

**Army Regulation 135–91**

**Series Title**

**Service  
Obligations,  
Methods of  
Fulfillment,  
Participation  
Requirements,  
and  
Enforcement  
Provisions**

**Headquarters  
Department of the Army  
Washington, DC  
14 March 2016**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 135–91

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

This administrative revision, dated 12 April 2018—

- o Supersedes Army Directive 2015–23, Recoupment of Out-of-Service Debt, Non-Pay Status Servicemembers Group Life Insurance) (para 6–2).

This administrative revision, dated 8 December 2017—

- o Supersedes Army Directive 2014–12, Eligibility of Reserve Component Soldiers for Separation Pay, in the last revision (chap 7).

This major revision, dated 14 March 2016—

- o Details military service obligations for officer and enlisted Soldiers (tables 2–1 and 2–2).
- o Clarifies active duty obligation incurred for U.S. Army Health Professions Scholarship Program officers (para 3–10k(3)).
- o Deletes guidance for participation in the officer personnel management system – U.S. Army Reserve (para 3–12).
- o Revises and clarifies policy for mailing of annual training orders (para 4–15a(3)).
- o Updates notification procedures for unexcused absence from annual training (para 4–16).
- o Renames figure 4–3 to read memorandum of instructions concerning 90–Day authorized absence (fig 4–3).
- o Deletes figure 5–1, amendment to enlistment agreement (chap 5).
- o Updates unsatisfactory participation enforcement provisions (para 6–2).
- o Adds figure 6–1, memorandum for commander’s determination of unsatisfactory participation (fig 6–1).
- o Adds figure 6–2, notice of Servicemembers Group Life Insurance termination (fig 6–2).
- o Incorporates provisions of Army Directive 2014–12, Eligibility of Reserve Component Soldiers for separation pay (chap 7).
- o Adds internal control test questions (app B).

Effective 14 April 2016

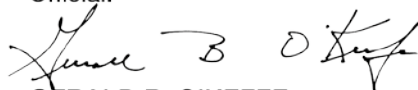
Series Title

**Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions**

By Order of the Secretary of the Army:

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Official:



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**History.** This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

**Summary.** This regulation defines Army National Guard of the United States and U.S. Army Reserve service obligations. It prescribes policies and procedures governing the various types of service obligations and participation requirements. It discusses excused absences and the policy on pregnancy. Finally, the regulation covers enforcement procedures regarding unsatisfactory participation.

**Applicability.** This regulation applies to the Army National Guard of the United States and the U.S. Army Reserve. Chapters 3 through 6 are not applicable to Soldiers serving in the Active Guard Reserve Program under Section 12301(d), Title 10, United States Code. .

**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 their higher headquarters to the policy proponent. Refer 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 app B).

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

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

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## **Glossary**

## **Chapter 1**

### **General**

#### **1–1. Purpose**

This regulation defines Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) service obligations. It prescribes policies and procedures governing the various types of service obligations and participation requirements.

#### **1–2. References**

See appendix A.

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

See glossary.

#### **1–4. Responsibilities**

*a.* Chief, National Guard Bureau will ensure that State adjutants general on behalf of the Chief, National Guard Bureau—

- (1) Monitor methods of fulfilling the Reserve of the Army service obligations and participation requirements.
- (2) Serve as the approval authority for exceptions to unexcused absences.

*b.* The Deputy Chief of Staff, G–1 will ensure that the Commanding General, Human Resources Command (HRC) on behalf of the DCS, G–1 will—

- (1) Provide administrative control of Soldiers under their command.
- (2) Provide information and direction to Soldiers concerning methods of fulfilling the Reserve obligation and consequences of unsatisfactory participation.

*c.* Chief, Army Reserve will—

(1) Retain special staff responsibility for USAR Soldiers and will monitor service obligations and participation requirements.

(2) As commander, U.S. Army Reserve Command, will—

*(a)* Monitor methods of fulfilling the Reserve of the Army service obligations and participation requirements.

*(b)* Ensure subordinate commanders do the following:

1. Monitor methods of fulfilling the service obligations and participation requirements.

2. Serve as the approval authority for exceptions to unexcused absences.

3. Provide administrative control of Soldiers under their command.

4. Provide information and direction to Soldiers concerning methods of fulfilling the Reserve obligation and consequences of unsatisfactory participation.

5. Ensure the Reserve Component (RC) Soldier acknowledges and understands the terms of his or her Reserve participation agreement.

#### **1–5. Initial active duty for training**

All Soldiers who are required to perform a period of initial active duty for training (IADT) will be scheduled for such training per AR 135–200.

#### **1–6. Completion of additional active duty**

The statutory military service obligation (MSO) incurred by a Soldier on initial entry into the Armed Forces remains fixed and is not altered by complying with additional active duty (AD) requirements. Any AD beyond that originally contracted may result in a reduction of the Ready Reserve (RR) time in which training is mandatory.

#### **1–7. Minority enlistment**

A Soldier whose enlistment is voided due to minority is not considered to have incurred a service obligation acquired by the Member. On reentry into military service, the individual incurs the service obligation required at the time of reentry. Any service performed before a minority enlistment is voided is then creditable toward satisfying any service obligation later incurred by the Soldier, but only if the military service rendered during the period of void service was characterized as honorable.

## **Chapter 2**

### **Military Service Obligations**

#### **2-1. Statutory obligation**

*a.* The statutory MSO is incurred on initial entry into the Armed Forces whether by induction, enlistment, or appointment.

(1) Soldiers who enlisted on and after 1 June 1984 incurred an 8-year statutory MSO.

(2) Soldiers who enlisted prior to 1 June 1984 incurred a 6-year statutory MSO.

*b.* The statutory MSO can be terminated by the Army prior to its fulfillment. Separation due to discharge, dismissal, or being dropped from the rolls of the Army terminates a Soldier's statutory obligation. The statutory obligation is not terminated, however, when the Soldier is separated for immediate reentry into the same or another military status. This includes an officer training program in which the Soldier has military status.

#### **2-2. Contractual obligation**

A contractual obligation is acquired when an individual voluntarily enters into an agreement to serve in a military status for a specific period of time. A contractual obligation may run concurrently with the statutory obligation incurred per paragraph 2-1. It may extend past the length of the statutory obligation; it may be added to the statutory obligation; or it may exist where no statutory obligation was incurred as indicated in paragraphs 2-2*a* through 2-2*c*.

*a.* The enlistment or appointment contract in an active or RC of the U.S. Armed Forces is assumed voluntarily by enlisting or accepting an appointment and signing an agreement. The contract must comply with laws and regulations in effect when the individual is enlisted or appointed.

*b.* RR service and AD or active duty for training (ADT) extending past the statutory obligation may be acquired through contract by—

(1) Officers commissioned from Reserve Officers' Training Corps (ROTC) and later granted educational delays per AR 601-25 (delay in reporting for an exemption from AD, IADT, and Reserve forces duty).

(2) Soldiers discharged before completing their statutory obligation. Soldiers reentering an active or RC of the U.S. Armed Forces by appointment or enlistment must voluntarily contract for a term of service. The term of service must be equal in length to the remainder of their unserved statutory obligation; however, the minimum length of a contractual obligation on reentry into military service is 1 year.

(3) Soldiers appointed as USAR warrant officers incur a contractual 6-year RR obligation in a troop program unit (TPU). An individual who is appointed a USAR warrant officer retains the original statutory obligation incurred on enlistment in the USAR. Any contractual obligation incurred by appointment is added to the original statutory obligation. Any contractual obligation incurred after appointment is added to the original obligation. The contractual obligation will be served in a unit or, if serving as an individual mobilization augmentee (IMA), will be served in the USAR Control Group (CG) (Reinforcement (Reinf)). The unfulfilled portion of the statutory obligation remaining on date of acceptance of commission will run concurrently with the contractual obligation. If assignment to a unit is not possible due to reorganization, inactivation, or change of residence (including overseas), satisfactory participation is defined as assignment to the USAR CG (Reinf).

*c.* When Soldier elects to continue service for a specified period of time by signing an extension of enlistment or reenlistment.

#### **2-3. Ready Reserve obligation**

*a.* The RR obligation is part of the statutory and/or contractual obligation. It is that portion of the statutory and/or contractual obligation which requires a Soldier to remain in an active RC unit or a RR CG.

*b.* The length of the RR obligation depends on the terms of the agreement signed when appointed or enlisted. Most agreements require unit participation for a specified period of time. When that unit time is fulfilled, the Soldier must voluntarily reenlist, or extend his or her enlistment in the same or another TPU, or request transfer to the individual RR (IRR) prior to, but no later than, the last day on which his or her term of service in the Selected Reserve (SELRES) expires. If the Soldier does not make an election the unit will initiate DA Form 4651 (Request for Reserve Component Assignment or Attachment) for involuntary transfer to the appropriate USAR CG per AR 140-10 or NGR 600-200 effective the day following the Soldier's expiration term of service date in the RR.

#### **2-4. Mandatory training requirement**

A mandatory training requirement is defined as that part of the statutory and/or contractual obligation when assignment to a USAR TPU or an ARNGUS unit or to USAR CG (annual training (AT)) is required (see tables 2-1 and 2-2).



## 2–5. Unfulfilled statutory obligation

When a statutory obligation is terminated early (para 2–1*b*), the Soldier incurs a contractual obligation if he or she reenters the active or RC. The contractual obligation on reentry is for a period not less than the unserved portion of his or her previous statutory obligation.

*a.* Soldiers reentering the Reserve Forces by enlisting in the USAR are credited with the number of years, months, and days served during a previous enlistment or appointment. However, an applicant must enlist for a whole number of years.

*b.* Soldiers reentering the RC by enlisting in the Army National Guard (ARNG) are enlisted for the number of years, months, and days in their unfulfilled MSO.

*c.* Soldiers reentering the active Force are transferred to the USAR after completing AD. They will serve the number of years, months, and days, if any, left from their previous statutory obligation.

*d.* Soldiers reentering the active or RC by appointment must serve the number of years, months, and days not served in their previous statutory obligation.

**Table 2–1**  
**Military service obligation–officer**

Source of commission				
AD		Total obligation	RR requirement	SELRES TPU obligation
<b>ROTC without scholarship</b>				
Non-prior service	Officer basic course (OBC) only	8 years (6 years in a unit and remainder in RR)	6 years TPU with remainder in RR	6 years
	2 years	8 years (2 years AD and remainder in RR)	Until 8 <sup>th</sup> anniversary of appointment	0
	3 years	8 years (3 years AD and remainder in RR)	Until 8 <sup>th</sup> anniversary of appointment	0
Prior service	4 years	8 years (4 years AD and remainder in RR)	Until 8 <sup>th</sup> anniversary of appointment	0
<b>ROTC with scholarship</b>				
	OBC only	8year (entire 8 year period in a TPU)	In a RC until 8 <sup>th</sup> anniversary of appointment	8years
	At least 2 years but less than 3 years	8 years (at least 2 years but less than 3 years AD and 4 years TPU and remainder in RR)	4 years RC unit with remainder in RR	4 years
	3 to 4 years	8 years (3 to 4 years AD plus remainder in RR)	Until 8 <sup>th</sup> anniversary of appointment	0
<b>RC-Officer Candidate School (OCS)</b>				
Non-prior service	OBC only	8–years statutory/6–year contractual obligation runs concurrently with statutory obligation (6–year contractual obligation in TPU with remainder in RR)	6 years RC unit with remainder in RR	6 years
Prior service	OBC only	8–years statutory/6–year contractual obligation runs concurrently with remaining statutory obligation (if served less than 2 years on enlistment, 6–year contractual obligation in TPU with remainder in RR; if over 2 years served on enlistment, 6–year contractual obligation in TPU extends beyond statutory obligation)	6 years RC unit with remainder (if any) in RR	6 years
<b>AC–OCS</b>				
Non-prior service	3years	8 years (3 years AD and remainder in RR)	Until 8 <sup>th</sup> anniversary of enlistment or appointment	0
Prior service	3years	8 years (prior service time and 3 years AD and remainder in RR)	Until 8 <sup>th</sup> anniversary of enlistment or appointment	0
<b>RC-Warrant Office Candidate School (WOBC)</b>				

<b>Table 2–1 Military service obligation—officer—Continued</b>				
Non-prior service	WOBC only	8 years (6 years in a unit and remainder in RR)	6 years RC unit with remainder	6 years
<b>Source commission</b>				
AD		Total obligation	RR requirements	SELRES TPU obligation
Prior service	WOBC only	8–years statutory/6–year contractual obligation runs concurrently with remaining statutory obligation (if served less than 2 years on enlistment, 6 year contractual obligation in TPU with remainder in RR; if over 2 years served on enlistment, 6 year contractual obligation in TPU extends beyond statutory obligation)	6 years RC unit with remainder (if any) in CG (Reinf)	6 years
AC–WOBC				
Non-prior service	3 years	8 years (3 years AD and remainder in RR)	3 years AD, remainder in RR	0
Prior service	3 years	8 years (prior service time and 3 years AD and remainder in RR)	3 years AD, remainder (if any) in RR	0
<b>Direct appointees</b>				
Non-prior service	OBC/WOBC	8 years (entire 8 years RR)	Until 8th anniversary of appointment	0
Non-prior service to IRR	OBC/WOBC only	8 years (entire 8 years in CG (AT))	In CG (AT) until 8 <sup>th</sup> anniversary of appointment	0
Obligated enlisted member	OBC only	8–years statutory/6–year contractual obligation runs concurrently with remaining statutory obligation (if served less than 2 years on enlistment, 6 Year contractual obligation in TPU with remainder in RR; if over 2 years served on enlistment, 6 year contractual obligation in TPU extends beyond statutory obligation))	6 years RC unit with remainder (if any) in RR	6 years
Specialized Training Assistance Program/ Health Professionals Recruiting Bonus	Officers enrolled in either of these programs incur a contractual obligation based on the number of years they receive benefits. Each case must be reviewed by HRC–S, Health Services Team to determine their obligation beyond or in conjunction with their 8–year statutory obligation.			

**Table 2–2**  
**Military service obligation-enlisted**

Type	AD/ADT credit	Total obligation	Participation requirement (RR)	Remarks
Regular Army (RA) 2-year enlistee	2 years	8 years	CG (AT) until 8 <sup>th</sup> anniversary of enlistment	See notes 1, 2, 3, and 4
RA 3-year enlistee	3 years	8 years	CG (AT) until 8 <sup>th</sup> anniversary of enlistment	See notes 1, 2, 3, and 4
RA 4-year enlistee	3 years	8 years	CG (AT) until 8 <sup>th</sup> anniversary of enlistment	See notes 1, 2, 3, and 4
RC enlistee (ARNG/ USAR).	12 or more weeks	8 years	CG (AT) until anniversary of enlistment	See notes 3, 4, 5, 6, 7, and 8
RC enlistee (ARNG/ USAR (all others)).			4 years in a unit, remainder in CG (Reinf)	See notes 3, 4, 5, 6, 7, and 8
Former United States Military Academy (USMA) cadets		8 years	See AR 612–205	See para 3–10(1)

Notes:

<sup>1</sup> Enlisted Soldiers retained in CG (AT) are subject to call to not more than 30 days of ADT each year.

<sup>2</sup> RA enlistees who have fulfilled their AD requirement will serve the remainder of their MSO in the appropriate USAR CG. They may elect to serve in a TPU if a vacancy exists and they are qualified. (A 2-year enlistee who serves 1 year or more in a RR unit may fulfill any remaining RR obligation in USAR CG (Reinf).

