

**Army Regulation 140–10**

**Army Reserve**

# **Assignments, Attachments, Details, and Transfers**

**Headquarters  
Department of the Army  
Washington, DC  
25 April 2018**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 140–10

Assignments, Attachments, Details, and Transfers

This major revision, dated 25 April 2018—

- o States that the Chief, Army Reserve may rescind authorities during periods of partial mobilization or higher based on operational needs (para 1–4).
- o Deletes delegation of authority to a subordinate major United States Army Reserve Command and adds delegating authority to major subordinate commands/direct reporting command/general officer command level (para 1–4*b*).
- o Incorporates provisions of Department of Defense Instruction 1215.13, that defines reasonable commuting as the longest a United States Army Reserve Soldier can be expected to travel involuntarily between their residence and a site where inactive duty training will be conducted based on Joint Travel Regulations (para 1–10).
- o Adds career management policy for U.S. Army Reserve officers and warrant officers (para 2–4).
- o Clarifies elements of the Simultaneous Membership Program (para 2–13).
- o Clarifies assignment limitations (para 2–17).
- o Adds overstrength personnel policy (para 2–18).
- o Clarifies non-obligated officers' assignment (para 2–22*d*).
- o Adds guidance for involuntary release of enlisted Soldiers (para 2–26).
- o Clarifies the Officer Military Service Obligation (para 4–29*l*).
- o Adds authority for the Chief, Army Reserve to approve and delegate conditional release (para 5–1).
- o Clarifies exceptions to removal from active status (numbered exceptions) (para 7–12).
- o Removes exception number 1 (removal rule 2) and changes exception number 1.1 (removal rule 2.1) to read as exception number 1 (removal rule 2) (para 7–14).
- o Adds complete outline of the Standby Reserve (chap 8).
- o Outlines the Selective Retention Program; outlines Colonel and Lieutenant Command Assignment Selection Board procedures (chap 10).
- o Supersedes Army Directive 2016–29, Convening Authority for all U.S. Army Reserve Colonel and Lieutenant Colonel Command Boards (Army Promotion List and Army Medical Department) (chap 10).

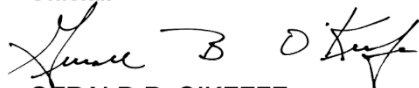
**Army Reserve**  
**Assignments, Attachments, Details, and Transfers**

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By Order of the Secretary of the Army:

**MARK A. MILLEY**  
*General, United States Army*  
*Chief of Staff*

Official:



**GERALD B. O'KEEFE**  
*Administrative Assistant to the*  
*Secretary of the Army*

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**History.** This publication is a major revision.

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

procedures for inter-Service transfer and selective retention of unit Soldiers.

**Applicability.** This regulation applies to the U.S. Army Reserve. It does not apply to Soldiers serving on active duty in the U.S. Army Reserve Active Guard Reserve program.

**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 with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity

and forwarded through higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

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

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–1, DAPE–MP, 300 Army Pentagon, Washington, DC 20310–0300.

**Distribution.** The publication is available in electronic media only and is intended for U.S. Army Reserve.

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\*This regulation supersedes AR 140-10, dated 15 August 2005 and AD 2016-29.

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## Glossary

## Chapter 1 Introduction

### 1–1. Purpose

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

### 1–2. References

See appendix A.

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

See the glossary.

### 1–4. Responsibilities

Overall responsibilities are listed below. Specific responsibilities are given in each chapter. Based on statutory authority, the Chief, Army Reserve (CAR) may rescind the authorities identified in this regulation during periods of partial mobilization or higher or based on operational necessity. This notification will be done in writing with a copy provided to Deputy Chief of Staff, G–1, (DCS, G–1). The provisions of this regulation are not applicable to Soldiers serving on active duty (AD) in the U.S. Army Reserve (USAR) Active Guard Reserve (AGR) program.

*a.* The following may assign, attach, detail, or transfer Soldiers under their jurisdiction unless the authority is specifically restricted to Headquarters, Department of the Army (HQDA), DCS, G–1 and requires HQDA, DCS, G–1 approval:

(1) HQDA, DCS, G–1.

(*a*) Commanding General (CG), U.S. Army Human Resources Command (HRC).

1. Approves all assignments to the Individual Mobilization Augmentee (IMA) Program.

2. Manages the Individual Ready Reserve (IRR).

3. Maintains the Army Military Human Resource Record (AMHRR) for all USAR Soldiers.

(*b*) CG, U.S. Army Recruiting Command (USAREC).

(2) Area commanders.

*b.* Area commanders will—

(1) Involuntarily reassign troop program unit (TPU) officers and warrant officers (WOs) to the appropriate IRR Control Group. This authority may not be delegated below General Officer Command (GOCOM) level and then only where the command is supported by a command or a staff judge advocate (SJA) office. The area commander and GOCOM commander may delegate this authority to their respective DCS, G–1, Human Resource Officer, or equivalent.

(2) Reassign, attach, or detail a TPU officer, WO,+ or enlisted Soldier to a TPU in another area command with concurrence of the gaining area command.

(3) Delegate reassignment, attachment, or detail authority to a major subordinate command (MSC), direct reporting command (DRC), and GOCOM, only where the command is supported by a SJA office.

*c.* Where authority has been delegated, or otherwise provided by this regulation, MSC, DRC, or GOCOM commanders may reassign or attach Soldiers under their command to—

(1) Another MSC, DRC, or GOCOM within the jurisdiction of the area command and with the approval of the gaining GOCOM or between, commands subordinate to the MSC, DRC, or GOCOM.

(2) The appropriate IRR Control Group.

(3) The Retired Reserve.

(4) The Standby Reserve (Active or Inactive list).

*d.* A MSC, DRC, or GOCOM commander may further delegate authority to reassign or attach Soldiers to or between commands subordinate to the USAR Command (USARC) or the USAR GOCOM. Where delegated, a command authorized—

(1) General officer commander may reassign or attach Soldiers to or between commands subordinate to the GOCOM.

(2) Commander in the grade of colonel (COL) may reassign or attach Soldiers to or between commands subordinate to the COL command.

(3) Commander in the grade of lieutenant colonel (LTC) may reassign or attach Soldiers to or between TPUs subordinate to the LTC command.

### **1-5. Policy**

*a.* Personnel management policies will provide for equality of treatment and opportunity for all USAR Soldiers. Policy will be established without regard to race, color, national origin, religion, sex (including gender identity), and sexual orientation.

*b.* Marital status of a Soldier or the employment, educational, or volunteer activities of the spouse or partner will not be considered in the selection of a Soldier for reassignment or duty assignments. Exceptions are listed in paragraphs (1) through (3). Further exceptions must be approved by the Under Secretary of Defense for Personnel and Readiness.

- (1) To resolve compassionate situations according to current policies.
- (2) To keep Army couples together according to current policies.
- (3) When required by law.

### **1-6. Orders**

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

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

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

*d.* Each assignment authority is responsible to verify Soldiers' (officer and enlisted) mandatory removal date (MRD) for age or years of service and/or Soldiers' expiration term of service (ETS), annotate the MRD/ETS in the remarks section with the following statement: "The MRD/ETS was verified by the assignment approval authority prior to issuance of these orders" with the exception of reassignment to Retired Reserve or discharge. Soldiers past their MRD/ETS will not be reassigned until MRD/ETS is extended/adjusted by proper authority.

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

*a.* USAR Soldiers who are appointed to the U.S. Military Academy (USMA) as cadets will be—

(1) Assigned to the proper unit identification code for the USMA Corps of Cadets or USMA Preparatory School as appropriate for accountability by USMA as AD personnel.

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

*b.* Upon notification from USMA, the proper orders issuing authority will—

(1) Issue reassignment orders.

(2) Provide a copy of the reassignment orders to the Soldier's USAR chain of command.

(3) Send reassignment orders, other relevant and acceptable documents to the AMHRR. A record audit is required when a USAR Soldier moves from the reserve component (RC) to the active component (AC) (for example, a permanent change of station (PCS) to USMA).

*c.* The CG, HRC will—

(1) Issue reassignment orders for IRR Soldiers.

(2) Ensure a copy of the reassignment order and relevant documents are filed in the interactive Personnel Electronic Management System (iPERMS) for inclusion in the AMHRR.

### **1-8. Request for orders**

*a.* DA Form 4651 (Request for Reserve Component Assignment or Attachment) will be used to request orders for the personnel actions shown in paragraphs (1) through (6). When used for requesting orders for contractually or statutorily obligated commissioned officers who are ROTC scholarship recipients, the phrase "Scholarship Recipient — recoupment applies," will be placed on DA Form 4651. The order issuing agency will then include the phrase as additional instructions, order format 450. The DA Form 4651 will be completed and forwarded to the proper orders issuing agency. A copy is located at <http://www.apd.army.mil>. The Soldier's signature must appear on DA Form 4651 in instances of voluntary assignment, transfer, or attachment.

(1) Assignment or attachment to USAR TPUs of persons under the administrative jurisdiction of the CG, HRC. Send requests to Commander, U.S. Army Human Resources Command, (AHRC-Mission), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5100. Enter the attention lines shown below in item one of DA Form 4651.

(*a*) AHRC-OPR-I (for officers).

(*b*) AHRC-EPR-I (for enlisted personnel).

(2) Transfer from USAR TPUs to IRR/IMA.

(3) Transfer between USAR TPUs.

(4) Attachment between USAR TPUs.

- (5) Attachment to Reserve training units and IMA detachments.
- (6) Immediate reenlistment with concurrent reassignment.
- b. Include the documents shown in paragraphs (1) and (2) when requesting assignment of USAR Control Group Soldiers recently released from AD.
  - (1) Orders releasing the Soldier from AD.
  - (2) DD Form 214 (Certificate of Release or Discharge from Active Duty).
- c. Enlisted IRR and Standby Reserve Soldiers are discharged on the date of ETS. Although the discharge is effective on ETS, orders are issued on the first day of the ETS month. To prevent a service break, reassignment processing must begin when Soldiers are within 6 months of ETS.
- d. DA Form 4187 (Personnel Action) will be used by retention noncommissioned officer (NCO) officials to request orders for the assignment of enlisted Soldiers from the IRR to a TPU. The retention personnel will check the block marked "Has Been Verified," and sign and date DA Form 4187, section V, as the authorized representative. Under certain conditions retention personnel will be required to secure the signature of the TPU commander or designated representative before the request is sent to CG, HRC. The DA Form 4187 with allied documents will be utilized by CG, HRC in conjunction with information on the Recruit Quota Enlistment System (REQUEST) to prepare assignment orders.

### **1–9. Unit training restriction**

- a. Unit commanders will not authorize Soldiers transferred from the IRR to attend training assemblies or annual training (AT) without assignment or attachment orders. The effective date of assignment or attachment will be at least 10 days after the date DA Form 4651 is submitted to the orders issuing authority. Retroactive dates of assignment or attachment to a unit are not authorized.
- b. Unit commanders will verify the accuracy of a Soldier's MRD/ETS during the Soldier's first training assembly. Soldiers determined to be beyond MRD/ETS are not authorized to attend further training. Soldiers beyond their MRD will be immediately reassigned to their original unit for removal from an active status or reenlistment as appropriate.

### **1–10. Reasonable commuting**

DODI 1215.13 defines reasonable commuting area as the longest distance a USAR Soldier can be expected to travel involuntarily between their residence and a site where inactive duty training (IDT) will be conducted. The commuting area is determined in accordance with the Joint Travel Regulation (JTR). For Soldiers, it is a distance determined in accordance with the JTR, chapter 2, Part L, Section 2800, taking into consideration modes of travel, local traffic conditions, weather, and safety of the members.

## **Chapter 2**

### **Ready Reserve Assignments**

#### **Section I**

#### **The Ready Reserve**

##### **2–1. Ready Reserve**

- a. The USAR is composed of Soldiers in three RC categories – the Ready Reserve, the Standby Reserve, and the Retired Reserve, under Title 10, United States Code, Section 10141(a) (10 USC 10141(a)).
- b. The Ready Reserve consists of Reserve units and individual Reserve members who are available for immediate AD during war or National emergency. The Ready Reserve includes the selected reserve (SELRES), the IRR, and the Inactive National Guard (ING).
- c. The SELRES consists of those units and individuals within the Ready Reserve designated as so essential to initial war-time missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The three sub categories within the SELRES are:
  - (1) TPU. (Note: Soldiers with SELRES commitments are counted even though they are in the training pipeline.)
  - (2) IMA/drilling IMA.
  - (3) AGR.

##### **2–2. Standby Reserve**

- a. The Standby Reserve consists of unit members of the RCs, other than those in the Ready Reserve or Retired Reserve who are liable for AD.
- b. The Standby Reserve consists of the:

- (1) Standby (active status list).
- (2) Standby (inactive status list).

### **2–3. Retired Reserve**

Soldiers who have completed 20 or more qualifying years of service (QYS) for non-regular retirement can elect to transfer to the Retired Reserve.

### **2–4. Management of U.S. Army Reserve officers and warrant officers**

USAR commissioned officers and WO are encouraged to rotate assignments within the Ready Reserve categories throughout their careers.

- a. The DCS, G–1 will ensure that the CG, HRC on behalf of the DCS, G–1 will—
  - (1) Manage the AGR/IRR/IMA officer and WO career programs.
  - (2) Designate career managers to provide support to AGR/IRR/IMA officer personnel.
- b. The USAR, DCS, G–1 will ensure that the Army Reserve Careers Division (ARCD) on behalf of the USAR DCS, G–1 will—
  - (1) Manage the TPU officer and WO career program with the exception of specialty branches (that is, judge advocate (JA), chaplain (CH), and Army Medical Department (AMEDD)) which are managed in accordance with paragraphs 2–29, 2–30, and chapter 2, section V of this regulation.
  - (2) Designate career managers to provide support to USAR TPU personnel.
- c. ARCD managers will—
  - (1) Coordinate with GOCOM in determining and filling unit shortages.
  - (2) Provide professional guidance and career management counseling to TPU officers and WOs in order to meet world-wide USAR requirements.
    - (a) Conduct file review, assessment, and provide career counseling to TPU officers and WOs.
    - (b) Assess TPU officer and WO, civilian, and military education needs and provide guidance.
    - (c) Provide promotion guidance, board, and records review to TPU officers and WOs in accordance with USAR G–1 guidance.
    - (d) Counsel TPU officers and WOs reassigned to the IRR about documenting all their work for points or pay, and continuing their military education.
  - (3) Assist the USARC G–1 with manning the force.
    - (a) Provide vacancy announcements to TPU officer and WO population for SELRES positions.
    - (b) Provide assistance to commands to advertise and fill positions (for example, inspectors general (IG), command, and key development).
    - (c) Assist TPU officers and WOs with functional area designation packets per guidance provided by each functional area program proponent.
    - (d) Provide professional development guidance and counseling to ensure viable career progression for TPU officers and WOs.
  - (4) Review files for selection/promotion boards.
    - (a) Review files in iPERMS and the Army Selection Board System (ASBS) for Army promotion list (APL) promotion boards to captain (CPT) through COL.
    - (b) Review files in iPERMS and the ASBS for battalion and brigade command boards.
    - (c) Review files in iPERMS and the ASBS for professional military education (PME) boards.
  - (5) Provide TPU officers and WOs with the requirements for PME.
    - (a) Support TPU officers and WOs with information on how to attain or maintain area of concentration (AOC) or military occupational specialty (MOS) qualifications.
    - (b) Develop, maintain, and prioritize a list of eligible TPU officers and WOs in promotion peril who do not meet the PME requirement to ensure educational opportunities are offered to these Soldiers.
    - (c) Career managers will enroll and approve TPU officers and WOs in Army Training Requirements and Resources System Applications. This allows the TPU officers and WOs to have predictability on when they will attend their required PME.
    - (d) Review and validate final eligibility of TPU officer 45 days prior to course report date.
    - (e) Review DA 4187 and forward to HRC-Officer Personnel Management Directorate (Leader Development Branch) for PME orders processing.
    - (f) Coordinate with HRC–G3 (training) during the Structure Manning Decision Review process, reflected in the Army Program for Individual Training, and documented in Army Training Requirements and Resources System for future PME quotas for the Captain Career Course or branch equivalent and intermediate level education-common core (ILE–CC).

(g) Coordinate with HRC-Officer Personnel Management Directorate (OPMD) Leader Development Division in managing TPU officers and WOs applying for PME in civilian institutions.

(6) Assist with updating personnel information for TPU officers and WOs, as required.

(a) Review TPU officer and WO records and notify the Soldier of missing documents, and provide assistance, as necessary.

(b) Monitor and provide information on security clearance issues, periodic health assessments, expired security clearance, physical exam, pending flagging actions, Army physical fitness test, Army Weight Control Program, and DA photo information.

d. The CG, HRC will ensure that IRR officers and WOs may be assigned to TPUs as shown below.

(1) Non-obligated commissioned officers in the grade of CPT or above will not be assigned when there are obligated officers available unless requested or approved by the GOCOM commander.

(2) Lieutenants (LTs) may be mandatorily assigned without GOCOM approval. Reassignment of LTs who have not completed Basic Officer Leaders Course (BOLC) within 36 months of commission requires GOCOM approval.

(3) WOs (except chief warrant officers five (CW5)), both obligated and non-obligated will be assigned directly from HRC to fill vacancies without GOCOM's approval.

e. Officers (except AMEDD) who refuse HRC assignments under this paragraph will be counseled and can be removed from the Ready Reserve.

f. Senior USAR commanders will—

(1) Designate a point of contact (POC) who will coordinate assignments for AGR/IRR/IMA with an HRC representative and assignments for TPU with the ARCD Career Management Office.

(2) Review the TPU assignment of subordinate commissioned officers during the subordinate officer's third year.

g. Special branches (that is, Judge Advocate General (JAG), AMEDD, CH) are managed by rules/policies set out in other chapters of this regulation in addition to other policies promulgated by the branch.

## **Section II**

### **Selected Reserve**

#### **2-5. General**

The SELRES consists of Soldiers assigned to TPUs and AGR programs under the jurisdiction of the CAR. It also consists of Soldiers assigned to the IMA program under the jurisdiction of the Commander, HRC. Soldiers assigned as IMAs serve in specified duty positions.

#### **2-6. Mandatory assignment**

a. Obligated Soldiers who are contractually obligated to perform TPU service may be mandatorily assigned to fill USAR unit vacancies provided all of the following conditions exist:

(1) They have a mandatory training requirement.

(2) They live within reasonable commuting distance of the USAR Center.

(3) They have not been granted a waiver or exception to policy allowing or directing them to serve in the IRR. If the exception or waiver has expired this caveat will not apply.

b. Special branches (JAG, AMEDD, and CH) are managed by rules/policies set out in other chapters of this regulation in addition to other policies promulgated by the branch.

#### **2-7. Voluntary assignment**

a. A Soldier may request assignment to a USAR unit by doing one of the following:

(1) Applying personally to the unit of choice.

(2) Sending a written request (DA Form 4651-R) for assignment orders to their current unit of assignment.

(3) Contacting an AR career counselor at any USAR career center (USAR career counselor directory is located at <https://www.hrc.army.mil/>)

(4) Accepting an assignment on release from AD (regular Army (RA) or USAR AGR status) via the RC career counselor located at most active military installations.

b. A Soldier may be assigned to a USAR unit provided:

(1) He or she is otherwise qualified under this paragraph. In addition, if the Soldier is assigned to the IRR, he or she must be eligible for reassignment to a TPU or IMA position.

(2) There is a position vacancy in the unit.

(3) The applicant is—

(a) An officer or WO (except CW5), is AOC/MOS qualified, and holds a grade equal or below the grade of the unit vacancy.

(b) An enlisted Soldier who holds a grade equal to, or no more than one grade below that of the unit position vacancy, except for a skill level 1 Soldier assigned to a skill level 1 position, or under the provisions of paragraph.

(c) In addition, the Soldier must possess the required MOS or one within allowable substitution rules.

(d) Enrolled in the Drill Sergeant (DS) Program. In this case, the Soldier may hold a rank equal to or no more than two grades below that of the unit position vacancy.

(4) There is a reasonable assurance the Soldier will attend battle assemblies regularly and be a satisfactory participant. The Soldier's geographic location, commuting requirements, employment situation, personal and educational plans, and previous relocations will be carefully considered.

(5) The applicant meets body fat standards and the medical fitness standards for retention in an active status. The applicant is physically able to perform the duties of the position.

(6) The applicant does not exceed the maximum age or years of service.

c. A unit commander may accept an enlisted Soldier for unit assignment who is not MOS qualified for the duty position with the written understanding the Soldier must enroll within 12 months following assignment and satisfactorily participate in an approved formal course of instruction leading to the award of the MOS within 24 months of assignment. The position could be changed to reflect an AOC/MOS for which the Soldier is qualified within the same basic timeline based on unit table of distribution and allowances (TDA)/table of organization and equipment (TOE).

(1) MSC/DRC/GOCOM may revise the required completion dates in specialties requiring lengthy training or where the change to the TDA/TOE is taking longer than expected for reasons over which the command/chain of command has no control.

(2) The TPU commander will monitor the Soldier's progress toward becoming qualified in the duty MOS (DMOS). Prior to the second anniversary of unit assignment the commander will interview each Soldier who is not DMOS qualified. Alternately, the unit commander will monitor the progress of the requested change and report it to higher headquarters (HQ) if it appears that a new suspense is required.

(3) When a convincing reason exists, a MSC/DRC/GOCOM commander may establish a revised completion date. The TPU commander will continue monitoring the Soldier's progress until the Soldier is awarded the MOS or fails to complete the training. When no cogent reason exists, or the Soldier fails the course of instruction, the commander will reassign the Soldier to a duty position for which qualified or seek the approval of a commander to reassign the Soldier to the appropriate Control Group of the IRR. If the change to the structure of the unit is disapproved, the Soldier will be given the choice of attempting to change specialties, assuming another duty position or being reassigned to the IRR.

## **2–8. Enlisted reassignments from the Individual Ready Reserve to a troop program unit**

a. An enlisted Soldier assigned to the IRR may be processed for reassignment to a valid TPU position vacancy displayed on REQUEST provided the Soldier meets the requirements or as otherwise excepted in this regulation.

b. A Soldier may be reassigned to a TPU without the TPU commander's approval and signature on the DA Form 4187 under all of the following conditions. The Soldier—

(1) Is MOS qualified and holds the grade specified or, if not MOS qualified, is being processed for a position vacancy coded "WILL TRAIN" on REQUEST. However, the Soldier must agree in writing to enroll in the appropriate school within 12 months from the date of assignment and satisfactorily participate in an approved formal course of instruction leading to the award of the MOS within 24 months from the date of assignment.

(2) Has not been processed as an unsatisfactory participant.

(3) Resides within a reasonable commuting distance as defined by DODI 1215.13.

c. A Soldier may be reassigned to a TPU only with the TPU commander's, or designated representative's approval and signature on the DA Form 4187 under any of the following conditions. The Soldier—

(1) Is not MOS qualified and is not being processed for a position vacancy coded "WILL TRAIN" on USAR REQUEST. If accepted for assignment, the Soldier must agree in writing to enroll in the appropriate school within 12 months from the date of assignment and satisfactorily participate in an approved formal course of instruction leading to the award of the MOS within 24 months of the date of assignment.

(2) Has ever been processed as an unsatisfactory participant.

(3) Resides outside of a reasonable commuting distance as defined by DODI 1215.13.

d. The ARCD career counselor will escort the Soldier to their initial scheduled battle assembly of the TPU to which reassigned.

## **2-9. Voluntary and involuntary reassignment between troop program units**

*a.* When in the best interest of the USAR and the Soldier, provided there is an authorized position vacancy for which the Soldier qualifies, the Soldier may be reassigned between TPUs. The voluntary reassignment of a Soldier to another TPU with an authorized position vacancy may be approved where the Soldier agrees to participate satisfactorily in the training program of the gaining TPU.

*b.* Authority to voluntarily or involuntarily reassign Soldiers between TPUs may be delegated to commands subordinate to an area command.

(1) GOCOM will use the Automated Vacancy Entry System to identify and reserve vacancies for departing TPU Soldiers.

(2) A Soldier on a recommended promotion list will not be denied assignment to a unit vacancy for which they are qualified once they have accepted promotion and assignment to that vacancy.

*c.* Soldiers involuntarily reassigned between TPUs must reside within reasonable commuting distance (as defined by DODI 1215.13) of the TPU to which reassigned.

*d.* Voluntary reassignment between a TPU and IMA. SELRES Soldiers will be transferred directly from their TPU to their IMA assignment without transferring to the IRR. Assignment must be approved by the losing commander/MSD/DRC and gaining unit commander via DA Form 4651. Upon approval, HRC will transfer the Soldier directly from the Soldier's TPU to the IMA assignment.

*e.* Cross-leveling procedures in support of mobilization requirements. The commander, USARC has the authority to cross-level RC Soldiers (voluntarily or involuntarily) from any unit within their command prior to mobilization in order to increase personnel readiness of an alerted or sourced unit.

