 4–series. Attach a memorandum of transmittal explaining the reason for the revised issue and the DA, G–1 approval memorandum.

c. Cases involving bonus payments, in which the Service representative erred and the Soldier was not paid a bonus to which entitled or was paid the wrong amount, will be forwarded to HQDA, DCS, G–1 (DAPE–MPE–PD), 300 Army Pentagon, Washington, DC 20310–0300 with recommendations for resolution.

## **5-10. Claims of erroneous entries**

Authority to act on claims of erroneous entries on reenlistment documents not delegated elsewhere in this regulation or in AR 600-8-104 is limited to HQDA, DCS, G-1 (DAPE-MPE-PD), 300 Army Pentagon, Washington, DC 20310-0300. In any case, where a Soldier contests or disagrees with the changes to his or her reenlistment documents, the Soldier will be notified of his or her right to submit an application to the ABCMR.

## **5-11. Certificate of appreciation for the spouses of Soldiers reenlisting in the U.S. Army Reserve (DA Form 5612, Certificate of Appreciation for Army Spouse (of Reenlistees))**

Effective 31 March 1987, DA Form 5612 is to be presented to the spouse of a USAR Soldier who immediately reenlists per this regulation. This applies to all TPU, IMA, AGR, and IRR Soldiers.

*a.* Servicing reenlistment officials will obtain the name of the reenlistee's spouse and ensure the document is completed during the preparation of the reenlistment documents.

*b.* The signature block will be left blank when published. The certificate will be signed by—

(1) The CG, HRC-STL, for IRR and IMA Soldiers.

(2) Installation, battalion, or brigade commander at the user location for AGR Soldiers.

(3) Commanders of a battalion or higher, as appropriate within the Soldiers assigned level of command, for TPU Soldiers.

*c.* The issuance of the certificate will not be predicated on either a reenlistment ceremony or the spouse's presence. It will be the reenlistee's responsibility for delivery to his or her spouse.

*d.* Certificates will not be filed in the MPRJ, career management information file (CMIF), or OMPF.

*e.* The replacement of "missed" certificates is not authorized.

*f.* Certificates will not be issued retroactively or for the extension of an enlistment or reenlistment.

*g.* Certificates will not be issued for Soldiers who are discharged on appointment as commissioned or warrant officers.

*h.* DA Form 5612 is available through the normal forms supply channel.

## **Section III**

### **Administration of Oath of Enlistment and Related Matters**

#### **5-12. Orientation prior to administration of oath**

Before administering the oath of enlistment or extension, the enlisting officer will thoroughly explain the provisions of Article 83, UCMJ, to the applicant. Its significance to the applicant's answers to questions recorded on enlistment forms will be revealed to the applicant. The explanation must emphasize that all statements made by the applicant must be correct. The applicant will be informed that anything in the Soldier's personal or military records that may preclude reenlistment should be disclosed before the oath is administered.

#### **5-13. Administration of oath of enlistment**

*a.* The oath of enlistment or extension will be administered by a commissioned officer or commissioned warrant officer. Suitable arrangements will be made to ensure that the oath is administered in a dignified manner and in appropriate surroundings. The ceremony should be personalized and made meaningful to the individual reenlisting. The United States flag will be displayed prominently near the individual administering the oath. The words "So help me God" may be omitted for those persons who desire to affirm rather than to swear to the oath.

*b.* Reenlistment will be made an occasion of official ceremony. It will not be sensationalized to publicize the event (that is, parachuting, climbing utility poles, and other similar activities which are clearly not in keeping with the solemnity and seriousness associated with the Oath of Enlistment). When appropriate, the reenlistee's spouse and other members of the immediate family should be invited to the ceremony. The DA Form 5612 should be presented to the reenlistee's spouse (para 5-11). The officer administering the oath of enlistment should be the individual's commanding officer, or an officer of the reenlistee's choosing, when possible. Appropriate photographic coverage should be provided.

#### **5-14. Date of reenlistment**

Except as indicated in paragraph 5-15, the date of reenlistment is the date upon which the oath of enlistment is administered. The date will be shown on the enlistment record (item 19f, DD FORM 4/2).

#### **5-15. Antedating reenlistment**

An enlisted Soldier may not be held in service beyond the normal ETS unless the ETS is extended by law (AR 135-178). When through administrative error, or for the convenience of the Government, the reenlistment of a Soldier has been delayed through no fault of the Soldier, commander, HRC-STL (AHRC-L), may authorize the reenlistment agreement to be antedated. No reenlistment will be antedated without the prior approval of CG, ARPERCEN.

*a.* A request to antedate a reenlistment with a report of a well-founded claim will be prepared and sent to

Commander, U.S. Army Human Resources Command–St. Louis (AHRC–L), 1 Reserve Way, St. Louis, MO 63132–5200, for review and consideration. Approval or disapproval will be based on the merits of the case as outlined in the report.

(1) A request initiated on behalf of a Soldier assigned to a TPU must be submitted with all of the relevant facts and pertinent documentation (such as, last reenlistment contract, discharge orders, and so forth). The request must be submitted through and endorsed by each command in the chain of command. Endorsing commands must provide an appropriate recommendation.

(2) A request initiated on behalf of an IRR or IMA Soldier must include a detailed explanation concerning the reason the Soldier’s reenlistment was delayed in excess of 120 days beyond ETS. Each case must be considered individually; therefore, the facts must be individually presented. Each case must also contain the Soldier’s official military personnel records and a copy of the discharge orders, if discharge action has been accomplished.

(3) A request initiated on behalf of a Soldier serving on AD in an AGR status must include a detailed explanation concerning the reason the Soldier’s reenlistment was delayed and how the Soldier was retained on AD beyond the ETS date. The request must also contain the Soldier’s official military records and copies of all AD orders.

b. When it is evident that an individual was not afforded the opportunity to immediately reenlist for continued IRR assignment, the CG, HRC–STL (AHRC–L), may automatically antedate the reenlistment up to 120 days. This will prevent the individual from incurring a break in military service.

c. When CG, HRC–STL has authorized a reenlistment to be antedated, the DA–authorized date will be entered in items 5 of DD Form 4/1, and 13c and 14f of DD Form 4/2. The actual date on which the oath is administered will be entered in item 19f, DD Form 4/2. Enter the following statement in item 8b (Remarks) on DD Form 4/1: “This reenlistment antedated with approval of CG, HRC–STL, on (date of HRC–STL approval).”

### 5–16. Postdating reenlistment

Under no circumstances will a reenlistment be postdated.

**Table 5–1**  
**Instructions for completion of DD Form 4–series for reenlistment**

Section/Item	Title/Description	Explanation and/or Entry DD FORM 4/1 (Front)
DD FORM 4/1 (Front)		
<b>A IDENTIFICATION DATA</b>		
1	Name	Enter applicant’s complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III, and so on. If applicant was given initial(s) rather than first and/or middle name, enter such initial(s). Do not use punctuation of any sort, including periods, commas, and/or dashes. In addition, with mechanized preparation, an apostrophe or hyphen contained within a name is not to be shown, and spaces are not to be inserted between sections of names nor used as substitutes for apostrophes or hyphens. Examples: Mc Affee John Q is shown as MCAFFEE JOHN Q O’Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR Smith–Connally M Harold is shown as SMITHCONNALLY M HAROLD
2	SSN	Enter applicant’s SSN, separating divisions with a hyphen. Example: 000–00–0000
3	Home of Record	Enter address (street, city, state, ZIP code) applicant claims as permanent home of record. Example: 123 ANYWHERE AVENUE ANY CITY, STATE 12345
4	Place of Enlistment/Reenlistment	Enter military installation/city and state of enlisting/reenlisting activity’s location. Example: FORT BENNING, GA CHICAGO MEPS, IL
5	Date of Enlistment/Reenlistment	Enter date of reenlistment in numerical year, month, and day sequence. Example: 840625
6	Date of Birth	Enter in numerical year, month, and day sequence. Example: 661010
7	Previous Military Service Upon Enlistment/Reenlistment	Enter in spaces provided total active and total inactive military service (Reserve Component service not on AD or ADT) completed at time of enlistment/reenlistment. Enter year, month, and day totals in two positions each, preceding numbers 1 through 9 with a zero. If applicant has no prior military service, enter “00” for year, month, and day. Complete all blocks.
<b>B AGREEMENTS</b>		

**Table 5-1  
Instructions for completion of DD Form 4-series for reenlistment—Continued**

Section/Item	Title/Description	Explanation and/or Entry DD FORM 4/1 (Front)
8	Branch of Service  Period of Enlistment  Pay Grade  Annex(es)	In space provided, enter ARMY RESERVE. This is the only authorized entry for reenlistment in the U.S. Army Reserve regardless of IRR or Selective Reserve assignment. In the second line, after the word “for” enter in arabic numeral, the period of years for which the applicant is reenlisting. Example: 4 In the third line, after the words “pay grade,” enter the pay grade of the Soldier at the time of reenlistment. Examples: E-4, E-5 In the fourth line, after the word “Annex(es),” enter the letter “A.” If the reenlistment is for a TPU, of the Selective Reserve, or the IRR, the annex will be the DA Form 3540. “ANNEX A” will be typed in the bottom front-page margin of the DA Form 3540. Addenda will always be attached to DA Form 3540 and will not be identified as annexes.
8a	For Enlistment in Delayed/Entry/Enlistment Program	No entries authorized. This agreement is not applicable to Reenlistment in the Selected Reserve or the IRR.
8b	Remarks	Enter one of the following statements, as appropriate. Except for the entry of a control number as required by paragraph 8-16 and AR 135-5, no other entries are authorized for USAR Reenlistment.  (1) If reenlisting for continued membership in a unit of the Selected Reserve enter: “IMMED REENL TPU IAW AR 140-111, CHAP 6.” (2) If reenlisting for continued membership in the IRR enter: “IMMED REENL (IRR) (IMA) IAW AR 140-111, CHAP 7.” (3) If reenlisting for the IRR or IMA with concurrent reassignment to a unit of the Selected Reserve enter: “IMMED REENL (IRR) (IMA) W/CONCURRENT REASG TO (specify gaining unit designation) IAW AR 140-111, CHAP 7.” (4) If reenlisting in a unit of the Selected Reserve with subsequent reassignment to IMA or IRR enter: “IMMED REENL TPU W/SUBSEQUENT REASG TO (CON GP (REINF)) (CON GP (IMA)) IAW AR 140-111, CHAP 6.” (5) If reenlisting under the provisions of the USAR-AGR-MP, enter: “IMMED REENL IAW AR 140-111, CHAP 8.” (6) If reenlisting under paragraph 9-3 to qualify for the Montgomery GI Bill, enter: “IMMED REENL (IMA) (TPU) IAW AR 140-111, CHAP 9.” (7) If reenlisting for continued membership in the Standby Reserve (Active List) enter: “IMMED REENL STANDBY RESERVE (ACTIVE LIST) IAW AR 140-111, CHAP 7. I certify the purpose of this reenlistment is to continue USAR service as an assigned member of the Standby Reserve. Should I later transfer to the Ready Reserve, I understand that I must complete a certificate acknowledging my participation and service obligation as a member of the Ready Reserve.”
8c	Initials of Enlistee/Reenlistee	All applicants will complete this item by placing their initials in the space indicated.
DD Form 4/1 (Reverse)		
C	PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS	
9, 10	Statements	No entries required. Must be read by the applicant.
11	U.S. Navy Statement	Not applicable to the USAR.
12	Statement	Must be read by all male applicants.
DD FORM 4/2		
D	CERTIFICATION AND ACCEPTANCE	Record reenlistee's full name (last, first, and middle name sequence) and SSN in blocks provided at top of DD Form 4/2. See instructions for items 1 and 2, above.
13a	Certification	Self-explanatory.
13b	Signature of Enlistee/Reenlistee	Applicant will sign full name in first, middle, and last name sequence. Example: George Eldon Copper person
13c	Date Signed	Enter in numerical year, month, and day sequence (example 840605).
14a	Branch of Service	Enter “ARMY RESERVE.”
14b	Name of Service Representative	Enter in last name, first name, and middle initial sequence. (See footnote.)
14c	Pay Grade	Examples: E-7, O-3, CW2.

