

Army Regulation 135–91

Army National Guard and Army Reserve

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

Headquarters
Department of the Army
Washington, DC
1 February 2005

UNCLASSIFIED

SUMMARY of CHANGE

AR 135-91

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

This rapid action revision dated 1 February 2005-

- o Changes notification procedures for unexcused absences (para 4-15).
- o Changes Deputy Chief of Staff for Personnel to Deputy Chief of Staff, G-1 (throughout).
- o Changes U.S. Army Reserve Personnel Command to U.S. Army Human Resources Command St. Louis (throughout).
- o Changes AR-PERSCOM to HRC-St. Louis (throughout).
- o Changes SF 88 to DD Form 2808 (throughout).

This revised Department of the Army Regulation--

- o Supersedes AR 135-91, 1 September 1994, IO 2, 19 Jun 96 and change 15 that was previously published in the Reserve Components Personnel Handbook, UPDATE Issue 23, 1 September 1994.
- o Implements provisions of Public Law 103-337, 5 October 1994, which repealed, transferred, or reenacted specific sections of the law pertaining to active duty used throughout this regulation; specifically introducing the Reserve Officer Personnel Management Act (ROPMA).
- o Retitles AR 135-91.
- o Revises and clarifies policy regarding service obligations and participation requirements of the ARNGUS and USAR soldiers. The following are major changes and additions contained within this revision--
- o Changes Tables addressing the 8-year military service obligation have been updated and clarified. Tables addressing the 6-year military service obligation have been rescinded.
- o Changes AR 135-91. It will be the prescribing directive of DA Form 3540 (Certificate and Acknowledgement of Service Requirements and Methods of Fulfillment in the U.S. Army Reserve). DA Form 3540 will replace the current 3540 series and the DA Form 4688 series.
- o Changes satisfactory participation requirements for IRR soldiers and IMAs. Separately addressed (paras 3-2 and 3-3).
- o Changes unsatisfactory participation criteria for IRR soldiers and IMAs. Separately addressed (paras 4-6 and 4-7).

- o Adds the muster requirement to paragraph 3-3, which addresses satisfactory participation of control group soldiers.
- o Adds an index.

Effective 1 March 2005

Army National Guard and Army Reserve

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

By Order of the Secretary of the Army:

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

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

Applicability. This regulation applies to

Army National Guard of the United States and United States Army Reserve soldiers. Chapters 3 through 6 are not applicable to soldiers serving in the Active Guard and 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 AR 25-30 for specific guidance.

Army management control process.

This regulation does not contain management control provisions.

Supplementation. Supplementation of

this regulation and establishment of command and local forms are prohibited without prior approval from HQDA, ODSC, G-1. Send requests to the Office of the Chief, Army Reserve, ATTN: DAAR-PEP, 2400 Army Pentagon, Washington, D.C. 20310–2400.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, ODSC, G-1 through the Office of the Chief, Army Reserve, ATTN: (DAAR-PEP), 2400 Army Pentagon, Washington, D.C. 20310–2400

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

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*This regulation supersedes AR 135–91, dated 26 September 2000.

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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

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

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used are explained in the consolidated glossary located at the back of this volume.

1–4. Responsibilities

Overall responsibilities are listed below. Specific responsibilities are given in the chapters.

a. General officer commanders (for USAR soldiers) and State adjutants general (for ARNGUS soldiers) monitor methods of fulfilling the Reserve of the Army service obligations and participation requirements. They hold approval authority for exceptions to unexcused absences.

b. Unit commanders and Cdr, U.S. Army Human Resources Command St. Louis (HRC-St. Louis) have administrative control of soldiers under their command. They provide information and direction to soldiers concerning methods of fulfilling the Reserve obligation and consequences of unsatisfactory participation.

c. The Reserve soldier is responsible for acknowledging and understanding 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 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 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 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

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) On and after 1 June 1984, all soldiers incurred an 8–year statutory MSO.