<sup>3</sup> Soldiers who enlist in the RA through the Delayed Entry Program (DEP) (AR 601–210) incur a contractual obligation to serve in the RA for a specified term of service from date of enlistment in the RA. The time spent in the DEP is creditable toward fulfillment of the MSO. Note. The contractual obligation runs concurrently with the statutory obligation when the Soldier has a remaining MSO.

<sup>4</sup> Soldiers assigned to the IRR have an annual muster requirement.

<sup>5</sup> Applicants enlisting under the Civilian Acquired Skills Program are required to complete a period of ADT as prescribed by their enlistment contract. The period of training may be less than 12 weeks for all but non-prior service males under age 26.

<sup>6</sup> Soldiers enlisted for the ROTC/Simultaneous Membership Program (SMP) as officer trainees will be scheduled for 7 weeks of basic training (BT) unless waived under AR 601–210.

<sup>7</sup> Non-prior service males under age 26 are ordered to ADT for the period to qualify in a selected MOS, or 12 weeks, whichever is longer (10 USC 12103(d)). All other non-prior service personnel are ordered to ADT for the period required to qualify in a selected MOS, or training sufficient to be assigned overseas (AR 614–30), whichever is longer.

<sup>8</sup> USAR personnel enlisted with unit participation options of less than 8 years will serve the remainder of their MSO in the CG (AT). ARNG enlistees with unit participation options of less than 8 years will serve the remainder of their MSO in the CG (AT) or Inactive National Guard (ING) (at State adjutant general's option).

## Chapter 3

### Participation Requirements

#### Section I

#### General

#### 3–1. Satisfactory participation in troop program units

TPU Soldiers are required to participate in at least 48 scheduled inactive duty training (IDT) periods, and no less than 14 days, exclusive of travel time, of AT. Satisfactory participation is defined in paragraphs 3–1a through 3–1c as—

a. Attending all scheduled IDTs unless excused by the unit commander or granted an authorized absence. Soldiers present at a scheduled IDT period will not receive credit for attendance unless they are wearing the prescribed uniform. They must also present a neat and Soldierly appearance and perform assigned duties in a satisfactory manner as determined by the unit commander. Soldiers who do not receive credit for attendance for any of the reasons noted above for any IDT period will be charged with an unexcused absence for each such period as prescribed in chapter 4, section III.

b. Attending and satisfactorily completing the entire period of AT unless excused by proper authority.

- c. Obtaining a unit assignment during an authorized absence (see chap 4, sec IV).

### **3–2. Satisfactory participation in the Individual Mobilization Augmentation Program**

AR 140–145 governs the IMA Program. Satisfactory participation as an IMA is defined as—

- a. Attending all required IDT periods for pay unless excused by proper authority. Soldiers present at scheduled IDT periods will not receive credit for attendance, unless they are wearing the prescribed uniform. They must also present a neat and Soldierly appearance and perform assigned duties in a satisfactory manner, as determined by the proponent IMA organization commander. Soldiers who do not receive credit for attendance for any of the reasons noted above will be charged with an unexcused absence (see chap 4, sec III).
- b. Attending and satisfactorily completing the entire period of AT unless excused by proper authority.
- c. Promptly reporting any change of address to the appropriate IMA organization commander and Commander, U.S. Army Human Resources Command (AHRC–PLM–I), 1600 Spearhead Division, Fort Knox, KY 40122–5102.
- d. Completing and promptly returning all military correspondence. (This includes the RR qualification record forms specified in AR 135–133.)

### **3–3. Satisfactory participation of U.S. Army Reserve Control Group Soldiers**

a. Soldiers assigned to the CGs AT, Reinf, and officer active duty obligor (OADO) have participation requirements. Those not directed to participate in some phase of training for which they would get pay are satisfactory participants if they—

- (1) Complete and promptly return all military correspondence. (This includes the RR qualification record forms specified in AR 135–133.)
- (2) Promptly report any change of address to Commander, HRC as required by paragraph 3–2c.
- (3) Comply with other requirements imposed by Commander, HRC.

b. Satisfactory participation in a RR CG will be credited toward the RR portion of the statutory service obligation. It will not reduce the AD or ADT which a Soldier contracts to serve or is required by law to perform.

### **3–4. Participation before initial active duty for training**

Enlistees in the categories described in paragraphs 3–4a through 3–4d are authorized to attend the specified number of IDT periods or AT with their assigned unit for pay purposes before completing IADT. (All others may voluntarily participate in IDT periods without pay during the period before IADT.) Failure of a Soldier to attend IDT periods while in the training pipeline awaiting entrance on IADT (to include both phases of the Alternate Training Program) will not subject the Soldier to unsatisfactory participation processing of paragraph 4–14.

a. High school graduates and bona fide high school seniors are authorized to participate in no more than 36 paid IDT periods within 270 days prior to entry on IADT. Non-high school graduates (who are not high school seniors) and general education degree equivalents are authorized to participate in not more than 12 paid IDT periods within 90 days prior to entry on IADT.

b. Soldiers in paragraph 3–4b may be enlisted within up to 180 days prior to entry on IADT. Individuals in this category may attend an additional 12 IDT periods in a non-pay status.

c. Persons enlisted in the Alternate Training Program (see AR 601–210) are authorized and required to attend IDT periods in a pay status on completion of Phase I (BT). At the discretion of the unit commander, the Soldier may attend AT between BT and advanced individual training.

### **3–5. Ready Reserve annual training**

An ARNGUS or USAR Soldier will not be required to perform AT during the final year of his or her statutory obligation if—

- a. The individual served on continuous AD for 1 year or longer; and,
- b. The first day of training (including travel time) falls during the last 120 days of the Soldier’s required Reserve membership.

### **3–6. Participation after qualifying for retirement**

a. An ARNGUS or USAR officer (other than officers described in para 3–6c) or an enlisted Soldier who has accrued 20 years of qualifying service for retired pay (Title 10, United States Code, Sections 12731 and 12732 (10 USC 12731 and 12732)) must attain 50 retirement points annually to be retained in an active status in the SELRES, the IRR, or on the Standby Reserve (active list).

b. A Soldier described in paragraph 3–6a who fails to attain 50 points by the anniversary of his or her retirement year ending date will be processed for removal from active status per AR 135–175, AR 135–178, AR 140–10, NGR 635–100, NGR 600–101, or NGR 600–200, as appropriate.

c. Area commanders (for Soldiers assigned to a TPU) or Commander, HRC (AHRC–PAT–I) (for all other USAR Soldiers) have exception authority for removal for failure to earn the required 50 retirement points according to AR 140–10.

d. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the approval authority for any waiver requests that are submitted for Soldiers who fail to attain 50 points annually on their retired year end date.

e. This paragraph does not apply to adjutants general or assistant adjutants general of States and Territories, Puerto Rico, and the District of Columbia.

### **3–7. Completion of the active duty requirement**

For the purpose of satisfying the AD requirement of a statutory or contractual obligation, officers and enlisted Soldiers are credited with completing 2, 3, 4, or 5 years of AD when they serve to within 90 days of that specific-year period.

### **3–8. Readjustment period**

Statutorily obligated Soldiers who have 2 or more years of AD when reassigned or transferred to a USAR CG are authorized a 90–day readjustment period. During that time, participation in training is not required. During the readjustment period, a Soldier may voluntarily join an ARNGUS or USAR unit.

### **3–9. Involuntary assignment**

#### *a. Criteria.*

(1) An obligated Soldier afforded the readjustment period described in paragraph 3–8 may be involuntarily assigned to a USAR unit on the 61st day of the 90–day readjustment period. Furthermore, an involuntary assignment may be made at anytime during the remaining period of the obligated RR service. The Commander, HRC will make every effort to make the USAR unit assignment before the readjustment period ends. Training will not be required before the 91st day after release from AD.

(2) Enlisted Soldiers credited with serving less than 2 years of AD may be involuntarily assigned to SELRES units when one or more of the conditions in paragraphs 3–9a(2)(a) through 3–9a(2)(d) exist.

(a) Soldier enlisted in the USAR to serve on AD for not less than 2 years and as a RR Soldier (10 USC 12103(b)) for the rest of the enlistment period (see table 2–2). Soldier enlisted in the USAR to serve on IADT (BT and advanced individual training) and the rest of the period as a RR Soldier (10 USC 12103(d)) and was later credited with serving 2 years of AD.

(b) Soldier executed a separate written agreement incurring an obligation to participate in the SELRES.

(c) It is determined after a diligent effort that a vacancy in a USAR unit cannot otherwise be filled.

b. *Exceptions.* Except for Soldiers enlisted under the provisions of paragraphs 3–9a(2)(a) and 3–9a(2)(b), enlisted Soldiers who have served on AD in a combat zone for hostile fire pay for a total of 30 days or more or who were wounded while on AD in a hostile area are not subject to involuntary assignment to SELRES units.

c. *Officers.* Officers assigned to the CG (Reinf) on and after 1 January 1978 who have completed 3 years, but less than 4 years, of AD normally will not be involuntarily assigned to a RR unit. However, officers who have remaining statutory obligations may be mandatorily assigned. They may be assigned against unit vacancies for which they are qualified if a USAR CG (AT) officer is not available. Such mandatory assignments will normally be for a minimum of 1 year. These assignments may be extended until an officer of the USAR CG (AT) becomes available, or until the fifth anniversary date of appointment, whichever occurs first.

## **Section II**

### **Officers**

### **3–10. General participation requirements**

The period of RR service required of an officer depends on the terms of the agreement signed when appointed. It also depends on the number of months served on AD. Officers assigned to RC units receive credit for unit participation from the date of assignment. The required period of RR service is satisfied as prescribed in table 2–1 and this section.

a. *Participation criteria for Reserve Officers' Training Corps graduates.*

(1) Officers commissioned from the ROTC scheduled to perform AD may participate in Reserve training only as authorized in AR 601–25. Those appointees selected to serve on ADT for the period of time needed to complete the RA resident OBC may volunteer for assignment as prescribed in paragraph 3–10b.

(2) Satisfactory participation for ROTC graduates who incur a statutory or contractual service obligation consists of the following:

(a) Assignment and participation with TPUs of the RR.

(b) Assignment as instructors or attachment as enrolled students at total Army school system schools. Attachment as enrolled students will be limited to officers who, after graduation from ROTC, served on AD or ADT, and provided a TPU assignment is not available. (If a unit assignment is available, the officer will not be permitted to enroll as a total Army school system student until at least 18 months after completing ADT.)

(c) Assignment to USAR CG (AT), if assignment and participation cannot be done according to paragraphs 3–10a(1) and 3–10a(2).

*b. Appointees from the Reserve Officers' Training Corps who serve on active duty for training for the period needed to complete the Regular Army resident officer basic course (50 USC 456(d)(1)).*

(1) These officers may volunteer for assignment to fill vacancies in ARNGUS and USAR units immediately after appointment.

(2) Those who do not volunteer will be considered for mandatory assignment to a USAR unit. ROTC scholarship recipients selected for Reserve forces duty will be mandatorily assigned to USAR units. Assignment is based on availability of vacancies (see AR 140–10).

*c. Appointees from the Reserve Officers' Training Corps who serve 3 years of active duty (50 USC 456(d)(1)).* Officers commissioned from the ROTC who complete 3 years AD will be assigned to USAR CG (Reinf) to complete their RR service. They may volunteer for assignment to RR units.

*d. Reserve Officers' Training Corps graduates who receive financial assistance under the Reserve Officers' Training Corps scholarship program (10 USC 2107).* Officers who receive financial assistance under this program satisfy their ROTC obligation by one of the following: Completing a minimum of 2, but no more than 4 years of AD. Officers who serve a minimum of 2, but less than 3 years of AD will subsequently serve at least 4 years in an RC unit. The remainder of their 8–year statutory and/or contractual obligation may be served in USAR CG (Reinf) (table 2–1). Officers who serve between 3 and 4 years of AD will serve the remainder of their statutory and/or contractual obligation assigned to USAR CG (Reinf) (see table 2–1). They may volunteer for assignment to RR units. Officers selected and serving on AD under this agreement will not be permitted to change to the service option described in paragraph 3–10d(2).

(1) Serving on ADT for the period necessary to complete the AA resident OBC and then serving the remainder of their statutory obligation in an ARNGUS or USAR unit (see table 2–1). Time spent on ADT for attendance at the AA resident OBC, including any commissioned credit for time served in an ARNGUS or USAR unit before attending OBC, is creditable toward fulfillment of the 8–year statutory obligation.

(2) Completing 5 years of AD. (This AD obligation is only required from those individuals who received ROTC scholarship benefits for 5 years in order to complete their required undergraduate study. It applies to recipients of this benefit who executed ROTC contracts on and after 1 June 1984.) The remainder of the statutory obligation will be served assigned to USAR CG (Reinf) unless the Soldier requests and is assigned to a RR unit (see table 2–1). Officers serving on AD under this agreement will not be permitted to change to the service option listed in paragraph 3–10d(2).

*e. Reserve Officers' Training Corps graduates with prior active service (10 USC 2104).* ROTC cadets with prior active service must agree to participate actively in the military Service for the specified period of contracted service. For graduates commissioned on and after 1 June 1984, the service requirement is 8 years from date of appointment. Depending on Army requirements, such service will be performed either on AD, ADT in an RC, or in a combination thereof. Service before acceptance of appointment is not creditable toward the contractual obligation. The unfulfilled portion of the statutory obligation remaining on date of acceptance of commission will run concurrently with the contractual obligation.

*f. Reserve Officers' Training Corps graduates participating in the U.S. Army Health Professions Scholarship Program (10 USC 2104, 2107, and 2123).*

(1) Graduates of the Army ROTC program who later participate in the U.S. Army Health Professions Scholarship Program (HPSP) are required to satisfy their ROTC incurred obligation and any obligation incurred as a participant in the HPSP (see AR 601–141).

(2) ROTC graduates who enter the HPSP on and after 4 April 1975 are not permitted to serve any part of their ROTC obligation concurrently with their HPSP obligation. Both scholarship and non-scholarship ROTC graduates will have their HPSP obligation added to their ROTC obligation.

*g. Former National Oceanographic and Atmospheric Administration officers (50 USC 456(d)(5)).* ROTC graduates commissioned in the National Oceanographic and Atmospheric Administration (NOAA) Commissioned Corps instead of the Army who are released from their commission before completing 8 years of AD will be appointed in the USAR, if

eligible. As USAR officers, they may be required to perform AD under the terms of their ROTC agreement. If Soldiers served less than 3 years on AD as NOAA Commissioned Corps officers, they may be ordered to AD for the balance of the 3 years. As USAR officers, participation is required per paragraph 3–10a.

*h. Officer Candidate School graduates (10 USC 12208 and 12209).* An ARNG or USAR officer who was commissioned from OCS (see AR 140–50) retains the original statutory obligation incurred on enlistment in the RC. Any contractual obligation incurred by appointment is added to the original statutory obligation. (Officers not ordered to AD must serve at least 2 years in the RR.) The unfulfilled portion of the statutory obligation remaining on date of acceptance of commission will run concurrently with the contractual obligation. After appointment, the officer will normally be required to immediately participate with a TPU. TPU participation is 6 years. The remainder of the original obligation plus the contractual obligation not served in a unit or as an IMA will be served in the USAR CG (Reinf). Sometimes assignment to a unit is not possible due to reorganization, inactivation, or change of residence (including overseas). In these cases, satisfactory participation may be completed per paragraph 3–10a.

*i. Direct appointment from enlisted status (10 USC 12104).* An obligated enlisted Soldier who receives a direct appointment retains the original statutory obligation incurred on enlistment or induction. The unfulfilled portion of the statutory obligation remaining on date of acceptance of commission will run concurrently with the contractual obligation. Participation will be the same as that required of an ARNG or USAR graduate from OCS.