## **2-10. Dual status military technician assignments**

*a.* Each individual who is hired as a military technician (dual status), shall be required as a condition of that employment to maintain membership in the command in which they are employed or support. Military technicians (dual status) employed by a TPU or a position supporting TPUs require military assignment to a TPU within the supported command.

(1) Military technicians (dual status) employed by a TPU within the USARC must have a military assignment to a TPU within the USARC.

(2) Military technicians (dual status) employed by a TPU within the 7th MSC must have a valid military assignment to a TPU within the 7th MSC.

(3) Military technicians (dual status) employed by a TPU within the 9th MSC must have a valid military assignment to a TPU within the 9th MSC.

(4) Military technicians (dual status) employed in Aviation Support Facilities, Aviation Maintenance Support Activities and Equipment Concentration sites are the only military technicians (dual status) permitted to meet conditions of employment through military assignment in the SELRES. The SELRES includes TPUs and the IMA assignments.

*b.* Any USAR technicians who refuse the appropriate SELRES assignment will be removed from their technician job and be—

(1) Removed from active status, if non-obligated.

(2) Assigned to the proper USAR Control Group, if obligated.

## **2-11. Assignment of officers to troop program unit position vacancies**

*a.* Action will be taken no later than 30 days after the vacancy occurs.

*b.* TPU commanders will—

(1) Assign a qualified officer of the authorized grade from known local assets, or

(2) Assign a lower grade officer who has been selected for mandatory promotion to the authorized grade of the position, or

(3) Complete a request for unit vacancy.

## **2-12. Request for DA Form 4935**

The DA Form 4935 (Request for Unit Vacancy Fill) is available at <http://www.apd.army.mil>.

*a.* Unit commanders will complete section I of DA Form 4935 and send it to the MSD/DRC/GOCOM. The form may also be sent to adjoining GOCOM.

*b.* MSD/DRC/GOCOM commanders will take the following actions:

(1) Assigned MSD/DRC/GOCOM commanders will send the DA Form 4935 to Commander, U.S. Army Human Resources Command, (AHRC-OPM-O), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5100.

(2) When the DA Form 4935 is sent to adjoining MSD/DRC/GOCOM commanders, they will—

(a) Complete section II and list the names of eligible officers.

- (b) Return the form to the unit commander through the assigned MSC/DRC/GOCOM commander.
- c. HRC will take the following actions within 30 days of receipt of the DA Form 4935:
  - (1) Complete section II.
  - (2) Furnish the requesting TPU commander the names of three eligible IRR officers of the proper grade in the geographic area. Include an officer record brief, if available, for each nominee.
  - (3) Send the DA Form 4935 through the assigned MSC/DRC/GOCOM commander to the unit commander.
- d. The unit commander will take the following actions within 30 days of receipt of Commander, HRC and MSC/DRC/GOCOM nominations:
  - (1) Select an officer to fill the position.
  - (2) Complete section III of DA Form 4935 and send it to the assigned GOCOM except as shown in e, below. The MSC/DRC/GOCOM commander will—
    - (a) Send the form to Commander, HRC, (AHRC–OPM–O), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5100.
    - (b) Inform other nominating MSC/DRC/GOCOM commanders of the selection.
- e. When IRR nominees are not selected for TPU position vacancies—
  - (1) The TPU commander will justify reasons in section III of DA Form 4935 for not selecting IRR nominees. The form will be sent through channels to the assigned MSC/DRC/GOCOM commander for approval. Intermediate commanders may direct assignment.
  - (2) The MSC/DRC/GOCOM commander will—
    - (a) Send the DA Form 4935 to Commander, HRC, (AHRC–OPM–O), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5100, if non-selection of the IRR nominee is upheld; or
    - (b) Return the DA Form 4935 to the TPU commander directing assignment of an IRR nominee.
  - (3) HRC will complete section IV of DA Form 4935 within 15 days after the non-selection is received from the MSC/DRC/GOCOM. Commander, HRC may send the form to the appropriate area commander for review of the non-selection.
  - (4) Area commanders will make the final decision when IRR nominees are not selected. They will complete section V of DA Form 4935 and—
    - (a) Furnish copies of the form to all parties if they agree with the IRR non-selection.
    - (b) Return the form to the MSC/DRC/GOCOM commander for reconsideration if they do not agree with the non-selection.

### **2–13. Simultaneous Membership Program**

- a. The ROTC/Simultaneous Membership Program (SMP) is a voluntary officer training program. Cadets enrolled in the ROTC advanced course program are assigned to USAR control group (ROTC). To participate in the SMP they must be accepted for a TPU assignment. They are then transferred from USAR control group (ROTC) to the unit vacancy.
- b. ROTC cadets who have received and accepted ROTC scholarships, other than reserve forces duty (RFD) scholarships, are not allowed to participate in the USAR ROTC/SMP. The SMP participants who receive and accept a non–RFD ROTC scholarship will be transferred to the USAR control group (ROTC).
- c. The SMP participants who are selected for the DA Scientific and Engineering ROTC Cooperative Program will be released from the SMP and transferred to USAR control group (ROTC).
- d. Officer trainees will be dropped from SMP if they are disenrolled or fail to complete the ROTC advanced course. They will be retained in the TPU in their enlisted status until their military service obligation (MSO) is completed.
- e. SMP Soldiers who are simultaneously commissioned and selected for AD may be retained in their unit pending entry on AD. However, retention is restricted to the same unit in which they served while in an enlisted status.
- f. Member would be required to undergo initial entry training (IET) not previously completed to include advance individual training for MOS qualification, if required.

## **Section III**

### **Unit Assignment Priorities**

#### **2–14. Commissioned officer and warrant officer priorities**

- a. Voluntary or mandatory assignment of commissioned officers to units will be in the order of the priorities listed below. The priorities will be applied first to officers having 12 months or less of AD or other training duty (OTD). Secondly, the priorities will be applied to officers having more than 12 months of AD or OTD.
  - (1) Match of grade and AOC.

- (2) Match of AOC: substitute 1 grade lower.
- (3) Match of grade: substitute AOC within the same branch/functional area.
- (4) Assignment based against a skill code additional skill identifier (ASI).

b. Voluntary or mandatory assignment of WOs to units will be in the following order of priorities:

(1) *Priority 1.* Has rank group match and the primary MOS (PMOS) or a proponent certified additional military occupational specialty (AMOS) match to the duty position.

(2) *Priority 2.* Is one rank group lower and has the PMOS or a proponent certified AMOS match to the duty position. In addition, the WO is on a promotion list and has been certified by the proponent school to serve in a higher rank group. Assignment will require the written approval of the MSC/DRC/GOCOM.

(3) *Priority 3.* Is one rank group higher and has the PMOS or a proponent certified AMOS match to the duty position.

c. When a WO cannot meet the priorities outlined above, an exception to policy request may be sent to DCS, G-1, (DAPE-MPO), 300 Army Pentagon, Washington, DC 20310-0300 for unit assignment consideration.

## **2-15. Enlisted priorities**

a. Enlisted personnel will be enlisted or assigned in the following order of priorities that are applicable to both voluntary and mandatory assignments:

(1) *Priority 1.* Reenlistment to fill their own vacancies. This ensures Soldiers who reenlist are given priority of fill for their current assignment.

(2) *Priority 2.* USAR Soldiers applying to transfer from a unit; losing unit must be in the prepared pool of the Army Sustainable Readiness Model.

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

(4) *Priority 4.* Prior or non-prior service individuals.

(5) *Priority 5.* IRR Soldiers.

b. Area commanders may grant exceptions to priorities when warranted. Examples are applicants with prior RA or RC service or civilian experience in the required MOS.

## **2-16. Denied assignments**

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

## **Section IV**

### **Unit Assignment Policies**

## **2-17. Assignment limitations**

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

b. Soldiers assigned as military police, criminal investigators, and laboratory technicians must be eligible for accreditation.

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

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

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

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

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

(b) Is an enlisted Soldier.

(c) Is assigned to an IMA agency.

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

(e) Is attending a service school resident course.

e. Unit Soldiers will be transferred to the USAR control group (AGR) when they are ordered to AD in an AGR status.

f. Soldiers will not be allowed to voluntary transfer to another unit or the IRR (except those who have completed their initial SELRES obligation and are contractually authorized to transfer to the IRR and have not reenlisted or extended), RA, Army National Guard (ARNG), or any other military service if their assigned unit has been sourced for mobilization. Any exceptions to this guidance must be approved by the first general officer (GO) in the Soldier's chain of command.

g. Soldiers who move outside of reasonable commuting distance (as defined by DODI 1215.13) from their unit of assignment and do not wish to continue in said assignment, may be charged with unsatisfactory participation in accordance with AR 135–91.

## **2–18. Overstrength**

Overstrength personnel policy provides USAR commanders the operational flexibility to maintain sufficient personnel strength to enable their units to deploy with 100 percent of wartime required strength and prohibits overstrength in designated units in compliance with Congressional directives and HQDA mandates. Overstrength policies will be administered in conjunction with the personnel/manning strategy as directed by the CAR.

## **2–19. Branch qualification on assumption of command**

LTCs and COLs must be qualified in the basic branch of the unit prior to assuming command. Qualified is defined as having completed the appropriate branch officer course(s) or having received the designation of the applicable AOC based on experience in previous branch assignments.

## **2–20. Officer personnel assignments**

a. Officers in the office active duty obligor (OADO) Delayed Entry Program (DEP) may apply for assignment to TPUs of the ARNG and USAR. Send applications (DA Form 4651) to Commander, U.S. Army Human Resources Command (AHRC–OPM–O), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5100, for approval. This paragraph does not apply to participants in the Health Professions Scholarship Program or ROTC Advanced Scholarship Program.

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

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

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

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

(d) The commander agrees to release the officer for order to AD in the RA if selected by HRC.

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

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

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

(c) Delay must be renewed annually in accordance with instructions furnished by Commander, HRC (AHRC–OPM–O).

(3) Approved applicants will be—

(a) Placed by HRC in the branch called for by the unit vacancy. Applicants who are later selected for RA service will be considered for branch transfer by HRC.

(b) Required to renew their delay annually in accordance with instructions furnished by Commander, HRC.

b. First lieutenants (1LTs) who have declined promotion may be promoted to CPT at the end of the declination. They may be retained in the unit after promotion.

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

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

(2) Qualified LTs are not available. CPTs retained in LT positions will be relieved from unit assignment when a qualified LT becomes available.

d. ROTC scholarship recipients designated for RFD will be mandatorily assigned to TPUs for mandatory unit assignments. If there are no units available for assignment, assignment to the IRR will require the approval of the appropriate area command.

(1) Attend AT with the unit of assignment.

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

## **2–21. Branch/functional area—commissioned officers only**

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

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

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

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

(2) There is another position to which the officer may be mandatorily assigned.

*d.* Non-obligated officers may be assigned to positions without regard to branch/functional area. The officer must have begun training in an approved course of instruction within 12 months of assignment to a duty position, and must be awarded an AOC/functional area within 24 months of assignment. Officers occupying aviation positions must also become skill qualified in the authorized AOC of the position. Area commanders may—

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

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

## **2–22. Tenure**

*a.* Officers may be assigned to a command or principal staff position in the same or similar units for periods of no more than 2 years unless extension of that period is approved. Officers may be reassigned or relieved earlier for other reasons.

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

(1) DCS, G–1.

(2) Deputy Director, AR engagement cell/engagement team.

(3) Director, AR engagement team.

(4) Assistant Chief of Staff for—

(a) Personnel (G1).

(b) Intelligence (G2).

(c) Operations (G3).

(d) Logistics (G4).

(e) Plans (G5). (Frequently merged as G–3/5/7 or just G3 combining operations, plans, and training.)

(f) Information (G6). (Information management is not found at all levels.)

(g) Training (G7).

(h) Future (G8). (Future trend development is usually found at senior levels of command.)

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

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

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

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

(9) Chief Nurse of medical units.

*c.* Special and personal staff positions are exempt from the 3 year limitation except for Judge Advocate General's Corps (JAGC) positions.

*d.* Extension of maximum tenure should be granted only in the best interest of the USAR. The CAR may extend command and principal staff positions for 1 year. This authority may be delegated to subordinate commanders. The delegated authority may approve an additional 1 year extension if a replacement is not available. Total tenure not to exceed 4 years in duration.

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

(1) A follow-on reassignment to a position within the same HQs staff (DCS, G–1 to DCS, G–3/5/7, and so forth).

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

*f.* Commandants and principal staff of USAR schools may be assigned in the same or similar units for periods of no more than 2 years unless extension of that period is approved. In addition, MSC/DRC/GOCOM commanders and school commandants have the responsibility to periodically rotate staff and faculty members between the school and other TPUs and/or IMA positions in coordination with HRC to assist in the professional development of these Soldiers.

*g.* Command chief warrant officer (CWO) tenure is no more than 3 years unless extension of that period is approved. Extension of maximum tenure should be granted only in the best interest of the USAR. The CAR may extend command

and principal staff positions for 1 year. This authority may be delegated to subordinate commanders. The delegated authority may approve an additional 1-year extension if a replacement is not available. Total tenure not to exceed 5 years in duration.

## **2–23. Involuntary relief from drill sergeant duty**

*a.* Training division commanders may relieve a Soldier from DS duty and withdraw the skill qualifications identifier (SQI) X, provided individual counseling has not been successful. This authority may be delegated to the division adjutant general, but no lower.

- (1) Failure to maintain high standards of military appearance, military courtesy, bearing, conduct, and professionalism.
- (2) Failure to maintain a satisfactory level of physical fitness and the proper body fat standard.
- (3) For a major infraction of training policies or serious violation of the Uniform Code of Military Justice (UCMJ).

*b.* A recommendation to relieve a Soldier from DS duty and withdraw SQI X may be initiated by any commander in the Soldier's chain of command. The recommendation with full particulars will be sent through channels to the training division commander (or adjutant general if the authority has been delegated) for final determination.

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

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

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

(4) Where no position is available and the Soldier is not retained in an overstrength status, they will be reassigned to the appropriate USAR control group.

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

## **2–24. Involuntary release of officers**

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

- (1) Their degree of efficiency and manner of performance require such action, and
- (2) Involuntary separation action is not appropriate.
- (3) Mandatory promotion action as appropriate in accordance with AR 600–8–29. This includes but is not limited to officers twice nonselected for promotion.
- (4) Relief of a commander.

*b.* A relief for cause report is required to support involuntary reassignment.

*c.* Unit commanders will—

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

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

- (a) The right to appeal involuntary reassignment to the area commander.
- (b) The opportunity to comment or rebut the recommendation.
- (c) The option to either request or decline in writing a voluntary reassignment.
- (3) Ensure that a relief for cause officer evaluation report (OER) is prepared.
- (4) Send the recommendation to the USARC or MSC/DRC/GOCOM commander. Evidence that the Soldier was informed of their right to appeal an involuntary release will be included.

*d.* The USARC or MSC/DRC/GOCOM commander will—

(1) Add their recommendations and send the case to the area commander. Submission of an appeal by the officer will not delay reassignment action.

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

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

## **2–25. Enlisted personnel assignments**

*a. SMP.* Enlisted Soldiers enrolled in the advanced ROTC Scholarship Program are not authorized assignment or attachment to USAR units except under the provisions of the ROTC (SMP). See para 2–13 of this regulation regarding SMP assignments.

*b. Authorizations.* Area commanders may authorize unit assignments that exceed TDA and TOE grade authorizations subject to the following:

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

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

(3) The Soldier will not be reduced in grade or placed in a position degrading to their current grade.

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

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

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

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

*d. Assignment of Soldiers.* Assigning enlisted Soldiers in their PMOS provides additional training and increases their PMOS skill. When assignment in any of their MOS skills is not possible, they may be assigned in a secondary or related MOS. Assignment in a secondary or related MOS must be—

(1) Compatible with the position vacancy, and

(2) Related to the PMOS training received following completion of the MOS producing school.

*e. Incentives.* Unit commanders will review what adverse effects, if any, reassignment may have on a Soldier's enlistment incentives, to include bonus payments. Many incentives are connected to the position and may be affected by reassignment.

## **2–26. Involuntary release of enlisted Soldiers**

*a. Involuntary release.* Enlisted Soldiers may be involuntarily released from an assignment when—

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

(2) Involuntary separation action is not appropriate.

*b. Reports.* A relief for cause report is required to support involuntary reassignment.

*c. Unit commanders* will—

(1) Recommend involuntary reassignment to another unit within the area of command jurisdiction.

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

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

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

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

(3) Ensures that a relief for cause noncommissioned officer evaluation report (NCOER) is prepared.

(4) Sends the recommendation to the MSC/DRC/GOCOM commander. Evidence that the Soldier was informed of their right to appeal; an involuntary release will be included.

*d. MSC/DRC/GOCOM commanders* will —

(1) Add their recommendations and send the case to the area commander. Submission of an appeal by the NCO will not delay reassignment action.

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

*e. Area commanders.* Appropriate determinations will be made; if the case is sent to area commanders, they will approve or disapprove involuntary reassignment. Final action will not be taken until the relief for cause NCOER is received by the Soldier.

## **2–27. Warrant officer candidate assignments**

*a.* A Soldier electing entry into WO training, upon acceptance as a warrant officer candidate (WOC), will be removed from their current enlisted position and reassigned.

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

(2) USAR Soldiers who are mobilized when notified of selection will complete their current mobilization period prior to being reassigned as a WOC. Mobilized Soldiers have 12 months from date of release from AD (REFRAD) to become

enrolled in the resident phase of WOCS. Soldiers who voluntarily extend a mobilization will be released from the WOC Program.

(3) If no WO vacancy is available within reasonable commuting distance, the WOC may be allowed to remain assigned to their current TPU in an excess status until WO training is completed.

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

*b.* The WOC assignment or reassignment procedures are as follows:

(1) USAREC will assign a new WOC against the appropriate position using the REQUEST following board selection, and the gaining unit will report the WOC as assigned on the unit manning report.

(2) The losing unit will reassign the WOC to the gaining unit as requested by USAREC.

*c.* Commander, HRC (AHRC-EPO) will be notified of any change in the WOC's status.

## **2-28. Army aviator position assignments**

*a.* Commissioned and WO aviators may be assigned as shown below and later placed on flying status orders.

(1) To unit positions requiring aviators.

(2) To non-aviator unit positions for branch material purposes.

(3) CPTs and below may be assigned to CPT and WO aviator positions.

(4) WOs may be assigned to aviator positions for CPTs and below if all other aviation WO positions are filled. An increase in TOE WO space ceilings is not authorized to accommodate assignment under this authority.

(5) When an aviator of the suitable grade becomes available, the incumbent will be removed from the position. Units alerted for AD will send the names of aviators assigned under this authority to HRC. HQDA will determine whether to retain or remove the aviator from the position.

(6) Aviators must become qualified in the type, model, and series of aircraft assigned to the unit. Aviators who do not become qualified within 1 year of the date assigned will be removed from flight status and the position.

*b.* Non-aviation rated officers will not be assigned to aviator positions unless they have been approved for entry or are undergoing flight training.

*c.* Officers of the Medical Service Corps branch are the only aviators authorized assignment to AOC 67J positions. An exception may be authorized for officers expected to qualify for appointment to Medical Service Corps branch.

## **2-29. Chaplain position assignments**

*a.* All AR TPU CH assignments with the exception of AGR and command CHs will be staffed through the appropriate regional support command (RSC). For assignments within the AR, individuals will work through the responsible RSC personnel manager CH who will work with the operational, functional, training, and supporting command unit ministry teams for assigning CHs from the Select Reserve, IRR, IMA, and ARNG.

*b.* AGR and IMA assignments are staffed through the Office of the Chief of Chaplains, RCs Integration.

*c.* Any exceptions to TPU COL CH assignments require coordination and concurrence from the USARC command CH.

*d.* CHs in the rank of COL will not be double-slotted without approval from the USARC command CH.

*e.* CH will be assigned through the appropriate RSC against a 9996 position on the Unit Manning Report.

*f.* One and two star USAR operational and functional, training, support commands will use the following procedures to fill TPU command CH positions:

(1) Provide the USARC Chaplain Directorate with projected command CH vacancies no later than 180 days prior to projected vacancy.

(2) The USARC Command Chaplain Directorate will advertise the position to eligible AR (TPU, IRR, and IMA) and ARNG CHs.

(3) The announcement will include the vacancy date, eligibility criteria, application requirements, packet suspense date, and example application packet.

(4) CH applicants will submit their packet by mail to HQ, USARC, ATTN: AFRC-CH, 4710 Knox Street, Fort Bragg, NC 28310 or by email to the POC identified in the vacancy announcement.

(5) A five member panel will review each packet. The USARC Chaplain Directorate will send the panel's recommendations along with the application packets to the appropriate commander for consideration and selection.

## **2-30. Judge Advocate Assignments**

Assignment of all JAs is the responsibility of The Judge Advocate General (TJAG) (10 USC 806) (UCMJ, Art 6). JA specific regulations, including AR 27-1, implement this statutory authority.

## **Section V**

### **Army Medical Department Assignments**

#### **2–31. Scope**

This section prescribes policy governing the assignment of AMEDD officers. This section is not applicable to officers serving on AGR status.

#### **2–32. Army Medical Department positions**

*a.* AMEDD officers, other than 70 series and AOCs 67A through 67D medical service corps (MSC), will be assigned only to unit positions requiring their specific AOC and ASI or AMEDD immaterial (05A) position. This policy applies to both mandatory and voluntary assignments.

*b.* AMEDD officers other than 70 series medical service corps, may be assigned to positions requiring 1 grade above or 2 grades below their current rank if they are AOC qualified to include ASI if required.

*c.* AMEDD officers, other than 70 series MSC, assigned against a lower grade position will be—

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

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

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

*(a)* If cross-leveled to a unit position, outside reasonable commuting area as defined by DODI 1215.13, the officer will be removed when an officer with proper AOC/ASI and rank is available in the geographic region.

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

#### **2–33. Medical Service Corps positions**

*a.* AOCs 70 series and 67A through 67D series, medical service corps officers, may be mandatorily assigned to positions for which they are AOC qualified. They may volunteer for assignment to APL positions, provided—

(1) They have applied for reappointment and they become branch qualified within 3 years.

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

*b.* AOCs 70 series and 67A through 67D medical service corps officers may be assigned to 67E, 67F, 67G, and 70K positions only if they are AOC qualified and currently enrolled in an AOC producing 67E/67F/67G/70K course as appropriate.

## **Section VI**

### **Attachments**

#### **2–34. General**

*a.* IRR, Standby Reserve (active list), IMA, and TPU Soldiers may be attached. Soldiers are only authorized 1 attachment per assignment. Soldiers must be released from attachment before a gaining assignment order is generated.

(1) To TPUs. The appropriate area command MSC/DRC/GOCOM commanders will ensure that attachments to or from TPU positions do not impair training and readiness.

(2) To non-TPUs. There is no restriction as to the number of Soldiers who may be attached for training to non-TPU positions in a non-pay status. There must be adequate facilities and equipment to train attached Soldiers. Commanders will ensure attached Soldiers perform IDT at unit location and ensure unit forwards performance of duties to HRC for appropriate action.

(3) To IMA detachments. IMA Soldiers may be attached to IMA detachments or other units or organizations for training. When Soldiers do not hold an IMA position, attachment to an IMA detachment is authorized only in the best interest of the Army. Coordination between the proper commander and the Commander, HRC is required to attach a Soldier in the best interest of the Army. Commanders will ensure attached Soldiers perform IDT at unit location and ensure unit forwards performance of duties to HRC for appropriate action.

*b.* Commander, HRC will administer the records of Soldiers who are—

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

(2) IMA Soldiers attached to IMA detachments.

(3) IMA Soldiers attached to other units, agencies, or organizations.

## **2–35. Troop program unit attachments**

- a.* Unit Soldiers may be attached when it is impractical to train with their assigned TPU. Attachments that meet training standards may be authorized when—
  - (1) The unit to which attached is similar to the Soldier's assigned unit.
  - (2) The Soldier will serve in a specialty compatible/substitutable to their assigned AOC or MOS.
- b.* Attachment to TPU positions will be held to a minimum and be of temporary duration. When Soldiers are temporarily absent from the area of their assigned unit, they may be attached to other units regardless of duration.
- c.* Unit commanders will ensure that Soldiers are not accepted or released for attachment in such numbers as to impede training or readiness.
- d.* Attached Soldiers will perform AT and mobilize with their assigned unit.
- e.* Commanders are responsible for the records, pay, and training of attached Soldiers. Commanders will ensure attached Soldiers perform IDT at unit location and ensure unit forwards performance of duties to HRC for appropriate action.
  - (1) The commander of the assigned unit for Soldiers attached—
    - (a) For less than 90 days.
    - (b) To research and development units.
    - (c) Across area command boundaries.
  - (2) The commander of the attached unit when Soldiers are attached for 90 days or more and the attachment is not to a research and development unit or across command boundaries.
- f.* Attachment across area commander boundaries must be coordinated and approved by both commanders. Attachment will be approved only if the Soldier—
  - (1) Agrees to regularly participate in the training program of the attached unit.
  - (2) Cannot participate in a USAR unit near their home.
  - (3) Is otherwise qualified for the attachment.