**Table 5-1**  
**Instructions for completion of DD Form 4-series for reenlistment—Continued**

Section/Item	Title/Description	Explanation and/or Entry DD FORM 4/1 (Front)
14d	Unit/Command Name	Enter service representative's unit of assignment. Example: 425 PERS SVC CO
14e	Signature	Before signing, the service representative will verify correctness of entries and explain all applicable paragraphs of the reenlistment document to the applicant. The individual identified in item 14b above will sign in first, middle, and last name sequence (initials and last name are acceptable).
14f	Date Signed	Enter in numerical year, month, and day sequence (example 840605).
14g	Unit/Command Address	Example: PATRICK AFB FL 32925
E	CONFIRMATION OF ENLISTMENT OR REENLISTMENT	
15	Enlistment/Reenlistment <i>other</i> than in the National Guard	Immediately following "I" in space provided, enter reenlistee's full name in first, middle, and last name sequence.
16	Enlistment/Reenlistment in the National Guard	Not applicable to the U.S. Army Reserve. No entries required.
17	Enlistment/Reenlistment in the National Guard	Not applicable to the USAR. No entries required.
18a	Signature	Reenlistee will sign full name in first, middle, and last name sequence. Example: George Eldon Copperperson
18b	Date Signed	Enter the date the oath was administered. Enter in numerical year, month, and day sequence (example 840722).
19b	Name	Enter name of commissioned officer (in last name, first name, and middle initial sequence) who administered oath of enlistment.
19c	Pay Grade	Enter grade. Example: 03
19d	Unit/Command Name	Example: 425 PERS SVC CO
19e	Signature	Officer identified in item 19b above will sign his/her name in first, middle, and last name sequence (initials and last name are acceptable).
19f	Date Signed	Enter the date the oath was administered. Enter in numerical year, month, and day sequence. Example: 840722
19g	Unit/Command Address	Example: INDIANAPOLIS IN 46224
DD FORM 4/3		Not used for USAR reenlistment. NOTE: The service representative will not be the Soldier who is reenlisting.

Notes:

- <sup>1</sup> Prepare the document using typewriter or automatic writing machine equipment. All signatures will be made using black or blue-black ink.
- <sup>2</sup> Any corrections or typewriter strikeovers will be initialed in pen and ink by the applicant and the USAR representative, except that corrections are not permitted in items 5 (Date of Reenlistment) and 8 (Service, Period of Reenlistment and Pay Grade) and section E. If errors are made in these items or sections prepare a new form.
- <sup>3</sup> Across the top, in the upper left margin, type or print in capital letters the words "REENLISTMENT."
- <sup>4</sup> Across the top, in the upper right margin, type or print the applicant's PMOS code as follows "PMOSC (followed by the code)."  
*Preparing instructions:*
- <sup>5</sup> The USAR representative will, prior to signing the completed form, review entries (including pay grade in which enlisting and the enlisted period) for accuracy and ensure that the applicant understands the meaning and intent of the reenlistment document.

## Chapter 6

### Selected Reserve—Administrative Procedures

#### Section I

##### General

#### 6-1. U.S. Army Reserve troop program units

This chapter provides for administrative procedures unique to reenlistment processing of assigned members of USAR TPUs. It is not applicable to AGR or IMA personnel.



## **6-2. Scope**

The procedures in this chapter provide for personnel assigned to a unit of the Selected Reserve and who are reenlisting—

- a. To continue unit membership, or
- b. With a concurrent reassignment to the IRR or an IMA position.

## **Section II**

### **DA Form 4644-R (Army Reserve Reenlistment Data)**

## **6-3. Purpose and use of DA Form 4644-R**

DA Form 4644-R is used by the commander to implement prescribed counseling procedures. Each interview and attendance at a reenlistment film will be recorded on the reverse of the form. General remarks such as “will not reenlist” or “does not like Army” will not be used on the form. Instead, remarks should be specific. To provide for weight counseling, the remark should show “Individual counseled regarding overweight (insert pounds), on (insert date).”

## **6-4. Initiation of the DA Form 4644-R**

- a. The initial DA Form 4644-R for all personnel in grade E-6 and below will be prepared at the first USAR TPU assignment (or present TPU assignment if none has previously been initiated).
- b. Entries on the DA Form 4644-R will be legibly recorded.
- c. DA Form 4644-R will be reproduced locally.

## **6-5. Maintenance**

a. The DA Form 4644-R normally will be maintained in the company or battery where the Soldier is assigned. The results of interviews and counseling sessions and the individual’s attendance at reenlistment film showings will be recorded on the form. Before an individual’s transfer or reassignment, unit commanders will verify the accuracy of DA Form 4644-R.

b. A bar to reenlistment will be initiated for individuals who are not recommended for reenlistment. This will be recorded on the form. Personnel, if otherwise eligible, may not be denied reenlistment arbitrarily.

## **6-6. Disposition**

- a. When the individual is transferred or reassigned before ETS, the DA Form 4644-R will be forwarded as a part of the individual’s personnel records. The gaining unit commander will follow the procedures outlined in paragraph 1-26.
- b. When the individual is discharged from the service, the DA Form 4644-R will be destroyed.

## **Section III**

### **Selected Reserve Processing**

## **6-7. Processing Selected Reserve unit Soldiers for reenlistment and continued membership in Selected Reserve units**

a. Processing a unit Soldier for reenlistment, with continued membership in a unit of the Selective Reserve, requires the completion and distribution of 2 forms—

- (1) DD Form 4-series (para 5-6a).
- (2) DA Form 3540 (para 5-6c).

b. The DD Form 4-series will be completed according to table 5-1. The following entry must be entered on DD Form 4/1, in item 8b, REMARKS:“ IMMED REENL TPU IAW AR 140-111, CHAP 6.”

c. After completing the above forms, affixing of signatures, and administration of the oath, the forms must be distributed within 72 hours as follows:

(1) Securely fasten together the original DD Form 4-series, the original DA Form 3540, and any addenda thereto and immediately forward to the appropriate major subordinate command (MSC). This packet will not go through command channels. The MSC will review the documents for quality (originality, legibility, authorized term of service, and completed oath of enlistment) and update the appropriate personnel database. Within 21 days of receipt of the packet, the MSC will send the documents to Commander, U.S. Army Human Resources Command–St. Louis (AHRC-CIS-P), 1 Reserve Way, St. Louis, MO 63132-5200. The documents will be inserted in the Soldier’s OMPF.

(2) Securely fasten together a copy of the DD Form 4-series, a copy of the DA Form 3540, and any addenda thereto and insert in the Soldier’s MPRJ. The custodian of the record will make the appropriate entries in the Soldier’s records to show the reenlistment and the revised expiration date of the new reenlistment agreement.

(3) Provide the Soldier with a copy of the DD Form 4-series, a copy of the DA Form 3540, and any addenda thereto.

(4) A copy of the DD Form 4-series, a copy of the DA Form 3540, and any addenda thereto should be retained by

the activity completing the reenlistment for at least 1 year. After that, these copies may be destroyed, or otherwise disposed of, according to local policy.

(5) Provide a copy of the DD Form 4-series to the appropriate servicing Defense Finance and Accounting Service (DFAS) input station.

### **6-8. Processing Selected Reserve unit Soldiers for reenlistment in the U.S. Army Reserve with concurrent transfer to the Individual Ready Reserve**

This procedure applies to all Selected Reserve Soldiers who are within 90 days of their current statutory or contractual service obligation (whichever is the later) and desire continuous membership in the USAR, only assigned to the IRR. The losing unit will effect the reenlistment to prevent a break in service. The Soldier must be qualified for reenlistment. He, or she, will reenlist as a TPU Soldier, and it will be stipulated that reassignment to the IRR will be on the date requested by the Soldier. An exception to this policy applies to Soldiers obligated by law to serve in a TPU. Such Soldiers who reenlist under this program may not be reassigned to the IRR until they have completed their statutory MSO, except under the provisions of AR 140-10.

*a.* Processing will require the completion of 3 forms and 1 order—

(1) DD Form 4-series, which will be completed according to table 5-1. The following entry must be entered on DD Form 4/1, in item 8b, REMARKS: “IMMED REENL TPU W/SUBSEQUENT REASG TO THE CON GP (REINF) IAW AR 140-111, CHAP 6.”

(2) DA Form 3540.

(3) DA Form 4651.

Orders Format 450 (AR 140-10).

*b.* After completing the above forms (not the order), affixing of signatures, and administering of the oath, the forms must be distributed within 72 hours as follows:

(1) Make a packet with the top document being the original DA Form 4651, securely fasten to the original DD Form 4-series, the original DA Form 3540, and any addenda thereto and immediately forward to the appropriate MSC. This packet will not go through command channels. The appropriate MSC will—

*(a)* Review the documents for quality (originality, legibility, authorized term of service, and completed oath of enlistment) and make the appropriate entries in the Soldier's MPRJ to show the reenlistment and the revised expiration date of the new reenlistment agreement.

*(b)* Issue the reassignment order (Orders Format 450) per AR 140-10.

*(c)* Update appropriate personnel database.

(2) Within 10 days of receipt of the packet, the MSC will send the documents and order, less the DA Form 4651, to Commander, U.S. Army Human Resources Command-St. Louis, (AHRC-CIS-P), 1 Reserve Way, St. Louis, MO 63132-5200. The documents will be inserted in the Soldier's OMPF.

(3) Provide the Soldier with a copy of the DD Form 4-series, a copy of the DA Form 3540, any addenda thereto, and a copy of the reassignment order.

(4) A copy of the DD Form 4-series, a copy of the DA Form 3540, any addenda thereto, and a copy of the reassignment order should be retained by the activity completing the reenlistment for at least 1 year. After that these copies may be destroyed, or otherwise disposed of, according to local policy.

(5) Provide a copy of the DD Form 4-series to the appropriate servicing DFAS input station.

*c.* The commander, HRC-St. Louis (ARPC-CIS-P) will take those actions necessary to update the OMPF to access the Soldier to the IRR, per the reassignment order.

*d.* A Soldier may change his or her mind and elect to remain assigned to a unit. Should this occur after the Soldier has been processed for reenlistment and reassignment to the IRR, the following procedures apply:

(1) When all copies of the reenlistment documents and the transfer request are in the possession of the reenlistment activity—

*(a)* Ensure that no other copies of the documents exist.

*(b)* Line through each document and write “Void” across the face of each document.

*(c)* Send the voided documents to Commander, HRC-St. Louis, ATTN: ARPC-CIS-PP, 1 Reserve Way, St. Louis, MO 6313-5200, for inclusion in the Soldier's OMPF.

*(d)* Reprocess the Soldier for reenlistment in the unit according to paragraph 6-7. The reenlistment date will be the same as that used on the voided documents.

(2) When the reenlistment documents and the transfer requests have been sent to the MSC and the transfer order has not been issued—

*(a)* Contact the office responsible for processing the transfer and request the return of all copies of the reenlistment documents.

*(b)* When the documents have been returned and the reenlistment activity is sure no other copies of the documents exist, the transaction may be voided by following the procedures in (1)(b) through (1)(d), above.

(3) The unit must request transfer of the Soldier from the IRR to the unit (according to AR 140-10) when—

- (a) The transfer order has been published, or
- (b) The Soldier's military personnel records have been forwarded to the commander, HRC–St. Louis, or
- (c) The reenlistment activity is not sure that all copies of the documents have been recovered.
- (4) Reenlistment in the unit will not be reprocessed until the documents in (1) or (2) above have first been voided. Reenlistment activities must take special care to ensure no copies of a voided transaction still exist.