*j. Direct appointment from enlisted status nonobligated enlisted member.* A nonobligated enlisted Soldier who receives a direct appointment must agree in writing, using DA Form 3575 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135–100, or AR 135–101, as Applicable - Individuals Without a Statutory Service Obligation), to the total obligation period and participation requirement of the appointment listed in table 2–1. The total obligation and participation requirement is the same as that required of an ARNG or USAR OCS graduate. Contractual obligations incurred as a result of an appointment incentive will extend beyond the original appointment obligations.

*k. Health Professions Scholarship Program participants (10 USC 2123).* The HPSP is governed by AR 601–141.

(1) Program participants incur an active duty service obligation (ADSO) of 2 years for the first 2 years, or portion thereof, of program participation. Participation in excess of 2 years will result in an additional ADSO of 6 months for each additional 6 months or portion of program participation.

(2) The minimum term of service for first-term officers is 3 years on AD unless otherwise relieved from obligation. This obligation runs concurrently with the ADSO in paragraph 3–10k(1). However, if the ADSO is less than the minimum 3-year requirement, the officer will be required to serve the minimum 3-year term of service.

(3) The ADSO incurred in this program is in addition to, and cannot be served concurrently with, an obligation incurred from any other program.

*l. Service school obligation.* Reserve officers (not on extended AD) attending Service schools incur a RR obligation of at least 2 years following course completion of more than 15 days duration. The obligation is incurred only if the course of instruction exceeds 15 consecutive days of ADT. This obligation does not change any other obligation to serve in the RR. It may run concurrently with an existing obligation.

*m. Appointment as an U.S. Army Reserve warrant officer.* An individual who is appointed as an Army Reserve warrant officer retains the original statutory obligation incurred on enlistment in the Army Reserve. Any contractual obligation incurred by appointment is added to the original statutory obligation. After appointment the warrant officer will be required to immediately participate with a TPU for 6 years. Any remainder of the original obligation plus the contractual obligation not served will be served in the USAR CG (Reinf). Sometimes assignment to a unit is not possible due to reorganization, inactivation, or change of residence (including overseas). In these cases, satisfactory participation is defined as assignment to the USAR CG (Reinf).

### **3–11. Participation requirements for Army medical department officers**

*a.* Officers voluntarily assume an obligation by signing an agreement to serve on AD and/or participate satisfactorily in an RC. They are required to fulfill the terms of their agreement or contractual obligation. This is true even if service extends past the statutory obligation.

*b.* Officers participating in special Army Medical Department (AMEDD) procurement programs are bound by the statutory and contractual obligations of that program.

(1) Participants in the AMEDD/Early Commissioning Program (AMEDD/ECP) are obligated to perform 3 or 4 years of AD depending on their specialty. If not ordered to AD, the officer is obligated to serve in the RR until the 8-year obligation is completed. Officers commissioned from the ROTC who are delayed from entry on AD may be automatically considered as participants in the AMEDD/ECP under certain conditions. Specifically, they must be pursuing a course of

study leading to a degree in medicine, osteopathy, veterinary medicine, dentistry, optometry, psychology, sanitation engineering, or social work. Following completion of professional schooling, the officer is obligated to serve 3 or 4 years on AD. The time depends on the obligation incurred in the ROTC program.

(2) USAR officers participating in the AMEDD/ECP are not required to join units or attend AT. This includes all branches, all interns, residents, and veterinary and dental postgraduate students who are obligated to serve on AD after completing their studies. While in the AMEDD/ECP, officers are assigned to USAR CG (OADO). Those who voluntarily join a unit will be required to participate satisfactorily in unit training (including AT). This includes going with the unit in the event of mobilization. They are subject to involuntary order to AD as individuals.

c. USAR officers who are medical, dental, or veterinary students may be excused from training assemblies and/or AT for compelling reasons which prevent participation. Others that may be excused include USAR unit officers of the medical corps, dental corps, Army nurse corps, and Army medical specialist corps. Excused officers will be considered constructively present at the training assemblies for attendance requirements. They are not entitled to pay or retirement points for constructive attendance.

(1) Unit commanders may excuse not more than 25 percent of scheduled training assemblies.

(2) Area commanders may excuse more than 25 percent, but no more than 50 percent, of scheduled training assemblies.

d. Participants in the new specialized training assistance program (see AR 135–7) retain the original statutory obligation incurred on enlistment in the military Service. Additionally, participants incur a contractual obligation to serve in the SELRES or the IRR. The contractual obligation is fulfilled according to AR 135–7 (see method of fulfillment) and begins after successful completion of the specialized training program.

## **Section III**

### **Enlisted Soldiers**

#### **3–12. General participation requirements**

Two important factors are considered in determining participation and/or service required for enlisted Soldiers in the RR. They are terms of the contract under which the Soldier entered the Armed Forces and the number of months served on AD. Once AD has been performed, the period of RR service in which training is mandatory may be reduced by satisfactory participation in a TPU. A Soldier receives credit for unit participation from the date of assignment to a unit. The period of RR service required of an enlisted Soldier is satisfied as shown in table 2–2 and this section.

a. *Non-prior service Soldiers.* Non-prior service Soldiers who were enlisted in the USAR (see 10 USC 12103) or transferred to the USAR (see 10 USC 651) are required to remain in the RR for the full period of their statutory obligation.

b. *Former U.S. Military Academy cadets (10 USC 516).*

(1) USMA cadets who entered USMA while enlisted Soldiers of an RC of the Army and are not ordered to AD will be discharged or transferred to the USAR as provided in AR 612–205 (see cadet separation policies). Army Reserve enlisted candidates who are separated from the U.S. Military Preparatory School (USMAPS) will be transferred to the USAR and assigned to USAR CG (AT). Further, enlisted Soldiers separated from USMA or USMAPS and transferred to the USAR may later request assignment to a unit vacancy to complete their obligation. They will be required to participate until their combined USMA or USMAPS and RR service equals 8 years (see table 2–2).

(2) Former cadets who have completed at least 14 months at USMA are considered as having completed BT. Former cadets are not required to perform IADT without their consent. Unit commanders may deny assignment to a former cadet when he or she cannot qualify for the unit vacancy. This applies when the vacancy requires completion of IADT for MOS qualification and the cadet will not agree to perform such IADT.

c. *Army National Guard (10 USC 12106).* Enlisted ARNGUS Soldiers are members of the Reserve of the Army. Enlisted Soldiers discharged from the ARNG, but not the Reserve of the Army, before completing their statutory or contractual obligation will be transferred to the USAR. They will serve in the USAR for the remaining period of their obligation. Participation in appropriate training will be required.

d. *Reenlistment or extension in the Army National Guard (32 USC 302) or U.S. Army Reserve (10 USC 509 and 12102).* An enlisted Soldier who completes a statutory obligation and re-enlists or extends enlistment in the ARNG or USAR must participate under the terms of the contract and this regulation.

#### **3–13. Participation requirements of the Senior Reserve Officers' Training Corps Program**

a. *Reserve Officers' Training Corps advanced course or scholarship programs (10 USC 2104 and 2107).* Enlisted USAR unit Soldiers enrolled in either of these programs are not authorized to participate in any form of RR training. The professor of military science must provide a copy of the enlistment agreement (DD Form 4 (Enlistment/ Reenlistment Document Armed Forces of the United States)) to the proper State adjutant general or USAR commander. AR 145–1



requires the enlistment agreement. On receipt of the enlistment agreement, the Soldier will be released from assignment and discharged from his or her Reserve of the Army status by the authorities cited in AR 135–178 (see authority to order and accomplish separation)). The purpose of discharge is for reenlistment (with assignment to the USAR CG (ROTC) as a requirement for enrollment in the ROTC advanced course or scholarship program (see AR 145–1)). As an exception to this policy, enlisted Soldiers participating as officer trainees in the ROTC/SMP per AR 601–210 are authorized to participate in a TPU or an ARNG unit.

*b. Reserve Officers' Training Corps basic course (non-scholarship).*

(1) An enlisted unit Soldier who enrolls in the ROTC basic course (non-scholarship) is required by the unit commander (through the professor of military science concerned) to elect—

(a) To remain assigned to the unit position with the understanding that satisfactory participation with the unit in scheduled IDT periods and AT is required per paragraph 3–1. ROTC training may not be substituted for unit training.

(b) To be assigned to USAR CG (AT) if obligated or to USAR CG (Reinf) if nonobligated. This will be with the understanding that if assigned to the Reinf CG, participation in any form of RR training is not authorized during the period of enrollment in the basic course. If the Soldier is reassigned to the AT CG, he or she is subject to mandatory training requirements; however, maximum consideration will be given in scheduling such training to prevent conflict with school requirements. Should the Soldier leave school or be disenrolled from the ROTC basic course, satisfactory participation will be required per paragraph 3–14b. If the Soldier elects this option, the unit commander will report the Soldier to the proper area commander or State adjutant general. An assignment will then be made to USAR CG (AT) or to USAR CG (Reinf). Before transfer, ARNGUS Soldiers will be discharged from their ARNG status only.

(2) A Soldier is considered a satisfactory participant for each year of satisfactory participation in ROTC training while assigned to USAR CG (AT) or (Reinf).

### **3–14. Disenrollment from the Reserve Officers' Training Corps Course Program**

*a. Breach of contract (10 USC 2105 and 2107(f)).* Advanced course and scholarship cadets disenrolled from the ROTC program for breach of contract may be ordered to AD per AR 135–210 (see former cadets) or required to complete their MSO in the SELRES.

*b. Other than breach of contract (10 USC 2108).* The following instructions will be followed when a cadet is disenrolled from the ROTC program for other than breach of contract:

(1) Except for disenrollment under a Headquarters, Department of the Army early release program (AR 135–178), cadets enlisted in the ROTC/SMP under AR 601–210 (see Selected Reserve Incentive Program) will be dropped from the SMP. If otherwise qualified, they will be retained in the SELRES in an enlisted status under the terms of their ROTC/SMP agreement until their MSO is completed.

(2) Advanced course cadets not listed above and scholarship cadets will be processed per AR 145–1 (see disenrollment, discharge, separation, transfer, and leave of absence). Cadets who volunteer for unit assignment must complete initial entry training (IET) and qualify in an enlisted MOS.

(3) Basic course (non-scholarship) cadets who were enrolled in the ROTC program from the USAR and later disenrolled from ROTC will be required to participate. Participation will be under the terms of the obligation incurred before ROTC enrollment.

## **Chapter 4 Absences**

### **Section I**

#### **General**

#### **4–1. Guidance**

This chapter governs absences from RR training. It applies to all ARNGUS and USAR Soldiers. Table 4–1 lists reasons for absences, who may excuse or grant exceptions to unexcused absences, basis for approval or disapproval, and the documentation required.

#### **4–2. Authority**

*a.* The unit commander or acting commander is authorized to excuse absences and authorize equivalent training (ET). This authority will not be further delegated.

*b.* State adjutants general (for ARNGUS) and general officer commanders (for USAR) are authorized to grant exceptions to unexcused absences. This authority may be delegated to commanders who are lieutenant colonels or higher.

### **4–3. Equivalent training**

This chapter does not change the policies governing ET (see AR 140–1 and NGR 350–1). When authorized by the unit commander, ET will be performed in a pay status within 60 days of the absence.

### **4–4. Orientation for Soldiers assigned to Selected Reserve units (Army National Guard of the United States and/or U.S. Army Reserve)**

Recruiters, guidance counselors, reenlistment officials, unit commanders, unit personnel officers, or personnel noncommissioned officers (NCOs) must ensure that ARNGUS and USAR Soldiers are fully aware of and understand their obligations. The Soldier must further be made aware of the prerequisites for participation and the actions that will result from unsatisfactory participation.

*a. Initial orientation.* All Soldiers enlisting and re-enlisting in the ARNGUS and USAR (except enlistment in conjunction with enrollment in the Senior ROTC program) and enlisted Soldiers transferred or reassigned from AD to a unit or IMA duty assignment will receive an initial orientation. During this orientation, emphasize the Soldier's responsibility to keep his or her commander informed of current mailing address as required by AR 135–133 (see change of address). Each enlisted Soldier will also be required to furnish the name and address of a person who will always know the Soldier's address. USAR Soldiers will acknowledge attendance at this initial orientation and their understanding of service obligations and participation requirements by signing and dating section X of the DA Form 3540 (Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment). The witnessing official will sign in section XI of the DA Form 3540. ARNGUS Soldiers will sign NGB Form 590 (Statement of Understanding of Reserve Obligation and Responsibilities). The statements will be signed in the presence of and countersigned by the witnessing official. In addition, the initial orientation will cover—

- (1) Service obligations (chap 2).
- (2) Participation requirements (chap 3).
- (3) Excused absences from training (chap 4, sec II).
- (4) Unexcused absences from training (chap 4, sec III).
- (5) Relocation of residence (chap 4, sec IV).
- (6) Unit training schedule. Inform each newly assigned Soldier where it is posted and that it is the individual Soldier's responsibility to keep informed of the training schedule.
- (7) Reassignment and removal from assignment (chap 5).
- (8) Consequences of failure to participate satisfactorily (chap 6).

*b. Annual orientation.* Provide an annual orientation for all statutorily or contractually obligated ARNGUS and USAR enlisted unit Soldiers. The unit commander, unit personnel officers, or personnel NCOs will administer this orientation. The Soldier will acknowledge that they have had this orientation and understand their obligations and participation requirements by signing and dating section XII of the DA Form 3540 or NGB Form 590, as appropriate. Obtain a new statement from each Soldier whenever changes are made to this regulation that affect service obligations. Such changes include participation requirements and the consequences of unsatisfactory participation.

*c. Screening the Army Military Human Resource Record.* The Army Military Human Resource Record (AMHRR) of each newly assigned enlisted Soldier will be screened to ensure that DA Form 3540 or NGB Form 590 is complete and filed in the AMHRR.

*d. Filing the statement of orientation.* The DA Form 3540 and NGB Form 590 are filed as a permanent document in the Soldier's AMHRR.

### **4–5. Orientation for Soldiers assigned to the Individual Ready Reserve or individual mobilization augmentation duty**

Soldiers should be aware of their service obligation as assigned Soldiers of the IRR or the IMA Program. Soldiers should further be aware of the prerequisites for satisfactory participation and the actions that may result from unsatisfactory participation. This information is provided to IRR or IMA Soldiers—

- a.* During out-processing briefings when transitioning from the RA and being assigned to the IRR.
- b.* On enlistment, reenlistment, or immediate reenlistment with concurrent assignment to the IRR or IMA Program, or with subsequent transfer or reassignment to the IRR or the IMA Program. The information is contained in the service agreement, which is acknowledged by the Soldier.
- c.* During the annual orientation briefing required by paragraph 4–4b prior to the Soldier's reassignment or transfer from an ARNGUS or USAR unit to the IRR.

### **4–6. Unsatisfactory participation as a Soldier assigned to the Individual Ready Reserve**

- a.* Satisfactory participation as a Soldier assigned to the IRR is prescribed by paragraph 3–3.

*b.* An IRR Soldier will be determined to be an unsatisfactory participant subject to the enforcement provisions of chapter 6, under the following conditions:

(1) When ordered to AT if, without proper authority, the Soldier fails to attend or complete the entire period of AT.

(2) Failure to comply with a second request to report for annual muster.

(a) An IRR Soldier is subject to order to muster duty one time each year (10 USC 12319).

(b) When a Soldier fails to report for muster duty and has not been excused by proper authority, a second notice to report will be sent by certified mail (return receipt requested).