## **2–36. Attachment guidance for Inactive Ready Reserve Soldiers and Standby Reserve (active status list)**

- a.* In accordance with Army Regulation 140–185, Soldiers in an active status in the IRR or Standby Reserve may volunteer to take part in individual Inactive Duty Training (IDT) in a non-pay training status when authorized by HRC.
- b.* IRR Soldiers do not have a mandatory requirement to perform IDT's. If they volunteer for IDT, the following rules apply:
  - (1) Soldier must be attached to a unit and follow the unit of attachment's training schedule for dates, location, uniform requirements and training plan.
  - (2) IDT will be used to meet the needs of the Army while maintaining or enhancing the Soldier's skills to ensure they remain a mobilization-ready asset. Examples are—
    - (a) MOS/AOC enhancement.
    - (b) Soldier readiness.
    - (c) Maintenance of the Soldier's technical or tactical skills.
  - (3) Soldier will not receive retirement point credit for IDT performed prior to the attached date and will only be attached to one unit.
  - (4) When looking for a unit to attach to, careful consideration should be given regarding the unit's location as the cost of travel to and from the unit is the individual's responsibility.
  - (5) A record Army physical fitness test (APFT) will not be administered while the IRR Soldier is in an attached IDT status. In accordance with AR 350–1, Soldiers will only be administered an APFT when placed on tours of AD for 12 or more consecutive calendar days.
  - (6) Evaluation reports for IRR Soldiers assigned or attached to TPUs or rotational training units (RTU) are rendered in accordance with AR 623–3.

## **2–37. Attachment process for Individual Ready Reserve Soldiers and Standby Reserve (active status list)**

- a.* If a unit agrees to attach a Soldier, the following guidelines apply:
  - (1) Unit will request attachment orders from HRC.
  - (2) Upon HRC approval, attachment orders will be sent to the gaining unit and to the attached Soldier, along with IDT guidance.
- b.* Once the Soldier is attached, they will become an asset of that unit.
  - (1) The commander will direct the tasks the Soldier will complete.
  - (2) The unit of attachment will ensure the Soldier has the most current training schedule.

- (3) The unit commander must approve all IDTs in advance and Soldier must sign-in for each IDT period.
- c. DA Form 1380 (Record of Individual Performance of Reserve Duty Training) will be used to record IDT attendance.
- (1) The initial DA Form 1380 submitted to HRC will be accompanied by a copy of the attachment order, training schedule and sign-in roster.
- (2) HRC will not accept DA Form 1380 directly from the Soldier.
- d. Soldier and unit of attachment should contact HRC if further guidance is needed regarding IDT.

## **2–38. Training attachments**

Attachments to the units listed below will be for training only. The commander of the unit of assignment retains administrative responsibility for the attached Soldier.

a. *ARNG of the United States (ARNGUS) units.* Attachments that do not meet both of the conditions below will not be approved. If attachment is approved, the ARNG unit commander will prepare DA Form 1380 and send to the custodian of the Soldier's records.

- (1) Training with their assigned USAR unit or attachment to another suitable USAR unit is not possible.
- (2) Attachment to the ARNGUS unit is requested by the Soldier and approved by—
  - (a) The area commander and
  - (b) The state adjutant general concerned.

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

c. *USAR units.* Soldiers who are assigned in a pay status will be attached in a non-pay status and paid by their unit of assignment upon receipt of a completed DA Form 1380. Officers will not be attached if they are senior to the commander of the unit of attachment.

- d. *RA units.*
- e. *RC unit of the Services.*

## **2–39. Orders**

- a. Attachment and relief from attachment orders will be issued citing this paragraph as authority.
- b. Except in cases of attachment to research and development units and attachments across command boundaries, orders for unit Soldiers attached to other units for more than 90 days will show the following entry in the purpose lead line: "Attached for administration and training." In cases of training attachments, such orders will state, "Attached for training."

## **2–40. Release from attachment for non-payment of Servicemembers' Group Life Insurance premiums**

a. An IRR, IMA, or Standby Reserve (active list) Soldier attached to a unit in a non-pay status who is delinquent in paying their Servicemembers' Group Life Insurance (SGLI) premium payments for 18 months or more will be released from attachment.

b. The Commander, HRC (AHRC–EPR–P), will notify the appropriate unit commander when a Soldier is delinquent in their SGLI premium payments 6 months or more. If the Soldier is 18 or more months behind in premium payments, the Commander, HRC (AHRC–EPR–P) will initiate action to have the Soldier released from attachment to the unit.

## **Chapter 3**

### **Branch Transfer, Branch Detail, and Change of Military Occupational Specialty**

#### **Section I**

#### **Transfer between branches**

##### **3–1. Branch transfer**

- a. Branch transfer of officers is authorized between basic branches only.
- b. New appointments are required for transfers:
  - (1) Between special branches.
  - (2) From a basic branch to a special branch.
  - (3) From a special branch to a basic branch.
- c. The following are special branches of the Army, all others are basic branches.
  - (1) CH.
  - (2) JAGC.
  - (3) The AMEDD branches (Army Medical Specialist Corps (AMSC), Army Nurse Corps (ANC), Medical Service Corps, Medical Corps (MC), Dental Corps (DC), Veterinary Corps (VC)).

- d. Constructive credit may be granted for officers requesting appointment to CH, JACG and AMEDD branches.
- e. HQDA will be informed of officers transferred to a Military Intelligence branch with AOC 35E or 35F. Send a copy of the orders to HQDA, DCS, G-2 (DAMI-ZA), Washington, DC 20310-1000.

### **3-2. Approval authority for officer branch transfer and military occupational specialty reclassification**

The following commanders are authorized to approve branch transfer of commissioned officers and MOS reclassification of WO under their administrative control:

- a. Commander, HRC.
- b. Area commanders. This authority may be delegated to subordinate RSC commanders. Delegation of authority below RSC level is not authorized.
- c. HQDA for branch transfers/MOS reclassification and AMEDD/special officer branch transfers/reclassifications. Such requests will be forwarded from the unit through the MSC/DRC/GOCOM commander to Commander, HRC. Requests will be sent to Commander, U.S. Army Human Resources Command (AHRC-OPM), 1600 Spearhead Division Avenue Fort Knox, KY 40122-5200.
  - (1) Requests from Soldiers not under the jurisdiction of an area commander.
  - (2) Request for concurrent call to AD.
  - (3) Requests that involve a special branch.
  - (4) Requests for WO reclassification: submit through command channels to HRC.
- d. HQDA may branch transfer officers assigned to or under the administrative control of USAR control group (OADO). Decision to transfer is based on whether the officer's major subject discipline can be used more effectively in another branch.

### **3-3. Procedures**

- a. Request for branch transfer/MOS reclassification may be made by or with the consent of the officer. There must be reasonable assurance that the officer is or can become branch qualified within 1 year, except that WO must be fully qualified, including required formal schooling, in the prospective MOS prior to reclassification. The request will include evidence of qualification for the branch/MOS to which transfer is requested. Area commanders may approve involuntary branch transfers based on the needs of the Army and AR; however, careful consideration must be given to the benefits to the Army and the Soldier versus invested training costs.
- b. Additional documents will be included with requested transfers to military intelligence as shown, below.
  - (1) SF Form 85P (Questionnaire for Public Trust Positions), SF 85P-S (Supplemental Questionnaire for Selected Positions), and SF 86 (Questionnaire for National Security Positions) — 4 copies.
  - (2) FD-Form 258 (FBI U.S. Department of Justice Fingerprint Card Applicant) — 2 copies.
  - (3) One full-length photograph approximately postcard size. The photo is required only when specialization is within area and counterintelligence. When specialization is in a controlled AOC includes the additional forms required by that regulation.
- c. Transfer to staff specialist (SS) or CH candidate branch is only authorized as shown below.
  - (1) Seminary students preparing for the Army chaplaincy.
  - (2) Selective service officers. Officers assigned to IMA positions with selective service activities must be branched in SS, AMSC, ANC, MC, DC, VC, JA, or CH. Officers who do not hold one of these branches will be required to—
    - (a) Request transfer to SS branch, or
    - (b) Be removed from their IMA position.
- d. Process requests for transfer to the following special branches according to the referenced appointment regulation:
  - (1) *AMEDD*. AR 135-101
  - (2) *JAGC*. AR 135-100
  - (3) *CH*. AR 135-100
- e. Officers who do not become branch qualified within 3 years will be transferred to a position they are branch qualified for or reassigned to the appropriate control group unless approved for 1 year extension. They will not be placed in another position for which they are not branch qualified.

### **3-4. Malassigned staff specialists**

- a. Officers erroneously assigned in SS branch or as a CC will be transferred or removed when the error is discovered.
- b. Commander, HRC or area commander will inform erroneously assigned officers of their options. Constructive credit for basic and career branch schools may be awarded based on time-in-grade and service, if proper. Options for such officers are:
  - (1) Transfer to a branch for which qualified.

- (2) Transfer to a branch to become qualified.
- (3) Removal from an active status.

## Section II

### Detail to Other Branches

#### 3–5. Branch detail

- a. Detail to another branch is authorized subject to the limitations below.
  - (1) Officers occupying unit general staff (GS) positions may be detailed to the GS with troops. Officers must meet the criteria and be recommended by the proper CG.
  - (2) Officers assigned to IMA positions may be detailed to GS or GS with troops. The IMA position must be shown as GS or GS with troops in the mobilization TDA. The officer must be nominated for detail by the head of the proponent agency.
- b. Detail to or from the following branches is not authorized: AMSC, ANC, MC, DC, VC, or CH.
- c. Detail to the JA branch is not authorized without specific permission of TJAG.
- d. Officers granted formal delay from entry on AD will be detailed as prescribed in that regulation.
- e. Branch details authorized in this section end automatically when—
  - (1) The officer becomes part of the RA.
  - (2) The detail is not required because the officer's duty assignment changes.

#### 3–6. Duty details and aides-de-camp detail

- a. A duty detail does not affect the branch in which a commissioned officer is assigned or appointed. Duty details are a command function. Duty details will be announced by a command memorandum when required.
- b. IG duty.
  - (1) Officers (branch qualified CWOs, CPTs, and above) and NCOs (branch qualified E–7s and above) may be detailed as IG and assistant IGs, respectively, to authorized unit vacancies (valid modified TOE/TDA line and paragraph numbers). Commanders will comply with ARs to ensure officers and NCOs meet the standards outlined in those regulations.
  - (2) Nominations will be sent through assignment managers to the Department of the Army Inspector General (DAIG) for approval. Nomination packets will be prepared and forwarded to DAIG Operations and Support Division.
  - (3) Assignment managers may reassign Soldiers serving as IGs anytime within the 36-month assignment period based on the needs of the Army and Army leadership priorities. In all instances, officers, WOs, and NCOs approved by The Inspector General (TIG) for IG duty will not be reassigned or removed until TIG is notified by assignment managers via the DAIG's Operations and Support Division and subsequently approved by TIG.

## Chapter 4

### Individual Ready Reserve

#### Section I

##### Introduction

#### 4–1. General

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

#### 4–2. Composition of the Individual Ready Reserve

- a. For strength accountability purposes, the IRR consists of pre-trained individual Soldiers assigned to various control groups for control and administration who are available for mobilization in time of war or a national emergency declared by Congress.
- b. The IRR control groups under the administrative jurisdiction of the Commander, HRC are as follows:
  - (1) *Control group (AT)*. Assignment is authorized for a Soldier who—
    - (a) Has not completed their statutory MSO.
    - (b) Is credited with less than 3 years of AD.
    - (c) Has a mandatory training requirement and is subject to mandatory assignment to a USAR TPU within reasonable commuting distance.

(2) *Control group (Reinforcement (REINF))*. Assignment is authorized for a Soldier with or without a remaining statutory MSO, under one of the following conditions. The Soldier has—

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

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

(c) Had Federal recognition withdrawn as a result of a selection board convened and the Soldier has requested assignment in writing.

(d) No mandatory training requirement. However, IRR reenlistment bonus recipients contractually incurred a training obligation.

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

(a) Commissioned from ROTC and delayed from entry on initial AD or RFD.

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

(c) Assigned to the CH's branch as a CC with AOC 56X.

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

## Section II

### Transfer and Reassignment of Officers and Warrant Officers to the Individual Ready Reserve

#### 4-3. Scope

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

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

a. An officer or WO who is not obligated to serve in a TPU, an IMA assignment, or on AD in an AGR status, by statute or contract may be reassigned to control group (Reinf) on request. Approval authority for these requests rest with the CAR/area commander or delegated representative. Reassignment is authorized under any one of the following conditions:

(1) When there is a confirmed unresolvable employment conflict.

(2) When the officer or WO has a change of address to an area beyond reasonable commuting distance of a USAR training center.

(3) For cogent personal reasons provided an exception to policy has been approved by the CAR/Director, ARNG or delegated representative, or the RA commander of the IMA position, as appropriate. This does not apply to ROTC scholarship recipients.

(4) For cogent personnel reasons, when the officer is an ROTC scholarship recipient and provided approval has been granted by the appropriate area commander.

(5) Unless sooner promoted, an officer will be reassigned to the IRR upon completion of maximum time-in-grade when promoted. Office of Reserve promotions will notify the appropriate MSC/DRC/GOCOM of the promotion to ensure reassignment to the IRR.

(6) ARNGUS officer discharged from ARNG and transferred to accept promotion.

(7) An officer or WO not selected for retention in a TPU by a selective retention board and chooses reassignment to control group (Reinf).

(8) Officers obligated to serve in the SELRES as a result of obtaining a commission through Officer Candidate School (OCS), WOCS, ROTC, or direct appointment, may not be transferred to the IRR without a written exception to policy prior to the expiration of their contractual obligation.

b. Officers with contractual training requirements remain in the SELRES for the full period of their obligated service.

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

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

a. Released for cause from assignment.

b. Not branch/functional area qualified for an assigned TPU position.

c. CH Branch COL and LTC upon completion of a 5-year TPU assignment.

*d.* An officer's or WO's assigned TPU is inactivated, relocated, or reorganized and another TPU assignment is not available within reasonable commuting distance. However, an officer may remain assigned overstrength in a TPU for 1 year because of overstrength conditions brought about by TPU reorganization or inactivation.

*e.* An officer's or WO's IMA position is deleted, relocated, or the requirements have been changed, and there is no other IMA position available within the unit.

*f.* Reassignment is a result of TPU reduction in officer or WO strength directed by HQDA.

*g.* Has not completed an Officer Basic Course (OBC)/BOLC, or is assigned above the maximum allowable strength limits, or has been declared an unsatisfactory participant.

*h.* The position tenure has expired and the officer has not obtained a new assignment.

#### **4-6. Involuntary reassignment of troop program unit officers who have not completed officer basic course, or are assigned above the maximum allowable strength limits, or are declared unsatisfactory participants**

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

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

*(a)* Has not completed OBC/BOLC within 24 months of appointment, or is an AMEDD officer who participated in the new Special Training Assistance Program (STRAP) and who has not completed OBC/BOLC within 24 months following completion of the new STRAP.

*(b)* Is assigned above the maximum allowable strength limits established by the CAR.

*(c)* Has accrued 9 unexcused absences from TPU training assemblies within a 12-month period.

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

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

(1) Is serving on AD in an AGR status.

(2) Participated in the Senior ROTC Scholarship Program

(3) Was released from the RA under the Fiscal Year 88 "Early Out" program.

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

(1) The records of all officers who have not completed OBC/BOLC will be screened annually. Officers not attending BOLC, or not scheduled for BOLC within 24 months of date of appointment, may be recommended by the TPU commander for reassignment to the IRR.

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

1. A civilian job conflict substantiated by a written statement from the employer.

2. A period of hospitalization or physical inability to attend OBC/BOLC.

3. A period of serious illness or incapacitation by a member of the officer's immediate family (spouse, children, or parents) thus precluding the officer from attending OBC/BOLC.

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

(2) The records of officers assigned above the maximum allowable strength limits will be screened annually. Officers assigned above the maximum allowable strength limits will be reassigned to another SELRES position. Before recommending transfer to the IRR, commanders will determine whether transfer to the Standby Reserve (active status list) is a better option. The TPU commander will determine if assignments can be made to authorize TPU positions, or if a recommendation for reassignment to the IRR is appropriate. Not applicable to officers who have not completed OBC/BOLC.

*(a)* If grade, AOC, or reasonable commuting distance limitations prevent assignment to an authorized position, the TPU commander may recommend reassignment to the IRR only if the officer has no contractual obligation.

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

- (c) Officers whose performance is considered unsatisfactory should be processed for discharge.
- (3) Officers who accrue nine unexcused absences within a 12-month period may be recommended for reassignment to the IRR.
  - d. Officers recommended for reassignment to the IRR under the provisions of this paragraph will be notified of such action by certified mail (return receipt requested).
    - (1) The TPU commander will send a notice to the officer informing the officer that he or she has 30 days to file a written objection or rebuttal to the transfer. If the unit has established official communications using Army enterprise e-mail and has had communication from the officer, electronic communications may be used first and followed by written communications if there is no response to the electronic. Otherwise the notification will be sent to the address indicated in the Soldier Management System.
    - (2) All postal return receipts, evidencing the officer either was or was not served with a copy of the notice, will be maintained in a local file for one year. All written objections to the reassignment must also be filed. These files may be maintained in paper or electronically provided the documents are maintained in such a way that they cannot be changed.
  - e. The TPU commander will recommend the reassignment of an officer to the IRR under the provisions of this paragraph on DA Form 4651, and send it to the appropriate MSC/DRC/GOCOM commander within the officer's chain of command. DA Form 4651 with enclosures will be sent to the MSC/DRC/GOCOM commander within 30 days of the date the officer's response to the notification is received or, if no response is received, within 30 days of the end of the officer's response period. The TPU commander must ensure the officer's local file notes whether the officer objected to the transfer.
  - f. The MSC/DRC/GOCOM commander will take one of the following actions:
    - (1) Approve reassignment to the IRR, notify the officer by certified mail (return receipt requested). The reassignment order will be web uploaded to iPERMS for inclusion in the AMHRR.
    - (2) Disapprove reassignment to the IRR, notify the officer by certified mail (return receipt requested), and return endorsed DA Form 4651 and update officers local file.
  - g. Each MSC/DRC/GOCOM HQ will maintain a list of the officers whose records have been screened and the decision made in each case.

#### **4-7. Routine assignments to the Individual Ready Reserve**

In addition to the IRR reassignments, officers and WO are routinely assigned to the IRR from other categories and sources. An officer or WO not assigned to a TPU, serving in an IMA position or in an AGR status is assigned to an appropriate IRR control group under the following conditions:

- a. A USAR officer or WO on release from AD (REFRAD) (AGR or RA) and authorized either by law or policy to remain in an active status in the Ready Reserve.
- b. An RA officer or WO who is discharged from the RA and AD and accepts appointment as an officer or WO in the USAR.
- c. Any military Soldier who transfers from another U.S. Armed Force and accepts appointment as an officer or WO in the USAR.
- d. Any individual who accepts a direct appointment as an officer or WO in the USAR.
- e. An officer or WO of the ARNGUS who is discharged from the ARNG, Federal recognition is withdrawn, and is transferred as a Reserve of the Army. This is provided active status in the Ready Reserve is authorized by law or policy.
- f. An officer or WO reassigned from the Standby Reserve.
- g. An officer or WO reassigned from the Retired Reserve.
- h. An officer who, on appointment, is delayed from entry on initial AD or OTD, is assigned to control group (OADO).
- i. An officer or WO who is reassigned to the IRR under the rotational assignment policy prescribed by the career management system.
- j. An officer appointed on graduation from the ROTC program and designated for RFD will be assigned to the IRR when a TPU assignment is not authorized or available. For an officer who was the recipient of an ROTC scholarship, the area commander must approve the IRR assignment.
- k. Officers who have been assigned to the inactive status list under this policy for one year and have not requested transfer to an active status (in the Ready Reserve), or qualified, or separation of an officer who is in an inactive status in the Standby Reserve and who is not qualified for transfer to the Retired Reserve or is qualified for transfer to the Retired Reserve and does not apply for such a transfer will be discharged from the USAR.

## Section III

### Transfer and Reassignment of enlisted Soldiers to the Individual Ready Reserve

#### 4–8. Scope

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

#### 4–9. Policy governing the transfer or reassignment of troop program unit or individual mobilization augmentee enlisted Soldiers to the Individual Ready Reserve

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

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

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

*c.* A Soldier who has less than 3 months remaining on a statutory or contractual MSO, whichever expires later, will not be transferred or reassigned to the IRR (including an unsatisfactory participant). The Soldier will be discharged on ETS. However, if the Soldier is otherwise eligible and executes an immediate reenlistment, reassignment to the IRR for reasons cited in this section is appropriate.

*d.* For strength accountability purposes, a cadet participating in the ROTC SMP will not be reassigned to the IRR. When authorized, the cadet may be transferred to control group (ROTC) under the jurisdiction of the ROTC Cadet Command.

#### 4–10. Voluntary reassignment of troop program unit or individual mobilization augmentee enlisted Soldiers

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

- a.* When there is a confirmed unresolvable employment conflict.
- b.* When the Soldier has a change of address to an area beyond reasonable commuting distance (as defined by DODI 1215.13) of any USAR training center.
- c.* For cogent personal reasons. However, for a TPU Soldier this is provided an exception to policy has been approved by the MSC/DRC/GOCOM.
- d.* Upon completion of a contractual agreement to serve in a TPU which the Soldier incurred on initial enlistment in the USAR under a 3x5, 4x4, 5x3, or 6x2 option.
- e.* The Soldier is a surviving son or daughter.
- f.* Dependency or hardship.
- g.* Pregnancy.
- h.* Not selected for retention by a Qualitative Retention Board and elects reassignment to control group (Reinf).
- i.* Enrolls in an ROTC basic course (non-scholarship) and requests reassignment to the IRR.
- j.* Enrolls in the Merchant Marine Academy.

#### 4–11. Involuntary reassignment of troop program unit or individual mobilization augmentee enlisted Soldiers

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

- a.* Unsatisfactory participation.
- b.* Failure to maintain Army body fat standards.
- c.* Inability to perform duties due to parenthood.
- d.* A Soldier reassigned whose service is uncharacterized, or reassigned whose service is characterized as under honorable conditions, when it has been determined that the Soldier has potential for useful service under conditions of full mobilization.
  - (1) Entry level performance and conduct.
  - (2) Unsatisfactory performance.

- e.* Maximum years of service.
- f.* Command sergeant major (CSM) on completion of a stabilized assignment.
- g.* Involuntary relief from DS duty.
- h.* A Soldier reported as a “NO–SHOW.”
- i.* Unit inactivation or relocation results in a Soldier not being within reasonable commuting distance of another TPU or IMA assignment.
- j.* When removal of a bar to reenlistment is not recommended and discharge is not appropriate.
- k.* A Soldier, staff sergeant (SSG) or above, whose grade of rank is above that authorized for a duty position.
- l.* A Soldier who is not DMOS qualified and has not begun training in an approved course of instruction within 12 months of assignment to a duty position, or is not DMOS qualified within 24 months of assignment to a duty position.
- m.* Relief for cause or involuntary relief from position.
- n.* Is assigned above the maximum allowable strength limits established.
- o.* A Soldier has completed the requisite qualifying years creditable for non-regular retired pay in receipt of a notice of eligibility, except for having reached an age of entitlement for retired pay, fails to attain the 50 retirement points annually during their anniversary year to be retained in the Ready Reserve, active status list or Standby Reserve.

#### **4–12. Routine assignment of enlisted Soldiers to the Individual Ready Reserve**

Enlisted Soldiers are routinely transferred to the IRR from other categories and sources. Subject to any restrictions, a Soldier who is not concurrently assigned to a TPU, IMA, or AGR position is transferred to an appropriate IRR control group under the following conditions:

*a.* A RA Soldier who, on discharge from the RA, is transferred by operation of law to the Ready Reserve to satisfy a remaining statutory MSO. For strength accountability purposes, a Soldier discharged from the RA based on entry into the senior ROTC will be transferred to USAR control group (ROTC) under the jurisdiction of the ROTC Cadet Command and not to the IRR.

*b.* A Soldier serving on AD in the RA, ARNGUS, or USAR, who REFRAD with a remaining statutory or contractual MSO, and transferred to the IRR under the Mobilization Asset Transfer Program. The Soldier is REFRAD and transferred based on one or more of the following reasons:

- (1) Does not meet procurement medical fitness standards but does meet retention standards.
- (2) Surviving son or daughter.
- (3) Inability to perform prescribed duties due to parenthood.
- (4) Dependency, hardship, or parenthood.
- (5) Pregnancy.
- (6) Failure to meet body fat standards.
- (7) Overseas returnee.
- (8) Physical disqualification for duty in MOS.
- (9) Reduction in authorized strength.
- (10) Separation of a Soldier from a medical holding detachment or company.
- (11) Separation of a Soldier assigned to an installation or unit scheduled for inactivation or a PCS.
- (12) A Soldier separated under (a), below whose service is uncharacterized, or separated under (b), below whose service is characterized as under honorable conditions, when it has been determined the Soldier has potential for useful service under conditions of full mobilization.
  - (a)* Entry level performance and conduct.
  - (b)* Unsatisfactory performance.