## **Chapter 7**

### **Individual Ready Reserve, Individual Mobilization Augmentation, and Standby Reserve (Active List) Administrative Procedures**

#### **7–1. General**

This chapter provides specific administrative procedures unique to reenlistment processing of personnel assigned to Control Group (IMA), the IRR, or Standby Reserve (Active List). It does not apply to personnel serving on AD under the USAR–AGR program.

#### **7–2. Scope**

These procedures pertain to personnel assigned to Control Group (IMA), the IRR, or Standby Reserve (Active List) and reenlisting—

- a. To continue membership assigned to Control Group (IMA), Control Group (Reinforcement), Standby Reserve (Active List), or
- b. With concurrent reassignment to a TPU of the Selected Reserve.

#### **7–3. Expiration term of service**

The effective date of discharge of enlisted Soldiers assigned to Control Group (IMA), the IRR, or Standby Reserve (Active List) is their ETS. However, the discharge orders are published on the first day of the month in which the ETS occurs. To prevent an administrative break in service as a result of this discharge—

- a. Reenlistment procedures must be accomplished.
- b. Reenlistment documents required by this chapter will be sent to CG, HRC–STL (see para 7–4 and para 7–5b(3)).
- c. The reenlistment documents must be received by HRC–STL before the first day of the Soldier's ETS month.

#### **7–4. Processing individual mobilization augmentation, Individual Ready Reserve, and Standby Reserve (Active List) Soldiers for reenlistment and retention**

When an IMA, IRR, or Standby Reserve (Active List) Soldier desires reenlistment, the following processing procedures will apply:

a. When the Soldier is to be processed for reenlistment by the Enlisted Services Division, Enlisted Personnel Management Directorate, HRC–St. Louis, the following procedures will apply:

- (1) The Soldier will be supplied with the following partially completed documents:
  - (a) DD Form 4–series. For Standby Reserve (Active List) Soldiers, see table 5–1, DD Form 4/1, item 8b, Remarks.
  - (b) DA Form 3540, except for Soldiers assigned to Standby Reserve (Active List).
  - (c) A detailed letter of instruction explaining to the Soldier the requirements that must be completed for reenlistment. The letter will also explain the requirements to the activity that will assist in the reenlistment processing.
- (2) Upon receiving the partially completed documents, the Soldier will follow the letter of instruction. An officer will be needed to administer the oath of enlistment. This officer and assistance in the reenlistment processing may be found—

- (a) At the nearest USAR training center.
- (b) At any U.S. armed forces activity or installation.
- (c) As directed by the letter of instruction.
- (3) The activity that assists in the reenlistment processing will—
  - (a) Complete the required items on the DD Form 4–series.
  - (b) Complete and certify the DA Form 3540, except for Standby Reserve (Active List) Soldiers.
  - (c) Have a commissioned officer administer the oath of enlistment.
  - (d) Dispose of the completed forms according to the instructions in c, below.
- (4) Commander, HRC–St. Louis, will submit reenlistment and transactions to the appropriate personnel database.

b. When the Soldier is to be processed for reenlistment by an activity other than HRC–St. Louis, the following procedures will apply:

- (1) During a preliminary interview with the Soldier, the activity will try to determine the individual's reenlistment eligibility under table 2–1. If the individual's eligibility is in doubt, the reenlistment will be denied. If desired, the

Soldier or the reenlistment activity may submit the case for review to Commander, U.S. Army Human Resources Command–St. Louis (AHRC–EP), 1 Reserve Way, St. Louis, MO 63132–5200. If the individual seems otherwise qualified, continue the reenlistment processing.

(2) Specific information will be needed to complete the reenlistment processing. Contact the Enlisted Personnel Management Directorate, HRC–St. Louis, by toll-free telephone, 1–800–325–1869, and request the following:

- (a) Confirmation of the Soldier's IMA or IRR assignment.
- (b) Current pay grade.
- (c) ETS date.
- (d) The total of all previous active and inactive military service.
- (e) A review of the Soldier's records to assure reenlistment eligibility.

(3) Reenlistment qualification can only be determined upon telephonic receipt of the information in (2), above. If the individual is found qualified, the activity may process the Soldier for reenlistment in the USAR. Processing will require the completion of 2 forms—

- (a) DD Form 4-series.
- (b) DA Form 3540.

(4) Prepare the DD Form 4-series according to table 5–1. The following entry must be made in item 8b, REMARKS, DD Form 4/1: "IMMED REENL (IRR) (IMA) IAW AR 140–111, CHAP 7."

- (5) Complete and certify DA Form 3540.
- (6) Have a commissioned officer administer the oath of enlistment.

c. Distribute the reenlistment forms as follows:

- (1) Securely fasten together the original DD Form 4-series and the original DA Form 3540.
- (2) Securely fasten together a copy of the DD Form 4-series and the DA Form 3540.
- (3) Place the forms assembled in (1) and (2), above in one packet and forward immediately to Commander, U.S. Army Human Resources Command–St. Louis (AHRC–CIS–P), 1 Reserve Way, St. Louis, MO 63132–5200.
- (4) Provide the Soldier with a copy of DD Form 4-series and DA Form 3540.
- (5) Retain 1 copy of DD Form 4-series and DA Form 3540 at the reenlistment activity for a period of 6 months. They may then be destroyed.

#### **7–5. Processing individual mobilization augmentation, Individual Ready Reserve, or Standby Reserve (Active List) Soldiers for reenlistment with concurrent transfer to a Selected Reserve unit**

An IMA, IRR, or Standby Reserve (Active List) Soldier within 6 months of ETS may reenlist with a concurrent transfer to a unit of the Selective Reserve. This is provided the Standby Reserve (Active List) Soldier is eligible for transfer from the Standby Reserve per AR 140–10. Such Soldiers will be processed as follows:

a. The gaining unit commander, or the reenlistment activity, acting on behalf of the unit commander, will—

(1) Conduct a preliminary interview with the Soldier to determine the Soldier's reenlistment eligibility under table 2–1 and eligibility for transfer from the Standby Reserve, if applicable. If the Soldier's eligibility is in doubt, the reenlistment will be denied. If desired, the Soldier, or the reenlistment activity, may submit the case for review to Commander, U.S. Army Human Resources Command–St. Louis (AHRC–EP), 1 Reserve Way, St. Louis, MO 63132–5200. If the individual seems otherwise qualified, continue the reenlistment processing.

(2) Specific information will be needed to complete the reenlistment processing. Contact the Enlisted Personnel Management Directorate, HRC–St. Louis, by toll-free telephone, 1–800–325–1869, and request—

- (a) Confirmation of the Soldier's IRR assignment or eligibility for transfer from the Standby Reserve, if appropriate.
- (b) Current pay grade.
- (c) ETS date.
- (d) The total of all previous active and inactive military service.
- (e) A review of the Soldier's records to assure reenlistment eligibility.

(3) If the individual is found qualified, a reenlistment control number (RCN) will be issued for entry in item 8b of the DD Form 4/1. This will be determined upon telephonic receipt of the information requested in (2), above. The activity may then process the Soldier for reenlistment. Processing will require the completion of 3 forms:

(4) Prepare the DD Form 4-series according to table 5–1. The following entry must be made in item 8b, REMARKS, DD Form 4/1: "IMMED REENL (IRR)(IMA)(STANDBY RESERVE) W/CONCURRENT REASG TO (specify gaining unit designation) IAW AR 140–111, CHAP 7."

(5) Complete and certify DA Form 3540.

(6) Complete DA Form 4651 according to AR 140–10. The effective date of assignment to the unit (item 4d, DA Form 4651) must be the day following the date the reenlistment was executed. (For example, a member was reenlisted on 13 November 2001. The request for assignment would be for an effective date of 14 November 2001.)

(7) Have a commissioned officer administer the oath of enlistment.

b. Distribute the reenlistment forms as follows:

- (1) Securely fasten together the original DD Form 4-series and the original DA Form 3540.
- (2) Securely fasten together one copy DD Form 4-series and 1 copy DA Form 3540.
- (3) With the original DA Form 4651 as the top document, place the forms assembled in (1) and (2), above in 1 packet and forward directly to Commander, U.S. Army Human Resources Command–St. Louis (AHRC–EP), 1 Reserve Way, St. Louis, MO 63132–5200.
- (4) Provide the Soldier with 1 copy of DD Form 4-series and DA Form 3540.
- (5) Retain a copy of DD Form 4-series, a copy of DA Form 3540 and a copy of DA Form 4651. The unit will retain these forms until the Soldier’s MPRJ is received from HRC–St. Louis. If the documents prescribed above are included in the MPRJ, the retained copies may be destroyed. Should the MPRJ not contain the documents prescribed above, insert the retained copies in the MPRJ.
- (6) On receipt of the packet described in (3), above, the commander, HRC–St. Louis, will submit 2 transactions to the non–unit automated system. One transaction will reenlist the IRR Soldier in the USAR. The second transaction will reassign the Soldier to the unit–automated system.

## **Chapter 8**

### **Active Guard/Reserve Administrative Procedures**

#### **Section I**

##### **Introduction**

#### **8–1. General**

The AGR program provides a highly qualified corps of personnel for USAR projects and programs. These personnel are serving on AD in an AGR status. They are Selected Reserve Soldiers assigned to USAR Control Group (AGR) and attached to either Active Army or USAR commands.

#### **8–2. Reenlistment of Active Guard Reserve personnel**

This chapter provides policy, procedures, and guidance for administration of the USAR Reenlistment Program for AGR personnel. It covers those USAR personnel in the following groups:

- a.* Soldiers who are being ordered to AD in an AGR status when their statutory or contractual obligation ending date (expiration term of service) will occur before their scheduled REFRAD.
- b.* Soldiers who are currently serving in an AGR status and whose statutory or contractual obligation will end (expiration term of service) before REFRAD.
- c.* Soldiers who—
  - (1) Are currently serving in an AGR status.
  - (2) Have ETS and REFRAD scheduled to occur on the same date.
  - (3) Are to continue on AGR status.
- d.* Soldiers who—
  - (1) Are currently serving in AGR status.
  - (2) Have ETS and REFRAD scheduled to occur on the same date.
  - (3) Upon REFRAD, wish to continue USAR membership in the IRR or Selected Reserve.

#### **8–3. Objectives of U.S. Army Reserve–Active Guard Reserve–Military Police reenlistment procedures**

The objectives of this chapter are to—

- a.* Ensure that personnel serving on AD are serving under a current and valid USAR enlistment or reenlistment agreement and that the agreement is for the entire term of the AD period.
- b.* Establish simultaneous ETS and release from REFRAD dates for AGR Soldiers.
- c.* Obtain maximum command involvement to support the reenlistment counseling and processing of AGR participants. This includes both Active Army and USAR, as appropriate, and all echelons of command.
- d.* Provide a uniform and orderly process for reenlisting AGR participants.

#### **8–4. Active Guard Reserve reenlistment responsibilities**

- a.* Commanders having attached AGR participants should be actively involved in the USAR Reenlistment Program.
- b.* Active Guard Reserve personnel attached to Active Army installations or organizations should be offered the support of Active Army reenlistment facilities. This should include personnel for counseling and document processing. Where such support is not practical or feasible, reenlistment support must be found elsewhere. Assistance may be provided by any Active Army or Reserve Component activity capable of administering the oath of enlistment.
- c.* Both personnel and agencies reenlisting AGR Soldiers will ensure that processing complies with this regulation.

### 8-5. Reenlistment interviews and counseling

Chapter 1, section VI, outlines reenlistment interviews and counseling policy; it applies to AGR personnel. Continued membership in the IRR or Selected Reserve does not require that the Soldier remain on AD. Officials conducting interviews or counseling must be aware of this fact. For example, a AGR Soldier who desires to continue USAR membership upon REFRAD, if otherwise qualified, may be processed for reenlistment (para 8-18).

### 8-6. Bar to reenlistment

The bar to reenlistment procedures outlined in chapter 1, section VII, apply to AGR Soldiers.