(c) Unless excused by proper authority, on failure to comply with the second notice or on receipt that notification was refused, unclaimed, or otherwise not delivered, the Soldier will be determined to be an unsatisfactory participant.

(3) Failure to report a change of address to Commander, HRC within 45 days following the change of address.

(4) Failure to comply with a second notice to complete and return official military correspondence within 45 days of the date of the second notice. This includes qualification record forms required by AR 135–133.

(a) When a Soldier fails to comply or respond to official military correspondence within 45 days of the date of the notice, a second request for compliance will be sent by certified mail (return receipt requested).

(b) Unless excused by proper authority, on failure to comply with the second notice or on receipt that notification was refused, unclaimed, or otherwise not delivered, the Soldier will be determined to be an unsatisfactory participant.

#### **4–7. Unsatisfactory participation as an individual mobilization augmentee**

*a.* Satisfactory participation is prescribed by paragraph 3–2.

*b.* An IMA will be determined to be an unsatisfactory participant subject to the enforcement provisions of chapter 6, under the following conditions:

(1) When ordered to AT if, without proper authority, the Soldier fails to attend or complete the entire period of AT.

(2) If required to attend 48 IDT periods, Soldiers accrue nine or more unexcused absences in any 12 month period. (See paras 4–14*b* and 4–15 for charging Soldiers with, and notification instructions for, unexcused absences.) Failure to report a change of address to appropriate proponent IMA organization commander and Commander, U.S. Army Human Resources Command (AHRC–PLM–I), 1600 Spearhead Division, Fort Knox, KY 40122–5102 within 45 days following a change of address.

(3) Failure to comply with second notice to complete and return official military correspondence within 45 days of the date of the second notice.

(a) When a Soldier fails to comply or respond to official military correspondence within 45 days of the date of the notice, a second request for compliance will be sent by certified mail (return receipt requested).

(b) Unless excused by proper authority, on failure to comply with the second notice or on receipt that notification was refused, unclaimed, or otherwise not delivered, the Soldier will be determined an unsatisfactory participant.

## **Section II**

### **Excused Absences**

#### **4–8. Conditions of excused absence**

All situations not specifically identified in this paragraph or section V of this chapter are considered unexcused absences. Absence from scheduled IDT periods, training, or AT may be excused. Such absences may be excused when sickness, injury, or some other circumstance beyond the Soldier's control caused the absence. At the discretion of the appropriate commander (see para 4–2), ET may be scheduled to make-up the excused absence. (See para 3–11*c* for excusing USAR AMEDD officers.)

#### **4–9. Documentary evidence**

A Soldier excused for a reason shown in paragraph 4–8 may be required to document the reason for the absence. If the unit commander requires this evidence, the Soldier will normally be notified within 14 days of the absence. Evidence submitted by the Soldier will be in the form of an affidavit when the absence was beyond the Soldier's control. Absence caused by sickness or injury requires certification from a physician or medical officer. The Soldier must furnish the required evidence within 15 days of the commander's request.

#### **4–10. Employment conflicts**

*a.* Employers sometimes schedule several weeks of career training, which prevents the Soldier from attending IDT periods. When this occurs the circumstances may, in the judgment of the unit commander, justify rescheduled training authorization.

*b.* Employment conflicts, overtime, schooling, and loss of income are not normally considered valid reasons for absence from training. If any of these conditions create a continuing hardship, the unit commander will refer the case through channels to the approval authority. The general officer commander (for USAR) or the State adjutant general (for ARNGUS) will decide whether to retain or remove the Soldier from the unit. While awaiting this decision, the Soldier is required to participate.

#### **4–11. Advanced Reserve Officers' Training Corps camp and unit annual training conflicts**

*a. Army National Guard units.* Chief, NGB will set the policy for excusing ROTC/SMP participants from AT.

*b. U.S. Army Reserve units.* Officer trainees who were enlisted in the ROTC/SMP will normally attend AT with their unit. During the calendar year ROTC/SMP participants are required to attend ROTC advanced camp, they will be excused from AT at their request. They are authorized to attend both ROTC advanced camp and AT if they choose to do so. This policy does not apply to Soldiers who remain assigned to a TPU after appointment as a commissioned officer or disenrollment from ROTC. Credit for AT by virtue of any form of ROTC training is not authorized.

### **Section III**

#### **Unexcused Absences**

#### **4–12. Conditions of unexcused absence**

*a.* An unexcused absence is any absence not covered in sections II and IV of this chapter.

*b.* Soldiers will be charged with unsatisfactory participation when, without proper authority, they—

(1) Accrue in any 12-month period a total of nine or more unexcused absences from scheduled IDT periods. (In the case of IMAs who are required to perform fewer than 48 IDT periods per year, see para 4–7b(2).)

(2) Fail to obtain a unit of assignment during an authorized absence granted per section IV of this chapter.

(3) Fail to attend or complete AT.

*c.* Officers and enlisted Soldiers, with the exception of ROTC/SMP cadets, will be processed for reassignment or separation as prescribed in chapter 6 as soon as possible after the actions in paragraphs 4–6, 4–7, or 4–15a, as appropriate, result in a determination that the Soldier is an unsatisfactory participant. ROTC/SMP cadets determined to be unsatisfactory participants may be removed from the SMP and transferred or reassigned to CG (ROTC) at the appropriate ROTC region headquarters in their cadet status (AR 601–210, see processing release from ROTC/SMP and reassignment to CG (ROTC)).

#### **4–13. Exceptions to unexcused absences**

*a. Policy.* When a Soldier's absence was justified, but the reason is not one the unit commander can excuse (see para 4–8), an exception may be granted. Request for exception will be sent to the approval authority only when fully warranted.

(1) A Soldier's overall performance and record of attendance at previously scheduled training are the primary factors in granting exceptions to unexcused absences. Only Soldiers who have clearly shown exemplary performance of duty and a potential for continued outstanding service will be favorably considered.

(2) Exceptions to unexcused absences will not be granted unless there were extenuating circumstances bearing directly on the failure to attend the scheduled training.

*b. Procedures.* Recommendations for exceptions to unexcused absences will be sent with full justification through command channels not later than 20 days after the absence.

*c. Approval authority.* State adjutants' general and general officer commanders are authorized to grant exceptions to unexcused absences. This authority may be delegated to commanders who are lieutenant colonels or above. The Soldier's overall record of performance will be given careful consideration in the decision.

*d. Approved exceptions.* A Soldier granted an exception is required to perform ET within 60 days of the training for which substituted. The make-up period is credited as satisfactory participation in a pay status. When an exception to an unexcused absence is approved, and made up by ET, that absence is not counted in computing the number of unexcused absences in a 1-year period.

#### **4–14. Unexcused absence from unit training assemblies**

*a. Unsatisfactory participation.* A Soldier is an unsatisfactory participant (according to para 4–15) when nine or more unexcused absences from scheduled IDT periods occur during a 12-month period. (See paras 4–14b and 4–14c for computation.) In the case of IMAs required to perform IDT, see paragraph 4–7b(2).

*b. Charging unexcused absences.* Unless an absence is authorized, a Soldier failing to attend a scheduled single or multiple unit training assembly (MUTA) will be charged with an unexcused absence. When absence involves a MUTA

(or any portion of a MUTA), the charge will be one unexcused absence for each 4-hour period not attended, but not to exceed four unexcused absences. If absent from a MUTA 5 or MUTA 6, the maximum number of unexcused absences charged is four. Unexcused absences remain charged to the Soldier on reassignment or reenlistment in another RC unit.

*c. Establishing the 12-month period.* For counting unexcused absences, the 12-month period will begin on the date of the absence. It will end 12 months later. Beginning dates will be set for each succeeding unexcused absence. When longer than 1-year elapses from the date of an absence, it no longer will be counted. The new 12-month period will begin on the date of the later absence, if any.

#### **4-15. Documentation of unexcused absences**

Unit commanders and commanders of proponent IMA organizations will follow guidance listed in paragraphs 4-15a through 4-15c. They will ensure that required documentary evidence is contained in the AMHRR per AR 600-8-104 except as authorized in paragraph 4-15c.

*a. Notice of unexcused absence.* A prescribed letter of instructions—unexcused absence (fig 4-1) will be delivered to the Soldier. Delivery will be either in person or by U.S. mail, as provided in paragraphs 4-15a(1) and 4-15a(2). (If U.S. mail is used in lieu of delivery in person, the notice will be mailed during or immediately following the unit training assembly (UTA) or MUTA from which absent.)

(1) Unit Soldiers and IMAs who are required to perform 48 IDT periods per year will be notified commencing with the fourth unexcused absence in a 12-month period and after each succeeding unexcused absence up to and including the ninth absence in that 12-month period which results in the determination of unsatisfactory participation. One letter will cover all unexcused absences from a MUTA (insert one of the following statements: absent from the scheduled UTA or MUTA on (periods and dates); charged with unexcused absence on (periods and dates); unexcused because of (insert proper military appearance or unsatisfactory performance of assigned duties)). The first notification commencing with the fourth absence will be sent by certified mail, return receipt requested. The remaining notifications will be sent by first class mail.

(2) IMAs required to perform less than 48 IDT periods per year will be notified commencing with the first unexcused absence and after each succeeding unexcused absence in a 12-month period up to and including the absence which results in the determination of unsatisfactory participation. The first notification commencing with the first absence will be sent by certified mail, return receipt requested. The remaining notifications will be sent by first class mail.

(3) When members of the SELRES are ordered to AT or because of unsatisfactory participation, copies of the orders or notices will be furnished to the Servicemembers through personal contact by a member of the command or by written transmittal. In either case, a written receipt will be obtained. When such efforts are unsuccessful, the orders or notice will be mailed to the Servicemember's most recent mailing address using certified mail return receipt requested and a receipt obtained from the U.S. Postal Service to verify that the orders or notice were mailed. Attach the receipt to a copy of the orders or notice for proof of mailing and file with the SELRES member's personal files.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM FOR Soldier's name and address

SUBJECT: Memorandum of Instructions – Unexcused Absence

1. Attendance records of this unit show that you were ...(see paras 4-15a(1) and 4-15b(1)).
2. Under AR 135-91, you are required to attend all scheduled unit training assemblies and annual training periods. In addition, you are required to participate in a satisfactory manner with regard to proper military appearance and performance of assigned duties.
3. Unless the absences indicated in paragraph 1 are excused, you will have accrued (change to appropriate number per AR 135-91, para 4-7b(2)) unexcused absences within a 12-month period. The 12-month period begins on the date you incur your first unexcused absence.
4. Absences from training assemblies may be excused only for reasons of sickness, injury, emergency or other circumstances beyond your control. If your absence was for one of these reasons, you should furnish this unit an appropriate affidavit or certification by a doctor, medical officer, or other person(s) having specific knowledge of the emergency or circumstances, requesting that it be excused. Your absence cannot be excused unless your request, and affidavit or certificate, are received within 15 days of the date you receive this memorandum.
5. You will be notified in writing within 10 days after receipt of your request as to whether the absence has been excused.
6. If you have family responsibilities that are causing a hardship or if your civilian job is of critical importance to the national or community health, safety, or interest, you should contact me so that I can advise and assist you in the proper procedures to resolve these problems.

Figure 4-1. Prescribed memorandum of instruction—unexcused absence

Office Symbol

SUBJECT: Memorandum of Instructions – Unexcused Absence

7. As you are aware, if you accumulate nine unexcused absences (change 'nine' to appropriate number per AR 135-91, para 4-7b(2) when Soldier being notified is an IMA who is required to perform fewer than 48 inactive duty training (IDT) periods) within a 12-month period or failure to report for or complete annual training, you become an unsatisfactory participant and you will be processed for separation from the SELRES either by reassignment or discharge. You should be aware that the separation could result in pay grade reduction and an other than honorable characterization of your military service. In addition, if you are entitled to educational assistance under the Montgomery GI Bill, or to bonus payments or loan repayments, based on SELRES service, this separation will terminate any such entitlement and may require you to repay all or a portion of the incentives you received to the U.S. Government. If you are an officer and a recipient of an ROTC scholarship, elimination from Reserve of the Army status may subject you to recoupment of scholarship funds by the U.S. Government.

8. Accumulation of nine or more unexcused absences in a 12-month period or failure to report for or complete annual training will result in the termination of your Servicemembers Group Life Insurance (SGLI) and may result in a debt to the Government and subsequent recoupment of unpaid SGLI premiums.

9. I hope that as a result of this memorandum you will take immediate steps to improve your attendance.

10. The next scheduled training assembly for this unit is (time and date).

JOHN J. DOE  
RANK, BRANCH OR USA  
Title

Figure 4–1. Prescribed memorandum of instruction—unexcused absence (continued)

*b. Documentary evidence.* Whether notices required by paragraph 4–15a are delivered in person or sent by U.S. mail, place a copy of each notice and the following, as appropriate, in the Soldier's local file. Commanders will also secure and document the assistance of the nearest provost marshal and/or directorate of emergency services) and civilian local and State law enforcement to determine the whereabouts and welfare of Soldiers when the second unexcused absence from a UTA occurs.

(1) When the notices are personally delivered, add the statement, receipt of the original hereof is acknowledged and have the Soldier sign and date below the statement on the unit's file copy only as acknowledgment of receipt.

(2) When certified mail is used, a copy of the notice and either a post office receipt confirming delivery or the returned unopened envelope showing the notice was not delivered. Mail refused, unclaimed, or otherwise not delivered may not be used as defense against unexcused absences when notices were correctly addressed.

(3) When first class mail is used, a copy of the notice and the envelope showing the notice was sent to the Soldier's most recent mailing address. Also, for each such notice, the individual mailing the notice will prepare an "affidavit of service by mail" in accordance with the format prescribed in figure 4–2. Mail sent to the mailing address on file as provided by the Soldier, which is refused, unclaimed, or otherwise not delivered may not be used as a defense against unexcused absences when notices were correctly addressed to the address on file provided by the Soldier.

(4) The commander's statement showing his or her decision as to whether the reason which prevented the Soldier from attending the training assembly which resulted in a determination of unsatisfactory participation was valid or an emergency. The facts or circumstances on which the decision is based will be included in the statement.

<p style="text-align: center;"><b>Affidavit of Service by Mail</b></p> <p>State of (name)</p> <p>County of (name)</p> <p>(Name of individual who mailed notification), being duly sworn, deposes and says: I am the (job title, e.g., personnel officer) of (organization) and on (day)(month)(year) I mailed a notification dated (date), (for Subject, select and enter the following, as appropriate):</p> <p>Subject: Notice of Unexcused Absence</p> <p>A true copy of which is attached hereto, via U.S. mail, to (name of Soldier) at (most recent address of Soldier) that being the last known address given to the (Soldier's organization of assignment) as the one at which official mail would be received by or forwarded to (him)(her), by depositing the same in an official depository of the U.S. Postal Service at (location of postal facility) in a securely wrapped and sealed U.S. postage-and-fees-prepaid envelope addressed to (him)(her) at said address.</p> <p style="text-align: center;">(Signature and rank of affiant)</p> <p>Sworn and subscribed before me this (Day)(Month)(Year).</p> <p style="text-align: center;">(Signature and rank of officer administering oath)</p> <p>Attachment Copy of notification</p>
---

Figure 4-2. Affidavit of service

*c. Exceptions.* USAR TPU commanders or commanders of proponent IMA agencies are authorized to omit unexcused absence notices as prescribed in paragraphs 4-15c(1) through 4-15c(3). These Soldiers may be reassigned to the IRR to complete their MSO or enlistment contract. (This policy does not apply to Soldiers who attended at least one training assembly following assignment.)