(2) Prior to 1 June 1984, most soldiers incurred a 6–year statutory MSO.

b. The statutory obligation 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 above. 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 a through c below.

a. Enlistment or appointment in a Regular or Reserve component (RC) of the U.S. Armed Forces. The contract is assumed voluntarily by enlisting or accepting an appointment and signing an agreement. The contract must comply with law and regulation in effect when the individual is enlisted or appointed.

b. Ready Reserve service and AD or ADT extending past the statutory obligation. This obligation may be acquired through contract by—

(1) Officers commissioned from ROTC and later granted educational delays per AR 601–25.

(2) Soldiers discharged before completing their statutory obligation. Soldiers reentering a Regular 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.

c. Service for a specified time on signing an extension of enlistment or reenlistment.

2–3. Ready Reserve obligation

a. The Ready Reserve 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 Ready Reserve control group.

b. The length of the Ready Reserve 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 may complete the remainder of his or her Ready Reserve obligation in the unit by continuing to participate satisfactorily with the unit, or the soldier may request reassignment/transfer to the appropriate USAR control group per AR 140–10 or NGR 600–200.

2–4. Mandatory training requirement

A mandatory training requirement is that part of the statutory/contractual obligation when assignment to a USAR TPU or an ARNGUS unit or to USAR control group (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 2–1b), the soldier incurs a contractual obligation if he or she reenters the Active or Reserve Forces. 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 Reserve Forces by enlisting in the ARNG are enlisted for the number of years, months, and days not served in their previous statutory obligation.

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 Reserve Forces 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**

Type	AD, ADT Credit	Total Obligation	Participation requirement (Ready Reserve)	Remarks
Officers appointed from the ROTC without prior AD.	Period needed to complete the Active Army resident officer basic course.	8 yrs	6 yrs in a unit— remainder in Con Gp (Reinf).	See paras 3-10a, 3-10b and note 1.
	2 yrs	8 yrs	Until 8 th anniversary of appointment.	See para 3-10a.
	3 yrs	8 yrs	Until 8 th anniversary of appointment.	See para 3-10c.
	4 yrs	8 yrs	Until 8 th anniversary of appointment.	
Officers appointed from the ROTC with prior AD.		8 yrs	Until 8 th anniversary of appointment.	See para 3-10e.
	5 yrs	8 yrs	Until 8 th anniversary of appointment.	See para 3-10d(3).
Officers appointed from the ROTC who received ROTC scholarships.	3 yrs through 4 yrs	8 yrs	Until 8 th anniversary of appointment.	Sec para 3-10d(1).
	Minimum of 2 yrs, but less than 3 yrs	8 yrs	4 yrs in a unit— remainder in Con Gp (Reinf).	See para 3-10d(1).
	Period needed to complete the Active Army resident officer basic course.	8 yrs	In a unit until 8 th anniversary date.	See paras 3-10a, 3-10b and 3-10d(2).
Officers appointed from OCS (ARNG/USAR)	12 or more weeks	8 yrs	6 yrs in a unit— remainder in Con Gp (Reinf).	See para 3-10h and note 2.
Officers appointed from OCS (Active Army)	3 yrs	8 yrs	Until 8 th anniversary of initial enlistment, appointment, or induction.	
Direct ARNG/USAR appointment (nonprior service)	12 or more weeks	8 yrs	Until 8 th anniversary of appointment.	
Direct ARNG/USAR appointment into the IRR (nonprior service)	12 or more weeks	8 yrs	USAR Control Group (AT) until 8 th anniversary of appointment.	
Direct ARNG/USAR appointment (obligated EM)	12 or more weeks	8 yrs	6 yrs in a unit— remainder in Con Gp (Reinf).	See para 3-10i.
Appointments in MSC under chap, AR 601-130, chap 4.	12 or more weeks		In a unit until 6 th anniversary of appointment and remainder in Control Gp (Reinf).	See paras 3-10a, and 3-11b(1).
	3 yrs	8 yrs	In a unit until 5 th anniversary date, remainder in Con Gp (Reinf).	
	4 yrs			
Appointment of former USESSA officers	2 yrs	8 yrs	Until 8 th anniversary of appointment in the USESSA.	See paras 3-10a, and 3-10g.