### 8-7. Qualifications for reenlistment

Qualifications for reenlistment outlined in table 2-1 apply to AGR Soldiers. Personnel must be released from AD at ETS if they—

- a. Do not meet the basic qualifications for reenlistment; or
- b. Cannot be extended under the provisions of table 3-1 to meet reenlistment qualifications.

### 8-8. Retention control points

- a. A Soldier serving on AD in an AGR status cannot reenlist or extend for continued service on AGR status with a term of service (expiration term of service) that would exceed the RCP for his or her grade by more than 29 days.
- b. Waivers or exceptions to provide for a reenlistment or extension to permit a Soldier to remain on AD in an AGR status for more than 29 days beyond the Soldier's RCP are not authorized and will not be considered.
- c. The RCP for each grade of rank is the date on which the Soldier attains the maximum years of AS as specified in table 8-1:

**Table 8-1**  
**Retention control points**

Grade	AS
CSM/SGM	29 years
MSG/1SG	26 years
PSG/SFC	24 years
SSG and below	20 years

- d. In computing the years of service to determine the RCP the total years of AS will consist of all service performed on AD or ADT.
- e. Soldiers who have attained official Department of the Army (DA) promotion list status will be considered for reenlistment or extension under the RCP for the grade to which they will be promoted.
- f. A Soldier who reaches an RCP and has attained 18, but less than, 20 years of AS, will be extended for continued service on AD in an AGR status under table 3-1, rule K.1 (see para 1-30).
- g. A Soldier who is beyond the RCP for his or her grade on the publication date of this change will be so notified by the appropriate authorities.

## Section II

### Active Duty in an Active Guard Reserve Status

#### 8-9. Periods of active duty

The initial tour of AD in an AGR status will be for 3 years. The AD service commitment for all subsequent AGR tours of duty will be governed by the term of service of a Soldier's reenlistment agreement (not to exceed 6 years), or the length of the extension of the current enlistment or reenlistment agreement. The following policy applies to enlisted USAR Soldiers:

- a. For initial entry on AGR status, the orders will cite 3 years AD (Orders Format 174).
- b. For continuation on AGR status by reenlistment, the orders will cite the number of years of AD that coincides with the term of service of the reenlistment per table 2-7, line 4 (Orders Format 198).
- c. For continuation on AGR status, under a current enlistment or reenlistment agreement the orders will cite the specified period of AD. The period will be specified in days, months, or years, but will not exceed 3 years (Orders Format 700). This order will be used when—

(1) Insufficient time remains to satisfy service requirements and the Soldier's enlistment or reenlistment agreement is being extended under table 3-1; or

(2) The Soldier is to continue on AD for the remaining term of service of the current enlistment or reenlistment agreement.

### **8-10. Issuing orders**

The CG, ARPERCEN will issue AD orders for enlisted USAR Soldiers—

- a. Who have been selected and approved by the appropriate authority for entry on AD under procedures published by HQDA.
- b. Upon receipt of a valid reenlistment agreement processed for continuation on AD.
- c. When a valid requirement exists to continue a Soldier on AD where a reenlistment is not required.
- d. When an authorized extension of an enlistment or reenlistment agreement has been issued per chapter 3.

## **Section III**

### **Procedures to Establish Simultaneous Expiration Term of Service and Release From Active Duty Dates**

#### **8-11. Need for simultaneous expiration term of service and release from active duty**

For sound personnel management, both the ETS and REFRAD dates of AGR personnel must be the same. This section provides procedures to accomplish this goal. Enlisted personnel maintain military status by executing an oath of enlistment (DD Form 4-series) for a specified term of service. Voluntary order to AD under the directives governing the AGR does not automatically extend an individual's enlistment or reenlistment agreement. Upon ETS of an enlistment agreement, a Soldier will be discharged unless—

- a. The enlistment has been extended; or
- b. The Soldier has reenlisted.

#### **8-12. Reenlistment eligibility requirement for voluntary entry on active duty**

a. Directives governing the AGR prescribe the requirements for voluntary order to AD in an AGR status. The ability to meet the basic reenlistment eligibility criteria under table 2-1 is an essential requirement. If it is known that Soldiers are ineligible to reenlist or extend, they will not be approved for voluntary entry on AD. Should the ineligibility be discovered during in-processing at the PSC, the Soldier's orders will be amended; the Soldier will be released from AD and returned to the status held before entry on AD.

b. In view of a, above, it is essential that the personnel records of all applicants for entry on AD be reviewed. Interview and counsel the Soldier on the reenlistment eligibility requirements before the AD orders are issued.

#### **8-13. Processing a Soldier upon entry on active duty**

The CG, HRC-STL, will issue AGR orders for a USAR Soldier who has been approved for a tour of AD. The orders will be issued without regard to the Soldier's current ETS. During in-processing at the PSC, the individual's records will be examined to determine the current ETS date.

- a. If ETS date falls after REFRAD date, reenlistment or extension processing is not authorized. For example—
- (1) Soldier enlisted in the USAR for 6 years— 13 November 1980.
  - (2) Current ETS is— 12 November 1986.
  - (3) Ordered to AD for 3 years— 1 February 1982.
  - (4) Current REFRAD date is— 31 January 1985.
  - (5) Since ETS will occur after REFRAD, reenlistment or extension is not authorized.

b. If ETS date occurs before the REFRAD date, procedures will begin immediately to extend the current enlistment (table 3-1, rule P), to the REFRAD date. If the Soldier cannot be extended, process a reenlistment to coincide with the REFRAD date. For example—

- (1) Soldier enlisted in the USAR for 6 years— 11 July 1978.
- (2) Current ETS is— 10 July 1984.
- (3) Ordered to AD for 3 years— 1 April 1982.
- (4) Current REFRAD date is— 31 March 1985.
- (5) Since ETS will occur before REFRAD, the Soldier will be processed for an extension or reenlistment for a period of 22 days and 8 months.
- (6) The revised ETS will now be the same as the REFRAD date— 31 March 1985.

c. For the preparation and disposition of forms used in processing reenlistment, see section V. For the preparation and disposition of extension forms, see chapter 3.

#### **8-14. Processing personnel currently on active duty**

Personnel officers and PSCs will screen the records of USAR personnel on AD and verify their ETS and REFRAD dates.

- a. If ETS will occur on the scheduled REFRAD date, see section IV.
- b. If ETS will occur after the scheduled REFRAD date, no further action is required. If orders are issued advancing the REFRAD date past the ETS date, process under c below.
- c. If the Soldier's ETS will occur before the REFRAD date, initiate the following procedures:
  - (1) Immediately extend the current enlistment (table 3-1, rule P), to the REFRAD date; or
  - (2) Process a reenlistment for the exact days, months, or years required to coincide with the REFRAD date.
- d. For the preparation and disposition of forms used to process reenlistment, see section V. For the preparation and disposition of extension forms, see chapter 3.

## Section IV

### Processing Personnel with Simultaneous Expiration Term of Service and Release from Active Duty Dates

#### 8-15. Active duty personnel with simultaneous expiration term of service and release from active duty dates

This section applies to personnel on AD whose ETS and REFRAD dates are simultaneous. It provides procedures for renewal and continuance on AD by a reenlistment process. It also provides for continued USAR membership upon REFRAD. The following Soldiers will be released from AD and discharged from the USAR at ETS (per AR 635-200):

- a. Personnel whose enlistment or reenlistment agreement has not been extended under chapter 3; or
- b. Personnel who have not reenlisted under the provisions of this chapter.

#### 8-16. Procedures for continuation on active duty

The reenlistment eligibility window for AGR enlisted Soldiers is no earlier than 12 months, and no later than 3 months, prior to ETS. Reenlistments are not authorized when Soldiers are less than 3 months from ETS without prior approval from CG, HRC-STL (AHRC-AR). When a Soldier serving on AGR status is within no earlier than 15 months, and no later than 3 months, prior to ETS, and desires to continue on AGR status, the following procedures are required:

a. The Soldier will submit DA Form 4187 (Personnel Action) through normal command channels to the Personnel Service Activity, indicating their reenlistment intentions and requests a DA Form 3340-R. This form is available at <http://www.army.mil>.

b. The Soldier prepares DA Form 3340-R per paragraph 8-20, below; attaches DA Form 4187, Enlisted Record Brief, DA Form 705 (Army Physical Fitness Test Scorecard) (must be within 9 months of reenlistment), and physical (must be within 5 years) and sends the packet to the local commander. The commander will indicate approval or disapproval on the DA Form 3340-R and send the packet to the servicing reenlistment activity. The Personnel Service Activity will simultaneously send the documents to Commander, U.S. Army Human Resources Command-St. Louis (AHRC-ARL-M), 1 Reserve Way, St. Louis, MO 63132-5200.

c. The servicing reenlistment activity will support the commander's recommendation, determine the Soldier's reenlistment eligibility, and ensure the Soldier meets the basic requirements for a subsequent AGR tour per AR 135-18

d. If it is determined that the Soldier is not eligible for a subsequent AGR tour the servicing reenlistment activity denies reenlistment and immediately notifies the Soldier's commander and CG, HRC-STL (AHRC-ARL-M) telephonically (Toll-Free: 1-800-325-4118, extension 5110 or the Defense System Network at 892-1234, extension 5110) and electronically at [Reenlistment@hrcstl.army.mil](mailto:Reenlistment@hrcstl.army.mil) of the Soldier's ineligibility for reenlistment. This will render the Soldier ineligible for AGR tour renewal. The Soldier will be processed for discharge at ETS per AR 635-200.

e. If the Soldier is eligible for reenlistment, but does not meet the requirements for a subsequent AGR tour, or does not desire to continue on AGR status, the servicing reenlistment activity immediately notifies the Personnel Service Activity telephonically. The Personnel Service Activity will, in turn, telephonically notify CG, HRC-STL (AHRC-ARL-M) (Toll-Free: 1-800-325-4118, extension 5110 or Defense System Network 892-1234, extension 5110) and electronically at [Reenlistment@hrcstl.army.mil](mailto:Reenlistment@hrcstl.army.mil).

f. After guidance has been received, if the Soldier is otherwise eligible to reenlist in the USAR, the servicing reenlistment activity—

(1) Counsels the Soldier on the available options for continuation in the USAR (concurrent assignment to a TPU or the IRR), when released from AGR status (see para 8-17, below).

(2) Notifies the Reserve Component Career Counseling (RCCC) activity located at the out-processing site. A list of career counseling point of contact are available at <http://www.hrc.army.mil/active/eprctd/>. The career counseling activity will process the Soldier for unit assignment upon arrival at the out-processing site when the TPU option is selected.

(3) Notifies the Personnel Service Activity of the Soldier's decision.

g. The Personnel Service Activity—

(1) Notifies the reenlistment activity of decisions and guidance received from CG, HRC-STL.



(2) Notifies CG, HRC-STL (AHRC-ARL-M) telephonically and electronically at Reenlistment@hrcstl.army.mil of the Soldier's decision.

*h.* CG, HRC-STL (AHRC-ARL-M)—

(1) Confirms the Soldier's eligibility or ineligibility for continuation in the AGR program.

(2) Indicates allowance for a waiver or exception to policy.

(3) Provides guidance on the Soldier's alternatives.

*i.* If it is determined that the Soldier is eligible for a subsequent AGR tour—

(1) When the Soldier is within 12 months of ETS, the servicing reenlistment activity—

(a) Coordinates with the appropriate Personnel Service Activity to prepare the DD Form 4-series and all required attachments.

(b) Contacts the servicing Personnel Service Activity not more than 1 month prior to the desired reenlistment date, and requests the Personnel Service Activity obtain an AGR reenlistment control number from HRC-STL. If necessary, again contact the Personnel Service Activity on the day before the desired reenlistment date and obtain the AGR reenlistment control number.

(c) Completes the reenlistment agreement, on receipt of the control number, according to table 5-1, above; administers the oath; and completes any reenlistment related documents. The number will be entered on DD Form 4/1, item 8B, Remarks, as follows: "AGR Reenlistment Control Number."

(d) Assembles the reenlistment packets.