(1) For Soldiers who fail to report and cannot be located within 90 days after the date of—

- (a) Separation from AD; or,
- (b) Reassignment from the IRR; or,
- (c) Reassignment from another TPU or IMA assignment.

(2) When members of the SELRES are ordered to AT, or because of unsatisfactory participation, copies of the orders will be furnished to the members through personal contact by a member of the command or by written transmittal. In either case, a written receipt will be obtained. When such efforts are unsuccessful the orders will be mailed to the member's most recent mailing address using certified mail, return receipt requested, and a receipt obtained from the U.S. Postal Service to verify that the orders were mailed. Attach the receipt to a copy of the orders for proof of mailing and file with the SELRES members' personnel files.



*d. Reassignments (see paras 4–15c(1)(b) and 4–15c(1)(c)) will be initiated on DA Form 4651. The reason for reassignment will be shown in item 4e as follows:*

- (1) Active Component NO–SHOW for Soldiers released from AD and transferred to or enlisted in a USAR TPU.
- (2) IRR NO–SHOW for Soldiers reassigned to a USAR TPU from the IRR.
- (3) Major Subordinate Command Transfer Agent NO–SHOW for Soldiers reassigned from one USAR TPU to another USAR TPU.
- (4) IMA NO–SHOW for Soldiers reassigned from one IMA assignment to another IMA assignment.

#### **4–16. Unexcused absence from annual training**

*a. Unsatisfactory participation.* Soldiers are unsatisfactory participants if, without proper authority, they fail to attend or complete the entire period of AD. This applies to a Soldier of a unit or USAR CG (AT).

*b. Determination of unexcused absence from AD.*

(1) The unit commander, commander of the proponent IMA organization, or Commander, HRC, as appropriate, will determine if the Soldier—

(a) Was notified in enough time to comply with orders and whether there were compelling or emergency reasons for being absent.

(b) Was aware of the training termination date and whether there were compelling or emergency reasons for being absent.

(2) Actions to be taken against a Soldier absent without leave (AWOL) during the AD period will be at the discretion of the commander. It will be based on the number of days absent and the Soldier's attendance and manner of performance during the regular IDT period's year. A Soldier present on the reporting and ending dates of AT orders who was AWOL for 1 or more days during the AD period may be—

- (a) Determined an unsatisfactory participant and subject to reassignment and/or transfer to the IRR.
- (b) Retained on AD for punitive action under paragraph 10, Manual for Courts-Martial/State Code.
- (c) Administered nonjudicial punishment per Uniform Code of Military Justice (UCMJ), Article 15.

#### **4–17. Unauthorized absence from initial active duty for training**

Action will be taken per AR 630–10 and UCMJ if an officer or enlisted ARNG or USAR Soldier—

- a.* Fails to comply with orders.
- b.* After reporting for duty, is AWOL.

### **Section IV**

#### **Authorized Absence**

#### **4–18. Change of address**

*a.* The policy in this section applies only to statutorily obligated enlisted Soldiers who have not completed 24 months of AD and/or ADT. Soldiers who have completed 24 or more months of AD and/or ADT will not be granted an authorized absence. Those who cannot be assigned through the USAR – REQUEST System will be reassigned and/or transferred to the IRR as shown below:

- (1) USAR CG (AD) if credited with less than 3 years of AD and/or ADT.
- (2) USAR CG (Reinf) if credited with 3 or more years AD and/or ADT.

*b.* Enlisted Soldiers who move to an area too distant to continue participating with their unit will be reassigned (see para 4–20). Those who cannot be reassigned and those who do not give notice of relocation will be granted a 90-day authorized absence. During an authorized absence, the Soldier remains assigned to the unit. The Soldier is given credit for constructive attendance at training assemblies without pay until the earlier of the following dates:

- (1) Authorized absence expires.
- (2) Reassignment.
- (3) Discharge. Return to the unit.

*c.* Positions of Soldiers granted leaves of absence are vacancies for the purpose of enlistment or assignment.

*d.* Soldiers returning to their unit before the authorized absence ends will serve in their original position. Otherwise, they will be accepted as overstrength. In these cases, the unit commander will require the Soldier to present substantiating evidence before granting another authorized absence for a later planned move.

#### **4–19. Notice of relocation**

*a.* Notice of intended relocation whether temporary or permanent should be sent to the unit commander, in writing, as far in advance of departure as possible. The notice should include the new address (if known) and evidence that a relocation of residence is, in fact, to be made.

*b.* Procedures to follow on change of address depend on advance notice of relocation, area of relocation (see chap 5, sec III for overseas relocation), and availability of units in the relocated area.

(1) ARNG and USAR Soldiers who give notice of relocation will be transferred and/or reassigned to the area of their new address. Process an interstate transfer for ARNG Soldiers who transfer within the current State.

(2) Soldiers who fail to give notice of relocation and Soldiers who cannot be transferred and/or reassigned per paragraph 4–20 will be given a 90–day authorized absence memorandum.

(3) Soldiers who relocate outside the United States may be transferred and/or reassigned to the USAR CG (AD).

#### **4–20. Instructions**

On receipt of a notice of planned relocation, the unit commander will—

*a. Army National Guard Soldiers.* Obtain assignment instructions from the State adjutant general when a Soldier is relocating within the same State (see para 4–23a). If relocation is to another State, call the adjutant general of that State. Ask for assistance in determining if an ARNG assignment is available in that area.

*b. U.S. Army Reserve Soldiers.* Contact the major USAR command for assignment in the new location through the USAR – REQUEST System. Assignment must be within commuting distance of the Soldier's new residence (see para 5–5).

*c. Authorized absence.* Grant a 90–day authorized absence to Soldiers not assigned as shown in paragraphs 4–20a or 4–20b (fig 4–3) covering the Soldier for 90 days after the departure date from his or her present residence to obtain an assignment. Copies of the documents shown in paragraph 4–20c(1) through 4–20c(4) will be enclosed with the authorized absence memorandum. On the unit's file copies, type "receipt acknowledged" and, below that, the Soldier's name and grade of rank. When the memorandum is given to the Soldier, he or she must sign and date the unit's file copies, acknowledging receipt. Place a copy of the memorandum in the Soldier's local file as an action-pending document.

(1) DA Form 2 (Personnel Qualification Record-Part I).

(2) DA Form 2–1 (Personnel Qualification Record).

(3) DD Form 2808 (Report of Medical Examination).

(4) Soldier record brief.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM FOR Soldier's grade of rank, name, social security number, present home address, present unit assignment, and new home address

SUBJECT: 90-Day Authorized Absence

1. This memorandum authorizes you 90 days in which to locate and join a Reserve component unit at your new place of residence. It also serves as a conditional release if you are accepted for enlistment in another component of the Armed Forces.
2. Obtaining an assignment within 90 days is your responsibility. If you fail to do so by (insert the date 90 days after the Soldier's departure from his or her present residence per AR 135-91, para 4-20c), you will be determined an unsatisfactory participant and be subject to reassignment/transfer to the Individual Ready Reserve (IRR).
3. You may get assistance concerning unit vacancies and locations at the Army National Guard Armory or Army Reserve Training Center nearest your new residence. When you report to a unit, present this letter to the commander as authority to consider you a priority for acceptance. If you are accepted, your new commander will inform this unit by completing enclosure 1.
4. Until you have been accepted for assignment, inform this unit of any address changes.

- 3 Encl.  
1. Notification of Acceptance  
2. DA Form 2, 2-1  
3. SF 88

JOHN J. DOE  
RANK, BRANCH OR USA  
Title

Figure 4-3. Memorandum of instructions concerning 90-day authorized absence

#### 4-21. Failure to report a change of address

The unit commander will try to contact Soldiers who do not give a notice of intended relocation. When efforts fail, the memorandum of instructions (see fig 4-3) will be sent by certified mail, restricted delivery, with return receipt requested. A copy of the memorandum and the post office receipt will be placed in the Soldier's local file as action- pending. Include

notice from the post office if the memorandum was undeliverable or unclaimed. Absence of proof of delivery does not change the fact that the Soldier was notified of the proper procedures to be taken on change of residence.

#### **4–22. Arrival at the new location**

- a.* Soldiers who are unassigned on arrival at their new location will—
  - (1) Present the memorandum of instructions to the unit commander or Service component where assignment is requested.
  - (2) Furnish their current address to the losing unit commander if not done earlier.
- b.* On presentation of the memorandum of instructions, the unit commander will—
  - (1) Consider the Soldier for acceptance, based on the vacancy and qualification criteria.
  - (2) If the Soldier is accepted for assignment, enter the information in enclosure 1 to the memorandum of instructions (see fig 4–4). Send it to the Soldier's former unit commander.
  - (3) Inform Soldiers not accepted for assignment of the reason for denial.

(Type on plain bond paper)

OFFICE SYMBOL Date

MEMORANDUM FOR Commander (Losing unit designation and address)

SUBJECT: Notification of Acceptance

The below listed Soldier of your command has been considered and found qualified for acceptance. Appropriate entries have been completed for your information and/or necessary action.

(Relocating Soldier's name, grade of rank, and SSN)  
(new home address)

( ) Accepted for USAR assignment. ARNG Soldiers will be processed for enlistment as prescribed in AR 601-210, chapter 5, section IX, ARNG Soldiers should not be discharged until verification of USAR enlistment is received. Designation, address, and telephone number of new unit of assignment are as follows:

Effective date of assignment:

( ) Accepted for enlistment in the ARNG. Designation, address, and telephone number of ARNG unit of enlistment are as follows:

Date by which subject Soldier should report to the above address for enlistment processing:

( ) Enlisted in the ARNG. Designation, address, and telephone number of ARNG unit of enlistment are as follows:

Date of enlistment:  
Request discharge is furnished if applicable.

( ) Enlisted in another Reserve component of the Armed Forces. Component, unit designation, and address are as follows:  
Date of enlistment:  
Request discharge is furnished.

( ) Enlisted in the Active Forces as follows:  
Component and address  
Date of enlistment:  
Request discharge is furnished

Figure 4-4. Enclosure 1 to memorandum of instructions

#### 4-23. Reassignment responsibility

The following procedures apply when an assignment is obtained:

- a. *Army National Guard Soldiers.* The appropriate State adjutant general will do one of the following:

- (1) Issue reassignment orders for Soldiers accepted for assignment in an ARNG unit in the same State.
- (2) Discharge Soldier from the ARNG (but not as a Reserve of the Army) if enlisted in an ARNG unit in another State.
- (3) Discharge Soldier from the ARNG and Reserve of the Army (NGR 600–200) if—
  - (a) Accepted for assignment in a USAR TPU. (Discharge will not be accomplished until verification of enlistment is received.)
  - (b) Enlisted in the RA or any component of another U.S. Armed Force.
- b. U.S. Army Reserve Soldiers.* The appropriate USAR commander will follow the procedures in—
  - (1) AR 140–10, when the Soldier is to be reassigned between TPUs.
  - (2) AR 140–10, when the Soldier is accepted for enlistment in the ARNG.
  - (3) AR 135–178 and AR 140–10, when enlisted in the RA or any component of another U.S. Armed Force.

#### **4–24. Failure to obtain assignment**

This paragraph applies when Soldiers are not assigned or enlisted in another unit. On the 95th day after the effective date of the authorized absence, the Soldier may be reassigned and/or transferred to the IRR.

### **Section V**

#### **Pregnancy**

#### **4–25. Policy**

- a.* When it has been determined that an ARNGUS or USAR TPU Soldier is pregnant, she will be counseled. The counselor will—
  - (1) Be a commissioned officer.
  - (2) Use the pregnancy counseling checklist as a guide (see fig 4–5).
  - (3) Explain that the purpose of counseling is to give the pregnant Soldier complete information concerning her responsibilities and options due to pregnancy (see para 4–29).

### Pregnancy Counseling Checklist

Notice: Required by the Privacy Act of 1974 (5 USC 552a). Prior to soliciting any personal information in the course of counseling a Soldier, the counselor (see AR 135-91, para 4-29) will advise the Soldier substantially as follows: In the course of counseling you concerning the decisions you have to make in connection with your pregnancy, I will request certain personal information from you. My only purpose in requesting this information is to assist you in planning how to meet your responsibilities. Disclosure of your SSN and other personal information is voluntary. You are not required to provide personal information to me, however I may not be able to effectively assist you. No use of the information will be made outside the Department of Defense. A copy of the statement of counseling will be maintained in your local file.

The Soldier will be informed of the following:

1. That the primary purpose of this counseling is to provide her with information on which to base certain decisions and that the counselor will not influence or direct her toward any particular option.
2. That she may elect one of the following options, as applicable to her situation, under the specific provisions of AR 135-91, chapter 4, section V:
  - a. To request discharge/resignation under the provisions of NGR 600-200; AR 135-178 or AR 135-175 as applicable. (This is not an available option once pregnancy is no longer a factor and is not applicable to Soldiers who incurred an active duty service obligation as a result of participation in a Federally funded program.)
  - b. To delay entry on initial ADT/AD until pregnancy is no longer a factor. (See AR 135-91, paras 4-26b(1)(b) and 4-27a(2)).
  - c. To request transfer to the Inactive National Guard (AR 135-91, paras 4-26b(1)b and c(2), 4-27b, and NGR 614-1).
  - d. To request transfer/reassignment to the Retired Reserve, if eligible (AR 135-91, paras 4-26c(1) and 4-27b, and AR 140-10).
  - e. To remain a unit Soldier until such time as maternity leave is granted under AR 135-91, paragraph 4-28 (This is not an available option unless initial ADT/AD has been completed. However, ARNG and USAR Soldiers covered by paragraphs 4-26b and 4-27a who does not elect discharge or for whom discharge is not an option by reason of participation in a federally funded program will be retained in their units.)
  - f. To request immediate active duty. (This option is only applicable to officers described in AR 135-91, para 4-27a(3).)

Figure 4-5. Pregnancy counseling checklist

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g. To request transfer/reassignment to the IRR, if eligible (for ARNGUS/USAR enlisted, AR 135-178 and for officers , AR 140-10).

3. To review AR 40-400 concerning entitlement to maternity care.

4. Provisions for the wear of maternity clothing (AR 670-1).

5. That she may be separated under other provisions of applicable regulations if her performance of duty is substandard and such performance is not solely because of the conditions of pregnancy, e.g., failure to perform required duties or repetitive absenteeism due to defective attitude, or inability to perform prescribed duties due to parenthood (AR 135-91, AR 135-175, AR 135-178, AR 600-8-24, and NGR 600-20).

6. Necessity, if she remains an ARNG or USAR unit Soldier, of careful planning as to how she will care for her child without sacrifice of her military responsibilities and that she should consider the following:

a. Who will care for the child during scheduled training periods, including annual training or mobilization.

b. Consideration of financial obligations that will accrue for such items as transportation and other emergency needs and how these obligations will be met.

JOHN J. DOE  
RANK, BRANCH OR USA  
Title

---

Figure 4–5. Pregnancy counseling checklist (continued)

b. The Soldier will be asked to give her unit commander a written statement signed by her physician to confirm the Soldier's pregnancy and assist the commander in deciding the date on which the Soldier may exercise the appropriate option during counseling. The Soldier is not required to obtain this information from her doctor; however, failure to do so may hamper the unit commander's ability to assist/counsel the Soldier effectively regarding the options available because of pregnancy. The prescribed format for the physician's statement is at figure 4–6. It will specify the expected date of delivery and date the Soldier should stop working to include any complications. Except as otherwise provided in this section, the Soldier will perform normal duties during the prenatal period. She will perform these duties until the unit commander, with assistance from medical personnel, considers this no longer possible.