Notes:

¹ Officers appointed from the ROTC who served on ADT in lieu of AD must complete 6 years of satisfactory unit participation (including ADT/AT while unit members).

² ARNG officers appointed from OCS who served on AD for 3 years in their enlisted status, may be transferred to Control Group (Reinf) on the 5th anniversary of their initial enlistment.

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

Type	AD, ADT Credit	Total Obligation	Participation requirement (Ready Reserve)	Remarks
RA 2-yr enlistee	2 yrs	8 yrs	Con Gp (AT) until 8 th anniversary of enlistment.	See notes 1, 2, 7 and 8.
RA 3-yr enlistee	3 yrs	8 yrs	Con Gp (Reinf) until 8 th anniversary of enlistment.	See notes 2, 7 and 8.
RA 4-yr enlistee	4 yrs	8 yrs	Con Gp (Reinf) until 8 th anniversary of enlistment.	See notes 2, 7 and 8.
Res Comp enlistee ARNG/ USAR	12 or more weeks	8 yrs	In a unit until 8 th anniversary of enlistment.	See notes 3, 4, 5, 6, 7 and 8.
Res Comp enlistee ARNG/ USAR (all others)	Completing MOS training or training required to be deployed			
Former USMA		8 yrs	See AR 612–205	See para 3–13b.

Notes:

¹ Enlisted soldiers retained in the Control Group (AT) are subject to call to not more than 30 days of ADT each year.

² RA enlistees who have fulfilled their AD requirement will serve the remainder of their military service obligation in the appropriate USAR Control Group. They may elect to serve in a TPU if a vacancy exists and they are qualified. (A 2-yr enlistee who serves 1 year or more in a Ready Reserve unit may fulfill any remaining Ready Reserve obligation in USAR Control (Reinf).)

³ Nonprior service males under age 26 are ordered to ADT for the period required to qualify in a selected MOS, or 12 weeks, whichever is longer (10 USC 12103(d)). All other nonprior 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, para 2–7), whichever is longer.

⁴ USAR personnel enlisted with unit participation options of less than 8 years will serve the remainder of their statutory obligation in the Control Group (AT). ARNG enlistees with unit participation options of less than 8 years will service the remainder of their statutory obligation in the Control Group (AT) or ING (at State TAG's option).

⁵ 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 NPS males under age 26.

⁶ Soldiers enlisted for the ROTC Simultaneous Membership Program (ROTC/SMP) as officer trainees will be scheduled for 7 weeks of BT unless waived under AR 601–210, chapter 10.

⁷ 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. (Note: The contractual obligation runs concurrently with the statutory obligation when the soldier has a remaining statutory obligation.) The time spent in the DEP is creditable toward fulfillment of the statutory military service obligation.

⁸ Soldiers assigned to the Individual Ready Reserve have an annual muster requirement (AR 135–91, para 3–3a(4)).

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)s, and not less than 14 days, exclusive of travel time, of annual training. Satisfactory participation is defined below.

a. Attending all scheduled inactive duty training (IDT) (IDT)s unless excused by the unit commander or granted a leave of absence. Soldiers present at a scheduled inactive duty training (IDT) 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 will be charged with an unexcused absence (chap 4, sec III).

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

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

3–2. Satisfactory participation in the Individual Mobilization Augmentation (IMA) Program

AR 140–145 governs the IMA program. Satisfactory participation as an Individual Mobilization Augmentee (IMA) is defined as:

a. Attending all required inactive duty training (IDT)s for pay unless excused by proper authority. Soldiers present at scheduled IDT 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 (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 appropriate IMA organization commander and Commander, HRC-St. Louis, ATTN: AHRC-OP—S (officers) or AHRC-EPL (enlisted), 1 Reserve Way, St. Louis, MO 63132–5200.

d. Completing and promptly returning all military correspondence (This includes the Ready Reserve qualification record forms specified in AR 135–133, chap 3.)