*c.* A RA Soldier who, on discharge from the RA, is assigned to the IRR under a USAR contractual agreement. This does not include enlistment for assignment to control group (ROTC) which is under the jurisdiction of the ROTC Cadet Command for strength accountability purposes.

*d.* A USAR Soldier on release from AD (REFRAD) (AGR or RA) with a remaining statutory or contractual MSO. This includes a USAR Soldier discharged at the ETS in the AGR program or the RA who immediately reenlists with concurrent reassignment to the IRR. The AGR Soldier is reassigned from control group (AGR) to the appropriate IRR control group.

- e.* Discharged from another U.S. Armed Force with concurrent enlistment in the USAR and assignment to the IRR.
- f.* Enlisted in the USAR with concurrent assignment to the IRR as a prior service applicant from civil life.
- g.* Discharged from the ARNG and transferred in Reserve of the Army status per chapter 5 of this regulation. This is provided active status in the Ready Reserve is authorized by law or policy.
- h.* Reassigned from the Retired Reserve.
- i.* Reassigned from the Standby Reserve.
- j.* Transferred from control group (DEP) for strength accountability purposes.

- k. Transferred from control group (ROTC) for strength accountability purposes.
- l. Released from the U.S. Military Academy (USMA) or the U.S. Military Academy Preparatory School (USMAPS) and transferred to the IRR.
- m. Reassigned from control group (IMA) on release from an IMA duty position assignment.

#### **4–13. Voluntary reassignment of a surviving son or daughter**

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

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

- (1) Has not completed IET and been awarded an MOS; instead, Soldier may be processed for discharge.
- (2) Has court martial charges pending against him or her.
- (3) Has been convicted by court–martial with appellate review in process.
- (4) Is serving a sentence to confinement, or is otherwise undergoing punishment imposed by a court-martial.
- (5) Is being processed for involuntary administrative separation, or reassignment to the IRR, for cause.
- (6) Is within 3 months of the ETS date of a contractual or statutory MSO, whichever is later, and subsequent discharge.

However, if the Soldier reenlists or voluntarily extends after having been advised of the provisions of this paragraph, then paragraph f, below applies.

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

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

- (a) Have been killed in action or have died when serving in the U.S. Armed Forces from wounds, accidents, or diseases.
- (b) Are in a captured or missing in action status.
- (c) Have a permanent 100 percent service–related disability (including 100 percent mental disability) as determined by the Director of Veterans Affairs or one of the military services, and are not gainfully employed because of the disability.

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

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

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

(2) Veterans Affairs Claim Number, if appropriate.

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

e. Coordinate with HRC, The Adjutant General Directorate, Casualty and Mortuary Affairs Operations Center, AHRC–PDC–P, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5405, for the updated process.

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

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

#### **4–14. Voluntary reassignment for dependency or hardship**

Upon their request, a TPU or IMA Soldier will be reassigned to the IRR when it is determined that continued participation in unit training or service on AD or ADT would result in genuine dependency or undue hardship. This is provided the Soldier has completed IET and has been awarded an MOS or is not within 3 months of ETS (conditions are of a temporary nature not to exceed 6 months).

a. *Dependency or hardship*.

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

(2) *Hardship*. Hardship exists when in circumstances not involving the death or disability of a member of a Soldier's Family, transfer to the IRR would alleviate hardship for the Soldier's Family.

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

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

(c) *Supporting evidence.* Supporting evidence will be provided as per paragraph c, below. However, Soldiers must meet the application criteria in paragraph b, below, in addition to the requirement that there be unusual or unexpected circumstances justifying transfer. An example of these circumstances is the birth of a child with a serious birth defect requiring constant care.

(3) *Members of the Family.* For purposes of transfer under dependency or hardship conditions, the term “members of the Family” includes only spouse, children, father, mother, brothers, sisters, and any person who stood in loco parentis to the Soldier before enlistment; the term “in loco parentis” is defined as any person who has stood in the place of a parent to a Soldier for five continuous years when the Soldier was a minor.

(4) *Family care plans.* Soldiers whose conditions will exceed 6 months (with the exception of “sole parent” with a viable family care plan) will not be reassigned to the IRR; these Soldiers will request a hardship discharge. Soldiers who are determined to have no viable family care plan after 6 months will be discharged.

*b. Reassignment eligibility criteria.*

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

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

(b) Conditions are of a temporary nature not to exceed 6 months.

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

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

(e) The Soldier has completed IET and been awarded an MOS and is not within 3 months of ETS.

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

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

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

*c. Evidence required.*

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

(2) The evidence required will include affidavits or statements submitted by or on behalf of the Soldier's dependents and by at least 2 disinterested persons or agencies having firsthand knowledge of the circumstances. If dependency or hardship is the result of disability of a member of the Soldier's Family, a physician's certificate should be furnished showing specifically when such disability occurred, the nature thereof, and prognosis for recovery. They will also be furnished the names, ages, occupations, home addresses, and monthly incomes of other members of the Soldier's Family. The affidavits of disinterested individuals and agencies should include reasons within their knowledge that these members of the family can or cannot aid in the financial or physical care of the dependents concerned for the period the Soldier is to be ordered to AD in the event of an emergency, or to continue participation in TPU or IMA training. When the application is based on the death of a member of the Soldier's Family, a death certificate or other proof of death should be furnished.

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

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

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

(2) An IMA Soldier will submit a written request to their immediate commander. The commander will immediately forward it with recommendations through channels to Commander, U.S. Army Human Resources Command (AHRC–ROD–I; Officers), (AHRC–EPR–I; Enlisted), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5102.

*e. Procedure.*

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

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

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

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

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

(3) Applications on which final action has been taken will be filed locally.

#### **4–15. Voluntary reassignment for pregnancy**

A Soldier assigned to a TPU or an IMA position who has completed IET and been awarded an MOS and is not within 3 months of ETS, who becomes pregnant, may elect reassignment to the IRR.

#### **4–16. Involuntary reassignment for unsatisfactory participation**

*a.* A TPU or IMA Soldier who completed IET, has future mobilization potential as determined by their commander, was awarded an MOS, and is not within 3 months of ETS, and who fails to participate satisfactorily, may be reassigned to the appropriate control group of the IRR. Involuntary reassignment is discretionary and may be made in lieu of discharge proceedings, when determined to be in the best interest of the Army. Commanders will not take reassignment action under this paragraph solely to spare a Soldier from administrative separation proceedings for other than unsatisfactory participation.

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

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

#### **4–17. Involuntary reassignment for failure to maintain Army body fat standards**

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

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

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

(3) The Soldier fails to meet the body fat standards and the sole reason for the reassignment to the IRR is failure to meet those standards.

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

(1) Do not make satisfactory progress in the weight control program after a period of 6 months, unless the commander chooses to impose a bar to reenlistment.

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

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

*d.* The authorities specified in paragraphs 1–4*a* and 1–4*c* are authorized to reassign Soldiers under this paragraph. Reassignment orders will cite this paragraph as authority and the Soldier's service is not characterized.

#### **4–18. Involuntary reassignment for inability to perform prescribed duties due to parenthood**

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

*b. Counseling.* Commanders will ensure that before recommending reassignment to the IRR under this paragraph, adequate counseling is provided and documented.

*c. Notification.*

(1) The commander will notify the Soldier in writing that their reassignment has been recommended. The letter of notification will cite the specific allegations on which the proposed reassignment is based and the specific provisions of

this paragraph authorizing the reassignment. The Soldier will be advised that their service will be uncharacterized and that they have the following rights:

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

(b) To submit statements on their behalf.

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

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

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

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

*d. Action by reassignment authority.*

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

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

(a) Direct retention.

(b) Direct reassignment to the IRR.

(c) Suspend the reassignment. In order to afford a highly deserving Soldier a probationary period to demonstrate successful rehabilitation prior to ETS, the reassignment authority, or a higher authority, may suspend execution of the reassignment for a period not to exceed 12 months. During the period of the suspension the Soldier will be afforded an opportunity to demonstrate the capability of working appropriately under varying conditions during the probationary period and that the Soldier can perform assigned duties effectively. On satisfactory completion of the probationary period, the reassignment authority will remit execution of the reassignment to the IRR. If the Soldier engages in conduct similar to that for which reassignment was approved, the appropriate reassignment authority will reassign the Soldier to the IRR.

#### **4–19. Involuntary reassignment after a review of a bar to reenlistment**

a. After placing an approved bar to reenlistment in a Soldier's local file, the company, detachment, or comparable commander of the unit to which the Soldier is assigned or attached will continue documented evaluation of the Soldier. Approved bars to reenlistment will be reviewed by the commander at least every 6 months after the date of approval and 30 days before the Soldier's scheduled departure from the unit, REFRAD, or discharge.

b. 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.

c. A unit commander will initiate proceedings to REFRAD, discharge, or reassign a Soldier with an approved bar to reenlistment upon completion of the second 6 month review 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 this regulation.

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

#### **4–20. Involuntary reassignment because of overgrade**

*a.* A Soldier may, at the commander's discretion, be involuntarily reassigned to the appropriate IRR control group when all of the following conditions exist:

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

(2) A TPU or IMA duty position in which the Soldier qualifies by MOS and authorized for the Soldier's current grade of rank or higher, within reasonable commuting distance as defined by DODI 1215.13 is not available.

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

(4) Retention in an over strength status is not authorized, or retention would exceed authorized over strength limitations as determined by the CAR.

*b.* Should a Soldier who meets the conditions outlined in *a* above be offered a duty assignment in a lower grade and decline voluntary reduction, the Soldier will be reassigned to the appropriate control group of the IRR.

#### **4–21. Involuntary reassignment for failing to report to a troop program unit or individual mobilization augmentee assignment (No–Show)**

*a.* The responsible authority will reassign a Soldier from a TPU or IMA assignment to the appropriate IRR control group when the Soldier fails to report and cannot be located within 90 days after the date of—

(1) Release from the RA or AGR status; or

(2) Reassignment from the IRR; or

(3) Reassignment from another TPU or IMA assignment.

*b.* Cite this paragraph and “AC NO–SHOW”, “IRR NO–SHOW”, “IMA NO–SHOW”, on DA Form 4651, item 4e, as the authority and reason for the reassignment.

#### **4–22. Transfer from control group (Delayed Entry Program)**

Control group (DEP) is under the administrative jurisdiction of the Commander, USAREC. This paragraph prescribes the policy and procedures for transferring a Soldier from the strength accountability of control group (DEP) to the IRR.

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

*b.* A Soldier in the DEP who is not enlisted in the RA will be transferred by USAREC to the appropriate IRR control group provided the Soldier has completed IET and been awarded an MOS. This policy applies to Soldiers who—

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

(2) Denied enlistment in the RA. This policy applies only to those Soldiers who were discharged from the ARNG or USAR as a direct result of enlistment in the DEP.

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

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

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

(*d*) A previous RA disqualification (reenlistment–codes or separation program designator) that may or may not have been disclosed when enlisted in the DEP.

*c.* The Commander, USAREC—

(1) Issues transfer orders and provides the Soldier with a copy.

(2) Sends the following documents to iPERMS for inclusion in the AMHRR.

(*a*) A copy of the transfer order.

(*b*) The original DEP enlistment packet.

#### **4–23. Transfer from control group (Reserve Officers' Training Corp)**

Control group (ROTC) is under the administrative jurisdiction of the ROTC Cadet Command. This paragraph prescribes the procedures for transferring an individual from cadet status in control group (ROTC) to enlisted status in the IRR.

*a.* For strength accountability purposes, a cadet who separated from control group (ROTC) is transferred by the ROTC region commander to the appropriate IRR control group.

*b.* ROTC region commanders—

(1) Issue transfer orders. Enter the following responses to the lead lines of the order:

(*a*) *Standard name line.* Enter the proper enlisted grade of rank. The enlisted grade of rank will be private first class or a higher grade that may have been held at the time the Soldier enrolled in the ROTC Advanced Course.

(*b*) *Assigned to manage designator.* Enter 09R00 or the MOS the Soldier possessed at the time of enrollment in the ROTC Advanced Course.

(*c*) *Assigned to.* Enter control group (AT) or Control group (Reinf) as appropriate.

(2) Sends a copy of the transfer order and the cadet file to Commander, U.S. Army Human Resources Command (AHRC–OPS), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5102.

## **Section IV**

### **Reassignments within the Individual Ready Reserve**

#### **4–24. Scope**

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

#### **4–25. Reassignment between Individual Ready Reserve control groups**

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

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

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

*(b)* Has satisfied an incurred statutory MSO.

*(c)* Has no mandatory training obligation.

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

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

*(b)* Has terminated their Early Commissioning Program delay.

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

*b.* Control group (DEP) and control group (ROTC) are not IRR control groups for strength accountability purposes under the administrative jurisdiction of the Commander, HRC.

## **Section V**

### **Training Individual Ready Reserve Soldiers**

#### **4–26. Scope**

Within policy guidance and funding provided by the DCS, G–1, the Commander, HRC, in coordination with Army commands, Army service component commands, and DRUs, is responsible for providing training for IRR Soldiers. This section provides guidance on IRR training and identifies the prescribing directive.

#### **4–27. Training for mobilization**

*a.* Readiness training is specialty or AOC related training for the IRR Soldier.

*b.* The Enlisted Personnel Management System—IRR is the personnel management system designed to provide for the effective management of an IRR enlisted Soldier's training and professional development.

*c.* An IRR enlisted Soldier who has not completed initial AD for training (IADT) and is precluded from assignment to a TPU, may be ordered to IADT on a voluntary basis at such time as determined by Commander, HRC (AHRC–EPO–P). The Soldier must meet the minimum physical profile of the MOS in which to be trained. On completion of IADT, the Soldier may be transferred to a TPU or retained in the IRR.

*d.* An IRR enlisted Soldier who has completed IADT, but is ineligible for assignment to a TPU, may be ordered to AD or ADT on a voluntary basis at such time as determined by the Commander, HRC (AHRC–EPO–P).

## **Section VI**

### **Release from Individual Ready Reserve Assignment**

#### **4–28. Scope**

*a.* This section identifies the conditions under which a Soldier is released from assignment to an IRR control group. Such a release is a result of a Soldier's voluntary or involuntary reassignment to the Selected, Standby, or Retired Reserve, or separation from the USAR.

*b.* An IRR Soldier who is otherwise qualified may voluntarily request reassignment to—

(1) A USAR TPU.

(2) An IMA position.

- (3) The Retired Reserve.
- (4) The Standby Reserve.
- c. A request for assignment, reassignment, or attachment to a USAR TPU will be submitted on DA Form 4651, or by USAREC on DA Form 4187.

#### **4–29. Release from Individual Ready Reserve Control Group Assignment**

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

- a. Discharged or dropped from the rolls under pertinent regulations. This includes a Soldier who is discharged as a result of enlistment in the DEP or the senior ROTC. It also includes Soldiers who enlist or are appointed in the RA or any other Regular or RC (except ARNGUS).
- b. Reassigned to a USAR TPU.
- c. Entering on AD in an AGR status.
- d. Reassigned to an IMA duty position.
- e. Enlisted or appointed in the ARNG.
- f. Assigned to the Retired Reserve.
- g. Mandatorily released from active status.
- h. Reassigned to the Standby Reserve.
- i. Voluntarily ordered to AD in the RA.
- j. Ordered to AD in the RA during mobilization. An election statement will be offered to all IRR officers who are identified for involuntary mobilization if such officers will complete their 8-year MSO prior to the initial reporting date specified on their mobilization orders, whether or not the officer subsequently receives a delayed reporting date.
- k. Appointed to the U.S. Military Academy or other Service academy.
- l. Completion of 8-year MSO. Officers who have fulfilled their MSO and have not taken action to elect to remain in the IRR will be advised of the requirement to remove them from the military (DODI 1235.13).
  - (1) The Commander, HRC will discharge those officers from the Army within 2 years after fulfillment of the officer's MSO unless they positively elect to remain in the IRR past their MSO. The MSO is inclusive of the 8-year statutory service obligation incurred under 10 USC 651 and any contractual service obligation incurred for appointment as an officer or for receipt of bonuses or incentives in conjunction with Ready Reserve service.
  - (2) IRR officers who have completed their MSO will be notified by mail by the Commander, HRC that they have the option to elect to remain in the Ready Reserve, request resignation, or transfer to Retired Reserve, if qualified. Officers who fail to make an election within 45 days to a second notification of the IRR decision point policy will be transferred to the Standby Reserve (inactive) by the CG, HRC.

#### **4–30. Limitations on reassignment to a troop program unit or individual mobilization augmentee position based on the reasons for assignment to the Individual Ready Reserve**

The reason a Soldier was transferred or reassigned to the IRR determines the limitation, if any, on reassignment to a TPU or IMA position. In addition to this paragraph, table 4–1 establishes the limitations on the reassignment of a Soldier from the IRR to a TPU or IMA duty position. This is provided the Soldier meets the requirements of chapter 2 of this regulation, or AR 140–145, as appropriate, and except for an IMA reassignment, has not accumulated the maximum total years of military service for their. Reassignment limitations are as follows:

- a. *MOS qualifications.* The reassignment of a Soldier who is not MOS qualified is restricted to those scheduled for entry on ADT to become MOS qualified under the Prior Service Training Program administered by the USAREC.
- b. *Date of eligibility.* Two-year waiting period measured from the date of assignment to the IRR.
- c. *Deployability.* Reassignment of a Soldier who does not meet worldwide deploy ability standards, or who has a permanent disqualifying condition (that is, existed prior to service), is prohibited. Condition must have been detected within 4 months of entry in the military service.
- d. *Minimum documentation.* Must provide minimum documentation shown in AR 601–210, table 4–1, line AC.
- e. *Record of Military Processing.* Must provide minimum documentation shown in AR 601–210, table 4–1, line AK, DD Form 1966 (Record of Military Processing – Armed Forces of the United States) series, and police clearances.
- f. *Pre-existing IRR conditions.* Must provide proof the condition or problem which caused transfer or reassignment to the IRR no longer exists and will not affect TPU or IMA performance.
- g. *Surviving son or daughter.* The Soldier must provide a signed statement requesting the surviving son or daughter status be withdrawn. The statement must also acknowledge that the Soldier—
  - (1) Is available for worldwide assignment to include a combat zone.
  - (2) Waives the right to be reinstated as a surviving son or daughter and subsequently requests reassignment to the IRR under this paragraph.

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

*i. Physical readiness.* Must meet Army body fat standards and the minimum physical profile of the MOS in which to be trained.

*j. Position reassignment.* Cannot be reassigned within the command that convened the board. The Soldier may be reassigned to a TPU that is not under the command or operational control of the command that convened the board.

*k. Military Service Obligation.* The reassignment of a Soldier having no MSO incurred by statute, who was removed from a TPU for unsatisfactory participation, is not authorized. An exception may be made by a gaining commander if no other qualified Soldier is available.

*l. IMA eligibility.* Not eligible for reassignment to a TPU, but eligible for assignment to an IMA position provided the Soldier meets the requirements.

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

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

*o. Officer eligibility.* Assignment of an officer to a TPU or IMA position is prohibited until OBC/BOLC has been completed.

*p. Command endorsement.* A Soldier may not be reassigned to a TPU or IMA position without prior approval of the TPU or IMA duty position commander. This may be waived by the CAR for TPU Soldiers.

*q. Bar to reenlistment.* A Soldier who has been barred from reenlistment in the USAR, is ineligible for reassignment to a TPU or IMA duty position, while the bar to reenlistment is in effect. If, through the review process, the bar is removed, the Soldier can be reassigned if otherwise eligible.

#### **4–31. Limitations on reassignment to a troop program unit or individual mobilization augmentee position based on an Individual Ready Reserve Soldier's condition or status**

A Soldier who is eligible for reassignment to a TPU or IMA position, per paragraph 4–30 of this publication and table 4–1, may be limited from such reassignment based on a condition, which occurred while assigned to the IRR, or because of an existing status. Table 4–1 cites status and existing conditions with the appropriate references, which may preclude reassignment to a TPU or IMA duty position.

*a.* While assigned to the IRR a Soldier provided evidence that supported a claim for hardship or dependency status as described in paragraph 4–14 of this publication. If the Soldier requests voluntary reassignment to a TPU or IMA duty position, the Soldier must provide proof that the condition, which caused the hardship or dependency status, no longer exists.

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

*c.* While assigned to the IRR a Soldier has been flagged. The Soldier cannot be reassigned to a TPU or IMA duty position until the reason for imposition of the flag has been adjudicated and the flag has been removed.

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

<b>Rule</b>	<b>Reason for assignment to the IRR</b>	<b>TPU/IMA reassignment limitations</b>
1	Employment conflict (para 4-10a).	None, if otherwise eligible
2	Moved beyond reasonable distance of a USAR center (para 4-10b).	None, if otherwise eligible
3	Cogent personal reasons (para 4-10c).	None, if otherwise eligible
4	Completion of contractual agreement (para 4-10d).	None, if otherwise eligible
5	Surviving son or daughter (paras 4-12b(2) and 4-13).	Paragraph 4-31a, c, and g apply
6	Dependency or hardship (paras 4-12b(4) and 4-14).	Paragraphs 4-31a, c, and f apply
7	Pregnancy (paras 4-12b(5) and 4-15).	Paragraphs 4-31a, c, and h apply
8	Non-select by Qualitative Retention Board (AR 135-205).	TPU reassignment prohibited. IMA reassignment permitted Paragraph 4-31k applies
9	Non-select by Selective Retention Board (chap 10).	Para 4-31k applies
10	Enrolled in an ROTC basic course (para 4-10).	None, if otherwise eligible
11	Enrolled in the Merchant Marine Academy (AR 135-91).	Reassignment prohibited if still enrolled
11.1	Failure to complete OBC/BOLC (para 4-6).	Para 4-31p applies
11.2	Above the maximum allowable TPU strength limits (para 4-6).	None, if otherwise qualified
12	Unsatisfactory participation (enlisted) (para 4-16).	Paras 4-31a, c, l, and q apply
12.1	Unsatisfactory participation (officer) (para 4-6).	Para 4-31q applies
13	Failure to maintain body fat control standards (para 4-12b(6) and 4-17).	Paras 4-31a and j apply
14	Inability to perform duties due to parenthood (para 4-12b(3) and 4-18).	Paras 4-31a, c, and f apply
15	Entry level performance and conduct (AR 135-178 and AR 635-200).	Paras 4-31a, b, c, and d apply
16	Unsatisfactory performance (AR 135-178, and AR 635-200).	Paras 4-31a, b, c, d, and e apply
17	Maximum years of service (para 7-2g).	Para 4-31m applies
18	Completion of tenure as a CSM (AR 614-200).	Para 4-31n applies
19	Involuntary relief from DS duty (para 2-26c and d).	None, if otherwise qualified
20	Transferred as a "NO-SHOW " (para 4-21).	None, if otherwise qualified
21	Unit inactivation or relocation (AR 135-91).	None, if otherwise qualified
22	Discharged on satisfactory completion of an RA enlistment with a remaining Reserve statutory MSO (AR 635-200).	None, if otherwise qualified
23	RA oversea returnee with a remaining Reserve statutory MSO (AR 635-200) (mobilization asset transfer).	None, if otherwise qualified
24	Physical disqualification for duty in MOS (AR 635-200) (mobilization asset transfer).	Para 4-31i applies
25	Reduction in authorized strength (AR 635-200) (mobilization asset transfer).	None, if otherwise qualified
26	Separated from RA medical holding detachment or company with a remaining Reserve statutory MSO (AR 635-200) (mobilization asset transfer).	Paras 4-31a, c, f, and k apply
27	Separated from RA installation or unit scheduled for inactivation or PCS (AR 635-200) (mobilization asset transfer).	None, if otherwise qualified
28	Holiday early transition program (AR 635-200) (mobilization asset transfer).	None, if otherwise qualified
29	Enlisted in USAR for assignment to control group (Reinf) concurrent with RA discharge (AR 601-210).	None, if otherwise qualified
30	Separated from the U.S. Military Academy and transferred to satisfy a remaining statutory or contractual MSO (AR 612-205).	Para 4-31o applies
31	USAR Soldier REFRAD on satisfactory completion of RA or AGR tour of duty with a remaining statutory or contractual MSO (AR 635-200).	None, if otherwise qualified
32	Discharged from another U.S. Armed Force with concurrent enlistment in the USAR and assignment to the IRR (AR 601-210).	None, if otherwise qualified
33	Prior service enlistment from civil life in the USAR with assignment to the IRR (AR 601-210).	None, if otherwise qualified
34	Discharged from the ARNG on satisfactory completion of an ARNG enlistment with a remaining statutory MSO.	None, if otherwise qualified
35	Reassigned from the Retired Reserve (chap 6, sec II).	None, if otherwise qualified
36	Reassigned from the Standby Reserve (chap 8).	None, if otherwise qualified

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

<b>Rule</b>	<b>Reason for assignment to the IRR</b>	<b>TPU/IMA reassignment limitations</b>
37	Transferred from control group (DEP) (para 4-22).	Paras 4-31 a, c, f, g, h, i, and j apply
38	Transferred from control group (ROTC) (para 4-23).	Paras 4-31 a, c, f, g, i, and j apply
39	Separated from the U.S. Military Academy Preparatory School (USMAPS) with a remaining statutory MSO (AR 135-91).	Paras 4-31 a, c, and j apply
40	Transferred from a TPU based on overstrength status of 1 year (AR 600-8-19).	None, if otherwise qualified
41	Reassigned with an imposed bar to reenlistment (para 4-19).	Para 4-31 r applies
42	Grade of rank is above that authorized for a duty position (para 4-20).	None, if otherwise qualified
43	Failure to become DMOS qualified (para 2-10c).	Para 4-31 a applies
44	Failure to attain 50 retirement points annually during their anniversary year to be retained in the Ready Reserve, active status list or Standby Reserve upon receiving the Notice of Eligibility for a non-regular retirement. Transfer to the Retired Reserve, discharge or request a one-time waiver.	DODI 1200.15 paragraph 6.b.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

MEMORANDUM FOR [Soldier]

SUBJECT: Reassignment to the Individual Ready Reserve

1. I am initiating action to release you from this command and reassign you to the Individual Ready Reserve for inability to perform your prescribed duties due to parenthood under AR 140-10, paragraph 4-14. If you are reassigned your service will be uncharacterized.
2. The reasons for my proposed action are: (Specify the reasons. For guidance see para 4-14).
3. I am suspending action for 45 days to give you an opportunity to exercise the following privileges:
  - a. To consult with counsel.
  - b. To submit statements in your own behalf.
  - c. To request and obtain copies of any documents that will be sent to the reassignment authority supporting the proposed reassignment.
  - d. To waive the above rights in writing.
4. The final decision as to whether you will be reassigned to the Individual Ready Reserve rests with the reassignment authority (Identify the command, per AR 140-10, para 1-5). You have the right to consult with an appointed counsel at no personal expense, or a civilian counsel at your own expense, before completing the enclosed acknowledgement.
5. Acknowledgment of this letter is required within 30 calendar days of receipt. Failure to respond to this letter will be considered a waiver of the rights described in paragraph 3 above.