---

(Type on physician's letterhead)

This is to confirm that (patient's (Soldier's) name) is pregnant. The expected date of delivery is (date).  
 She may continue working until (date) **(also indicate any complications.)**

(Doctor's signature)  
 Doctor's typed name  
 Office address  
 Telephone number

---

Figure 4–6. Format for prescribed pregnancy statement

#### 4–26. Enlisted Soldiers

The following procedures apply when an enlisted woman becomes pregnant:

- a. *Before time of enlistment.* A woman who is pregnant cannot enlist. Discharge per AR 135–178 or NGR 600–200.
- b. *After time of enlistment but prior to entry on initial active duty for training.*
  - (1) A woman who became pregnant after enlistment but before entry on IADT will not be involuntarily discharged due to pregnancy, but cannot enter IADT until pregnancy is no longer a factor. The Soldier will be informed she has the following options:
    - (a) *Request discharge (see fig 4–5, para 2a).* This is not an available option once pregnancy is not a factor. It does not apply to women who incurred an ADSO due to participation in a federally funded program. The latter will not be discharged solely on the basis of pregnancy. She will be delayed from entry on IADT under paragraph 4–26b(1)(b).
    - (b) *Delay initial active duty for training until the pregnancy is no longer a factor (see fig 4–5, para 2b).* The period of delay is set initially by adding 6 weeks to the expected date of delivery. A woman who is delayed from entry on IADT may be granted excused absence from unit training per paragraph 4–28c. The word “pregnancy” will be entered in the remarks section of DA Form 1379 (U.S. Army Reserve Component Unit Record of Reserve Training) when a woman is excused from training for this reason. The notice of approved delay will tell the woman that on release from postnatal care, a physician’s statement is required. The physician’s statement must show whether the Soldier is physically able to enter on IADT. (An ARNG unit commander may transfer a Soldier to the ING during the prenatal and postnatal periods (see NGR 614–1) if determined more appropriate.)
  - (2) The woman will be allowed at least 7 days to consider the options in paragraph 4–26b(1). Then, at a time specified by the unit commander, she will be required to elect one of the options.
  - (3) A copy of the signed statement of pregnancy counseling and a memorandum on election of options regarding pregnancy (see fig 4–7) will be filed in the enlisted woman’s AMHRR.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

DATE

MEMORANDUM FOR Soldier concerned

SUBJECT: Election of Options Regarding Pregnancy

Request that you place a check mark opposite the option of your choice, sign your name and insert the date you sign, and return this memorandum NLT (date).

JOHN J. DOE  
RANK, BRANCH OR USA  
Title

MEMORANDUM FOR Unit Commander

SUBJECT: Election of Options Regarding Pregnancy

My election of option regarding my pregnancy has been annotated below. This action is requested provided I am eligible under the specific provisions of AR 135-91, chapter 4, section V and applicable regulations referenced in paras a and b of this memorandum.

- a. As a Soldier who has not completed IET, I elect the following option:
- ☐ Discharge/resignation by reason of pregnancy under AR 135-175, AR 135-178, or NGR 600-200. I understand that this option is not available if pregnancy is no longer a factor. (This option is not available to Soldiers who are participants in Federally funded programs.)
  - ☐ Delay from entry on initial AD or ADT under AR 135-91, until pregnancy is no longer a factor.
  - ☐ Immediate active duty. (This option only applies to officers whose AD or ADT obligations was incurred by participation in a Federally funded program.) Requests are considered on an individual basis (AR 135-91, para 4-27a(3)).
  - ☐ Reassignment to the ING (NGR 614-1) until pregnancy is no longer a factor (Applicable to ARNG Soldiers.)

Figure 4-7. Format for memorandum of election of options regarding pregnancy

c. *After initial active duty for training has been completed.* A woman who becomes pregnant after completing IADT will be counseled using the Pregnancy Counseling Checklist. She will be advised that she has the following options:

- (1) Transfer and/or reassignment to the Retired Reserve (fig 4-5, para 2d) or to the IRR (fig 4-5, para 2g) if eligible.
- (2) Transfer to the ING until pregnancy is no longer a factor (fig 4-5, para 2c).

- (3) Continue membership in a unit and be granted maternity leave per paragraph 4–28 (fig 4–5, para 2e).

#### **4–27. Officers**

The procedures in paragraph 4–25 and the following apply when any ARNGUS or USAR officer becomes pregnant—

*a. Before entry on initial active duty or active duty for training.* An officer who becomes pregnant before entry on initial AD or ADT will be informed that she has the following options:

- (1) Tender her resignation (fig 4–5, para 2a). This option does not apply to officers whose AD or ADT obligation was incurred due to participation in a federally funded program.

- (2) Delay entry on initial AD or ADT until pregnancy is no longer a factor (fig 4–5, para 2b).

- (3) Send a written request through command channels for immediate AD (fig 4–5, para 2f). This option applies only to those officers whose AD or ADT obligation was incurred by participating in a federally funded program.

*b. After initial active duty or active duty for training has been completed.* The options and procedures in paragraphs 4–26c and 4–28 apply to officers who become pregnant after initial AD or ADT has been completed.

*c. Election of options.* Women who request immediate AD under paragraph 4–27a(3) will include any extenuating circumstances relevant to the officer. Requests are considered individually by Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G–1, (DAPE–MPO–S), 300 Army Pentagon, Washington, DC 20310–0300. Commanders' endorsements within the chain of command of the subject officer are considered during the review. This includes judgments regarding the officer's physical fitness to perform assigned duties while pregnant.

#### **4–28. Maternity leave**

*a.* An ARNG or USAR unit Soldier who becomes pregnant after completing initial AD or ADT will be requested to furnish her unit commander a physician's statement per paragraph 4–25b.

*b.* A pregnant Soldier is entitled to the issue of the maternity uniform on counseling. This entitlement is according to this regulation and AR 700–84. When to start wearing the maternity uniform is a personal decision. However, commanders may direct wear of the maternity uniform if the woman's condition becomes obvious in a normally fitted uniform. Also, wear may be directed if, in the commander's judgment, the normal duty uniform, when worn, does not meet Army appearance standards. After the 24th week of pregnancy, only the maternity uniform will be worn as the duty uniform, until delivery. Additional guidance is provided by AR 670–1.

*c.* Excuse from IDT periods and AD will be granted as follows:

- (1) As used in this provision, the term "maternity leave" refers to a period of excusal from IDT period(s) or AD. Rescheduling of excused absences will be in accordance with AR 140–1 or NGR 350–1, as appropriate. A pregnant Soldier will continue to perform duties during the prenatal period. Performance of duty will continue until it is no longer considered feasible by her unit commander. In making this decision, the unit commander will consider the written statement of the Soldier's attending physician. When the decision is made, the Soldier will be excused from IDT periods. Normally, the prenatal leave period will not exceed 4 weeks. If the Soldier wishes to be excused earlier, she will submit a written request to her unit commander for approval. Her request must include her physician's written statement. The unit commander may extend the prenatal period beyond 4 weeks. This extension is based on the commander's decision that the Soldier is not physically able to continue in duty status.

- (2) Maternity leave during the postnatal period normally will not exceed 6 weeks from date of release from the hospital. If the attending physician determines it necessary to extend this period, he or she will provide a statement to that effect. The Soldier will send her written request, with the physician's statement, to her unit commander for approval. Maternity leave ends on the date the unit commander determines the Soldier is medically fit to return to duty. The unit commander will make this decision with the attending physician's advice.

- (3) When a Soldier's pregnancy is terminated by other than delivery, the unit commander will decide the period of excuse. The unit commander will consider the physician's recommendation when making this decision.

- (4) An ARNG unit commander may transfer a Soldier to the ING during the prenatal and postnatal periods (NGR 614–1) if such action is determined appropriate.

- (5) When AD or counterpart training occurs during a Soldier's pregnancy, the unit commander will give the pregnant Soldier a statement. The statement will include the dates of training, mode of travel, and distance to the training site. It will contain a brief description of the duties and unit training activities that will be required of the Soldier during the training. The Soldier will present the commander's statement to her physician for a recommendation. The physician's statement will then be presented to the unit commander for a decision of whether or not to excuse her from this training.

#### 4–29. Responsibility of unit commander

a. The unit commander will request a Soldier whose physical condition indicates the possibility of pregnancy to see her physician at once. She will be asked to furnish a written statement signed by her physician per paragraph 4–25b. The statement will be given to the unit commander at the next regularly scheduled training assembly or MUTA.

b. A commissioned officer will counsel the pregnant Soldier and will—

- (1) Inform her of any rights, privileges, and benefits for which she may be eligible due to her military service.
- (2) Explain AR 40–400 concerning entitlement to prenatal, delivery, and postnatal care in a medical treatment facility.
- (3) Assist the Soldier in contacting military administering agencies for aid and advice in applying for rights, benefits, and privileges, if applicable.

c. Soldiers who are eligible for prenatal, delivery, and postnatal care in military medical treatment facilities will be given a statement signed by the unit commander or acting commander. The statement is extremely important and will be worded as follows: “Eligible for prenatal, delivery, and postnatal care for this pregnancy in medical treatment facilities, as provided in AR 40–400.”

**Table 4–1**  
**Absences**

Type of absence	Reason(s) for absence	Who may excuse absence	Who may grant exception to unexcused absence	Basis for excuse/exception	Documentation required
Excused absence	a. Sickness b. Injury c. Circumstances beyond Soldier's control	Unit commander, or in his or her absence, the acting commander		Personal knowledge of unit commander/acting commander or valid documentation that Soldier's absence was caused by, or will be because of reason a, c, or c	Valid certification of doctor or medical officer. Affidavits from other persons having personal knowledge of emergency or circumstance
Unexcused absence	Any reason other than for excused		State adjutant general (for ARNG) and General Officer Command (for USAR)	a. Clearly demonstrated exemplary performance of duty and potential for continued outstanding service. Individual's prior record of attendance at scheduled training assemblies is primary factor considerations b. Exception will not be approved unless there are extenuating circumstances directly bearing on the failure to attend scheduled training	None, unless in the opinion of the unit commander/acting unit commander, an exception is warranted. In such cases, the documentation will be required by the State adjutant general (for ARNG) or General Officer Command (for USAR).

Notes:

<sup>1</sup> Excused absences are not chargeable as unsatisfactory participation.

<sup>2</sup> Unit commander/acting unit commanders need not require such documentation when the sickness, injury, or circumstance(s) are known by or apparent to them.

<sup>3</sup> Unexcused absences are chargeable as unsatisfactory participation, unless an exception is granted and the absence is made up by ET (para 4–13d).

## Chapter 5

### Reassignment and Removal from Assignment

#### Section I

#### Conditions of Removal

##### 5–1. General

a. An enlisted Soldier must satisfactorily participate with a unit for the period specified by written contract, agreement, or statement of understanding.

b. Voluntary or involuntary removal of an enlisted Soldier from unit participation will be as prescribed by AR 135–178, AR 140–10, or NGR 600–200, as appropriate, or under additional conditions cited in this section.

c. The reassignment or transfer of an enlisted Soldier to the IRR under the conditions cited in this section is authorized provided all of the following apply to the Soldier:

- (1) Soldier has a remaining statutory or contractual MSO.

- (2) Required IET has been completed and individual has been awarded an MOS.
- (3) The Soldier is not within 3 months of the expiration of a statutory or contractual MSO, whichever is the later.

## **5-2. Removal eligibility**

In addition to the removal conditions and procedures prescribed by the regulations cited in paragraph 5-1*b*, an enlisted Soldier may be removed from a unit assignment under the following conditions:

*a. Reassignment or transfer to the Individual Ready Reserve.* (For USAR Soldiers, see AR 140-10; for ARNGUS Soldiers, see AR 140-10, and NGR 600-200.) An enlisted Soldier may be reassigned and/or transferred to the IRR for the following:

- (1) Moving to an area where a unit of the same component that is authorized paid IDT periods is not within commuting distance (para 5-5).
- (2) Unit inactivation or relocation results in the Soldier not being within commuting distance (para 5-5).
- (3) Completing the years of satisfactory unit participation required under the terms of an enlistment agreement (para 2-3*b*).
- (4) Acceptance for appointment to the U.S. Merchant Marine Academy (para 5-12).
- (5) To temporarily live overseas (para 5-8).
- (6) On an individual basis as an exception to policy.

*b. Reassignment or transfer to the Standby Reserve.* (For USAR Soldiers, see AR 140-10.) A Soldier with a remaining service obligation may be reassigned and/or transferred to the Standby Reserve for the following:

- (1) Temporary medical disqualification because of prolonged illness or medical defects that can be corrected within 6 months to 1 year (para 5-14*b*).
- (2) To temporarily reside overseas or to fulfill a temporary nonmilitary employment obligation requiring overseas residency, or a bona fide temporary missionary obligation (para 5-9).

*c. Discharge.* Discharge will be according to AR 135-178 or NGR 600-200.

## **Section II**

### **Reassignment**

## **5-3. General**

Enlisted Soldiers who are unable to continue serving in a unit for the reasons shown in this chapter may be reassigned or transferred to a RR CG. Assignment priorities listed in AR 140-10 (see enlisted priorities) will be followed in filling enlisted vacancies in USAR TPUs.

## **5-4. Unit inactivation or relocation**

*a.* Soldiers who meet the criteria of paragraph 5-1*c* whose unit is inactivated or relocated will be reassigned and/or transferred to the IRR if—

- (1) They now live beyond commuting distance of their unit. (Commuting distance is defined in para 5-5.)
- (2) There is no other unit of the same component within commuting distance.

*b.* Soldiers reassigned and/or transferred to the IRR under this paragraph will remain assigned to the IRR until they—

- (1) Join or are assigned to another unit.
- (2) Complete their statutory and/or contractual obligation.

## **5-5. Maximum involuntary travel distance**

The maximum distance ARNGUS and USAR Soldiers may travel involuntarily between their residence and the IDT training site must be within—

*a.* A 50-mile radius of the IDT site. It will not exceed 1 and a half hours of travel time one-way by car under average traffic, weather, and road conditions

*b.* A 100-mile radius of the IDT site. (This policy is applicable to enlisted Soldiers only.) It is an alternative that can be applied when all of the conditions in paragraphs 5-5*b*(1) and 5-5*b*(2) can be met. It will not exceed 3 hours of travel time one-way by car under average traffic, weather, and road conditions.

- (1) The Soldiers must be assigned to units that normally conduct MUTAs on 2 consecutive days (MUTA-4).
- (2) Government-provided meals and quarters must be furnished at the training site.

*c.* Round-trip travel from home to perform IDT periods at the unit to which the Soldier is assigned or attached will be at the Soldier's expense.

## **5-6. Change of address**

Soldiers who lose their unit position because they change their address will be reassigned and/or transferred to another paid IDT unit with the same RC. (For USAR Soldiers, see AR 140-10.) Those Soldiers who cannot be assigned within the same RC will be processed per chapter 4, section IV.

## **Section III**

### **Temporary Overseas Residency, Employment, or Missionary Obligation**

#### **5-7. General**

*a.* Enlisted Soldiers may be reassigned and/or transferred to the IRR provided they meet the criteria of paragraph 5-1*c*, or to the Standby Reserve under conditions when—

- (1) Occupying temporary residence outside the United States where unit assignments are not available.
- (2) Fulfilling a genuine temporary nonmilitary employment obligation requiring overseas residency.
- (3) Fulfilling a religious missionary obligation, which would conflict with required participation or requires overseas residency.

*b.* Enlisted Soldiers transferred under the authority of this section will be informed of the requirement to provide written notice of return and current address to the Commander, HRC.