3–3. Satisfactory participation of USAR control group soldiers

a. Soldiers assigned to the Control Groups Annual Training (AT), Reinforcement (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 Ready Reserve qualification record forms specified in AR 135–133, chap 3.)

(2) Promptly report any change of address to Cdr, HRC-St. Louis.

(3) Comply with other requirements imposed by Cdr, HRC-St. Louis.

(4) Report for a one day muster each year when directed by proper authority. (See AR 135–200, paragraph 3–5e.)

b. Satisfactory participation in a Ready Reserve control group will be credited toward the Ready Reserve 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.

c. IRR bonus reenlistment soldiers are required to participate in training on an annual basis as provided in AR 135–7, paragraph 5.2–6.

3–4. Participation before initial active duty for training

Enlistees in the categories described in a through d below are authorized to attend the specified number of inactive duty training (IDT)s or AT with their assigned unit for pay purposes before completing IADT. (All others may voluntarily participate in inactive duty training (IDT)s without pay during the period before IADT.) Failure of a soldier to attend inactive duty training (IDT)s 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 not more than 36 paid inactive duty training (IDT)s within 270 days of entry on IADT.

b. Non-high school graduates (who are not high school seniors) and GED equivalents are authorized to participate in not more than 12 paid inactive duty training (IDT)s within 90 days of entry on IADT.

c. Soldiers in b above may be enlisted up to within 180 days of entry on IADT. Individuals in this category may attend an additional 12 inactive duty training (IDT)s in a nonpay status.

d. Persons enlisted in the Alternate Training Program (AR 601–210, para 5–67) are authorized and required to attend inactive duty training (IDT)s in a pay status on completion of Phase I (basic training (BT)). At the discretion of the unit commander, the soldier may attend AT between BT and advanced individual training (AIT).

3–5. Ready Reserve AT

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 paragraph c below) or an enlisted soldier who has accrued 20 years of qualifying service for retired pay (10 USC 12731 and 12732) must attain 50 retirement points annually to be retained in an active status in the Selected Reserve, the IRR, or on the Standby Reserve (Active List).

b. A soldier described in a above who fails to attain 50 points by the anniversary of his or her retirement year ending (RYE) 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. This paragraph does not apply to adjutants general or assistant adjutants general of States and Territories, Puerto Rico, and the District of Columbia.

d. Area commanders (for soldiers assigned to a TPU) or Cdr, HRC-St. Louis (AHRC-PAT-I) (for all other USAR soldiers) have exception authority according to AR 140–10, paragraph 7–12a(1).

e. The Assistant Secretary of the Army (Manpower and Reserve Affairs) has waiver authority.

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 the 2-,3-,4-, or 5-year period.

3-8. Readjustment period

Statutorily obligated soldiers who have 2 or more years of AD when reassigned or transferred to a USAR Control Group 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 Ready Reserve service. The Cdr, HRC-St. Louis 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 two years of AD may be involuntarily assigned to Selected Reserve units when one or more of the conditions in (a) through (d) exist.

(a) Soldier enlisted in the USAR to serve on AD for not less than 2 years and as a Ready Reserve soldier (10 USC 12103(b)) for the rest of the enlistment period. (See table 2-2.)

(b) Soldier enlisted in the USAR to serve on IADT and the rest of the period as a Ready Reserve soldier (10 USC 12103(d)) and was later credited with serving 2 years of AD.

(c) Soldier executed a separate written agreement incurring an obligation to participate in the Selected Reserve.

(d) 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 (2)(a) and (b) above, 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 Selected Reserve units.

c. Officers. Officers assigned to the Control Group (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 Ready Reserve unit. However, officers who have remaining statutory obligations may be mandatorily assigned. They may be assigned against unit vacancies for which qualified if a USAR Control Group (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 Control Group (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 Ready Reserve 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 Ready Reserve service is satisfied as prescribed in table 2-1 and this section.

a. Participation criteria for ROTC graduates.