(e) Distributes the completed DD Form 4-series, after completion of the above actions, according to paragraph 8-21, below.

(2) The Personnel Service Activity—

(a) Assists the reenlistment activity with the timely preparation of the reenlistment documents and provide general administrative guidance.

(b) Serves as the primary point of contact for the reenlistment process (that is, verification of data, coordination with HRC-STL, and so forth).

(c) Sends, on initial receipt of the Soldier's reenlistment intent, a copy of the DA Form 4187-1, DA Form 4187, Enlisted Record Brief, DA Form 705 (must be within 9 months of reenlistment), and physical (must be within 5 years) to Commander, U.S. Army Human Resources Command-St. Louis (AHRC-ARL-M), 1 Reserve Way, St. Louis, MO 63132-5200.

(d) Obtains, electronically, not more than 1 duty day prior to the desired reenlistment date, an AGR reenlistment control number from CG, HRC-STL (AHRC-ARL-M). Receipt of the AGR reenlistment control number from CG, HRC-STL constitutes final approval authority for the administration and execution of the reenlistment.

(e) Maintains a reenlistment control number log.

(f) Receives the completed reenlistment agreement from the reenlistment activity, verifies and confirms the reenlistment; and checks for administrative correctness.

(g) Posts the required entries in the Soldier's MPF.

(3) The CG, HRC-STL (AHRC-ARL-M), on receipt of a valid DD Form 4-series—

(a) Issues orders to AD in an AGR status for a period of years that coincide with the term of service of the reenlistment (AR 600-8-105, Format 198) effective the day after the expiration of the current contract agreement.

(b) Updates the Soldier's ETS and REFRAD dates in the personnel database.

(c) Forwards the original DD Form 4-series for insertion in the Soldier's OMPF. A copy may be retained in the Soldier's CMIF.

### **8-17. Procedures for continued U.S. Army Reserve membership after release from active duty**

*a.* If a Soldier is not reenlisted or extended in the USAR before REFRAD, the Soldier will be discharged at REFRAD. This could cause a break in continuous military service (para 1-9, above). Therefore, an eligible Soldier must be offered the opportunity for continued USAR service upon REFRAD. Such USAR service can be as an assigned IRR or TPU Soldier.

*b.* A Soldier approaching REFRAD and not processed for continuation on AD will be counseled on this matter. This counseling is required by paragraphs 1-26d(6) and 1-26d(7).

*c.* Should a Soldier desire to continue USAR service, the Army Reserve career counselor will—

(1) Determine the Soldier's eligibility for reenlistment according to table 2-1, above.

(2) Process a reenlistment within 12 months before ETS. The term of service of such a reenlistment will be for 3, 4, 5, or 6 years or for an indefinite period IAW paragraph 2-3, above. A formal request to reenlist (DA Form 3340-R) is not required.

*d.* If the Soldier's eligibility is in doubt, the local commander will deny the reenlistment. If desired, the case may be submitted for review to Commander, U.S. Army Human Resources Command-St. Louis (AHRC-CC-B), 1 Reserve Way, St. Louis, MO 63132-5200

*e.* If the Soldier is eligible, the Army Reserve career counselor will—

- (1) Prepare DD Form 4-series according to table 5-1, above. Enter one of the following remarks in item 10b, REMARKS, DD Form 4/1: "REENL IRR IAW AR 140-111, CHAP 7" or "REENL TPU IAW AR 140-111, CHAP 6."
- (2) Complete and certify DA Form 3540 (para 5-6b).
- (3) Administer the oath of enlistment.
- (4) Dispose of the completed forms as follows:
  - (a) Original copy DD Form 4-series and the original DA Form 3540 will be securely fastened together. Send this packet directly to Commander, U.S. Army Human Resources Command-St. Louis (AHRC-CC-B), 1 Reserve Way, St. Louis, MO 63132-5200.
  - (b) One copy of DD Form 4-series and DA Form 3540 will be inserted in the Soldier's MPF.
  - (c) One copy of DD Form 4-series and DA Form 3540 will be given to the Soldier.
  - (d) One copy of DD Form 4-series and DA Form 3540 will be retained at the reenlistment activity. After 6 months, they may be destroyed.

## **Section V**

### **Forms Preparation and Disposition**

#### **8-18. Required forms**

- a. Administration of the USAR Reenlistment Program for participants in the AGR requires the use of 3 forms:
  - (1) *DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army)*. This form will be used when reenlistment is for continued service on AD. This form is available at <http://www.army.mil/usapa/eforms>. Preparation and disposition instructions are in paragraph 8-19, below.
  - (2) *DA Form 4836-R (Oath of Extension of Enlistment or Reenlistment)*. Preparation instructions are outlined in table 3-2 and paragraph 3-8 provides disposition instructions.
  - (3) *DD Form 4-series*. Preparation and disposition instructions are in paragraph 8-20.
- b. DA Form 3540 (Certificate and Acknowledgment of Service Requirements and Methods of Fulfillment in the U.S. Army Reserve). This form will not be used when reenlistment is for continued service on AD.

#### **8-19. DA Form 3340-R (Request for Regular Army Reenlistment or Extension)**

- a. DA Form 3340-R will be initiated for each AGR Soldier, as early as possible, within 15 months of ETS. It will only be initiated for a Soldier who volunteers for continued service on AD. The Personnel Service Activity will send the form to the Soldier's appropriate commander or supervisor. The commander will make a determination based on the individual's desire to reenlist in the USAR and remain on AD (para 8-16).
  - (1) If the commander approves the Soldier's request, the DA Form 3340-R will be distributed per paragraph 8-16.
  - (2) If the commander disapproves the Soldier's request, disapproval must be based on an existing bar to reenlistment (chap 1). It may also be based on a disqualification for reenlistment under chapter 4. In such cases, the DA Form 3340-R will be held in the Soldier's MPF until discharge and then be destroyed by the Personnel Service Activity.
- b. Prepare the DA Form 3340-R as follows:
  - (1) The custodian of the member's MPF must verify the information entered on the form.
  - (2) Line out the term "Regular Army" where it appears on the form and insert "USAR" where appropriate.
  - (3) Enter all of the data requested in item 3.
  - (4) Add the following information in item 5b, REMARKS:
    - (a) Height and weight.
    - (b) Current mailing address where the Soldier desires to receive military correspondence, orders, certificates, and so forth.
    - (c) Pay entry basic date.

#### **8-20. Disposition instructions: DD Form 4-series**

- a. The appropriate reenlistment activity will prepare the DD Form 4-series IAW paragraph 5-8 and table 5-1, above.
- b. The servicing reenlistment activity will distribute the form as follows:
  - (1) The original will be forwarded directly to Commander, U.S. Army Human Resources Command-St. Louis (AHRC-CC-B), 1 Reserve Way, St. Louis, MO 63132-5200. Upon receipt, CG, HRC-STL will issue AD orders (AR 600-8-105, app A, Format 198) and update the Soldier's ETS on the Reserve Personnel Master File. This copy will then be filed in the Soldier's OMPF.
  - (2) One copy will be filed in the Soldier's MPF. The Soldier's personnel records will be updated to reflect the new ETS.
  - (3) One copy will be given to the Soldier for his or her personal records.
  - (4) One copy will be retained by the reenlistment activity for 6 months and may then be destroyed.
  - (5) Only when the full term of a reenlistment is for continuation on AGR status will a copy of the completed DD

Form 4—series with the AGR control number entered in item 8B be provided to the servicing Finance and Accounting Office to update the Joint Uniform Military Pay System (JUMPS) – Army master pay file. The term of the reenlistment agreement will establish the Soldier’s ETS on the leave and earning statement.

## Chapter 9

### Reenlistment or Extension for Entitlement Under the Montgomery GI Bill

#### 9–1. The Montgomery GI Bill

a. Congress enacted the Montgomery GI Bill (Educational Assistance Program for Selected Reserve Soldiers) to encourage membership in the Selected Reserve. It provides educational assistance to qualifying Selected Reserve Soldiers (para 1–1c(1)) who enlist, reenlist or extend for 6 years in the Selected Reserve. This chapter does not apply to Soldiers with no previous military service who enlisted in the USAR on or after 1 July 1985. Additional requirements, procedures, and entitlements under the Montgomery GI Bill are contained in AR 135–7.

b. This chapter governs the administration of the reenlistment and extensions authorized for entitlement under the Montgomery GI Bill.

c. Throughout this chapter, the term “total USAR service” is used to identify the term of service indicated on DD Form 4/1, item 8. This service may encompass both selected and Ready Reserve membership. Extensions authorized under this chapter refer to the extension of the total USAR term of service indicated on DD Form 4/1, item 8.

#### 9–2. Contracting for the Selected Reserve obligation under the Montgomery GI Bill

a. To qualify under the Montgomery GI Bill, current Selected Reserve Soldiers must reenlist or extend. The reenlistment term of service must be for at least 6 years and equal to, or greater than, an existing contract, by whole years. The extension must extend the current contract and provide for a remaining 6–year Selected Reserve obligation. Applicants (except Soldiers with no previous military service who enlisted on or after 1 July 1985) are authorized to reenlist or extend at any time without regard to the term of service remaining on a current contract or the current ETS date.

b. Reenlistment officials must ensure the Soldier is aware that eligibility for a reenlistment bonus under the SRIP requires reenlistment within 3 months of a current ETS. Early reenlistment or extension for Montgomery GI Bill entitlement may preclude eligibility under the SRIP.

#### 9–3. Reenlistment and extension provisions

The terms of a reenlistment or extension to qualify under the Montgomery GI Bill are determined by the Soldier’s Selected Reserve assignment and the terms of the total USAR service shown on the current agreement. For IMA and TPU personnel. If the Soldier—

a. Has less than 3 years total USAR service remaining on the current enlistment or reenlistment agreement (DD Form 4/1, item 8), the Soldier must reenlist for 6 years (table 2–3, line 9).

b. Has more than 3 but less than 6 years total USAR service remaining on a current enlistment or reenlistment agreement (DD Form 4/1, item 8), the Soldier must extend the agreement. The period of the extension may be up to 3 years to provide for a remaining term of total USAR service of at least 6 years (table 3–1, rule R).

c. Has more than 6 years total USAR service remaining on a current enlistment or reenlistment agreement (DD Form 4/1, item 8), the Soldier must extend the agreement for 1 year (table 3–1, rule S).

d. Is currently serving under an extension of an existing agreement, the Soldier must reenlist for 6 years, if otherwise eligible (table 2–3, line 4).

#### 9–4. Instructions when extending for Montgomery GI Bill eligibility

When a Soldier is required to extend his or her term of service for Montgomery GI Bill eligibility according to paragraph 9–3, the appropriate officials will process the extension according to the following guidance.

a. A Soldier with no previous military service who enlisted in the USAR on or after 1 July 1985 *requires no extension* of his or her term of service. If the Soldier was erroneously enlisted on or after 1 July 85 under a 3 X 5, 4 X 4, or 5 X 3 option, the contract must be corrected and *not extended* (para 9–5).

b. A Soldier with no previous military service who enlisted in the USAR on or after 1 July 1985 under the 6 X 2 option *requires no extension* of his or her service.

c. An extension required under paragraph 9–3 will extend the total USAR term of service shown on DD Form 4/1, item 8. It will *not* extend Selected Reserve service incurred under a 3 X 5, 4 X 4, 5 X 3, or 6 X 2 option.

d. The extension will be processed on DA Form 4836 and prepared according to the instruction in table 3–2.  
(1) In DA Form 4836, item 9, cite the specific subparagraph of paragraph 9–3 as the reason and authority for the extension (that is, para 9–3).

(2) In the space below the oath of extension, add the following statement: “I am extending my term of service so

that I may complete 6 years in the Selected Reserve and to qualify for entitlement under the Montgomery GI Bill.” This statement will establish the Soldier’s contractual agreement to serve 6 years in the Selected Reserve during the remaining Ready Reserve term of service.