#### **5-8. Temporary overseas residency**

Enlisted Soldiers may be reassigned and/or transferred to USAR CG (AT) under the following conditions:

- a.* The Soldier meets the criteria of paragraph 5-1*c*.
- b.* The Soldier relocating overseas furnishes an address where he or she can be reached.
- c.* Unit assignment is not available.

#### **5-9. Temporary overseas nonmilitary employment or temporary missionary obligation**

Enlisted Soldiers may be reassigned and/or transferred to the Standby Reserve (active list) or to the ING (NGR 614-1), as appropriate under the following conditions:

- a.* The Soldier has completed IADT.
- b.* The recognized church body certifies that a missionary obligation exists and the Soldier furnishes an address where he or she can be reached.
- c.* The employer certifies that an employment obligation exists and the Soldier furnishes an address where he or she can be reached.

## **Section IV**

### **Disposition of Health Profession Students and United States Merchant Marine Academy Appointees**

#### **5-10. General**

This section prescribes the criteria and procedures governing disposition of students in the health professions. It also governs enlisted Soldiers accepted for appointment in the U.S. Merchant Marine Academy.

#### **5-11. Graduate study in the health professions**

RR Soldiers may not be transferred from the RR solely because they are students, interns, residents, or fellows in the health professions. Transfer to the Standby Reserve can only be made according to AR 140-10.

#### **5-12. Appointment in the U.S. Merchant Marine Academy**

*a.* Enlisted Soldiers accepted for appointment in the U.S. Merchant Marine Academy may be assigned to the IRR provided they meet the criteria of paragraph 5-1*c*.

- b.* Soldiers without a remaining statutory obligation may be discharged.

## **Section V**

### **Temporary Medical Disqualification**

#### **5-13. General**

A Soldier is temporarily medically disqualified when documentary evidence supports a finding of a medical defect or prolonged illness which can be corrected in less than 1 year. This paragraph only applies to a Soldier who incurs an injury,

illness, or disease when not in an authorized duty or travel related status. Processing of Soldiers who incur a medical defect, illness, or disease while in an authorized duty or travel related status will be according to AR 135–381 or AR 635–40, as appropriate. Unit Soldiers undergoing disability processing per AR 635–40, or who are receiving entitlements or benefits per AR 135–381, will not be transferred to a CG.

*a. Documentary evidence.* Soldiers who allege temporary medical disqualification will be required to submit documentary evidence prepared by their health care specialist. Those who fail to produce the evidence within 30 days will be considered medically qualified and required to continue participating.

*b. Determining medical qualifications.* The area commander or State adjutant general will determine medical qualifications by retention criteria. On receipt of documentary evidence, unit commanders are authorized to grant a Soldier an excused absence from unit training, pending final approval by the proper authority.

## **5–14. Disposition of medically disqualified Soldiers**

Removal or retention of Soldiers depends on the length of the period for which they are medically disqualified. (See AR 140–10 for the USAR and NGR 600–200 for ARNG Soldiers.)

*a. Less than 6 months.* When medical disqualifications can be corrected within less than 6 months, retain the Soldier in the unit. Excused absence from unit training will be granted.

*b. 6 months to 1 year.* When medical disqualifications can be corrected within 6 months to 1 year, reassign and/or transfer the Soldier to the Standby Reserve (active list) or to the ING, as appropriate. When reassigned or transferred to the Standby Reserve, the documentary evidence shown below will be sent by letter of transmittal to Commander, U.S. Army Human Resources Command (AHRC–SG), 1600 Spearhead Division, Fort Knox, KY 40122–5719.

- (1) Evidence prepared by the Soldier’s health care specialist.
- (2) DD Form 2808.
- (3) Findings of the medical reviewing officer. The date on which the physical status of the Soldier is to be reevaluated will be included.

*c. More than 1 year.* When medical disqualifications cannot be corrected within 1 year, the Soldier will be discharged (AR 135–175 (removal from an active status) or AR 135–178 for USAR; or NGR 600–200 for ARNG).

## **Chapter 6 Enforcement Provisions**

### **6–1. General**

*a.* This chapter sets policies to follow when ARNGUS or USAR Soldiers fail to participate satisfactorily in required Reserve training.

*b.* A record of the number of ARNGUS Soldiers who are concurrently discharged for continuous and willful absence from military duty when no remaining obligation exists will be maintained on a fiscal year basis by the State adjutant general.

*c.* The reassignment or transfer of an enlisted Soldier to the IRR under the conditions cited in this section is authorized provided the Soldier—

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

### **6–2. Unsatisfactory participation enforcement provisions**

When it has been determined that an ARNGUS or USAR officer or enlisted Soldier is an unsatisfactory participant per chapter 4, the immediate commander will complete a memorandum (see fig 6–1) determining the Soldier an unsatisfactory participant and will initiate proceedings that result in the reassignment, transfer, or separation of the unsatisfactory participant as prescribed in this paragraph and complete a notice of SGLI termination memorandum (see fig 6–2) informing the Soldier his or her SGLI will be terminated effective 60 days from the date of the notice. The notice of SGLI termination will also include the amount Soldier is in arrears as of the date of the notice, a statement that the arrearage amount may not reflect the final payoff amount, where to remit payment, payment due date, and that recoupment action may be initiated. The commander will document the justification and/or rationale for his or her determination of the Soldier’s potential for useful service under mobilization. These proceedings are applicable when the unsatisfactory participant is—

*a.* An enlisted Soldier assigned to an ARNGUS or USAR unit or an IMA duty position.

(1) If the commander determines the Soldier has potential for useful service under mobilization, the Soldier will be processed under one of the following:

(a) Discharge from the ARNGUS and transfer to the IRR per NGR 600–200. The commander may also consider grade reduction per AR 600–8–19.

(b) Reassignment to the IRR from a USAR TPU or IMA duty position per AR 140–10 (see involuntary reassignment for unsatisfactory participation). The commander may also consider grade reduction per AR 600–8–19 (see reduction for unsatisfactory participation).

(2) If the commander determines the Soldier has no potential for useful service under mobilization, the Soldier will be processed for discharge from Reserve of the Army status per AR 135–178 (see unsatisfactory participation in the RR).

b. An officer assigned to an ARNGUS or USAR unit or an IMA duty position, except for USAR officers identified in paragraph 6–2c.

(1) Except for an officer in the category cited in paragraph 6–2b(3), if the commander determines the officer has potential for useful service under mobilization, the officer will be processed under one of the following:

(a) Withdrawal of Federal recognition, separation from the ARNG, and transfer to the IRR in Reserve of the Army status per NGR 635–100 and NGR 600–101.

(b) The USAR officer will be reassigned to the IRR per AR 140–10 (see determined unsatisfactory participants).

(2) Except for an officer in the category cited in paragraph 6–2b(3), if the commander determines the ARNGUS or USAR officer has no potential for useful service under mobilization, the officer will be processed for discharge per AR 135–175 (see intentional neglect or failure).

(3) If the officer is a statutorily obligated USAR TPU officer who was an ROTC scholarship recipient, or a participant in the RA Fiscal Year 88 “Early Out” Program, the officer will be processed for discharge per AR 135–175 (see intentional neglect or failure).

c. An officer or enlisted Soldier assigned to the IRR.

(1) The officer will be processed for discharge per AR 135–175 (see intentional neglect or failure).

(2) The enlisted Soldier will be processed for discharge per AR 135–178 (see unsatisfactory participation in the RR).





DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM FOR Soldier's name and address

SUBJECT: Commander's Determination of Unsatisfactory Participation

1. Attendance records of this unit show that you have accumulated nine unexcused absences (change 'nine' to appropriate number per AR 135-91, paras 4-6b(1), 4-6b(2), 4-6b(3), 4-6b(4), 4-7b(2), 4-7b(3), 4-7b(4), 4-15a(1) and 4-15a(2)), or failed to report for or complete AT, therefore the commander has determined you an unsatisfactory participant.
2. Based on your unsatisfactory participation, you are no longer eligible for Servicemembers Group Life Insurance (SGLI) coverage and further entitlement to SGLI is hereby terminated per AR 135-91, paragraph 6-2.
3. You will receive a notice of SGLI termination memorandum to your official mailing address stating the amount you are in arrears as of the date of the notification, where to remit payment, and payment due date.
4. Commander's justification/rationale for his/her determination of the Soldier's potential for useful service under mobilization.

JOHN J. DOE  
RANK, BRANCH OR USA  
Title

Figure 6-1. Commander's determination of unsatisfactory participation



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM FOR Soldier's name and address

SUBJECT: Notice of Servicemembers Group Life Insurance Termination

1. Based on your unsatisfactory participation, the commander has determined you an unsatisfactory participant, therefore effective 60 days from the date of this notification you are no longer eligible for SGLI coverage and further entitlement to SGLI is hereby terminated.
2. Records show you have accrued a debt for unpaid SGLI premiums in the amount of (dollar amount) as of the date of this notification. The arrearage amount as of the date of this notification may not reflect the final payoff amount.
3. Unpaid SGLI premiums should be submitted to: Defense Finance and Accounting Services (at DFAS-IN, Debt and Claims, Department 3300 ATTN: Customer Care Center, 8899 East 56<sup>th</sup> Street, Indianapolis, IN 46249-3300. Unpaid premiums may be remitted within 60 days of notification (due date) via checks or money orders payable to the US Treasury, accompanied by a letter including full Social Security Number confirming the payment is intended to satisfy outstanding SGLI premiums. Failure to remit payment will result in termination of SGLI coverage and recoupment action may be initiated.

JOHN J. DOE  
RANK, BRANCH OR USA  
Title

Figure 6-2. Notice of Servicemembers Group Life Insurance termination

## Chapter 7

### Eligibility of Reserve Component Soldiers for Separation Pay

#### 7-1. Authority

This chapter prescribes eligibility criteria for RC Soldiers to receive separation pay under provisions of 10 USC 1174(c) and Army directive 2014–12. It does not apply to ARNG Soldiers on AD or full-time ARNG duty under the authority of 32 USC or RC Soldiers on AD for active guard reserve (AGR) under the authority of 10 USC.

## **7–2. Eligibility**

10 USC 1174(c) provides that RC Soldiers are eligible for separation pay if they are discharged or released from AD after completion of 6 continuous years of active duty, but less than 20, as determined by the Service Secretary, provided that the member's discharge or release from AD is involuntary or that the member was not accepted for an additional tour of AD for which he or she volunteered.

*a.* For separation pay eligibility, a period of AD is continuous if it is not interrupted by a break in service for more than 30 days. Self-terminating orders do not constitute involuntary separation.

*b.* To receive separation pay, RC Soldiers must agree, in writing, to serve in the RR for a minimum of 3 years after the separation from AD under the provisions of DOD Financial Management Regulation, Volume 7A, if eligible.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **AR 40–400**

Patient Administration (Cited in para 4–29*c*.)

###### **AR 135–7**

Army National Guard and Army Reserve Incentive Programs (Cited in para 3–11*d*.)

###### **AR 135–133**

Ready Reserve Screening, Qualification Records System, and Change of Address Reports (Cited in para 3–2*d*.)

###### **AR 135–175**

Separation of Officers (Cited in para 3–6*b*.)

###### **AR 135–178**

Enlisted Administrative Separations (Cited in para 3–13*a*.)

###### **AR 135–200**

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers (Cited in para 1–5.)

###### **AR 135–210**

Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call-up, Partial or Full Mobilization (Cited in para 3–14*a*.)

###### **AR 135–381**

Incapacitation of Reserve Component Soldiers (Cited in para 5–13.)

###### **AR 140–10**

Assignments, Attachments, Details, and Transfers (Cited in para 2–3*b*.)

###### **AR 600–8–19**

Enlisted Promotions and Reductions (Cited in para 6–2*a*(1)(*a*).)

###### **AR 600–8–24**

Officer Transfers and Discharges (Cited in para 4–4.)

###### **AR 601–25**

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty (Cited in para 2–2*b*(1).)

###### **AR 601–210**

Active and Reserve Components Enlistment Program (Cited in para 3–4*c*.)

###### **AR 614–30**

Overseas Service (Cited in para 2–2.)

###### **AR 630–10**

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (Cited in para 4–17.)

###### **AR 635–40**

Physical Evaluation for Retention, Retirement, or Separation (Cited in para 5–13.)

###### **AR 670–1**

Wear and Appearance of Army Uniforms and Insignia (Cited in para 4–28*b*.)

###### **AR 700–84**

Issue and Sale of Personal Clothing (Cited in para 4–28*b*.)

###### **NGR 600–200**

Enlisted Personnel Management (Cited in para 2–3*b*.) (Available at <http://www.ngbpdc.ngb.army.mil>.)

**NGR 614–1**

Inactive Army National Guard (Cited in para 4–26b(1)(b).) (Available at <http://www.ngbpdc.ngb.army.mil>.)

**Section II****Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation. Army publications are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>); USCs are available at <http://www.gpo.gov/fdsys/>.

**AR 11–2**

Managers' Internal Control Program

**AR 25–30**

The Army Publishing Program

**AR 135–100**

Appointment of Commissioned and Warrant Officers of the Army

**AR 135–101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

**AR 140–1**

Mission, Organization, and Training

**AR 140–50**

Officer Candidate School, Army Reserve

**AR 140–145**

Individual Mobilization Augmentation (IMA) Program

**AR 145–1**

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

**AR 600–8–104**

Army Military Human Resource Records Management

**AR 601–141**

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs

**AR 612–205**

Appointment and Separation of Service Academy Attendees

**DOD Financial Management Regulation, Volume 7A (June 2011)**

Military Pay Policy - Active Duty and Reserve Pay (Available at <http://comptroller.defense.gov/fmr>.)

**Manual for Courts–Martial United States**

2012 Edition

**NGR 350–1**

Army National Guard Training (Available at <http://www.ngbpdc.ngb.army.mil>.)

**NGR 600–101**

Warrant Officers - Federal Recognition and Related Personnel Actions (Available at <http://www.ngbpdc.ngb.army.mil>.)

**NGR 635–100**

Termination of Appointment and Withdrawal of Federal Recognition (Available at <http://www.ngbpdc.ngb.army.mil>.)

**UCMJ, Article 15**

Non-Judicial Punishment (Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.)

**5 USC 552a**

Privacy Act of 1974

**10 USC**

Armed Forces

**10 USC 115**

Personnel strengths: requirement for annual authorization

**10 USC 509**

Voluntary extension of enlistments: periods and benefits

**10 USC 516**

Effect upon enlisted status of acceptance of appointment as cadet or midshipman

**10 USC 641**

Applicability of chapter

**10 USC 651**

Members: required service

**10 USC 1174**

Separation pay upon involuntary discharge or release from active duty

**10 USC 2104**

Advanced training; eligibility for

**10 USC 2105**

Advanced training; failure to complete or to accept commission

**10 USC 2107**

Financial assistance program for specially selected members

**10 USC 2108**

Advanced standing; interruption of training; delay in starting obligated service; release from program

**10 USC 2123**

Members of the program: active duty obligation; failure to complete training; release from program

**10 USC 10301**

Reserve Forces Policy Board

**10 USC 12102**

Reserve components: qualifications

**10 USC 12103**

Reserve components: terms

**10 USC 12106**

Army and Air Force Reserve: transfer to upon withdrawal as members of National Guard

**10 USC 12301**

Reserve components generally

**10 USC 12319**

Ready Reserve: muster duty

**10 USC 12731**

Age and service requirements

**10 USC 12732**

Entitlement to retired pay: computation of years of service

**32 USC**

National Guard

**32 USC 302**

Enlistments, reenlistments, and extensions

**32 USC 502**

Required drills and field exercises

**32 USC 708**

Property and fiscal officers

**50 USC**

War and National Defense

**50 USC App. 460**

Selective Service System

**50 USC 456**

Deferments and exemptions from training and service

**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 3540**

Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment (Prescribed in para 4–4a.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>) and DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/dtic/forms/index.htm>).