Figure 4–1. Sample notification of recommended involuntary individual ready reserve reassignment for inability to perform prescribed duties due to parenthood



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

MEMORANDUM FOR (Reassignment authority)

SUBJECT: Reassignment to the Individual Ready Reserve

1. I have been advised by my consulting counsel of the basis of the contemplated action to accomplish my reassignment to the Individual Ready Reserve for inability to perform prescribed duties due to parenthood (AR 140-10, para 4-14) and its effects; of the rights available to me; and the effect of any action taken by me in waiving my rights.
2. I (request) (waive) appointed counsel for consultation.
3. I (do) (do not) request copies of documents that will be sent to the reassignment authority supporting the proposed reassignment.
4. Statements in my own behalf (are)(are not) submitted herewith (encl).
5. I (request) (waive) representation by [counsel of representation] as my military counsel.
6. I understand that my reassignment to the IRR does not separate me from the U.S. Army Reserve. If I am assigned to Control Group (Annual Training) I will incur a mandatory training obligation of up to 30 days of active duty for training each year. If I am assigned to Control Group (Reinforcement) I may participate in training subject to the availability of training funds. I also understand that I can request reassignment to a TPU if I provide proof that the condition or problem which caused my reassignment to the Individual Ready Reserve no longer exists and will not effect TPU performance.
7. I have retained a copy of this statement.

[Signature of Soldier]  
[Typed name, SSN, grade]  
[Date Soldier signed statement]

Figure 4-2. Sample of Soldier's statement of acknowledgment regarding involuntary reassignment to the individual ready reserve for inability to perform prescribed duties due to parenthood

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

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

[Signature of counsel]  
[Typed name, SSN, grade, branch]  
[Date counsel signed statement]

Figure 4–2. Sample of Soldier's statement of acknowledgment regarding involuntary reassignment to the individual ready reserve for inability to perform prescribed duties due to parenthood—Continued

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

### Section I

#### Transfer from the U.S. Army Reserve

##### 5–1. Conditional release

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

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

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

(b) An enlisted Soldier's scheduled date of entry on IET is more than 120 days later than the date of the request. The gaining state adjutant general must indicate the Soldiers will enter IET within 120 days after enlisting in the ARNG.

(c) An enlisted Soldier is selected for enrollment in an ARNG officer training program. Selection must be verified by the gaining state adjutant general.

b. IRR Soldiers may be appointed or enlisted in the ARNG without a conditional release.

c. The CAR is the approval authority for the following:

(1) The conditional release request for USAR TPU members appointed or enlisted in the ARNG. The CAR may further delegate this authority to MSC/GOCOM commanders, promotable COLs in GO positions. This authority may be further delegated to DCS, G-1s, GOCOM Human Resource Officers or equivalent.

(2) Requests for conditional release disapproved by the delegated commander. The reason for disapproval will accompany the request.

d. The Commander, AHRC (AHRC–ROD; Officer and AHRC–EPO–D; Enlisted) is approval authority for the following:

- (1) Final clearance for IRR Soldiers appointed or enlisted in the ARNG.
- (2) Requests for conditional release of enlisted unit Soldiers received within 120 days of entry on IADT.
- (3) Officers assigned to USAR control group (OADO).

## **5–2. Enlistment or appointment in Army National Guard**

a. An NGB Form 60 (Request for Clearance from USAR for Enlistment/Appointment in ARNG) and one of the following documents will be sent to the Commander, HRC (AHRC–OPM; Officers or AHRC–EPZ–D; Enlisted), or the appropriate MSC/DRC/GOCOM commander for USAR unit Soldiers:

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

b. The Commander, HRC or the appropriate MSC/DRC/GOCOM commander will—

(1) Terminate USAR membership.

(2) Issue orders for Soldiers transferring to the ARNG in the same status. (Enlisted USAR to enlisted ARNG or officer USAR to officer ARNG). A copy of the order for USAR unit Soldiers will be sent to the CG, HRC at the address shown in c below. The following will be entered in response to the order lead lines:

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

d. Additional instructions: Membership in the USAR was terminated on the date preceding your enlistment or appointment in the ARNG. A formal discharge certificate will not be issued.

## **Section II**

### **Transfer from the Army National Guard**

#### **5–3. Reserve of the Army status**

a. Persons who are not USAR Soldiers become Reserve of the Army Soldiers when—

- (1) Granted permanent Federal recognition.
- (2) Enlisted in a federally recognized unit or organization of the ARNG.

b. When Federal recognition is temporary, officers do not become Reserve of the Army Soldiers unless they currently hold USAR appointments or a Reserve of the Army appointment independent of the appointment that is the subject of temporary Federal recognition.

c. Unless concurrently discharged, Soldiers who are discharged from the ARNG remain Reserve of the Army Soldiers.

#### **5–4. Conditional release**

a. A conditional release must be obtained from the state adjutant general before accepting ARNGUS Soldiers for USAR unit assignments.

b. Soldiers may be transferred from the ARNGUS to the IRR without a conditional release to—

- (1) Serve the remaining portion of an obligation after discharge from the ARNG or withdrawal of Federal recognition.
- (2) Be promoted per NGR 600–100.

c. Transfer to the Standby Reserve (active or inactive list) is restricted to the reasons shown in chapter 8.

#### **5–5. Procedures**

a. *ARNG Soldiers accepted for assignment to a USAR unit.*

(1) The State Adjutant General will—

(a) Issue transfer orders for officers.

(b) Discharge Soldiers from the ARNG when the USAR enlistment contract is received.

(2) USAR unit commanders will—

(a) Ensure that ARNG Soldiers are processed for enlistment as prior service applicants.

(b) Send a copy of the enlistment contract to the State Adjutant General.

b. *ARNG Soldiers not selected for retention.*

c. *ARNG officers enlisting in the RA.*

d. *Transfer to accept promotion.* Issue orders for officers transferred to accept promotion. Assignment will be to USAR control group (Reinf).

## **5–6. Orders**

State orders will be issued in the format shown in NGR 310–10 (AR) for ARNG Soldiers who are transferred. One of the following entries will be made in response to the orders lead line “Assigned to”:

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

## **Chapter 6**

### **Transfer to and from the Retired Reserve**

#### **Section I**

#### **Transfer to the Retired Reserve**

##### **6–1. Eligibility**

*a.* Assignment to the Retired Reserve is authorized, with the exception of enlisted Soldiers subject to involuntary separation. The Soldier may not elect reassignment to the Retired Reserve in lieu of involuntary separation, unless specifically waived. The eligible Soldiers may be allowed to transfer if they—

- (1) Are entitled to receive retired pay from the U.S. Armed Forces because of prior military service or disability.
- (2) Twenty QYS for retired pay at age 60, and are eligible to receive the notification of eligibility (NOE) of Retired Pay at age 60 (20-year letter).
- (3) Are medically disqualified and not as a result of own misconduct, for retention in an active status, who have completed at least 15 QYS but less than 20 QYS for retired pay, and are eligible to receive the NOE for Retired Pay at Age 60 (15-year letter).
- (4) Have completed a total of 20 years of active service in the U.S. Armed Forces.

*b.* AR TPU and IMA officers and enlisted Soldiers will submit voluntary requests for transfer to the Retired Reserve not later than 9 months prior to the effective date of the transfer.

*c.* Involuntary reassignment to the Retired Reserve is authorized for eligible Soldiers removed for maximum years of service or maximum age who do not elect discharge.

*d.* Involuntary reassignment to the Retired Reserve is authorized for Soldiers who have received the NOE/Twenty Year Letter, failed thereafter to attain 50 retirement points in their anniversary year, and failed to respond to the options of discharge, retirement, or one-time waiver provided in the non-participation letter.

##### **6–2. Orders and certificates**

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

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

*c.* Soldiers transferred to the Retired Reserve or discharged under honorable conditions with 20 or more years of qualifying service for retired pay (15 years when early retirement is authorized) or permanently disabled will be issued the DD Form 2542 (Certificate of Appreciation for Service in the Armed Services of the United States) and if the retiree desires the DA Form 3891 (Army Spouse Certificate of Appreciation).

*d.* Issue DA Form 3931 (Certificate of Appreciation (for Active Reserve Service)) to USAR members who are discharged or transferred to the Retired Reserve (after 31 Dec 1972) and have completed 20 or more years of qualifying service.

*e.* Issue U.S. flag upon transfer or discharge of Soldiers who have completed the years of service for eligibility for retired pay at age 60.

*f.* Issue the Retired Army pin to Soldiers in possession of a DD Form 2S (RET) (U.S. Uniformed Services Identification Card) (Retired).

##### **6–3. Ordering Retired Reserve members to active duty**

Retired Reserve members will be—

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

## Section II

### Transfer from the Retired Reserve

#### 6–4. Criteria for transfer

The criteria for transfer from the Retired Reserve to the Ready Reserve is based on the Soldiers' status.

*a.* Transfer is not authorized for Soldiers receiving retired pay unless the Secretary of the Army (SECARMY) makes a special finding that their services are indispensable. A Soldier is determined indispensable when no other Soldier in the Ready or Standby Reserve in the area is eligible and qualified for the position.

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

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

#### 6–5. Application for transfer

*a.* If applying for a TPU assignment, the Retired Reserve Soldier must apply through the TPU commander. For an IMA assignment, the Soldier must apply through Commander, HRC (AHRC–RCT).

(1) Attach a medical examination taken within the last year and reviewed by an Army surgeon.

(2) Enter the following on the endorsement:

*(a)* The paragraph and line number of the TPU or IMA position.

*(b)* Justification for the SECARMY to determine if the Soldier's service is indispensable. (applies to Soldiers receiving retired pay.)

(3) Make the following statements:

*(a)* There is no one in the Ready or Standby Reserve within this area who is eligible and qualified for the position.

*(b)* The Soldier is qualified for reenlistment, when appropriate.

(4) State whether the Soldier—

*(a)* Will be accepted for the position if transfer is approved.

*(b)* Is physically and otherwise qualified for the position.

*(c)* Meets the body fat standards.

*b.* The MSC/DRC commander will—

(1) Review applications and determine qualifications. Qualification may be evaluated through—

*(a)* Personal interview.

*(b)* Reviewing supporting documents furnished by the Soldier.

*(c)* Requesting any available information from the CG, HRC to help in determining qualifications.

(2) Forward approved applications to Commander, U.S. Army Human Resources Command (AHRC–RCT), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5102.

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

*c.* The CG, HRC will—

(1) Disapprove applications from Soldiers whose removal from active status was mandatory.

(2) Send applications requiring indispensability statements to Deputy Chief of Staff, G–1 (DAPE–MP), Washington, DC 20310–0300.

(3) Issue orders for Soldiers approved for transfer to the Ready Reserve.

#### 6–6. Soldiers determined indispensable

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

(1) One year or unit's period of mobilization, whichever is later, if applicable.

(2) The date removed from the position for which the finding of indispensability was made.

(3) The date removal from an active status is mandatory.

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

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

## **6–7. Transfer orders**

- a.* The CG, HRC will issue orders, format 450.
- b.* When appropriate, enter the following in response to the order lead lines:
  - (1) Effective date: (date) for (number) months. Applies when a Soldier is transferred under a SECARMY finding of indispensability. The period of service will not exceed 12 months.
  - (2) Additional instructions: You will be reenlisted the day following the effective date of this order. DD Form 4 (Enlistment/Reenlistment Document—Armed Forces of the United States) will be executed when enlisted Soldiers are not in receipt of retired pay.

## **Chapter 7 Removal from Active Status**

### **Section I**

#### **Reasons for Removal**

##### **7–1. General**

- a.* These provisions apply to Soldiers assigned to the SELRES, the IRR, and the Standby Reserve (active list). Some of these provisions also apply to removal from the Standby Reserve (inactive List).
- b.* Soldiers removed from active status will be discharged or transferred to the Retired Reserve. Transfer to the Retired Reserve is authorized when requested by Soldiers who are eligible.
  - (1) General officers removed may request transfer to the Standby Reserve (inactive list).
  - (2) Officers who have completed their statutory and contractual MSO and have failed to respond within 45 days to a second notification of the IRR decision point policy will be transferred to the Standby Reserve (inactive list) by the CG, HRC.
  - (3) Soldiers removed from units may be assigned to the IRR.
  - (4) Soldiers being removed from an active status for maximum years of service or maximum age will be reassigned to the Retired Reserve, if eligible, unless discharge is requested.
- c.* Exception numbers referenced in this section are described in section II of this chapter. Also, see section II for general exceptions.
- d.* Soldiers being removed from an active status for non-participation will be reassigned to the Retired Reserve, if eligible, unless discharge is requested.

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

- a.* Exceptions to removal rule 1 are numbered 2, 3, 4, 5, 10, 14, 15, and 16. Also, see section III of this chapter for exceptions to removal of AMEDD branch officers for length of service.
- b.* Total commissioned service or length of service. Do not confuse removal for length of service in this paragraph with removal for maximum age. When computing years of service or time in grade, do not count time spent on the Temporary Disability Retired list, the Standby Reserve (inactive status list), or in the Retired Reserve.
- c.* Remove officers recommended for promotion by a selection board under the criteria that apply to the higher grade. This applies only if the officer remained in an active status since recommended for promotion and has not declined the promotion or been removed from the promotion list.
- d.* When computing a Reserve officer's years of service, include all service of the officer as a commissioned officer of a uniformed service other than the following:
  - (1) Service as a WO.
  - (2) Constructive service.
  - (3) Service after appointment as a commissioned officer of a RC while in a program of advanced education to obtain the first professional degree required for appointment, designation, or assignment to a professional specialty, but only if that service occurs before the officer commences initial service on AD or initial service in the Ready Reserve in the specialty that results from such a degree.
  - (4) The exclusion under subsection (d)(3) does not apply to service performed by an officer who previously served on AD or participated as a member of the Ready Reserve in other than a student status for the period of service preceding the member's service in a student status.
  - (5) For purposes of subsection (d)(3), an officer will be considered to be in a professional specialty if the officer is appointed or assigned to the Medical Corp, the Dental Corp, the VC, the Medical Service Corps, the Nurse Corps, or the Army Medical Specialists Corps or is designated as a CH or JA.

*e.* General officers.

*f.* Officers and enlisted Soldiers will be removed from active status when they complete the years of service.

*g.* COLs.

(1) Remove on the first day of the month after the month in which the officer completes 30 years of commissioned service.

(2) COLs selected for, and who voluntarily accept, continuation on the Reserve active status list under the provisions of 10 USC 14701 will be retained for the continuation period, but not beyond the last day of the month in which the officer completes 35 years of commissioned service.

*h.* LTCs.

(1) Remove on the first day of the month after the month in which the officer completes 28 years of commissioned service.

(2) LTCs selected for, and who voluntarily accept, continuation on the Reserve active status list under the provisions of 10 USC 14701 will be retained for the continuation period, but not beyond the last day of the month in which the officer completes 33 years of commissioned service.

*i.* Majors (MAJs).

(1) Unless retained; remove on the later of:

(a) The first day of the month after the month in which the officer completes 20 years of commissioned service, or;

(b) The first day of the seventh month after the month the president approves the selection board report that failed to select the officer for promotion the second time.

(2) MAJs selected for, and who voluntarily accept, continuation on the Reserve active status list under the provisions of 10 USC 14701 will be retained for the continuation period, but not beyond the last day of the month in which the officer completes 24 years of commissioned service.

*j.* CPTs.

(1) Unless retained; remove on the first day of the seventh month after the month the president approves the selection board report that failed to select the officer for promotion the second time.

(2) CPTs selected for, and who voluntarily accept, continuation on the Reserve active status list under the provisions of 10 USC 14701 will be retained for the continuation period, but not beyond the last day of the month in which the officer completes 20 years of commissioned service.

*k.* ILTs. Remove on the first day of the seventh month after the month the president approves the selection board report that failed to select the officer for promotion the second time.

*l.* Second lieutenants. If not sooner promoted to 1LT, remove on any date after the officer is not found to be qualified for promotion, but not later than the end of the 18 month period after the date the officer is first found not qualified for promotion. The maximum period a second lieutenant may remain in service is 42 months' time-in-grade.

*m.* Enlisted Soldiers.

(1) Remove USAR TPU Soldiers when they complete the years of service in the grades shown in paragraphs (a) through (e) below. This policy applies only to unit Soldiers who have completed 20 years of qualifying service for retired pay. The CAR may, upon notifying HQDA, suspend removal for maximum years of service (MYOS), when AR strength warrants or upon declaration of partial or higher levels of mobilization. Soldiers who do not request transfer to the Retired Reserve or discharge will be assigned to the IRR.

(a) CSM, 35 years.

(b) Sergeant major, 31 years.

(c) First sergeant/Master sergeant, 31 years.

(d) Sergeant first class, 29 years.

(e) SSG and below, 27 years.

(2) Remove Soldiers who are pending promotion under the criteria that applies to the higher grade.

(3) Removal must be accomplished within 30 days after the date on which the required years of service are completed. The CAR may, upon notifying HQDA, suspend removal for MYOS, when AR strength warrants or upon declaration of partial or higher levels of mobilization.

(4) Although a Soldier has completed the years of service, the Soldier will not be removed from a TPU under this paragraph unless he or she has received the letter of notification to receive retired pay at age 60. Removal will be completed within 30 days after the letter of notification is issued. Should issue of the letter of notification be delayed more than 60 days, authority for continued retention must be obtained from the appropriate area commander.

(5) Removal from a TPU based on years of service under this paragraph does not apply to IRR or IMA Soldiers, or Soldiers serving on AD in an AGR status.

### **7-3. Maximum age (removal rule 2)**

*a.* Exceptions to removal rule 2 are numbered 1, 8, 15, and 18. Also, see section III of this chapter for exceptions to removal of AMEDD branch officers for maximum age. Soldiers removed under this rule will be transferred to the Retired Reserve, if eligible, unless discharge is requested.

*b.* Soldiers not sooner removed for another reason will be removed when they reach maximum age. Removal date will be the last day of the month in which they reach the age stated below.

(1) Age 60 for—

(*a.*) General officers.

(*b.*) Field and company grade officers.

(*c.*) Commissioned WO who have earned 20 QYS for retired pay prior to age 60.

(*d.*) Soldiers having 20 or more years of qualifying Federal service except as prescribed in AR 135-156.

(*e.*) Enlisted Soldiers.

(2) Age 62 for WO other than commissioned WO.

(*a.*) Removal date for commissioned WO who have not yet earned 20 QYS for retired pay prior to age 60, except that removal will be upon completion of 20 QYS plus 60 days if completed prior to age 62.

(*b.*) Removal date for commissioned WO who do not earn 20 QYS for retired pay upon reaching age 62 plus 60 days.

*c.* Commissioned officers (excluding WO) may request exceptions to the regulatory removal requirement of age 60 submitted through the officer's chain of command and DCS, G-1, to the Assistant Secretary of the Army (Manpower & Reserve Affairs) (ASA (M&RA)) for approval. Each request must state a mission-based reason for the officer's continued active status service and the officer's chain of command must endorse. Each request must further indicate whether the officer will qualify for non-regular retirement at age 60 and whether the officer will attain their maximum years of commissioned service during the requested period. Requests for individual exceptions that do not state a mission-based reason must explain why the officer's continued service is in the best interest of the Army, and such requests may only be approved by the ASA (M&RA) or the SECARMY.

### **7-4. Nonparticipation (removal rule 2.1)**

*a.* Exception number 1.1 applies.

*b.* An officer or enlisted Soldier who has accrued 20 years of qualifying service for retired pay is required to attain 50 points annually to be retained in an active status in the SELRES, IRR, or Standby Reserve (active list).

*c.* An officer or enlisted Soldier who fails to attain 50 points by the anniversary of their retirement year ending date, will be removed from active status.

### **7-5. Failure to maintain a security clearance (removal rule 2.2)**

*a.* An officer assigned to the IRR whose security clearance is finally denied or revoked by appropriate authorities is not qualified for retention in the Ready Reserve and may be transferred to the Standby Reserve Inactive Status List for a maximum period of two years. The CG, HRC is the approval authority for transfers under this paragraph, and may delegate the authority, in writing, to a division chief within HRC in the grade of colonel or the civilian equivalent. Further delegation of authority is not authorized.

*b.* An officer transferred under this paragraph will be notified of the transfer, the maximum period authorized, and provided guidance for appeal of the denial or revocation of the officer's security clearance.

### **7-6. Non-selection for promotion (removal rules 3 and 4)**

The procedures below apply only to officers who have fulfilled their statutory MSO.

*a.* Failure to qualify for promotion (removal rule 3). (Exception 2 applies.) Remove officers who fail to qualify for promotion to—

(1) WO (CW2).

(2) 1LT. Officers must have been considered and not recommended on or before the date they complete 3 years of commissioned service.

(3) Major. ANC officers appointed on and after 1 October 1986 who fail to complete an accredited baccalaureate degree in nursing. Officers other than Army nurses appointed on or after 1 October 1987 who fail to possess a baccalaureate degree from an accredited college or university.

*b.* Non-selection for promotion after second consideration (removal rule 4). (Exception 2 applies.) Remove officers who are twice not selected for promotion to CW3, CW4, CPT, MAJ, and LTC on the first day of the seventh month after the month the president approves the selection board report that failed to select the officer for promotion the second time, unless selectively continued.

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

The procedures below apply only to officers who have fulfilled their statutory MSO.

- a. Exceptions numbered 5, 11, 12, and 13 apply to removal rule 5.
- b. Remove officers who fail to complete the following military education requirements:
  - (1) BOLC-B, previously referred to as the OBC and BOLC III—

(a) Within 36 months for graduates of ARNG or USAR OCS except AMEDD officers enrolled in the new STRAP. Except for AMEDD officers enrolled in the new STRAP, the period will be computed from the effective date of appointment. For AMEDD officers enrolled in the new STRAP, the period will be computed from the date of completion of the new STRAP.

(b) Within 36 months of direct appointment, except for STRAP participants who must complete the basic officer course within 36 months after completion of their specialized training. This rule does not apply if the officer was granted equivalent credit for the basic course at the time appointed. Nor does it apply to an officer in the grade of second lieutenant (regardless of their service obligation) who is enrolled in a resident OBC/BOLC.

(c) Within 12 months for graduates of ARNG State OCS who are participants in the ARNG non-ROTC program. Course must be attended in residence with the RA. Time will be computed from the effective date of appointment. This rule does not apply if the officer completed basic training in an enlisted status.

(d) Except for CH branch officers who are CC (56X). For CCs, the period will be computed from the date of completion of all the requirements of the CC program.

(2) U.S. Army Command and General Staff College, ILE-CC and Advance Officer Warrior Course, or equivalent within 3 years of the date promoted or appointed to LTC. Period will be computed from the effective date of promotion. Removal does not apply to LTCs who—

- (a) Were not required to have 50 percent of U.S. Army Command and General Staff College to be promoted to LTC.
- (b) Are assigned to the CH branch as CCs.