**9–5. Correcting an erroneous or insufficient U.S. Army Reserve enlistment option for eligibility under the Montgomery GI Bill**

*a.* This paragraph applies only to Soldiers with no previous military service who enlisted in the USAR on or after 1 July 1985 under a 3 X 5, 4 X 4, or 5 X 3 option. The purpose is to permit Soldiers to qualify for Montgomery GI Bill entitlement by incurring a 6–year Selected Reserve obligation by changing the terms of their option.

*b.* If a Soldier enlisted on or after 1 July 1985 under an erroneous 3 X 5, 4 X 4, or 5 X 3 option which denies Montgomery GI Bill eligibility and has at least 6 or more years remaining under the 8–year enlistment, the contract may be corrected as follows:

(1) The appropriate official will prepare a Memorandum for Record (MFR) which states: “To qualify for Montgomery GI Bill entitlement, I voluntarily agree to change my enlistment option (3 X 5, 4 X 4, 5 X 3, 6 X 2) to an option (6 X 2 or 8 X 0) that will permit me to serve the next 6 years or more of my remaining obligated service as a member of the Selected Reserve.”

(2) The Soldier will affix his or her signature on the MFR. An Army official will serve as a witness to the contract change by placing his or her signature block, signature, and date, on the MFR.

(3) A copy of the MFR will be filed with each copy of the original enlistment packet in the OMPF and MPRJ. A copy will be given to the Soldier and a copy will be filed in the Soldier’s CMIF, if appropriate.

(4) The personnel database will be updated to reflect the Selected Reserve obligation.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 40-501**

Standards of Medical Fitness (Cited in table 2-1, rule E, and table 4-1, rule C.)

#### **AR 135-205**

Enlisted Personnel Management (Cited in para 3-3, table 2-1, and table 3-1, rule N.)

#### **AR 140-10**

Assignments, Attachments, Details, and Transfers (Cited in paras 5-7*f*.)

#### **AR 600-8-104**

Military Personnel Information Management/Records (Cited in para 5-11.)

#### **AR 600-9**

The Army Weight Control Program (Cited in para 1-11, table 2-1, rule F, table 3-1, rule O, and table 4-2, rule J.)

#### **AR 601-210**

Regular Army and Army Reserve Enlistment Program (Cited in para 1-10.)

#### **AR 601-280**

Army Retention Program (Cited in table 3-1, rule C.)

#### **AR 635-200**

Active Duty Enlisted Administrative Separations (Cited in para 8-14.)

#### **DA Pam 611-21**

Military Occupational Classification and Structure (Cited in para 1-21.)

### **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.

#### **AR 15-185**

Army Board for Correction of Military Records

#### **AR 27-10**

Military Justice

#### **AR 135-7**

Incentive Programs

#### **AR 135-18**

The Active Guard Reserve (AGR) Program

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

#### **AR 135-133**

Ready Reserve Screening, qualification Records System and Change of Address Reports

#### **AR 135-155**

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

**AR 135–175**

Separation of Officers

**AR 135–178**

Enlisted Administrative Separations

**AR 140–1**

Mission, Organization, and Training

**AR 140–50**

Officer Candidate School, Army Reserve

**AR 140–158**

Enlisted Personnel Classification, Promotion, and Reduction

**AR 145–1**

Senior Reserve Officers' Training Corps Program: Organization, Administration and Training

**AR 600–8–2**

Suspension of Favorable Personnel Actions (FLAGS)

**AR 600–8–105**

Military Orders

**AR 600–37**

Unfavorable Information

**AR 612–205**

Appointment and Separation of Service Academy Attendees

**AR 614–30**

Overseas Service

**AR 680–29**

Military Personnel, Organization, and Type of Transaction Codes

**Section III**

**Prescribed Forms**

Except where otherwise indicated, the following DA forms are available on the APD Web site at (<http://www.apd.-army.mil/>) and DD forms are available on the OSD Web site ([www.dior.whs.mil](http://www.dior.whs.mil/)).

**DA Form 4644–R**

Army Reserve Reenlistment Data. (Prescribed in para 1–26.)

**DA Form 4836**

Oath of Extension of Enlistment or Reenlistment. (Prescribed in table 3–2.)

**DA Form 8028–R**

U.S. Army Reserve Bar to Reenlistment Certificate. (Prescribed in para 1–32.)

**Section IV**

**Referenced Forms**

**DA Form 2 and DA Form 2–1**

Personnel Qualification Record—Part I and Part II

**DA Form 201**

Military Personnel Records Jacket—U.S. Army. (Available through normal supply channels.)

**DA Form 1315**  
Reenlistment Data

**DA Form 3340-R**  
Request for Regular Army Reenlistment or Extension

**DA Form 3540**  
Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment

**DA Form 4187**  
Personnel Action

**DA Form 4651**  
Request for Reserve Component Assignment or Attachment

**DA Form 4856**  
Developmental Counseling Form

**DA Form 5612**  
Certificate of Appreciation for Army Spouse (of Reenlistees)

**DD Form 4/1 through DD Form 4/3**  
Enlistment/Reenlistment Document—Armed Forces of the United States

## **Glossary**

### **Section I Abbreviations**

#### **1SG**

first sergeant

#### **ABCMR**

Army Board for Correction of Military Records

#### **ACH**

Army community hospital

#### **ACB**

Army Classification Battery

#### **ACIP**

aviation career incentive pay

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

Assistant Comptroller of the Army for Finance and Accounting

#### **ACS**

Army community service

#### **ACT**

American College Test

#### **AD**

active duty

#### **ADA**

air defense artillery, additional drill assembly

#### **ADAPCP**

Alcohol and Drug Abuse Prevention and Control Program

#### **ADL**

active duty list

#### **ADRB**

Army Discharge Review Board

#### **ADSW**

active duty for special work

#### **ADT**

active duty for training

#### **AEC**

Army extension courses

#### **AER**

academic evaluation report

#### **AFA**

Army Flight Activity

#### **AFQT**

Armed Forces Qualification Test



**AFTP**

additional flight training periods

**AG**

Adjutant General

**AGR**

Active Guard Reserve

**AHS**

Academy of Health Sciences

**AIDS**

acquired immunity deficiency syndrome

**AIM**

Airman's Information Manual

**AIMA**

aviation individual mobilization augmentee

**AIT**

advanced individual training

**ALEDC**

Associate Logistics Executive Development Course

**ALO**

authorized level of equipment

**ALSE**

aviation life support equipment

**AMC**

Army Medical Center

**AMEDD**

Army Medical Department

**AMEDD/ECP**

Army Medical Department/Early Commissioning Program

**AMOS**

additional military occupational specialty

**AMSA**

Area Maintenance Support Activity

**AMSC**

Army Medical Specialist Corps

**AMTP**

Aviation Mobilization Training Program

**ANC**

Army Nurse Corps

**ANCOC**

Advanced Noncommissioned Officers Course

**AOC**

area of concentration

**APART**

annual proficiency and readiness test

**APCEC**

Army Precommissioning Extension Course

**APFT**

Army Physical Fitness Test

**APL**

Army promotion list

**APO**

Army post office

**AR**

armor

**ARCOM**

Army Reserve Command

**ARFPC**

Army Reserve Forces Policy Committee

**ARG**

Aviation Readiness Group

**ARM**

Army Reserve Marksman

**ARMS**

Aviation Resource Management Survey

**ARIVIR**

Army Readiness and Mobilization Region

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ARPERCEN**

U.S. Army Reserve Personnel Center

**ARRTC**

U.S. Army Reserve Readiness Training Center

**ARSTAF**

Army Staff

**Art**

Article

**ARTEP**

Army Training and Evaluation Program

**AS**

active service

**ASA**

Assistant Secretary of the Army

**ASA (M&RA)**

Assistant Secretary of the Army for Manpower and Reserve Affairs

**ASF**

aviation support facility

**ASI**

additional skill identifier

**ASMRO**

Armed Services Medical Regulatory Office

**ASVAB**

Armed Services Vocational Aptitude Battery

**AT**

annual training

**ATA**

additional training assemblies

**ATC**

air traffic control

**ATCAR**

Active Transition/Conversion Army Reserve (ATCAR) Program

**ATM**

aircrew training manual

**ATP**

Aircrew Training Program, alternate training phase

**ATPU**

aviation troop program units

**ATM**

aviation training manual

**ATTN**

attention

**aug**

augmentation

**AUS**

Army of the United States

**AUSA**

Association of the United States Army

**AUVS**

automated unit vacancy system

**AVIM**

aviation intermediate maintenance

**AVUM**

aviation unit maintenance

**AWOL**

absent without leave

**BAMC**

Brooke Army Medical Center

**BAQ**

basic allowance for quarters

**BASD**

basic active service date

**bde**

brigade

**BFITC**

Battle Focused instructor Training Course

**BG**

brigadier general

**BI**

background investigation

**BNCOC**

Basic Noncommissioned Officers Course

**BOAC**

Branch Officer Advanced Course

**BP**

basic pay

**BPED**

basic pay entry date

**br**

branch

**BT**

basic training

**CA**

Civil Affairs

**CAC**

casualty area commander

**CAR**

Chief, Army Reserve

**CART**

Centralized aviation readiness training

**CAS (3)**

Combined Arms and Services Staff School

**cc**

Cadet Command

**CCF**

Central Personnel Security Clearance Facility

**CCSP**

Commissioning of Completion Students Program

**CDAP**

career development aviator program

**Cdr**

commander

**cdt**

cadet

**CE**

Corps of Engineers

**CEWI**

combat electronics warfare intelligence

**CG**

commanding general

**CGSOC**

Command and General Staff Officers Course

**CH**

Chaplain

**CHAMPUS**

Civilian Health and Medical Program of the Uniformed Services

**CHAMPVA**

Civilian Health and Medical Program of the VA

**CINC**

commander in chief

**CID**

Criminal Investigation Division

**CINCUSAREUR**

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

**CL**

Clerical Aptitude Area

**CLP**

Consolidated Loan Program

**CMF**

career management field

**CMIF**

career management information file

**CNG13**

Chief, National Guard Bureau

**CO**

combat operations, commanding officer

**COE**

Chief of Engineers

**COL**

colonel

**con**

control

**CONUS**

continental United States

**CONUSA**

the numbered armies in the continental United States

**CPL**

corporal

**CPMOS**

Career progression military occupational speciality

**CPT**

captain

**CRCGSC**

Chaplain Reserve Component General Staff Course

**CRNA**

Certified Registered Nurse Anesthetist

**CSA**

Chief of Staff, Army

**CSC**

Command and Staff College

**CSM**

command sergeant major

**CVS**

cardiovascular screening program

**CWO**

chief warrant officer

**DA**

Department of the Army

**DAMPL**

Department of the Army Master Priority List

**DC**

Dental Corps

**DCSPA**

Deputy Chief of Staff for Personnel and Administration

**DCS, G-1**

Deputy Chief of Staff, G-1

**DD/EFT**

direct deposit/electronic fund transfer

**DEERS**

Defense Enrollment Eligibility Reporting

**DENTAC**

U.S. Army Dental Activity

**DEP**

Delayed Entry Program

**DEROS**

date eligible for return from overseas

**DFAS**

Defense Finance and Accounting Service

**DFR**

dropped from the rolls

**DIC**

Dependency and Indemnity Compensation

**DIMA**

drilling individual mobilization augmentee, Drilling Individual Augmentation Program

**DIV**

division

**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

**DODPIVI**

Department of Defense Military Pay and Allowances Entitlements Manual

**DOR**

date of rank

**DROS**

date returned from overseas

**DS**

drill sergeant/direct support

**DSIVI**

Diagnostic and Statistical Manual of Mental Disorders

**DSN**

Defense Switched Network

**ECG**

Electrocardiogram

**ECP**

Early Commissioning Program

**EIC**

excellence-in-competition

**EL**

electronics aptitude area

**ENTNAC**

Entrance National Agency Check

**EOM**

end of month

**EPTS**

existed prior to entry service

**ET**

equivalent training

**ETS**

expiration term of service

**FA**

field artillery

**FAA**

Federal Aviation Administration

**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

**FSM**

Federated States of Micronesia

**FTNGD**

Full-time National Guard duty

**FTTD**

full-time training duty

**FTUS**

full-time unit support

**FW**

fixed wing

**FY**

fiscal year

**FYME**

Army First-Year Graduate Education Program

**G1**

Assistant Chief of Staff, G1 (Personnel)