**DA Form 2**

Personnel Qualification Record-Part I (Available through normal supply channels.)

**DA Form 2–1**

Personnel Qualification Record

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 1379**

Army Reserve Components Unit Record of Reserve Training (Available through normal supply channels.)

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 3575**

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135–100, or AR 135–101, as Applicable - Individuals Without a Statutory Service Obligation

**DA Form 4651**

Request for Reserve Component Assignment or Attachment

**DD Form 4**

Enlistment/Reenlistment Document Armed Forces of the United States

**DD Form 2808**

Report of Medical Examination

**NGB Form 590**

Statement of Understanding of Reserve Obligation and Responsibilities (Available at <http://www.ngbpdc.ngb.army.mil/forms.htm>.)

## **Appendix B**

### **Internal Control Evaluation Checklist**

#### **B-1. Function**

The function covered by this checklist is for service obligations, methods of fulfillment, participation requirements, and enforcement procedures.

#### **B-2. Purpose**

The purpose of this checklist is to assist commanders in evaluating the key management controls listed below. It is not intended to cover all controls.

#### **B-3. Instructions**

Answers must be based on the actual testing of key management controls (for example, document analysis direct observation, random sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 2 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### **B-4. Test questions**

- a.* Did the Soldier review and sign DA Form 3540 annually?
- b.* Is the Soldier fulfilling his or her MSO as prescribed in tables 2-1 or 2-2 as applicable?
- c.* If eligible for RC separation pay, did the Soldier submit agreement to serve additional 3 years in the RR?
- d.* Did the unit initiate DA Form 4651 and establish an effective date of the day after the TPU obligation date for those Soldiers that did not reenlist or extend his or her current enlistment contract?

#### **B-5. Comments**

Help make this a better tool for evaluating management controls. Submit comments to Deputy Chief of Staff, G-1 (DAPE-MPE-IP), 300 Army Pentagon, Washington, DC 20310-0300.



## **Glossary**

### **Section I**

#### **Abbreviations**

**AD**

active duty

**ADSO**

active duty service obligation

**ADT**

active duty for training

**AGR**

Active Guard Reserve

**AMEDD**

Army medical department

**AMEDD/ECP**

Army medical department/early commissioning program

**AMHRR**

Army Military Human Resource Record

**AR**

Army regulation

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**AT**

annual training

**AWOL**

absent without leave

**BT**

basic training

**CG**

Control Group

**DA**

Department of the Army

**DEP**

Delayed Entry Program

**ET**

equivalent training

**HPSP**

Health Professions Scholarship Program

**HRC**

Human Resources Command

**IADT**

initial active duty for training

**IDT**

inactive duty training

**IET**

initial entry training

**IMA**

individual mobilization augmentee

**ING**

Inactive National Guard

**IRR**

Individual Ready Reserve

**MOS**

military occupational specialty

**MSO**

military service obligation

**MUTA**

multiple unit training assembly

**NCO**

noncommissioned officer

**NGB**

National Guard Bureau

**NGR**

National Guard regulation

**NOAA**

National Oceanographic and Atmospheric Administration

**OADO**

officer active duty obligor

**OBC**

officer basic course

**OCS**

Officer Candidate School

**RA**

Regular Army

**RC**

Reserve Component

**Reinf**

reinforcement

**ROTC**

Reserve Officers' Training Corps

**RR**

Ready Reserve

**SELRES**

Selected reserve

**SGLI**

Servicemembers Group Life Insurance

**SMP**

Simultaneous Membership Program

**TPU**

troop program unit

**UCMJ**

Uniform Code of Military Justice

**USAR**

U.S. Army Reserve

**USC**

United States Code

**USMA**

United States Military Academy

**USMAPS**

U.S. Military Academy Preparatory School

**UTA**

unit training assembly

**WOBC**

Warrant Officer Candidate School

**Section II****Terms****Active Guard Reserve**

ARNGUS and USAR personnel serving on AD under 10 USC 12301(d) and ARNG personnel serving on full-time National Guard duty under 32 USC 502(f). These personnel are on full-time National Guard duty or AD (other than for training or AD in the RA) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the RCs and are paid from National Guard Personnel, Army or Reserve Personnel Army appropriations. Exceptions are personnel ordered to AD as—

- a. General officers.
- b. United States Property and Fiscal Officers under 32 USC 708.
- c. Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act, (50 USC App 460(b)(2)).
- d. Members of the Reserve Forces Policy Board serving under 10 USC 10301.
- e. Members of RCs on AD to pursue special work (10 USC 115(d) and 10 USC 641(d)(1)).

**Active duty**

Full-time duty in the active military service of the United States. It includes full-time training duty, AT duty, and attendance, while in active military service, at a school designated as a service school by law and the Secretary of the military Department concerned. It does not include full-time National Guard duty. For the RC, AD is comprised of the categories ADT and AD other than for training.

**Active service**

Service on AD or full-time National Guard duty.

**Active status**

The status of an ARNGUS or USAR commissioned officer, other than a commissioned warrant officer, who is not in the inactive ARNG, in the Standby Reserve (Inactive List), or in the Retired Reserve.

**Area command**

A geographic area of command with RC functions and responsibilities. The following are defined as area commands:

- a. United States Army, Europe.
- b. United States Army Pacific Command.
- c. United States Army Southern Command.
- d. United States Army Special Operations Command.
- e. Eighth U.S. Army.
- f. United States Army Reserve Command.

**Area commanders**

Commanders of area commands.

## **Army**

The RA, Army of the United States, ARNGUS, and the USAR.

### **Army National Guard of the United States**

A RC of the Army whose members are members of the ARNG. The ARNGUS consists of—

- a. Federally recognized units and organizations of the ARNG.
- b. Members of the ARNG who are also Reserves of the Army.

### **Army National Guard**

That part of the organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that—

- a. Is a land force.
- b. Is trained, and has its officers appointed under the 16th clause of section 8, article I, of the Constitution.
- c. Is organized, armed, and equipped wholly or partly at Federal expense.
- d. Is federally recognized.
- e. Performs duty pursuant to 32 USC, in a non-Federal status.

### **Basic training**

The portion of IADT which provides non-prior service personnel instruction in basic skills common to all Soldiers and precedes advanced individual training.

### **Commuting distance**

The greatest distance a Soldier may be expected to travel daily from home to the duty station. The maximum distance a Soldier can be expected to travel involuntarily between his or her residence and a site where IDT will be conducted.

- a. For officers, warrant officers, and enlisted Soldiers, it is a distance within a 50-mile radius of the IDT site. It will not exceed 1 and a half hours of travel time one-way by car under average traffic, weather, and road conditions.
- b. An alternative commuting distance for enlisted Soldiers can be applied when all of the following conditions are met. It is a distance within a 100-mile radius of the IDT site. It will not exceed 3 hours of travel time one-way by car under average traffic, weather, and road conditions. The alternative commuting distance may be applied only when the Soldier is assigned to a unit that normally conducts MUTAs on 2 consecutive days (MUTA-4) and Government-provided meals and quarters are furnished at the training site.

### **Contractual term of service**

The MSO incurred by completion of the oath of enlistment on a written enlistment or reenlistment agreement. Contractual and statutory service may run concurrently. The SELRES contractual term of service is that portion of a MSO, which is to be served in a unit of the SELRES. Example: The '3X5' enlistment option requires that 3 years be served in a unit of the SELRES and the remaining 5 years be served in the IRR.

### **Contractually obligated member**

A Soldier who is serving on a contractual obligation or a Member enlisted or appointed under circumstances in which a statutory obligation was not incurred.

### **Delayed Entry Program**

A program where Soldiers may enlist and be assigned to USAR CG (Delayed Entry) until they enlist in the RA.

### **Discharge**

Complete severance from all military status gained by the enlistment or induction concerned.

### **Enlistment**

- a. *Army National Guard.* An original or first voluntary term of military service in the ARNGUS consummated by subscription to the Oath of Enlistment (DD Form 4). Where eligible per applicable laws and regulations, persons authorized an enlistment are personnel without prior service or personnel with prior service in any of the other U.S. Armed Forces except the Air National Guard.
- b. *U.S. Army Reserve.* A voluntary enrollment in the USAR as an enlisted Soldier. An enlistment is consummated by subscription to the prescribed oath of enlistment (DD Form 4). The term "enlistment" includes enlistment of both non-prior service and prior service personnel with the latter category also including prior USAR personnel and personnel with prior service in any of the other U.S. Armed Forces.

### **Equivalent training**

Can be defined as either: (a) training, instructions, or appropriate duty for individual members of a unit which is in lieu of regular scheduled unit training or regularly scheduled unit training assemblies, and for which pay and/or retirement

point credit is authorized; or, (b) training in lieu of regular scheduled unit training or regularly scheduled unit training assemblies (see AR 140–1).

**Expiration term of service**

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

**Extended active duty**

AD performed by a member of the ARNGUS or USAR when strength accountability passes from the ARNG or USAR to the RA.

**Individual Ready Reserve**

Soldiers who are assigned to the following RR USAR CGs: AT, Reinf, and OADO.

**Initial active duty for training**

A sub-category of ADT used to provide basic military training and technical skill training required for all accessions. For non-prior service persons who are qualified for induction for AD in an Armed Force (generally male citizens and resident aliens between the ages of 18 and a half and 26 years of age) and who are not under orders to report for induction under the Military Selective Service Act (50 USC App 451 (reference (I))), IADT will be for a period of not less than 12 weeks, to commence, as practical, within 270 days after the date of enlistment in accordance with 10 USC 12103. For all other enlistees and inductees, the period of IADT will be prescribed by the Secretary concerned to commence, as practical, within 360 days after entry into Service, except that in time of war or National emergency declared by Congress or the President, BT (or its equivalent) will be for a period of not less than 12 weeks in accordance with 10 USC. Periods of BT or ET shorter than 12 weeks may also be established by the Secretary concerned for Members who have been credentialed in a medical profession or occupation and are serving in a health care occupational specialty in accordance with 10 USC 671(c). Enlisted Members receiving stipends under the Armed Forces Health Professions Stipend Program for Reserve Service are not required to participate in RR training until they have completed their educational training in accordance with 10 USC 671(b), 12103, and 16201.

**Mandatory training requirement**

That part of the MSO in which assignment to a unit or CG (AT) is mandatory.

**Military service obligation**

The term of required service in a military status for a particular period of time. It consists of the 8-year statutory obligation plus any extension based on a contractual agreement.

**Multiple unit training assembly**

Two or more UTAs conducted consecutively.

**Nonobligated member**

Soldiers who have completed their statutory MSO and are serving on a contractual obligation, or were enlisted or appointed under circumstances in which a statutory obligation was not incurred.

**Non-prior service**

Individuals without any prior military service, who have not completed IADT or its equivalent, and enlist directly into a U.S. Armed Force.

**Obligated Member**

Soldiers who have not completed their statutory MSO. The statutory obligation is incurred by law on initial entry into the Service.

**Obligated officer**

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

**Officer**

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

**Officer active duty obligor**

An officer appointed in the USAR from the ROTC program, or under programs monitored by The Surgeon General, the Chief of Chaplains, or The Judge Advocate General, who is obliged to serve on AD or ADT and does not enter on AD at the time of the appointment.

**Officer Personnel Management System–U.S. Army Reserve**

A centralized personnel management system for unit and nonunit IRR USAR officers who are not on extended AD.

**Overstrength**

Assigned strength which exceeds that authorized by the table of organization and equipment and table of distribution and allowances. Assignment of a Soldier as overstrength may be the result of unit reorganization, inactivation, or relocation. It may also be as a result of an assignment error, or as an authorized exception to policy to correct an injustice.

**Prior enlistment or period of service**

Service in any component of the Armed Forces which culminates in the issuance of a discharge certificate or certificate of service.

**Prior service**

A Soldier who, at the time he or she is accessed to the USAR by enlistment, appointment, or by operation of law, has previously served 1 or more days of creditable service in a regular or RC, or without a component, as a member of an U.S. Armed Force. Note: Soldiers classified for the purpose of enlistment in a regular or RC should be identified, processed and administered as having previous military service on enlistment in the USAR. Note: USAR Soldiers being reassigned between elements or commands within the USAR (for example, from the IRR to a TPU) are classified as “in-service” personnel.

**Professional development**

A function of individual training, education, and experience to sustain a combat ready force.

**Ready Reserve**

Units and individual reservists liable for AD as outlined in 10 USC 12301 and 12302. The RR of the Army is comprised of military members of the ARNGUS and USAR, organized in units or as individuals, and liable for order to AD in time of war or National emergency. The RR consists of three subcategories: the SELRES, the IRR, and the ING.

**Reenlistment**

(a) A second or subsequent voluntary enrollment in the USAR. This term differs from the term “immediate reenlistment” since it is used to identify continuing military service or reentry into military service from civilian status as a prior service applicant. (b) Reentry into the ARNG of an individual who has had a break in ARNG service or has been discharged from one State for the purpose of joining the ARNG of another State, regardless of a break in service, or is joining the ARNG from the Air National Guard.

**Regular Army**

Consists of Active Component Soldiers on AD; ARNGUS and AR Soldiers on AD (except as excluded below); ARNG Soldiers in the service of the United States pursuant to a call; and all persons appointed, enlisted, or inducted into the Army without component. Excluded are Soldiers serving on ADT; AGR status; AD for special work (which includes temporary tours of AD for 180 days or less; and AD pursuant to the call of the President (10 USC 12304)).

**Required period of duty**

Period of AD or ADT that a Soldier is obligated to perform, either by law or by execution of a contractual agreement.

**Reserve Components of the Army**

The ARNGUS and the USAR.

**Reserve of the Army**

A member of the ARNGUS or the USAR.

**Reserve Officers’ Training Corps cadet**

A student enrolled in the Senior ROTC as a cadet under 10 USC 2104 or 10 USC 2107.

**Reserve Officers’ Training Corps Program**

The Senior ROTC of the Army.

**Satisfactory participation**

Attending all scheduled or required IDT periods unless excused by the unit commander or granted authorized absence, wear the prescribed uniform, present a neat and Soldierly appearance, and perform assigned duties in a satisfactory manner as determined by the unit commander.

**Selected Reserve**

Part of the RR of each RC consisting of units and individuals who participate actively in paid training periods and serve on paid AD for training each year. USAR SELRES units and individuals that comprise all TPUs, IMAs, and full-time AD support personnel.

**U.S. Army Reserve**

Includes all Reserves of the Army who are not members of the ARNGUS and who are in a Ready, Standby, or Retired Reserve category. It is a Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime, and a reservoir of trained units and individual reservists to be ordered to AD in the event of a National emergency.

**U.S. Army Human Resources Command**

A field operating agency of Headquarters, Department of the Army G-1 which manages the professional career development of individual USAR Soldiers to provide trained individual USAR Soldiers for mobilization. This agency commands the IRR and Standby Individual Ready, Standby, and Retired Reserve, and administers the USAR, AGR, and IMA Programs.

**Unit vacancy**

A position authorized by paragraph and line number of a table of organization and equipment or table of distribution and allowances, which is either unoccupied or filled by a Soldier.

**Unsatisfactory participant**

A member of a unit or the USAR CG who fails to participate as outlined in chapter 4, section III.

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

This section contains no entries.

**UNCLASSIFIED**

**PIN 002136-000**