### **7-8. Nonacceptance of assignment (removal rule 6)**

- a. Exception number 9 applies to removal rule 6.
- b. Remove non-obligated Soldiers of the IRR, if they refuse to accept an assignment.

(1) IRR Soldiers who refuse to accept assignment to an AR unit or IMA position. Soldiers must be eligible for assignment. They will be given 90 days to accept assignment if personal hardship precludes immediate participation.

(2) Officers who have 5 continuous years of IRR service without assignment or attachment to an AR unit or IMA position. Officers must be eligible and have been notified that an appropriate assignment or attachment can be made.

### **7-9. Theological students failing to qualify for the Chaplain branch (removal rule 7)**

- a. Exception number 7 applies to removal rule 7.

b. Theological students are assigned to the CH branch as CC with AOC 56X while attending a full-time course of religious study. If they do not qualify for awarding of AOC, 56A they will be—

- (1) Removed from active status.
  - (2) Ordered to AD or ADT, if appointed from the ROTC.
- c. Theological students who are appointed and assigned to CH branch will be removed from active status if—

(1) Ecclesiastical approval is withdrawn.

(2) They leave the seminary or approved graduate level institution as a full-time student before completing the course and do not enroll in another recognized seminary or approved graduate level institution as a full-time student within one year. Exception can only be granted by Office of the Chief of Chaplains, directorate of RCs Integration.

(3) They do not apply for appointment to the CH Branch AOC 56A or 56D within 1 year after graduation and meeting their religious endorsement requirements (unless an extension is approved by the Department of the Army Chief of Chaplains (DACH)). DD Form 2088 (Statement of Ecclesiastical Endorsement) is a requirement for the CH Branch AOC 56A or 56D.

d. Educationally delayed ROTC graduates are accessed into the CH branch. They will be ordered to AD or ADT and appointed into a branch other than a CH branch if they leave the approved graduate level education as a full-time student.

### **7-10. Miscellaneous reasons for removal (removal rules 8 through 18)**

a. *Medically unfit (removal rule 8)*. Exception number 6 applies. Remove Soldiers when determined medically unfit for retention unless a waiver is granted.

b. *Loss of ecclesiastical endorsement (removal rule 9)*. Exception number 7 applies. Remove officers assigned to CH branch if ecclesiastical endorsement is withdrawn other than for cause.

*c. General officers (removal rule 10).* Remove GOs who cease to occupy a position that is equal or higher than their Reserve officer grade. Removal from active status will be within 30 days of the date removed from the GO position. Qualified officers may—

- (1) Apply for appointment in the Reserve grade held before their appointment in a GO grade.
- (2) Submit a written request for—
  - (a) Transfer to Retired Reserve if eligible.
  - (b) Transfer to control group (Inactive).
  - (c) Discharge.

*d. Withdrawal of Federal recognition (removal rule 11).* Exception number 7 applies. Remove AR officers when their Federal recognition is withdrawn for—

- (1) Lack of required qualifications for retention in the ARNG of the appropriate State.
- (2) Failure to retire technical waiver.

*e. Loss of license or disbarment from professional practice (removal rule 12).* Exception number 7 applies. Remove officers assigned to branches shown in (1) and (2), below if they lose their license or are otherwise disbarred from practice.

- (1) MC, DC, VC, or ANC and those specialists allied to medicine.
- (2) JAGC.

*f. Exemption from AD during mobilization (removal rule 13).* Soldiers exempted from AD during a mobilization will be discharged or reassigned to the Retired Reserve if eligible and requested by the Soldier.

*g. Excess officers in active status (removal rule 14).* The SECARMY will determine when there are excess numbers of active status officers in any grade. Only officers with 20 or more years of qualifying Federal service for retired pay will be counted. The names of non-unit officers will be referred to a Selective Early Removal board convened at HQDA. Those recommended for removal will be transferred to Retired Reserve with their consent or discharged.

*h. CCs ineligible for retention (removal rule 15).* Exceptions 2 and 7 apply. Remove CC officers found ineligible for retention.

*i. Qualitative retention (removal rule 16).* Remove enlisted Soldiers not selected for qualitative retention in an active status.

*j. Selective Retention (removal rule 17).* Remove TPU officers not selected for selective retention in an active status.

*k. Soldiers confirmed as infected with Human Immunodeficiency Virus (HIV) (removal rule 18).* A Soldier who has been confirmed as infected with HIV will be transferred to the Standby Reserve (active list) unless the Soldier requests—

- (1) Resignation as a Reserve officer of the Army.
- (2) Voluntary discharge under the plenary authority of the SECARMY.
- (3) Transfer to the Retired Reserve, if eligible.
- (4) Qualifies for retention in the SELRES. The HIV-infected Soldier must complete an initial medical evaluation to determine fitness and complete reevaluations annually thereafter. Soldiers found to be fit for duty may serve in non-deployable positions, if available. Grade, MOS/AOC, and commuting distance constraints are applicable per existing regulations.

## **Section II**

### **Exceptions to Removal from Active Status**

#### **7-11. General**

This section lists the authorized exceptions to removal from an active status and describes processing procedures. Removal from an active status for the reasons shown in section I is mandatory unless an exception is authorized in this section (see section III for AMEDD officer removal exceptions and processing procedures). Orders removing a Soldier from active status will be filed in iPERMS for inclusion in the AMHRR.

#### **7-12. Exception categories**

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

*a. General exceptions.* Exceptions, which apply in general to removal actions.

*b. Numbered exceptions.* Exceptions, which apply specifically to one or more of the reasons, which require removal from an active status.

#### **7-13. General exceptions**

The following general exceptions are authorized:

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

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

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

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

(4) Withdrawal of ecclesiastical endorsement of a CH.

(5) Withdrawal from the theological education institution in which enrolled, withdrawal of ecclesiastical endorsement, or resignation of theological students appointed to CH branch.

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

(7) Loss of license or disbarment from professional practice if such renders the individual unqualified for their current branch/position.

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

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

#### **7–14. Numbered exceptions**

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

*a. Exception number 1 (removal rule 2).* Exception to removal for failure to earn the required 50 retirement points may be authorized by the area commander (for Soldiers assigned to a TPU) or CG, HRC (HRC–PAT–I) (for all other USAR Soldiers) as follows:

(1) The Soldier requests a waiver and submits documentation to show that non-participation was due to circumstances beyond their control. Such circumstances are defined as those of a personal or temporary nature such as extended illness or civilian employment interferences.

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

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

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

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

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

(c) Two years from required removal date. Applies to officers having at least 19 but less than 20 years of qualifying Federal service for non-regular retired pay is completed.

(2) Officers on AD (other than for training) who will complete over 18 years of active federal service (AFS) on the prescribed date of discharge will not be involuntarily removed before the first day of the month after the month in which the Soldier completes 20 years of AFS for retired pay.

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

(a) Physical disability.

(b) Cause.

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

*c. Exception number 3 (removal rule 1).* Retention is authorized. These exceptions do not apply to officers twice non-selected for promotion.

(1) The SECARMY may retain officers in an active status until they complete 30 years of service. This applies to 1LTs, CPTs, MAJs, and LTCs in branches ANC and AMSC.

(2) The Chief of Chaplains may retain CHs—

(a) Until age 68 when otherwise qualified. Retention will be in increments of up to 2 years.

(b) To meet the needs of the Total Army. CHs will send requests for extension to HQDA, Chief of Chaplains, ATTN: DACH-ZA, Washington, DC 20310-2700, not later than 6 months before the beginning of the fiscal year in which the MRD occurs. To verify that a suitable replacement is not available, requests for extension must be sent through the following commands and agencies:

1. CHs assigned to TPUs will send requests through their chain of command to Office of the Chief of Chaplains HQDA (DACH-RCP), 2700 Army Pentagon, Washington DC 20310-2700, or to POC email specified in memorandum of instruction (MOI).

2. CHs assigned to IMA positions will send requests through the IMA unit of assignment to Office of the Chief of Chaplains HQDA (DACH-RCP), 2700 Army Pentagon, Washington DC 20310-2700, or to POC email specified in MOI.

(3) Any Soldier who has completed 18 or more years of AFS will not be involuntarily discharged or released from AD without approval at HQDA level.

d. *Exception number 4 (removal rule 1).*

(1) COLs and brigadier generals recommended for promotion before the date removal is required in paragraph 7-2 will be retained until they—

(a) Are promoted.

(b) Refuse promotion.

(c) Decline promotion.

(2) Transfer to the Retired Reserve or discharge of promoted officers will be governed by the criteria of the new grade.

e. *Exception number 5 (removal rules 1 and 5).* Commissioned officers assigned to Selective Service System (SSS) may be retained in an active status. Retention to age 62 is authorized when approved by the Director, SSS.

f. *Exception number 6 (removal rule 8).* Retain Soldiers whose medical defects are curable within 1 year from the date disqualified.

g. *Exception number 7 (removal rules 7, 9, 11, 12, and 15).* Exception to removal is authorized for Soldiers approved for branch transfer or appointment. An application is required. Qualified Soldiers approved for branch transfer or a new appointment may be retained.

h. *Exception number 8 (removal rule 2).*

(1) Retain major generals, when there is a valid military requirement and a qualified replacement is not available. Approval of the SECARMY is required. Requests will be submitted by the Soldier's immediate commander.

(2) Send request at least 180 days before the Soldier's 60th birthday and include the following:

(a) Justification for retention.

(b) Availability of a replacement.

(c) How retention would benefit the military service.

(3) Retained Soldiers will be removed on the last day of the month they reach age 62.

i. *Exception number 9 (removal rule 6).* Retention is authorized as shown below when circumstances beyond the Soldier's control preclude assignment.

(1) Request for waiver will be submitted by the officer or enlisted member. Include documents to show that non-acceptance of assignment is temporary and due to circumstances beyond their control. Examples are— extended illness, family hardship, civilian employment conflicts, and similar situations, which prevent participation. Waivers are not justified when the problem cannot be resolved within a reasonable time.

(2) Commanders will add their recommendation to the request and send it to CG, HRC for decision.

j. *Exception number 10 (removal rule 1).* Retain LTCs recommended by a selection board for promotion to COL. Removal will be governed by all criteria pertaining to the higher grade. To qualify, the officer must have been in an active status since recommended for promotion.

k. *Exception number 11 (removal rule 5). Rescinded.*

l. *Exception number 12 (removal rule 5).*

(1) Officers who fail to complete the basic branch course may be retained on an individual basis. This policy does not apply to second lieutenants who have completed their statutory MSO.

(2) Send requests through command channels to HRC.

(3) The period of retention will not exceed 1 year and is not authorized solely to qualify the officer for promotion. Retained officers are still required to complete the basic branch course for promotion purposes.

m. *Exception number 14 (removal rule 1).* The CAR may authorize the retention of USAR military technician (MILTECH) enlisted Soldiers in the SELRES up to age 60, regardless of years of military service.

n. *Exception number 15 (removal rule 2).* The CAR may authorize the retention of USAR MILTECH officers Soldiers in the SELRES up to age 60, regardless of years of military service. This exception applies only to MAJs, LTCs, COLs, and brigadier generals.

o. *Exception number 16 (removal rule 2).*

(1) Enlisted Soldiers having 18 or 19 years of qualifying Federal service for non-regular retired pay may be retained beyond age 60 (not to exceed age 62) to complete 20 years of service.

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

1. The date on which 20 years of qualifying Federal service for non-regular retired pay is completed, or

2. Age 62.

(b) This policy does not apply to Soldiers transferred or discharged for—

1. Physical disability.

2. Cause.

(2) Enlisted Soldiers with 20 years of qualifying Federal service for non-regular retired pay may be retained beyond age 60 up to age 62 on a case-by-case basis based on operational necessity.

(3) Approval authority for (1) and (2) rests with the area commander who may further delegate this authority to an MSC/DRC GOCOM commander.

(4) Enlisted Soldiers on AD (other than for training) who will complete over 18 years of AFS on the prescribed date of discharge will not be involuntarily removed before the first day of the month after the month in which the Soldier completes 20 years of AFS for retired pay (AD sanctuary) approval authority rests with Commander, HRC.

(5) WO.

(a) Age 62 for WO with 20 QYS for non-regular retired pay. Approval authority rests with the area commanders.

(b) WO having 18 or 19 years of qualifying Federal service for non-regular retired pay may be retained beyond age 60 (not to exceed age 62) to complete 20 years of service. Removal will be upon completion of 20 QYS for non-retired pay or age 62, whichever comes first.

(c) WO who cannot qualify for non-regular retired pay by age 62 may be retained up to age 62 on a case-by-case basis based on operational necessity. Approval authority rests with the area commanders.

(d) Removal date will be not later than 60 days after reaching age 62.

*p. Exception number 17 (removal rule 1).* Retention of enlisted Soldiers beyond MYOS may be granted on a case-by-case basis. Approval authority rests with the area commanders who may further delegate this authority to RSC/MS/DRC GOCOM commanders.

*q. Exception number 18 (removal rules 1, 2, 3, 4, 5, 6, and 7).* Retaining officers beyond MRD for physical disability evaluation.

(1) Authority found within 10 USC 14519 provides for the deferment of the retirement or separation of an RC commissioned officer (excluding commissioned WO) not on AD when the Secretary determines that the evaluation of the physical condition of an officer and determination of the officer's entitlement to retirement or separation for physical disability require hospitalization or medical observation and that such hospitalization or medical observation cannot be completed with confidence in a manner consistent with the member's well-being before the date on which the officer would otherwise be required to retire or be separated under this title, the Secretary may defer the retirement or separation of the officer.

(2) The authority of 10 USC 1164 provides for the deferment of the retirement or separation of an RC WO if, because of unavoidable circumstances, evaluation of the physical condition of the officer and determination of the officer's entitlement to retirement or separation for physical disability require hospitalization or medical observation that cannot be completed before the date when the officer would otherwise be required to be retired or separated, the Secretary, or his designee, may defer the retirement or separation of the officer for not more than four months.

(3) An officer may request deferral of retirement or separation under this provision if referred for physical disability evaluation prior to the prescribed date for retirement or separation. The request must be submitted through the officer's chain of command to the DCS, G-1 for approval/disapproval, and include the chain of command endorsement; DA Form 3349 (Physical Profile); a memorandum signed by the RSC Surgeon stating the diagnosis, treatment plan, estimated completion date of the medical evaluation board/, and contact information; DD Form 2870 (Authorization for Disclosure of Medical or Dental Information); and a current retirement points statement. The Director of Military Personnel Management will take final action on requests.

## **7–15. Retention in an active status after failure to be selected for promotion (removal rules 3 and 4 and exception number 2)**

*a.* An officer or WO whose removal from active Reserve status is required by law for failure to be selected for promotion must be removed within the prescribed time limits. Those time limits can be extended or suspended only as authorized by law. Nothing in this paragraph will be interpreted to preclude elimination under other pertinent regulations.

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

(1) Retention is authorized pending completion of an evaluation of the physical condition of an officer or WO and a ruling of the officer's or WO's entitlement to retirement or separation for physical disability. This is if the evaluation

requires hospitalization or medical observation that cannot be completed before the date on which the officer or WO would otherwise be required to be transferred from an active status.

(2) Officers or WO who have not completed their statutory service obligation will not be discharged or removed from active status by reason of non-selection for promotion to the next higher grade. Officers and WO not qualified for promotion to 1LT or CW2 will be retained in their present grade for the remainder of their obligated period of service. This also applies to those who have twice failed to be selected for promotion to the next higher grade.

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

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

*c.* Retention may also be authorized for situations other than those listed in *b* above in the case of an officer who is subject to removal from an active status. The officer is removed solely because mandatory selection boards twice fail to select him or her for promotion to CPT, MAJ, or LTC. In these cases, the CG, HRC or area commander, as appropriate may, in coordination with HRC authorize temporary retention in an active status. This can be done anytime up to 90 days (120 days for officers on AD other than for training) after the second selection board submits its report to the convening authority. Temporary retentions can be authorized only if a final decision has been made that the officer's or WO's records will be referred to a standby advisory board for either or both of the two non-selections.

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

- (1) Further retention is authorized under *b*, above.
- (2) The officer's or WO's records have been submitted for consideration by a standby advisory board convened.
- (3) The principal Deputy ASA (M&RA) or a higher authority allows further retention. This authority will not be delegated.

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

- (1) Further retention is authorized under *b*, above.
- (2) The officer's or WO's records have been submitted for consideration by another standby advisory board convened.

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

## **Section III**

### **Army Medical Department Officer Removal Exceptions and Processing Procedures**

#### **7-16. General**

*a.* This section prescribes the exceptions to removal of AMEDD branch officers for—

- (1) Length of service (removal rule 1).
- (2) Maximum age (removal rule 2).

*b.* USAR officers of the AMEDD branch who were previously retained to age 60, or age 64, respectively, and who meet the applicability criteria, may apply for extension to age 64, or age 68, as appropriate.

#### **7-17. U.S. Army Reserve applicability**

*a.* The exceptions prescribed in this section apply to USAR officers who possess a critical AOC, which is short of Total Army mobilization requirements and are—

- (1) MC, DC, VC, ANC, AMSC, or MSC officers, except 67A, 67B, 67C, and 67D.
- (2) Assigned to a USAR TPU.
- (3) Assigned to an IMA position.
- (4) Assigned to the IRR.
- (5) Assigned to the Standby Reserve (active list).

*b.* These exceptions do not apply to—

- (1) General officers.
- (2) COLs selected to fill GO positions.
- (3) Medical Service Corps officers, except for MSC officers in 68-series AOC.

- (4) Officers on the Standby Reserve (inactive list).
- (5) Officers twice non-selected for promotion.
- (6) Officers serving on AD in an AGR status. However, an AGR officer who possesses a critical AOC which is short of Total Army mobilization requirements may apply for transfer to the IRR with concurrent retention as an IRR member.

#### **7-18. Policy governing exceptions to removal for length of service or age**

- a.* Authorizes the retention of RC officers in an active status in certain AMEDD areas of concentration until age 68.
- b.* Subject to the following guidance, an officer who meets the applicability criteria may be retained beyond their MRD for length of service (removal rule 1) and age (removal rule 2). The Commander, HRC operating on behalf of the DCS, G-1, is the approval authority for retention under this section.
  - (1) Retention must be in the best interest of the Army.
  - (2) The specialty of the officer requesting retention must be short in Total Army mobilization requirements and, for TPU officers, the specialty must be short of Total Armywide TPU requirements. The Commander, HRC (HRC-PLM) is responsible for determining which specialties meet this retention criterion using Mobilization Personnel Structure and Composition System data for mobilization requirements and the most recent Total Army or TPU strength data, as appropriate. A TPU officer who does not possess a critical AOC, which is short of Total Armywide TPU requirements, may apply for transfer to the IRR with concurrent retention as an IRR member.

#### **7-19. Sequential extensions to removal rules**

Sequential extensions can be applied for up to age 60, 64, and 68.

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

#### **7-20. Request procedures**

- a.* The request for retention of—
  - (1) A TPU officer request will be submitted through command channels to the appropriate MSC/DRC/GOCOM commander, who forwards the request to Commander, U.S. Army Human Resources Command (AHRC-PLM), 1600 Spearhead Division Avenue, Fort Knox, Kentucky, 40122-5306. An IRR, IMA, or Standby Reserve (active list) officer should be sent through Commander, HRC (AHRC-PLM) to Commander, HRC (AHRC-EPF-R).
  - (2) Requests for retention must arrive at Commander, HRC (AHRC-EPF-R), no later than 120 days before the officer's scheduled removal date. A request received late may provide the basis for denial of the request.
- b.* Request for retention must include all the following:
  - (1) Statement that retention is requested.
  - (2) Documentation verifying that the officer is fully qualified and currently practicing in the primary specialty in which retention is requested.
  - (3) A statement that the officer meets the weight control and medical fitness standards.
  - (4) For a TPU officer, a recommendation from the appropriate commander on whether the retention of this officer is in the best interests of the USAR.
  - (5) For an IRR, IMA, or Standby Reserve (active list) officer, a recommendation from the officer's personnel manager on whether the retention of this officer is in the best interests of the USAR.
  - (6) If an officer will be unable to complete 20 QYS for retired pay by the end of the requested extension of removal, the request must include a statement of understanding signed by the officer. In the statement the officer must acknowledge that he or she understands they may be removed before becoming eligible for retired pay.

#### **7-21. Reports**

Commander, HRC (AHRC-PLM) will maintain data on the number of officers retained, periods of retention, position, and specialty in which retained under the exceptions provided in this section. The Commander, HRC (HRC-PLM) will provide a semiannual report through HQDA (DAAR-PE) to DCS, G-1 (DAPE-MPO).

**Table 7–1****Reasons for removal from active status**

<b>Rule</b>	<b>Reason</b>	<b>Applicable exceptions</b>
1	Length of service	2, 3, 4, 5, 10, 14, 15, 16
2	Maximum age	1, 8, 15, 16
2.1	Nonparticipation	1.1
3 and 4	Non-selection for promotion	2
5	Failure to complete military education requirements	5, 11, 12, 13
6	Non-acceptance of assignment	9
7	Theological students failing to qualify for the CH branch	7
8	Medically unfit	6
9	Loss of ecclesiastical endorsement	7
10	General officers	NA
11	Withdrawal of Federal recognition	7
12	Loss of license or disbarment from professional practice	7
13	Exemption from AD during mobilization	NA
14	Excess officers in active status	NA
14	SSs ineligible for retention	2, 7
15	Qualitative retention	NA
16	Soldiers confirmed as infected with HIV	NA

## **Chapter 8**

### **The Standby Reserve**

#### **8–1. Scope**

- a. This chapter provides policy and procedures governing membership in the Standby Reserve.
- b. The Standby Reserve consists of Soldiers who maintain their military affiliation without being in the Ready or Retired Reserve. Membership is limited to those Soldiers having mobilization potential. Soldiers with a statutory MSO, temporarily placed in the Standby Reserve, will be transferred back to the Ready Reserve at the earliest possible date. Voluntary members of the Standby Reserve, unable to transfer to the Ready Reserve and possessing critical skills determined by the SECARMY to be mobilization assets, may be retained instead of discharged.
- c. Soldiers assigned to the Standby Reserve will be placed in one of the following categories:
  - (1) Active Status List. Those Standby Reservists temporarily assigned for hardship or other cogent reason; those not having fulfilled their MSO; those retained in active status under the provisions of 10 USC 12646; or those members of Congress and others identified by their employers as “Key Personnel” who have been removed from the Ready Reserve because they are critical to the national security in their civilian employment.
  - (2) Inactive Status List. Those Standby Reservists who are not required by law or regulation to remain in an active program and who retain their Reserve affiliation in a non-participating status and those who have skills which may be of possible future use to the Armed Force concerned. Inactive status list members may not train for points or pay, and are not eligible for promotion. Includes members transferred to inactive status in lieu of separation under 10 USC 1209.

#### **8–2. Active status list**

Soldiers on the active status list may participate in Reserve training activities at no expense to the government, earn retirement points, and be eligible for promotion. They are not eligible for promotion to GO grades. The active status list consists of Soldiers assigned under the following conditions:

- a. *Key employees.* Soldiers screened from the Ready Reserve who requested assignment to the Active Status List or who have a remaining statutory MSO.
- b. *Temporary hardship.* Soldiers whose immediate recall to AD in an emergency would create an extreme personal or community hardship, but who intend to return to the Ready Reserve, and have been screened.
- c. *Temporary medical disqualification.* Soldiers temporarily disqualified from Ready Reserve participation because of prolonged illness or medical defects remedial within 6 months to one year.

*d. Theological students.* Soldiers who are preparing for the ministry in an accredited theological or divinity school, other than those participating in a military CC or Theological Student Program, for the duration of their ministerial studies, and have been screened.

*e. Oversea residency or missionary obligation.* Soldiers who enlisted in the SELRES, and have incurred either a bona fide temporary, non-military obligation requiring overseas residency outside the United States, or a bona fide, temporary, religious missionary obligation. Temporary obligation will not exceed 30 months.

*f. Confirmed as infected with HIV.* Soldiers who have been confirmed as HIV infected and have been transferred to the active status list. Enlisted Soldiers whose terms of military service expire while they are on the list will be discharged or transferred to the Retired Reserve if eligible, unless they elect to reenlist for continued service as a member of the Standby Reserve on the Active Status List.

*g. Secretarial determination.* Soldiers whose retention on the active status list is considered by the SECARMY to be in the best interests of the Army for reasons other than those specified in a through f, above, may be retained on the list for not more than two years and then be—

- (1) Transferred to the IRR, if eligible; or
- (2) Transferred to the Retired Reserve, if eligible and requested; or
- (3) Discharged.

### **8–3. Inactive status list**

Soldiers on the inactive status list may not train for pay or retirement points and are not eligible for promotion. Soldiers enrolled in a military school course or correspondence course when transferred to the inactive status list may complete the course. They will receive credit for the course on successful completion of the course. The inactive status list consists of Soldiers assigned under the following conditions:

*a. Key employees.* Soldiers screened from the Ready Reserve who do not request assignment to the active status list.

*b. General officers.* General officers who no longer occupy a position commensurate with their grade or a higher grade and elect assignment to the Inactive Status List.