**G2**

Assistant Chief of Staff, G2 (Intelligence)

**G3**

Assistant Chief of Staff, G3 (Operations and Plans)

**G4**

Assistant Chief of Staff, G4 (Logistics)

**GCMCA**

general court-martial convening authority

**GED**

general education development

**GM**

general-mechanics

**GO**

general officer

**GOCOM**

United States Army Reserve General Officer Command

**Gp**

Group

**GPO**

U.S. Government Printing Office

**GS**

general staff, or general support

**GSL**

Guaranteed Student Loan

**GT**

general technical aptitude area

**HDL**

High Density Lipoprotein

**HHB**

headquarters and headquarters battery

**HHC**

headquarters and headquarters company

**HHD**

headquarters and headquarters detachment

**HIV**

human immunodeficiency virus

**HPLR**

Health Professionals Loan Repayment

**HPSP**

U.S. Army Health Professions Scholarship Program

**HQDA**

Headquarters, Department of the Army

**HRC-STL**

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

**IAW**

in accordance with

**IDT**

inactive duty training

**IET**

initial entry training

**ILD**

in line of duty

**IMA**

individual mobilization augmentee

**IMFL**

Intensive Management Force List

**inf**

infantry

**ING**

Inactive Army National Guard

**IRR**

Individual Ready Reserve

**ISN**

input station number

**ISR**

In-service recruiter, Individual Soldier Report

**ITC**

Instructor Training Course

**JAG**

judge advocate general

**JAGC**

Judge Advocate General's Corps

**JAGSO**

Judge Advocate General Service Organization

**JD**

juris doctor

**JFTR**

Joint Federal Travel Regulations

**JTR**

Joint Travel Regulations

**JUMPS–RC**

Joint Uniform Military Pay System–Reserve Components

**LD**

line of duty

**LEDC**

Logistics Executive Development Course

**LLB**

Bachelor of Laws

**LTC**

lieutenant colonel

**M&RA**

Manpower and Reserve Affairs

**MAC**

Military Airlift Command

**MACOM**

major Army command

**MAJ**

major

**MARC**

manpower requirements criteria

**MC**

Medical Corps

**MCM**

Manual for Courts–Martial

**MDW**

United States Army Military District of Washington

**MEB**

Medical Evaluation Board

**MEDCEN**

U.S. Army Medical Center

**MEDDAC**

U.S. Army medical department activity

**MEDEVAC**

medical evaluation

**MEDIDETS**

Army medical detachments

**MEPCOM**

Military Entrance Processing Command

**MEPS**

Military entrance processing stations

**MFR**

memorandum for record

**MG**

major general

**MI**

Military Intelligence

**MIL**

military

**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

**MPF**

military personnel file

**MPRJ**

Military Personnel Records Jacket, U.S. Army

**MPV**

military pay voucher

**MRID**

mandatory removal date

**MSC**

major subordinate command

**MSG**

master sergeant

**MSO**

military service obligation

**MTDA**

modification table of distribution and allowances

**MTF**

medical treatment facility

**MTOE**

modification table of organization and equipment

**MUSARC**

major U.S. Army Reserve command

**MUTA**

Multiple Unit Training Assembly

**MYOS**

maximum years of service

**NA**

not applicable

**NAC**

National Agency Check

**NBPRP**

National Board for the Promotion of Rifle Practice

**NCO**

noncommissioned officer

**NCO-ER**

Noncommissioned officer evaluation report

**NCOES**

Noncommissioned Officer Education System

**NDSL**

National Direct Student Loan

**NGB**

National Guard Bureau

**NGPA**

National Guard Personnel, Army

**NGPEC**

National Guard Professional Education Center

**NGR**

National Guard regulation

**NLD**

not in line of duty

**no**

number

**NOAA**

National Oceanic and Atmospheric Administration

**NOK**

next of kin

**NPS**

no previous service

**NRA**

National Rifle Association

**OADO**

office active duty obligor

**OBC**

officer basic course

**OC**

outpatient clinic

**OCAR**

Office of the Chief, Army Reserve

**OCOA**

Office of the Comptroller of the Army

**OCONUS**

outside continental United States

**OCRC**

Officer Candidate Reserve Component Course

**OCSA**

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

**ODCS, G-3**

Office of the Deputy Chief of Staff, G-3

**ODCS, G-1**

Office of the Duty Chief of Staff, G-1

**OER**

officer evaluation report

**OJT**

on-the-job-training

**OLB**

officer leadership board

**OLBI**

officer leadership board interview

**OMAR**

operations and maintenance, Army Reserve

**OMB**

Office of Management and Budget

**OML**

order of merit list

**OMPF**

official military personnel file

**OPMS–USAR**

Officer Personnel Management System–U.S. Army Reserve

**OPS**

operations

**OSB**

Officer Selection Battery

**OSID**

Office of the Secretary of Defense

**OSGLI**

Office of Servicemen's Group Life Insurance

**OSUT**

one station unit training

**OTJAG**

Office of the Judge Advocate General

**OTSG**

Office of the Surgeon General

**PA**

physician assistant

**PAD**

patient administration division

**PCS**

permanent change of station

**PE**

physical examination

**PEB**

Physical Evaluation Board

**PEBD**

pay entry basic date

**PEBILO**

physical evaluation board liaison officer

**PED**

promotion eligibility date

**PFC**

private first class

**PFR**

personal financial record



**PHS**

Public Health Service

**PL**

public law

**PLDC**

Primary Leadership Development Course

**PMNCO**

personnel management noncommissioned officer

**PMO**

personnel management officer

**PMOS**

primary military occupational specialty

**PMOSC**

primary military occupational specialty code

**PMS**

professor of military science

**POV**

privately owned vehicle

**PP**

proficiency pay

**PS**

prior service

**PSC**

Personnel Service Center

**PSG**

platoon sergeant

**PTCA**

percutaneous transluminal coronary angioplasty

**PV1**

Private E-1

**PV1**

Private E-1

**PW**

prisoner of war

**PZ**

primary zone

**QMC**

Quartermaster Corps

**QRP**

Qualitative Retention Program

**R&D**

research and development

**RA**

Regular Army

**RC**

Reserve components

**RC-SBP**

Reserve Component-Survivor Benefit Plan

**RCC**

Reserve Component Category

**RCCPDS**

Reserve Components Common Personnel Data System

**RCMPF**

Reserve Component Master Pay File

**RCN**

reenlistment control number

**RCP**

retention control point

**RCRPL**

Reserve Components Resource Priority List

**RCS**

requirements control symbol

**RCS-CSRES**

reports control symbol; control symbol Army Reserve

**RCTB**

Reserve Components Troop Basis

**RCTI**

Reserve Component Training Institute

**RCTMF**

Reserve Component Tax Master File

**RCUMF**

Reserve Component Unit Master File

**reasg**

reassign

**RE-CODE**

reenlistment eligibility code

**reenl**

reenlist

**REFRAD**

release from active duty

**regt**  
regiment

**reinf**  
reinforcement

**RFD**  
Reserve forces duty

**RMA**  
readiness management assembly

**RMI**  
Republic of the Marshall Islands

**ROA**  
Reserve Officers Association

**ROP**  
Republic of Palau

**ROTC**  
Reserve Officers' Training Corps

**ROTC/SMP**  
Reserve Officers' Training Corps/Simultaneous Membership Program

**RPA**  
Reserve Personnel Army

**RRC**  
United States Army Region Recruiting Command

**RSC**  
regional support command

**RST**  
rescheduled training

**RSUTA**  
regularly scheduled unit training assembly

**RT**  
readiness training, refresher training, reinforcement training

**RTU**  
Reinforcement Training Unit

**RY**  
retirement year

**RYE**  
retirement year ending

**S2**  
intelligence officer (U.S. Army)

**S3**  
operations and training officer (U.S. Army)

**S4**

supply officer (U.S. Army)

**SA**

Secretary of the Army

**SADT**

special active duty for training

**SAP**

supervisory aircraft pilot

**SBI**

Special Background Investigation

**SBP**

Survivor Benefit Plan

**SC**

surveillance–communications

**SDAP**

special duty assignment pay

**SECDEF**

Secretary of Defense

**SF**

standard form

**SFC**

sergeant first class

**SIFTS**

synthetic flight training systems

**SGLI**

Servicemen's Group Life Insurance

**SGM**

sergeant major

**SGT**

sergeant

**SIDPERS**

Standard Installation/Division Personnel System

**SIDPERS–USAR**

Standard Installation/Division Personnel System United States Army Reserve

**SLRP**

Student Loan Repayment Program

**SMOS**

secondary military occupational specialty

**SMP**

simultaneous membership program

**SMSO/LNCO**

State Military Support Office/Liaison NCO

**SOF**

special operations forces

**SOJIT**

supervised on-the-job training

**SOS**

statement(s) of service

**SOUTHCOM**

U.S. Army Southern Command

**SPC**

specialist

**SPCMCA**

special court-martial convening authority

**SPD**

separation program designator

**SQI**

special qualifications identifiers

**SQT**

skill qualification test

**SRC**

Standard requirement code

**SRIP**

Selected Reserve Incentive Program

**SS**

staff specialist

**SSC**

Senior Service College

**SSG**

staff sergeant

**SSI**

specialty skill identifier

**SSN**

Social Security Number

**SSS**

Selective Service System

**ST**

skilled technical service

**STA**

split training assembly

**Stat**

statute

**STRAP**

Special Training Assistance Program

**SVC**

service

**SZ**

secondary zone

**TAADS**

The Army Authorization Documents System

**TAG**

The Adjutant General

**TDA**

table of distribution and allowances

**TDPFO**

temporary duty pending further orders

**TDRL**

temporary disability retired list

**TDY**

temporary duty

**temp**

temporary

**TMIG**

Time in grade

**TIS**

time in service

**TJAG**

The Judge Advocate General

**TO**

transportation officer

**TOE**

table of organization and equipment

**TPC**

training pay category

**TPU**

troop program unit

**TR**

transportation request

**TRADOC**

United States Army Training and Doctrine Command

**TRC**

Training Retirement Category

**TSG**

The Surgeon General

**TTAD**

temporary tour of active duty

**UCMJ**

Uniform Code of Military Justice

**UIC**

unit identification code

**USACE**

U.S. Army Corps of Engineers

**USACGSC**

U.S. Army Command and General Staff College

**USAREC**

U.S. Army Enlisted Records and Evaluation Center

**USAHPSA**

U.S. Army Health Professional Support Agency

**USAHSC**

U.S. Army Health Services Command

**USAIRR**

U.S. Army Investigative Records Repository

**USAIS**

U.S. Army Infantry School

**USAPDA**

U.S. Army Physical Disability Agency

**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**

U.S. Army, Europe

**USARF**

U.S. Army Reserve Forces

**USAROTCC**

U.S. Army Reserve Officer Training Corps Cadet Command

**USARPAC**

U.S. Army Pacific Command

**USASMA**

U.S. Army Sergeants Major Academy

**USASOC**

U.S. Army Special Operations Command

**USASSC**

U.S. Army Soldier Support Center

**USC**

United States Code

**USCG**

U.S. Coast Guard

**USESSA**

United States Environmental Science Services Administration

**USF**

uniformed services facility

**USMA**

United States Military Academy

**USMAPS**

United States Military Academy Preparatory School

**USMEPC**

United States Military Enlistment Processing Center

**USPFO**

United States property and fiscal officer

**USPHS**

United States Public Health Service

**UTA**

unit training assemblies

**VA**

Veterans' Affairs

**VC**

Veterinary Corps

**vol**

voluntary

**WCP**

Weight Control Program



**WO**

warrant officer

**WOCS/WOCS-RC**

Warrant Officer Candidate School (Reserve Components)

**WOTS**

Warrant Officer Training System

**YTP**

yearly training program

**1SG**

first sergeant

**1LT**

first lieutenant

**2LT**

second lieutenant

**Section II****Terms****Active Army**

*a.* The Active Army consists of (1) RA Soldiers on AD; (2) ARNGUS and Army Reserve Soldiers on AD except as excluded as excluded below; (3) ARNG Soldiers in the service of the United States pursuant to Call; and (4) all persons appointed, enlisted, or inducted into the Army without component.

*b.* Excluded are Soldiers serving on (1) ADT; (2) AGR status; (3) ADSW; (4) TTAD for 180 days or less; and (5) AD pursuant to the call of the President (10 USC 12302).

**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 ARNGUS 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 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**

Army National Guard of the United States and USAR personnel serving on AD under 10 USC 12301(d) and 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 (see 10 USC 101(d)(6) and AR 135-18).

**Active status**

The status of an ARNGUS or USAR commissioned officer, other than a commissioned warrant officer, who is not in the inactive ARNG, 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 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 (see AR 135-178).

**Administrative separation board**

A board of officers, or officers and NCOs, 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 (see AR 135-178).

**Applicant**

*a.* A person who applies voluntarily for reenlistment in the USAR and is found eligible. A participant in the USAR AGIR Program is considered an applicant on signing a completed DA Form 3340-R (see 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 (see AR 135-18).

**Approved applicant**

A USAR Soldier selected to attend an officer candidate course (AR 140-50).

**ARCOM**

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

**Area command**

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

**Area commands**

The following are defined as area commands: U.S. Army, Europe (USAEUR); U.S. Army Pacific Command (USAR-PAC); U.S. Army Southern Command (SOUTHCOM); U.S. Army Special Operations Command (USASOC); U.S. Army Reserve Personnel Center (ARPERCEN); and 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, TN, and are conducted by the National Guard. Service rifle championships are conducted at Quantico, VA, by the U.S. Marine Corps prior to the National Matches. International matches are conducted by the U.S. Army at Fort Benning, GA.

**Army**

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

**Army promotion list (APL)**

A promotion list of officers under consideration which includes all branches except Army Medical Department (AMEDD) and Chaplain (CH). The AMEDD promotion list includes all its branches. These branches are MID, DC, Veterinary Corps, Army Nurse Corps, Medical Service Corps, and AMSC (AR 135-155 and AR 140-10).

**Army Reserve Command**

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

**Basic training**

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

**Candidate**

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

**Cause**

Separation or denial of reenlistment for cause is based on a decision by an appropriate member of the Soldier's chain of command, or supervisory chain, or higher authority, that the personal or professional conduct, behavior, or performance of duty of the Soldier warrants separation or denial of enlistment in the best interest of the Army.

**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 Other Than Honorable Conditions. This service of Soldiers in entry level status is normally described as uncharacterized.

**Civilian-sponsored unit**

An RC TPU or RTU which, by mutual agreement between DA and a civilian or government organization, is sponsored by that organization (AR 140-1).

**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.

**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 (for 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*, below.

- 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 or colors are permanently retired.

**Defense support industry**

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

**Delayed Entry Program (DEP)**

A program where Soldiers may enlist and who are assigned to USAR Control Group (Delayed Entry) until they enlist in the 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).
  - (2) Custody has been terminated by court order (final court order issued and effective) or as provided by State law.

c. *A 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.

### **Distinguished designation**

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

### **Education levels**

a. *High school diploma graduate credentials.*

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

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

1. A certificate of graduation.
2. An official school transcript.
3. A statement of completion from and appropriate school official.
4. A letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.
5. A statement from an 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 1st 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 1st phase of IADT within 280 days of enlistment. The applicant must have received a high school diploma, or submit proof of graduation (see (a), above), before entering the 2d phase of IADT. The bonus or SLRP addendums to the reenlistment contract are void where the Soldier enters the 2d 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 vial adult education diploma (ADUL).* A secondary school diploma awarded on the basis of attending and completing an adult education or external diploma program, regardless of whether the diploma was issued by a secondary or post secondary institution. Diploma must have been issued as a result of attendance and not issued solely on the basis of a test.

(3) *High school diploma graduate via college credit (HSDC).* An individual who has attended a college or university and successfully completed at least 12 semester hours or 22 quarter hours of college level credit. Credit that is earned through testing or for the pursuit of high school equivalency is not acceptance under this definition. Credits will only be accepted from schools which are accredited by one of the following agencies (for foreign credentials, evaluated per para g, below):

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

b. *Alternate High School credentials.*

(1) *Test Based Equivalency Diploma (GEDH).* A diploma or certificate of General Education Development (GED) or other Test-Based High School Equivalency Diploma. This includes 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 365 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 postsecondary 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, and so on, is in lieu of being listed in the Accredited Institutions of Postsecondary Education, published by the American Council of Education.

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

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

**Enlistment**

*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 11 (AIT). (Soldiers completing Phase (13T or BCT) remain in entry level status until 90 days after beginning Phase 11.)
- c.* (Rescinded.)
- d.* Service which is not creditable per DODPM, table 1-1-2, is excluded from the period of entry level status.

**Entry on duty date**

The date travel officially begins (per compete orders). The official travel date is determined by the mode of transportation authorized and actually used to comply with the reporting date shown on the order (AR 135-200 and AR 124-210).

**Equipment concentration site**

An equipment storage area established by a major U.S. Army Reserve command (MUSARC) commander to support USAR units during MUTA, AT, and mobilization (AR 140-1).

**Equivalent in hours**

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

**Equivalent training (ET)**

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

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

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

**Excellence-in-Competition Badge**

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

**Excellence-in-Competition Match**

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

**Expiration term of service (ETS)**

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

**Extended active duty (EAD)**

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

**Extensions**

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

*a.* Are not new contracts or agreements but extensions of the terms of service of the existing, or current, USAR enlistment contracts or agreements. Such extensions never extend the statutory obligation of the individual (AR 135-7 and AR 140-111).

*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 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 SA (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 SA (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 316, 502, 503, 504, or 505 to Title 32, U.S. Code, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States (AR 135–18).

### **Full-Time Support Program**

This program encompasses personnel assigned as a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the Army National Guard and the U.S. Army Reserve. These personnel include civilian personnel, members of the Active Army, and personnel serving on 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 an ARCOM, commanded by a general officer (AR 140–1)

### **Homosexual act**

*a.* Any bodily contact, actively undertaken or passively permitted, between members of the same sex for the purpose of satisfying sexual desires; and

*b.* Any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an act described in paragraph *a* above.

### **Homosexual conduct**

A homosexual act, a statement by the Soldier that demonstrates a propensity or intent to engage in homosexual acts, the solicitation of another to engage in a homosexual act or homosexual acts, or a homosexual marriage or attempted marriage.

### **Inactivate**

Occurs when a Reserve unit stands down and the Soldiers are reassigned, but the Colors and TDAITOE 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. (AR 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 ADT. For ARNGUS and USAR Soldiers it includes completion of IADT the officer basic course (OBC), and the warrant officer basic course (WOBC).

### **Involuntary separation**

Separation from commissioned or warrant status as a Reserve of the Army based on cause (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 Individual Ready Reserve or Standby Reserve Soldiers. (AR 140–111)

### **Installation championships**

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

### **Instruction**

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

### **Joint AT–ADT–IDT training**

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

### **Juvenile offender**

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

### **“Leg”**

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

### **Major commands**

The following are defined as major commands: MUSARC; ARCOMs; GOCOM.

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

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

### **Mandatory training requirement**

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

### **Material error**

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

### **Members and former members**

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



**Military Intelligence combat electronic warfare intelligence units**

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

**Military record**

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

**Minister of Religion**

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

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

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

**Minority group**

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

**Moral or professional dereliction**

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

**Multiple Unit Training Assembly (MUTA)**

Two or more UTAs conducted consecutively (see 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 SA.

**National matches**

The National Matches are part of the Civilian Marksmanship Program 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, OH.

**Nominee**

An ARNGUS or USAR Soldier in the zone of consideration for promotion to the next higher grade (see 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 (see AR 135–178).

**Nonpay training status**

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

**No previous 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 (see 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 (see 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.

**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 excellence-in-competition matches**

Excellence-in-competition (EIC) matches approved by the SA 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 (see AR 135–155).

**Preponderance of evidence**

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

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

This term is used to identify a Soldier who, at the time he or she is accessed to the U.S. Army Reserve by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or Reserve component, or without a component, as a member of an armed force of the United States. Note. 1. Soldiers classified as Glossary No Previous Service, or Glossary Nonprior Service for the purpose of enlistment in a Regular or Reserve component should be identified, processed, and administered as having previous military service on enlistment in the U.S. Army Reserve. 2. USAR Soldiers being assigned between elements or commands within the USAR (i.e. from the IRR to a TPU) are classified as “in-service” personnel.

**Prior enlistment or period of service**

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

**Professional development**

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

**Promotion eligibility date (PED)**

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

**Promotion to fill officer position grade vacancies**

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

**Propensity to engage in homosexual acts**

Propensity to engage in homosexual acts means more than an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages or will engage in homosexual acts.

**Readiness training**

Specialty related training for IRR Soldiers, coordinated and administered by HRC–STL.

**Ready Reserve**

Units and individual reservists liable for AD as outlined in 10 USC 12301 through 10 USC 12305.

**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 1 1/2 hours of travel time one–way by car under average traffic, weather, and road conditions.

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

**Reenlistment**

*a.* All voluntary enrollments after the initial enlistment/induction used to identify continuing military service.

*b.* Reentry into the military service from one civilian status as a prior service applicant.

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

**Rescheduled training (RST)**

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

**Reserve Components of the Army**

The Army National Guard of the United States (ARNGUS) and the U.S. 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 RC under 10 USC 12731 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 ADT each year (AR 135–133).
- b. U.S. Army Reserve Selected Reserve units and individuals that comprise all TPUs, IMAs, and full-time AD support personnel.
- 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 AD (10 USC 12301(d) 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 REFRAD, 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).

**Sexual orientation**

An abstract sexual preference for persons of a particular sex as distinct from a propensity or intent to engage in sexual acts.

**Standby Reserve**

Units or members of the RC, other than those in the Retired Reserve or Ready Reserve, who are liable for AD as provided in 10 USC 12301 and 10 USC 12306.

**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 SA (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 AD performed for a prescribed period of time by ARNG and USAR Soldiers in support of an Active Army mission. Normally, such tours will not exceed 139 days (AR 140–158).

**Troop program unit (TPU)**

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

**Unit Training Assembly (UTA)**

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

**Unit vacancy**

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

**Unsatisfactory participant**

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

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

A USAR unit which provides communication support to FEIVIA. (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 AD in the event of a national emergency (AR 140–1 and AR 140–111).

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

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

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

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

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

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

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

A field operating agency of the Chief, Army Reserve (CAR) which manages the professional career development of individual

**USAR Soldiers to provide trained individual USAR Soldiers for mobilization. This agency commands the IRR and Standby**

Reserve, and administers the USAR, AGR, and IMA programs. (AR 140–1)

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

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

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

A centralized personnel management system that provides a program a career development for USAR personnel

serving on AD in an AGR status, not programmed against the Active Army end strength. Administered by CG, APERCEN, it provides a highly qualified corps of USAR projects and programs (AR 135–210 and AR 140–111).

**Warrant officers**

All USAR warrant officers not on AD and Reserve warrant officers on AD who are—

- a.* On ADT.
- b.* On AD under 10 USC 175M 265, 3015, 3019, 3033, 2496, or 32 USC 708, or
- c.* On AD under 10 USC 12301(d) or under 32 USC 502 or 32 USC 503 in connection with organizing, administering, recruiting, instructing, or training the RC.

**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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