*c. Officers not qualified for retention in the Ready Reserve.* Officers who have been removed from the IRR for failure to maintain a security clearance, or who have completed their 8-year statutory MSO and are otherwise qualified for retention in the Ready Reserve, but fail to make an election to remain in the Ready Reserve or respond to a notice of options after completion of their MSO.

*d. Oversea residency or missionary obligation.* Soldiers who enlisted in the SELRES, and have incurred either a bona fide temporary, non-military obligation requiring overseas residency outside the United States, or a bona fide, temporary, religious missionary obligation. Temporary obligation will not exceed 30 months.

### **8–4. Screening of the Standby Reserve**

The Commander, HRC (AHRC–PLM) will screen annually the Active and Inactive lists. The schedules for screening and disposition of Soldiers removed from the lists will be as follows: Soldiers will be removed from the active and inactive lists when their status changes or when required by chapter 7, section I. Soldiers with a remaining statutory MSO will be transferred to the IRR if otherwise qualified. Soldiers who have no statutory MSO may elect one of the following options:

- a.* Transfer to the IRR.
- b.* Transfer to the Retired Reserve, if eligible.
- c.* Discharge.

## **Chapter 9**

### **Inter-Service Transfer and Attachment**

#### **Section I**

#### **Transfer**

##### **9–1. Inter-Service transfer**

*a.* An inter-Service RC transfer must constitute movement to a Reserve category of equal or greater mobilization potential. An example of equal mobilization potential is transfer from the SELRES of the USAR to the SELRES of another RC.

- b.* USAR Soldiers may be transferred to other RC.
  - (1) *Obligated Soldiers.*

(a) Soldiers having (or willing to acquire) special skills that are of greater value to the gaining component than to the USAR. These skills include special experience or professional, educational, or technical skills.

(b) Soldiers whose skills exceed USAR requirements and are needed by the gaining component.

(c) There is no paid USAR TPU position within reasonable commuting distance to which the Soldier can be usefully assigned. Transfer requires approval of the losing and gaining components. If transfer is disapproved by the losing component, it will be resolved by DCS, G-1.

(d) When the gaining RC accepts a USAR member for enrollment in an officer candidate program, including college level ROTC. The losing component may deny transfer if the Soldier is obligated and transfer would degrade unit readiness.

(2) *Nonobligated Soldiers.*

(a) When approved or requested by the gaining RC as being in the best interest of military preparedness.

(b) When the gaining RC accepts a USAR member for enrollment in an officer candidate program, including college level ROTC. The losing component may deny transfer if the transfer would degrade unit readiness.

c. Transfer to other RCs of non-obligated USAR Soldiers is authorized only in the best interest of national defense.

(1) A reenlistment bonus was received for the current enlistment and the conditions of the bonus agreement have not been fulfilled.

(2) Soldiers having an unfulfilled obligation incurred from attending a school course on ADT.

d. Transfer to other RCs is not authorized for USAR Soldiers.

(1) Soldiers requesting transfer to a Reserve category of lesser mobilization potential. Transfer may be made if the gaining and losing components agree that transfer is in the best interest of national defense.

(2) Officers requesting transfer to other RCs if they would be appointed with a higher rank or precedence than held in the USAR.

(3) Nonprior service enlisted Soldiers who have not completed IADT. Soldiers who are not scheduled to enter IADT within 120 days may be transferred if—

(a) The gaining component states the Soldier will enter on IADT within 120 days after enlistment.

(b) Selected for enrollment in an officer-training program.

## **9-2. Approval authority**

a. Approval of The Surgeon General is required to transfer USAR officers of the AMEDD to other RCs or AD in other components. Send requests for unit members to the USARC (AFRC-PRP) for submission to the Commander, HRC, for determination on behalf of the Surgeon General.

b. The approval of the Chief of Chaplains is required to transfer USAR officers of the CH Corps to other components or service. Send requests for unit members through the USARC (AFRC-PRP) to the Office of the Chief of Chaplains HQDA, (DACH-RCP), 2700 Army Pentagon, Washington DC 20310-2700.

c. Except for AMEDD and Chaplains, the CAR for TPU Soldiers, and Commander, HRC, for IMA and IRR Soldiers, are authorized to-

(1) Conditionally release USAR Soldiers to other RCs.

(2) Discharge officers and enlisted Soldiers from the USAR. The date of discharge will be the day before the date appointed or enlisted in the gaining component. Orders issuing authority will ensure the discharge order is sent to the Soldier's iPERMS.

(3) Except for AMEDD and CHs, the CAR may delegate this authority down to unit commanders. Commanders delegated this authority may further delegate approval authority to the appropriate G-1/S1 staff authorized to sign for the commander.

(4) Delegated approval authorities may conditionally release unit Soldiers to enlist in the following:

(a) The Regular Component of another U.S. Armed Forces.

(b) The RA.

(c) The DEP of the RA.

d. Except as shown above in (4), a conditional release is not required to transfer non-unit members to the RA.

## **9-3. Applying for transfer**

a. Requests for transfer may be submitted by the Soldier or the prospective gaining RC. In addition to a completed DD Form 368 (Request for Conditional Release), all applications will include the following information:

(1) Last, first, and middle name.

(2) Social security number.

(3) Rank (including pay grade), date of rank, and military specialty.

(4) Component (including assignment therein).

(5) Organization to which assigned.

- (6) Years, months, and days of service, both Active and Reserve.
  - (7) Summary of intercomponent transfers, if any.
  - (8) Date and place of birth.
  - (9) Citizenship and how acquired.
  - (10) Summary of military duties performed.
  - (11) Brief description of civilian and military education and professional qualifications.
  - (12) Reason for requesting transfer.
  - (13) The following statement: "If transfer is approved, I will accept assignment and participate in the training program of the (specify component)."
- b.* Officers will include their contingent resignation worded as follows: "I hereby tender my resignation from the USAR. Request that it be accepted contingent on final approval of my request for transfer to (specify component). I understand my contingent resignation will become effective the day before the date I accept appointment in (specify component)."

#### **9-4. Command processing**

- a.* The prospective gaining RC will—
  - (1) Add the following statements to the request:
    - (a)* The USAR Soldier is acceptable and will be assigned to an approved training program.
    - (b)* The gaining and losing components agree that transfer is in the best interest of national defense and the Soldier. (Applies when the USAR Soldier is obligated).
  - (2) Send the request through channels to—
    - (a)* The USARC commander when the applicant is assigned to a unit.
    - (b)* Commander, U.S. Army Human Resources Command (HRC-PLM), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5102, for non-unit Soldiers.
- b.* USARC (on behalf of the CAR), or his delegated representative or CG, HRC will—
  - (1) Approve or disapprove requests for transfer. Disapproved requests will show the reason for denial and be returned to the applicant through channels.
  - (2) Prepare a conditional release for approved requests as listed below.
    - (a)* Conditional release is granted to apply for (appointment) (enlistment) in (specific component).
    - (b)* When officially notified of (appointment) (enlistment), the Soldier's USAR status will be terminated.
    - (c)* This conditional release is valid until 3 to 6 months from date granted.
    - (d)* This conditional release will be attached to the Soldier's request for (appointment) (enlistment) in show gaining component.
  - (e)* Add this statement when the applicant is obligated: "Transfer is in the best interest of national defense."
  - (3) Attach the conditional release to the request and send it to—
    - (a)* Commander, U.S. Army Human Resources Command (AHRC-PLM), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5102, for officers of the AMEDD.
    - (b)* The applicant or prospective gaining RC, as appropriate.

#### **9-5. Transfer from other Reserve Components**

- a.* Members of other RCs requesting transfer to the USAR must obtain a conditional release from their parent Service.
- b.* Requests for transfer to the USAR will be approved or disapproved and returned to the parent Service. For those approved, send a copy of the enlistment contract or appointment order to the losing component within 15 days.

## **Section II**

### **Attachment**

#### **9-6. Authorized attachment**

- a.* USAR Soldiers may be attached when training in their grade and specialty is available in the other component but not in the USAR. Retirement points will be credited. Attachment is authorized to—
  - (1) Reserve units of other RCs.
  - (2) RA units.
- b.* Attachment to other RCs requires approval of—
  - (1) The USAR unit commander.
  - (2) The commander of the unit to which the attachment is requested.
  - (3) The state adjutant general when attachment is to an ARNGUS unit.

## **9–7. Request for attachment**

- a. Prepare request for attachment to include the following information:
  - (1) Applicant's last, first, and middle name.
  - (2) Social security number.
  - (3) Grade and branch.
  - (4) PMOS or specialty skill identifier (SSI).
  - (5) SMOS or SSI.
  - (6) Home address.
  - (7) Permanent unit of assignment.
  - (8) Reason for the request. When IRR Soldiers are being attached for purposes of drilling for retirement points, indicate "Drilling for Points Only."
  - (9) The following statements from the commander of the unit to which attachment is requested:
    - a. Training is available.
    - b. There is no objection to the attachment.
    - c. The kind of training available.
- b. Send the request to—
  - (1) The area commander, through the USAR unit commander.
  - (2) Commander, U.S. Army Human Resources Command, (AHRC–OPL–P) (for officers), (AHRC–EPR–I) (for enlisted personnel), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5102, for IRR Soldiers.
- c. Area commanders and CG, HRC will—
  - (1) Approve or disapprove requests for attachment. Disapproved requests will be returned to the Soldier giving the reason for denial.
  - (2) Send approved requests to the proper Service HQ shown below.
    - a. Local Air Force commands for U.S. Air Force.
    - b. Naval Districts for U.S. Navy and U.S. Marine Corps.
    - c. State Adjutants General for the Air National Guard.
  - (3) Issue orders when attachment is approved by the Service HQ.
- d. AMHRR documents will be uploaded to iPERMS by the unit that generates the documents.
  - (1) The USAR unit to which assigned.
  - (2) Commander, HRC for IRR Soldiers.

## **9–8. Attachment from other Reserve Components to U.S. Army Reserve units**

USAR unit commanders will determine if training members of other RCs is suitable. When a request is approved, the USAR unit commander will state what kind of training is available.

## **Chapter 10**

### **Boards**

#### **Section I**

#### **Command Boards**

##### **10–1. Scope**

This section prescribes the policy and procedures for the execution of the COL and LTC command boards (CMD BRDs) and selection process.

##### **10–2. Responsibilities**

- a. HQDA will—
  - (1) In coordination with HRC, conduct centralized boards on behalf of the CAR.
  - (2) Prepare the MOI.
  - (3) Provide board results, after action report (AAR) and board products to the AR G–1.
- b. The CAR serves as the convening authority for COL and LTC CMD BRDs.
- c. The AR G–1 (AR G–1) for the CAR will—
  - (1) Serve as the proponent for the AR COL and LTC CMB BRD Program, providing policy and program oversight.
  - (2) Provide a POC to HRC for the COL and LTC CMD BRD Program.
  - (3) Execute and manage the AR COL and LTC command program in coordination with HRC.

- (4) Maintain COL and LTC command Order of Merit Lists.
- (5) Announce selections.
- d.* The AR Senior Leader Development Office will assist AR G–1 with management of the AR COL Command Program in coordination with HRC.
- e.* The Commander, HRC will—
  - (1) Provide a POC to AR G–1 for the AR COL and LTC CMD BRD program.
  - (2) Provide board support and conduct the AR COL and LTC CMD BRDs on behalf of the CAR.
  - (3) Develop in coordination with the AR G–1 a standard format for announcing projected vacancies to be used.
  - (4) Develop and maintain, in coordination with the AR/DCS G–1, a process for projecting and announcing O5 and O6 command position vacancies for each calendar year.
  - (5) Develop with AR G–1 a standard nomination packet.
  - (6) Announce the boards via military personnel message at least 90 days prior to board convening date and notify all eligible officers of application requirements, application window and projected vacancies.
  - (7) Instruct and assist interested officers with application process and procedures.
  - (8) Provide applicants and vacancies to DA Secretariat, and board support for the conduct of the boards.
  - (9) Provide the number of eligible officers, and the number of officers who requested application packet information for each announced vacancy to the commands identified in paragraph *a* above semiannually to validate the success of the program.
  - (10) Complete adverse information review of all recommended/selected officers within 60 days of board adjournment.
  - (11) Serve as the USAR centralized agency for the Personnel Suitability Screening Process.
- f.* Commanders, operational, functional, training, support (OFTS) commands will—
  - (1) Consolidate vacancies and projected vacancies from subordinate units and forward to the AR G–1 as required. These requests will contain, at a minimum, the unit, location, fill date and special requirements.
  - (2) Manage commander tenures, to ensure all O5 and O6 command positions are filled as quickly as possible by board selected officers.
- g.* Commander, U.S. Army Criminal Investigation Division Command will—
  - (1) Conduct a records review to check for derogatory information concerning selected officers.
  - (2) Results of that review will be returned to HRC within 45 days of board adjournment.
- h.* TIG will—
  - (1) Conduct a records review to check for derogatory information concerning selected officers.
  - (2) Results of that review will be returned to HRC within 45 days of board adjournment.

### **10–3. Appointment of an acting commander**

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

### **10–4. Qualifications for command selection board consideration**

- a.* Officers must be branch qualified prior to applying for command.
- b.* Military Education.
  - (1) COL command. Officers must have 100% completion of the Legacy Command and General Staff Officers College, completion of resident (10 month) ILE, completion of resident or non-resident ILE–CC or its equivalent.
  - (2) LTC command. Officers must have 50% completion of ILE, resident or non-resident, or its equivalent.
  - (3) AMEDD officers other than Medical Service Crops with Medical Functional Area 70 services and AOC 67J are exempt from military education requirements listed above.
- c.* Civilian Education. Officers must have a bachelor/baccalaureate degree or higher and have proof of the degree in the AMHRR.
- d.* In exceptional cases, the convening authority may waive the requirements above. Waivers must be requested and approved prior to convening of the board.

### **10–5. Command Selection boards**

- a.* Convening authority. The CAR will convene a selection board at least annually to consider qualified officers to fill projected COL and LTC command vacancies.
- b.* Board Composition. Ensure board membership is properly composed in accordance with law, DODI, ARs, CJCSI, and the annual published matrix approved by Army G–1, Directorate of Military Personnel Management (DMPM).

## **10–6. Selections**

The following selection policy and procedures will be used to select COL and LTC commanders.

*a.* MOI. A separate MOI will be issued by the convening authority or its designated representative for each board convened. The MOI will prescribe—

- (1) The oath that each board member must take.
- (2) Reports to be rendered.
- (3) The number of officers to be selected for command and description of the command position vacancies and projected vacancies. Information on command vacancies which may require special qualifications for incumbency (such as airborne qualified, and so forth).
- (4) Other administrative details, as required.

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

(1) Boards will produce attest rosters in order of best qualified from among the fully qualified officers within each branch.

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

- (a)* The MOI.
- (b)* Board membership.
- (c)* Attest rosters by branch/functional specialty/AOC.
- (d)* Considered list. This is a list which contains the names of all officers who were considered by the board.
- (e)* Any other reports required by the MOI.

*c.* Approval. The board report will be sent to the convening authority who is the final approval authority.

- (1) As an exception, JAGC officers require the approval of the Deputy Judge Advocate General.
- (2) Selection for AR Warrior Transition Unit command positions requires an extended process for determination and approval of selectee.

*d.* Show Cause. The boards have the ability to recommend officers be required to show cause for retention in an active status.

*e.* Removal. The convening authority may remove a selected officer for cause based upon the recommendation of a centrally conducted command review board (CRB), or if the officer, having been given the option, chooses to forgo a CRB and submit the matter directly to the convening authority for a final decision. The convening authority is the final approval authority of a CRB recommendation.

## **Section II**

### **Selective Retention Program**

#### **10–7. Scope**

This section provides policy and procedures for administration of selective retention proceedings for officers and WO assigned to USAR SELRES TPUs. It does not apply to officers or WO serving on full-time AD in an AGR status or in the IRR/IMA program.

#### **10–8. Purpose of selective retention proceedings**

*a.* Selective retention proceedings provide the convening authority with a management tool to control officer inventory and assist in the management of officer career progression. The purpose is to—

- (1) Ensure only the most capable officers are retained in a TPU beyond 20 years of qualifying service for retired pay in higher level command and staff positions.
- (2) Provide for career incentive by allowing qualified officers to progress at the proper intervals in their careers.
- (3) Allow officers to advance to higher grades at the peak years of their effectiveness.

*b.* Selective retention boards are not designed nor intended to be adverse or used in lieu of separation or release for cause procedures authorized by AR 135–175 or this regulation.

### **10–9. Selective retention authority**

*a.* Office of the HQDA DCS, G1 (DAPE–MP), has overall HQDA staff responsibility for the policy and procedures governing selective retention. The CAR may suspend selective retention during periods of partial mobilization or higher, based on operational necessity or at his/her discretion.

*b.* The CAR is the convening authority for selective retention boards and the final approval authority of board recommendations. The CAR will approve the select objectives before conduct of the board.

### **10–10. Responsibilities**

*a.* HQDA will—

(1) In coordination with HRC, Conduct centralized boards on behalf of the CAR.

(2) Prepare the MOI.

(3) Provide board results, AAR, and board products to the USAR, G–1.

*b.* The CAR serves as the convening authority for the AR Selective Retention Board.

*c.* The AR G–1 for the CAR will:

(1) Serve as the Proponent for the AR Selective Retention Board, providing policy and program oversight.

(2) Execute and manage the AR program in coordination with HRC.

(3) Provide a POC for the AR selective retention program.

*d.* The commander, HRC will—

(1) Provide a POC to AR G–1 for the AR Selective Retention program.

(2) Provide board support and, in coordination with HRC, conduct the AR Selective Retention Board on behalf of the CAR.

(3) Develop with AR G–1 a standard consideration packet.

(4) Announce the boards via Military Personnel Message announcing the board not less than 120 days prior to the scheduled convene date.

(5) Instruct and assist considered officers with process and procedures.

(6) Ensure that necessary records and AMHRR are available to the board.

(7) Provide administrative support to the board.

*e.* Commanders, RSCs and OFTS Commands will—

(1) Notify officers of the date and place that the board will convene to consider their retention (fig. 10–1). This will be accomplished in a manner requiring the officer's signature acknowledging notification (in this instance, certified mail, command form, and so forth).

(2) Issue selection (fig 10–2) and nonselection (fig 10–3) memorandum within 30 days after the board recommendations are approved.

(3) Remove non-selected officers from the unit within 90 days of the board action. Area commanders or CG, HRC may adjust the removal date up to a 180–day maximum when removal—

*(a)* Will have an adverse impact on mission accomplishment.

*(b)* Is not in the best interest of the Service.

### **10–11. Selective Retention Boards**

*a.* Selective Retention Boards will convene annually as determined by the CAR.

*b.* The board will consider officers and WOs having 20 or more QYS, in specific overstrength grades and branches as determined by the CAR.

*c.* Select objectives will be approved by the CAR prior to the conduct of the board.

*d.* Board Composition. Ensure board membership is properly composed in accordance with law, DODI, ARs, CJCSI, and the annual published matrix approved by Army G–1, DMPM.

*e.* The Commander, U.S. AHRC, in conjunction with the Department of the Army Board Secretariat, conducts these boards on behalf of the CAR.

### **10–12. Selections**

*a.* MOIs. HQDA, DCS, G1 (DAPE–MP) will issue a separate MOI for the convening authority. The MOI will prescribe—

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

(2) Reports to be rendered.

(3) The number or percentage of officers and WOs to be retained, provided the convening authority has provided sufficient data on which HQDA DCS, G1 can make such determinations. Otherwise, the convening authority will establish the board selection quotas.

(4) Other administrative details, as required.

*b.* Selection. The selection of officers for retention is based on impartial consideration of all qualified officers whose records have been presented to the board. Officers will not be given specific reasons for non-selection. Board members may not record their reasons nor give any reasons for selection or non-selection. Selections are based on relative qualifications and the projected needs of the AR.

(1) The board produces two reports, one of officers recommended for retention to include those officers recommended for reconsideration in one year, and one of officers not recommended for retention.

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

(*a.*) The MOI.

(*b.*) Board membership.

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

(*d.*) Retained and not retained lists.

(*e.*) Any other reports required by the MOI.

*c.* Approval. The board report will be sent to the convening authority who is the final approval authority.

*d.* Show Cause. The boards have the ability to recommend officers be required to show cause for retention in an active status.

*e.* Removal. The convening authority has the authority to remove selected officers for cause based upon post board screening procedures. This may be done via centrally conducted CRBs, or at the discretion of the convening authority, who is the final approval authority of the board results.

### **10–13. Officers subject to board consideration**

Selective retention boards will consider all commissioned officers and WOs who—

(1) Are assigned to TPU duty positions; and

(2) Have at least 20 years of qualifying service for retired pay at age 60 (10 USC 12732) as verified by a NOE for retired pay at age 60 issued per AR 135–180. The 20 years must have been reached by 30 June of the fiscal year preceding the one in which the board convenes.

### **10–14. Officers not subject to board consideration**

The board will not consider officers and WOs in one or more of the following categories:

*a.* Serving on AD on the convene date of the board and on AD orders for more than 90 days.

*b.* General officers and COLS approved by HQDA for assignment to "General Officer upon mobilization" positions under AR 135–156.

*c.* Pending removal from an active status for twice failing selection for promotion to the grade of LTC and below.

*d.* Subject to mandatory removal from active status within 12 months of the date the board is scheduled to convene.

*e.* Awaiting separation as a result of administrative proceedings under AR 135–175.

*f.* Awaiting the issuance of orders for an approved or directed voluntary or involuntary release from a TPU assignment per chapter 2.

*g.* Officers who were—

(1) Promoted within the 2 years prior to the day the board convenes, or selected to be promoted by a promotion board conducted during the fiscal year or previous year in which the board is scheduled to be convened.

(2) Selected to attend a senior service school the fiscal year preceding the one in which the board convenes.

(3) Selected for command by a duly convened COL or LTC CMD BRD.

### **10–15. Communication with the board**

*a.* Officers are not authorized to appear in person before the board on their own behalf or on behalf of another officer being considered.

*b.* Officers being considered may write to the president of the board. The memorandum may call attention to DA matters of record that are important. Memorandums considered by the board become a permanent record in the officer's personnel file.

*c.* Memorandums to the president of the board will be accepted only from the officer being considered.

(1) These memorandums will be filed in the officer's record except as shown in (3) below.

(2) Memorandums that contain criticism or reflect adversely on the character, conduct, or motives of any officer will not be accepted by the president of the board and will not be filed.

(3) Proper memorandums from officers will be considered if received before the date and time the board convenes. Memorandums should be mailed to the president of the board as directed by the convening authority. Officers needing to provide documents should provide certified true copies because they will not be returned.

(4) Appeals of OERs must be prepared and submitted as prescribed in AR 623–3. Appeals that are received with memorandums to the president of the board will be returned to the officer submitting the memorandum.

#### **10–16. Actions by convening authority regarding board recommendations**

*a.* Within 60 days of receipt of the board report, the convening authority will take one of the following actions:

(1) Approve the report as submitted.

(2) Disapprove the report if it contains procedural deficiencies or substantial administrative errors adversely affecting those considered. The board will be reconvened to reconsider all cases.

*b.* The convening authority will issue supplementary guidance to the board to correct the deficiencies.

*c.* Modify the board report to move an officer's name from the not recommended for selective retention list to the recommended list, but not from the recommended list to the not recommended list.

*d.* Direct the board to reconsider any individual case in which material error in the record is established.

*e.* Within 60 days following approval of the board report, issue selection and non-selection memoranda to all of the officers and WOs who were considered.

*f.* Within 90 days following approval of the board report, release officers and WOs from TPU assignments that were not selected for retention.

*g.* The convening authority may adjust the removal date up to a 180-day maximum when removal will—

(1) Have an adverse impact on mission accomplishment and is in the best interest of the Service, and

(2) Does not cross over to the next fiscal year.

#### **10–17. Safeguard against premature removal**

Commanders will ensure that officers and WOs are protected from premature removal by a selective retention board. Officers will not be considered for retention unless they have completed 20 years of qualifying service for retired pay prior to the fiscal year in which the board convenes.

#### **10–18. Disposition of officers and warrant officers not selected for retention**

*a.* Officers and WOs who are not selected for retention will be offered an opportunity to elect one of the following options:

(1) Reassignment to Control Group (Reinf).

(2) Reassignment to the Retired Reserve.

(3) Discharge, if requested by the officer.

*b.* The CAR may authorize the reassignment of an officer not retained by a Selective Retention Board to another TPU under the following outlined below. This authority may not be further delegated.

(1) When it has been determined the need to fill a position has a critical priority for readiness and there is no other qualified officer available in the AR to meet that need.

(2) The officer is fully qualified in the required specialty and holds the grade required for the position.

(3) Assignment is limited to that specific unit, duty position, and mission.

(4) The officer will be reassigned in accordance with an above as soon as another qualified officer becomes available or upon completion of the mission.

*c.* Reassignment or discharge of Officer and WOs who are not selected for retention, but are pending a medical evaluation will be suspended until the results of the Physical Disability Evaluation System proceedings are published.

#### **10–19. Board errors and omissions**

*a.* The convening authority may convene boards to—

(1) Reconsider cases in which the record as seen by the board contained a material error. Material error is defined as: One or more errors of such a nature that in the judgment of the reviewing official (or body) may have caused an individual's non-selection by a selective retention board. Had such errors been corrected at the time the individual was considered, a reasonable chance would have resulted that the individual would have been recommended for retention. Examples are provided in AR 135–155.

(2) Consider cases of omitted officers who should have been considered.

(3) Officers who believe their records contained a material error may request reconsideration within 10 days after receiving their notice of non-selection. Request for reconsideration will not change the 90-day removal date.

*b.* Officers will be reinstated to TPU status if, after removal, their request for reconsideration is resolved in their favor. Reinstatement will be without retroactive unit service credit or drill pay.

### **Section III**

#### **Selective Early Removal Boards**

##### **10–20. Officers**

The SECARMY may, upon request, convene selection boards to consider warrant or commissioned officers for early retirement or early removal from active status as circumstances warrant, to accommodate Military Service needs.

*a.* Reserve commissioned officers on the Reserve Active Status List in any grade and competitive category who have at least 30 years of service computed under 10 USC 14706 or at least 20 years of satisfactory service for retirement purposes computed under 10 USC 12732 and who may be considered for selective early removal from the Reserve Active Status List by a centrally convened selection board convened under section 10 USC 14101(b).

*b.* Officer selected for early removal will be reassigned to the Retired Reserve or discharged, if requested.

##### **10–21. Responsible officials**

Selective early removal boards will be conducted by HQDA pursuant to section 10 USC 14101(b).



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Date)

(Name)  
(Street)  
(City), (State), (Zip)

Dear Major Doe:

A board will convene at (place) on (Date). It will consider for selective retention warrant officers and commissioned officers in the grade of colonel and below who have completed at least 20 years of qualifying service for retired pay.

This will be your \*(Initial) (Periodic)consideration by a selection board. The authority and purpose of the board are contained in AR 140-10.

You cannot appear in person before the selection board on your own behalf or in the interest of another officer. You may write a letter to the selection board inviting attention to any matter of record about yourself that you feel important in the review of your records. The letter should be forwarded at least 2 weeks before the convening date shown in paragraph 1 addressed as follows:

President, Selective Retention Board

(Mailing address)

You will be notified by memorandum within 30 days after the board decision is received. If you are not selected for retention, you will be reassigned to the USAR Control Group(Reinforcement); the Retired Reserve; or discharged (Whichever you elect) within 60 days of approval of board proceedings. If you are selected for retention, you will be considered by future boards at 2-year intervals.

If you have not already done so, I suggest that you consult AR 140-10 which contains an explanation of the Army Reserve program for selective retention.

Sincerely,

\*Use appropriate term.

Figure 10-1. Sample notification of consideration memorandum



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM THRU (Command channels)

FOR: (Officer concerned)

SUBJECT: Selection for Retention under the Provisions of AR 140-10, Chapter 10

1. I am pleased to inform you that the Selection Retention Board has recommended your retention. I have approved the recommendation.
2. As required by AR 140-10, paragraph 10-4, you will be considered again in FY ... unless some other personnel action takes precedence, such as mandatory removal or medical disqualification.
3. You should take particular pride in the confidence that has been evidenced by your selection. I urge you to continue your education and enhance your effectiveness at every opportunity.
4. The Army Reserve will continue to rely on you in meeting its objectives.

(Signature block of  
Unit commander)

Figure 10–2. Sample selection notification memorandum



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM THRU (Command channels)

FOR (Officer concerned)

SUBJECT: Nonselection for Retention under the Provisions of AR 140-10, Chapter 10

1. You have been considered for retention and not selected. Officers who are not selected must be removed from their unit within 90 days of the approved board action per AR 140-10, chapter 10.
2. Removal from your unit is mandatory. You may elect transfer to USAR Control Group (Reinforcement), the Retired Reserve, or discharge. Complete the enclosed election form and return it within 30 days.
3. I assure you that the selection board discharged its duties in a thorough and impartial manner when they determined your eligibility for retention. The character of your service has been noted to be honorable and your records so reflect.
4. Your many personal sacrifices to the Army Reserve are sincerely appreciated. You may take just pride in having contributed to the success of the Army Reserve as a viable force capable of meeting the challenges of today.

Encl

(Signature block of  
unit commander)

Figure 10–3. Sample of nonselection notification memorandum



DEPARTMENT OF THE ARMY  
 ORGANIZATION  
 STREET ADDRESS  
 CITY STATE ZIP

[Date]

MEMORANDUM FOR [Convening authority]

SUBJECT: Report of Board for Selective Retention, FY 20xx

1. References:
  - a. Memorandum (HQDA) [dated] (encl 1).
  - b. AR 140-10, chapter 10, [dated]
2. According to instructions contained in reference 1a, the Selection Board appointed therein convened at Hours, [date] at [place].
3. The board's purpose was to recommend for retention USAR warrant and commissioned officers in the grade of colonel and below per AR 140-10, chapter 10.
4. Acting under oath and having in view the special fitness of officers and the efficiency of the Army Reserve, the board has carefully reviewed the case of every officer submitted for consideration. The individuals named in enclosure 2 are recommended for retention in an active status. The individuals named in enclosure 3 are not recommended for TPU retention in an active status.
5. A review of the records of the individuals selected for retention reveals that they can be expected to make significant contributions to the Army Reserve.
6. The Board adjourned at [hours, date]
 

[Signature]	[Signature]	[Signature]
[First, Middle Intl., Last]	[First, Middle Intl., Last]	[First, Middle Intl., Last]
COL, GS, USAR	COL, INF, USAR	COL, FA
President	Member	Member

4 Encl

1. Memorandum (HQDA) ..., dtd ...
2. List of officers recommended for selective retention [List Number 1].
3. List of officers not recommended for selective retention [List Number 2].
4. Minority reports.

(SAMPLE MARKING  
 FOR OFFICIAL USE ONLY)

(These markers are solely because of enclosures 2 and 3. Protective markings will be canceled when these enclosures are removed, or upon receipt by review commanders.)

Figure 10–4. Format for board report

<b>List Number 1</b>				
Number	*Name	Grade	SSN	Branch/SSI
(Single space entries)				
[First, Middle Intl., Last]				
COL, FA				
Recorder				
*List alphabetically by grade.				ENCL 2

Figure 10–5. Format for enclosure 2 (List Number 1) to the board report

<b>List Number 2</b>					
Number	*Name	Grade	SSN	Branch/SSI	**Notification of Eligibility for Retired Pay Issued
[First, Middle Intl., Last]					
COL, FA					
Recorder					
*List alphabetically by grade.					Encl 3
**Select and enter remark, as appropriate					
"yes" – Notification of eligibility for retired pay has been issued.					
"no" (PS) – Notification of eligibility not issued but is in process.					

Figure 10–6. Format of enclosure 3 (List Number 2) to the board report

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 135–155**

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers (Cited in para 10–19a(1).)

**AR 135–175**

Separation of Officers (Cited in para 10–8b.)

**AR 135–178**

Enlisted Administrative Separations Personnel (Cited in para 4–17c.)

**AR 135–180**

Qualifying Service for Retired Pay Non-regular Service (Cited in para 10–13.)

**AR 601–210**

Active and Reserve Components Enlistment Program (Cited in para 4–30d.)

**AR 614–200**

Enlisted Assignments and Utilization Management (Cited in table 4–1.)

**DODI 1215.13**

Component (RC) Member Participation Policy (Cited in para 1–10.)

**DODI 1235.13**

Administrative and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING) (Cited in para 4–29l.)

**NGR 310–10**

Military Orders (Cited in para 5–6.)

**10 USC 1209**

Transfer to inactive status list instead of separation (Cited in para 8–1c(2).)

**10 USC 10141**

Ready Reserve; Standby Reserve; Retired Reserve: placement and status members; training categories (Cited in para 2–1a.)

**10 USC 12646**

Commissioned officers: retention of after completing 18 or more, but less than 20, years of service (Cited in para 8–1c(1).)

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Army regulations and pamphlets are available on the Army Publishing Directorate's Web site at <http://www.apd.army.mil>. Department of Defense directives, instructions, and manuals, and United States Codes can be accessed from the Army Home page at <http://www.army.mil>.

**AR 11–2**

Managers' Internal Control Program

**AR 15–6**

Procedures for Administrative Investigations and Boards of Officers

**AR 25–30**

The Army Publishing Program

**AR 135–7**

Army National Guard and Army Reserve Incentive Programs

**AR 135–10**  
Appointment of Commissioned and Warrant Officers of the Army

**AR 135–18**  
The Active Guard Reserve (AGR) Program

**AR 135–32**  
Retention in an Active Status After Qualification for Retired Pay

**AR 135–91**  
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**AR 135–101**  
Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

**AR 135–156**  
Personnel Management of General Officers

**AR 135–200**  
Active Duty for Missions, Projects, and Training for Reserve

**AR 135–205**  
Enlisted Personnel Management

**AR 135–210**  
Order to Active Duty as Individuals for other than a Presidential, Selected Reserve Call-up, Partial or Full Mobilization

**AR 135–382**  
Reserve Component Military Intelligence Units and Personnel

**AR 140–9**  
Entry on Active Duty or Active Duty for Training (ROTC Officers)

**AR 140–30**  
Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

**AR 140–50**  
Officer Candidate School, Army Reserve

**AR 140–111**  
U.S. Army Reserve Reenlistment Program

**AR 140–145**  
Individual Mobilization Augmentation (IMA) Program

**AR 140–185**  
Training and Retirement Point Credits and Unit Level Strength Accounting Records

**AR 145–1**  
Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

**AR 195–3**  
Acceptance, Accreditation, and Release of US Army Criminal Investigative Command Personnel

**AR 600–8–2**  
Suspension of Favorable Personnel Actions (Flag)

**AR 600–8–19**  
Enlisted Promotions and Reductions

**AR 600–8–24**  
Officer Transfers and Discharges

**AR 600–20**  
Army Command Policy

**AR 600–105**

Aviation Service of Rated Army Officers

**AR 600–110**

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

**AR 601–25**

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

**AR 608–99**

Family Support, Child Custody, and Paternity

**AR 612–205**

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

**AR 614–100**

Officer Assignments Policies, Details, and Transfers

**AR 623–3**

Evaluation Reporting System

**AR 635–200**

Active Duty Enlisted Administrative Separations

**DA Pam 600–3**

Commissioned Officer Professional Development and Career Management

**DA Pam 611–21**

Military Occupational Classification and Structure

**DODD 1235.9**

Management of the Standby Reserve

**DODD 1235.13**

Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)

**DODI 1205.18**

Full-Time Support (FTS) for the Reserve Components

**DODI 1215.07**

Service Credit for Non-Regular Retirement

**JP 1**

Doctrine for the Armed Forces of the United States

**JP 1–02**

Department of Defense Dictionary of Military and Associated Terms

**JP 3–68**

Noncombatant Evacuation Operations

**JP 4–01**

The Defense Travel System

**JP 4–05**

Joint Mobilization Planning

**NGR 600–100 (AR)**

Commissioned Officers—Federal Recognition and Related Personnel Actions  
([http://www.ngbpd.c.ngb.army.mil/pubs/600/ngr600\\_100.pdf](http://www.ngbpd.c.ngb.army.mil/pubs/600/ngr600_100.pdf))

**NGR 600–200**

Enlisted Personnel Management

**NGR 635–101**

Efficiency and Physical Fitness Boards (Modifies AR 15–6)

**NGR 635–102**

Officers and Warrant Officers Selective Retention

**10 USC 651**

Members: required service

**10 USC 806**

Art. 6 Judge advocates and legal officers

**10 USC 1164**

Warrant officers: separation for age

**10 USC 14519**

Deferment of retirement or separation for medical reasons

**10 USC 14701**

Selection of officers for continuation on the reserve active-status list

**32 USC 323(b)**

Withdrawal of Federal recognition

**32 USC 708**

Property and Fiscal Officers

**Section III****Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>).

**DA Form 977**

Certificate of Transfer to Retired Reserve (Prescribed in para 6–2*b*.)

**DA Form 4651**

Request for Reserve Component Assignment or Attachment (Prescribed in para 1–8*a*.)

**DA Form 4935**

Request for Unit Vacancy Fill (Prescribed in para 2–12.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>); DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>); and Standard Forms are available on the U.S. General Services Administration Web site (<http://www.gsa.gov>).

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 1380**

Record of Individual Performance of Reserve Duty Training

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 3349**

Physical Profile

**DA Form 3891**

Army Spouse Certificate of Appreciation (Available through normal forms supply channels).

**DA Form 3931**

Certificate of Appreciation for Active Reserve Service (Available through normal forms supply channels).

**DA Form 4187**  
Personnel Action

**DD Form 2S (Retired)**  
United States Uniformed Services Identification Card (Retired) (Available through normal forms supply channels).

**DD Form 4**  
Enlistment/Reenlistment Document-Armed Forces of the United States

**DD Form 214**  
Certificate of Release or Discharge from Active Duty (Available through normal forms supply channels.)

**DD Form 363A**  
Certificate of Retirement (Available through normal forms supply channels.)

**DD Form 368**  
Request for Conditional Release

**DD Form 1966**  
Record of Military Processing-Armed Forces of the United States

**DD Form 2088**  
Statement of Ecclesiastical Endorsement

**DD Form 2542**  
Certificate of Appreciation for Service in the Armed Forces of the United States (Available through normal forms supply channels.)

**DD Form 2870**  
Authorization for Disclosure of Medical or Dental Information

**FD Form 258**  
FBI U.S. Department of Justice Fingerprint Card (Available from <http://www.fbi.gov>.)

**NGB Form 60**  
Request for Clearance from USAR for Enlistment/Appointment in the National Guard (Available from <http://www.ngbpd.c.ngb.army.mil>.)

**SF 85P**  
Questionnaire for Public Trust Positions

**SF 85P-S**  
Supplemental Questionnaire for Selected Positions

**SF 86**  
Questionnaire for National Security Positions

## Appendix B

### Internal Control Evaluation Checklist

#### B–1. Function

The function covered by this checklist is for Assignments, Attachments, Details, and Transfers.

#### B–2. Purpose

The purpose of this checklist is to assist commanders and human resource specialist in evaluating the key internal controls listed below. It is not intended to cover all controls.

#### B–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis direct observation, random sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action identified in supporting documentation. These internal controls must be evaluated at least once every five years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### B–4. Test questions

- a. Are the orders issuing agency forwarding the reassignment orders of Soldiers to both losing and gaining units?
- b. Have the request for orders been transmitted on a DA Form 4651 through the appropriate orders issuing agency?
- c. Is supporting documentation attached to the DA Form 4651 supporting No Show reassignments to the IRR?
- d. Are requests for MRD extensions being submitted within the appropriate lead times?
- e. Are AMEDD officers, other than 70 series MSC, assigned to positions below the officer's current rank being removed when an officer of the required grade becomes available?
- f. Are branch transfer requests only being processed for basic branches?
- g. Are conditional releases being obtained for enlistment/assignment to AC or National Guard Bureau?
- h. Are reassignment requests to the Retired Reserve In Lieu of Involuntary Separation being submitted to USARC G–1?
- i. Are commands reviewing assigned personnel for removal due to age or years of service at least annually?
- j. Are MRD dates being adjusted in the Soldier's record when required due to twice being non-selected for promotion, selection for selective continuation, granted Reserve sanctuary, or granted continuation under another provision of law?
- k. Is an officer's retained beyond MRD being adjusted in the automated personnel system when authorized situations occur?
- l. Are appropriate personnel being assigned to the inactive status list?
- m. Are position vacancies for COL and LTC Command Assignment Selection ASBs being consolidated and forwarded to the AR G–1 by area commanders and MSC/DRC's?
- n. Are officers selected for removal by Selective Early Removal Boards being removed by reassignment to the Retired Reserve, when requested, or discharged?
- o. Are requests for reassignment from the Retired Reserve being screened to ensure requesting Soldier was not assigned to the Retired Reserve as a result of board action or operation of law?
- p. Are TPU and IMA requests for reassignment to the IRR due to unsatisfactory participation being screened to ensure Soldier has completed IET requirements?
- q. Are requests for reassignment being screened to ensure Soldier has no non-transferrable flags initiated against them?
- r. Are controls in place to ensure tenured assignments do not exceed authorized time limits and any requested extensions are submitted in time for determination by approval authority prior to authorized tenure?

#### B–5. Supersession

This checklist is the initial internal control checklist for Assignments, Attachments, Details, and Transfers.

#### B–6. Comments

Help make this a better test for evaluating internal controls. Submit comments to Deputy Chief of Staff, G–1 (DAPE–MPE–PD), 300 Army Pentagon, Washington, DC 20310–0300.

## **Glossary**

### **Section I**

#### **Abbreviations**

**AAR**

after action report

**AC**

active component

**AD**

active duty

**ADT**

active duty for training

**AFS**

active federal service

**AGR**

Active Guard Reserve

**AMEDD**

Army Medical Department

**AMOS**

additional military occupational specialty

**AMSC**

Army Medical Specialist Corps

**ANC**

Army Nurse Corps

**AOC**

area of concentration

**APFT**

Army physical fitness test

**APL**

Army promotion list

**AR**

Army Reserve

**AR G-1**

Army Reserve G-1

**ARCD**

Army Reserve Careers Division

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower & Reserve Affairs)

**ASBS**

Army Selection Board System

**ASI**

additional skill identifier

**AT**

annual training

**BOLC**

Basic Officer Leaders Course

**CAR**

Chief, Army Reserve

**CC**

chaplain candidate

**CDR**

commander

**CG**

commanding general

**CH**

chaplain

**CJCSI**

Chairman of the Joint Chief of Staff Instruction

**CMD BRD**

command board

**COL**

colonel

**CPT**

captain

**CRB**

command review board

**CSM**

command sergeant major

**CW5**

Chief warrant officer five

**CWO**

chief warrant officer

**DA**

Department of the Army

**DACH**

Department of the Army Chief of Chaplains

**DAIG**

Department of the Army Inspector General

**DC**

Dental Corps

**DCS**

Deputy Chief of Staff

**DEP**

Delayed Entry Program

**DMOS**

duty military occupational specialty

**DMPM**

Directorate of Military Personnel Management

**DRC**  
direct reporting command

**DS**  
drill sergeant

**ETS**  
expiration term of service

**GO**  
general officer

**GOCOM**  
General Officer Command

**GS**  
general staff

**HIV**  
Human Immunodeficiency Virus

**HQ**  
headquarters

**HQDA**  
Headquarters, Department of the Army

**HRC**  
Human Resources Command

**IADT**  
initial active duty for training

**IDT**  
inactive duty training

**IET**  
initial entry training

**IG**  
inspector general

**ILE-CC**  
intermediate level education—common core

**IMA**  
individual mobilization augmentee

**ING**  
Inactive National Guard

**iPERMS**  
interactive Personnel Electronic Records Management System

**IRR**  
individual ready reserve

**JA**  
judge advocate

**JAG**  
Judge Advocate General

**JAGC**  
Judge Advocate General's Corps

**JP**  
Joint Publication

**JTR**  
Joint Travel Regulation

**LT**  
lieutenant

**LTC**  
lieutenant colonel

**MAJ**  
major

**MC**  
Medical Corps

**MILTECH**  
military technician

**MOI**  
memorandum of instruction

**MOS**  
Military Occupational Specialty

**MRD**  
mandatory removal date

**MSC**  
major subordinate command

**MSO**  
Military Service Obligation

**MYOS**  
maximum years of service

**NA**  
not applicable

**NCO**  
noncommissioned officer

**NCOER**  
noncommissioned officer evaluation report

**NOE**  
notification of eligibility

**OADO**  
Office Active Duty Obligor

**OBC**  
officer basic course

**OCS**  
Officer Candidate School

**OER**  
Officer Evaluation Report

**OFTS**  
operational, functional, training, support

**OTD**  
other training duty

**PCS**  
permanent change of station

**PME**  
professional military education

**PMOS**  
primary military occupational specialty

**POC**  
point of contact

**QYS**  
qualifying years of service

**RA**  
regular Army

**RC**  
reserve component

**REFRAD**  
release from active duty

**REINF**  
reinforcement

**REQUEST**  
Recruit Quota Enlistment System

**RFD**  
reserve forces duty

**ROTC**  
Reserve Officers' Training Corps

**RSC**  
regional support command

**SECARMY**  
Secretary of the Army

**SELRES**  
selected reserve

**SGLI**  
Servicemembers' Group Life Insurance

**SJA**  
staff judge advocate

**SMOS**  
secondary military occupational skill

**SMP**  
Simultaneous Membership Program

**SQI**  
skill qualification identifier

**SS**  
staff specialist

**SSG**  
staff sergeant

**SSI**  
specialty skill identifier

**SSS**  
Selective Service System

**STRAP**

Special Training Assistance Program

**TDA**

table of distribution and allowances

**TIG**

The Inspector General

**TJAG**

The Judge Advocate General

**TOE**

table of organization and equipment

**TPU**

troop program unit

**UCMJ**

Uniform Code of Military Justice

**USAR**

U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

**USAREC**

U.S. Army Recruiting Command

**USC**

United States Code

**USMA**

United States Military Academy

**USMAPS**

United States Military Academy Preparatory School

**VC**

Veterinary Corps

**WO**

warrant officer

**WOCS**

Warrant Officer Candidate School

**1LT**

first lieutenant

**Section II****Terms****Active duty**

Full-time duty in the active military service of the United States, including AD or full-time training duty in the RC. Also called AD. (JP 1-02)

**Active Guard and Reserve**

National Guard and Reserve members serving on AD under 10 USC 12301(d) and Army National Guard personnel serving on full-time National Guard duty under 32 USC 502(f), providing full-time support to National Guard, Reserve, and AC organizations for the purpose of organizing, administering, recruiting, instructing, or training the RCs. Also called AGR. (JP 1-02)

**Area command**

A command which is composed of those organized elements of one or more of the Armed Services, designated to operate in a specific geographical area, which are placed under a single commander. (JP 1–02). The following are defined as area commands:

- a. U.S. Army, Europe.
- b. U.S. Army Pacific Command.
- c. U.S. Army Southern Command.
- d. U.S. Army Special Operations Command.
- e. Eighth U.S. Army.
- f. U.S. Army Reserve Command.
- g. U.S. Army Human Resources Command.

**Area commanders**

CDRs of area commands.

**Dependents/Immediate Family** —An employee's spouse; children who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support; dependent parents, including step and legally adoptive parents of the employee's spouse; and dependent brothers and sisters, including step and legally adoptive brothers and sisters of the employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (JP 3–68)

**Inactive duty training** —Authorized training performed by a member of a RC not on AD or ADT and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for RC personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Also called IDT. See also active duty for training. (JP 1)

**Inactive Status** —Status of Reserve members on an inactive status list of a RC or assigned to the Inactive Army National Guard. (JP 4–05)

**Individual Mobilization Augmentee** —An individual reservist attending drills who receives training and is preassigned to an AC organization, a SSS, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Also called IMA. (JP 4–05)

**Individual Ready Reserve** —A component of the Ready Reserve utilized as a manpower pool consisting of individuals who have had some training or who have served previously in the AC or in the SELRES, and may have some period of their MSO remaining. Also called IRR. See also Selected Reserve. (JP 4–05)

**Delayed Entry Program**

A program under which an individual may enlist in a RC of a military service and specify a future reporting date for entry on AD that would coincide with availability of training spaces and with personal plans such as high school graduation. Also called DEP. See also active duty. (JP 4–05)

**Organizational Maintenance**

That maintenance that is the responsibility of and performed by a using organization on its assigned equipment. (JP 4–01.5)

**Ready Reserve**

The SELRES and IRR liable for AD as prescribed by law (10 USC 10142, 12301, and 12302). See also active duty; Individual Ready Reserve; Selected Reserve. (JP 4–05)

**Reasonable commuting area/distance**

The distance that a Ready Reserve member may be required to involuntarily travel between residence and the inactive duty site. The Secretary concerned or the Commandant of the USCG may determine commuting area in accordance with the Joint Travel Regulations, chapter 2, Part L, Section 2800, taking into consideration modes of travel, local traffic conditions, weather, and safety of the members. (DODI 1215.13, May 5, 2015)

**Reserve Component**

The Armed Forces of the U.S. Reserve Component consists of the Army National Guard of the United States, the USAR, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, and Coast Guard Reserve. Also called RC. (JP 4–05)

**Retired Reserve**

All Reserve members who receive retirement pay on the basis of their AD and/or Reserve service; those members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the Ready Reserve or Standby Reserve. See also active duty; Ready Reserve; Standby Reserve. (JP 4–05)

**Selected Reserve**

Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. See also Ready Reserve. (JP 4–05)

**Standby Reserve**

Those units and members of the RC (other than those in the Ready Reserve or Retired Reserve) who are liable for AD only, as provided in 10 USC 10151, 12301, and 12306. See also active duty; Ready Reserve; Reserve Component; Retired Reserve. (JP 4–05)

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

This section contains no entries.

**UNCLASSIFIED**

**PIN 002161-000**