(1) Officers commissioned from the ROTC scheduled to perform AD may participate in Reserve training only as authorized in AR 601-25, paragraph 2-3. Those appointees selected to serve on ADT for the period of time needed to complete the Active Army (AA) resident Officer Basic Course (OBC) may volunteer for assignment as prescribed in b below.

(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 Ready Reserve.

(b) Assignment as instructors or attachment as enrolled students at Total Army School System (TASS) 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 TASS student until at least 18 months after completing ADT.)

(c) Assignment to USAR Control Group (AT), if assignment and participation cannot be done according to a(1) through a(2) above.

b. Appointees from ROTC who serve on ADT for the period needed to complete the AA resident OBC (50 USC App. 456(d)(1)). These officers may volunteer for assignment to fill vacancies in ARNGUS and USAR units immediately after appointment. Those who do not volunteer will be considered for mandatory assignment to a USAR unit.

ROTC scholarship recipients selected for Reserve forces duty (RFD) will be mandatorily assigned to USAR units. Assignment is based on availability of vacancies. (See AR 140–10, paragraph 2–16d.)

c. Appointees from ROTC who serve 3 years of AD (50 USC App. 456(d)(1)). Officers commissioned from the ROTC who complete 3 years AD will be assigned to USAR Control Group (Reinf) to complete their Ready Reserve service. They may volunteer for assignment to Ready Reserve units.

d. ROTC graduates who receive financial assistance under the ROTC Scholarship Program (10 USC 2107). Officers who receive financial assistance under this program satisfy their ROTC obligation by one of the following:

(1) Completing a minimum of 2 but not 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 Control Group (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 Control Group (Reinf)(table 2–1). They may volunteer for assignment to Ready Reserve units. Officers selected and serving on AD under this agreement will not be permitted to change to the service option described in (2) below.

(2) 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 (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.

(3) 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 Control Group (Reinf) unless the soldier requests and is assigned to a Ready Reserve unit (table 2–1). Officers serving on AD under this agreement will not be permitted to change to the service option listed in (2) above.

e. ROTC 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. ROTC graduates participating in the U.S. Army Health Professions Scholarship Program (HPSP)(10 USC 2104, 2107, and 2123). Graduates of the Army ROTC program who later participate in the HPSP are required to satisfy their ROTC incurred obligation and any obligation incurred as a participant in the HPSP (AR 601–141). 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 nonscholarship ROTC graduates will have their HPSP obligation added to their ROTC obligation.

g. Former United States Environmental Science Services Administration (USESSA) officers (50 USC 456(d)(5)). ROTC graduates commissioned in the USESSA instead of the Army who are released from their commission before completing 8 years of active duty 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 USESSA officers, they may be ordered to AD for the balance of the 3 years. As USAR officers, participation is required per subparagraph a above.

h. Officer Candidate School (OCS) graduates (10 USC 12208 and 12209). An ARNG or USAR officer who was commissioned from OCS (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 Ready Reserve.) 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 a Individual Mobilization Augmentee (IMA) will be served in the USAR Control Group (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 subparagraph a above.

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. Participation will be the same as that required of an ARNG or USAR graduate from OCS.

j. HPSP participants (10 USC 2123) The HPSP is governed by AR 601–141.

(1) Program participants incur an active duty obligation (ADO) 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 ADO 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. This obligation runs concurrently with the ADO in (1) above. However, if the ADO is less than the minimum 3–year requirement, the officer will be required to serve the minimum 3–year term of service.

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

k. Service school obligation. Reserve officers (not on extended active duty) attending service schools incur a Ready Reserve obligation of at least 2 years following course completion (AR 351-1, para 8-3g). 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 Ready Reserve. It may run concurrently with an existing obligation.

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 AMEDD procurement programs are bound by the statutory and contractual obligations of that program.

(1) Participants in the AMEDD Early Commissioning Program (ECP)(AR 601-130, chap 4) 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 Ready Reserve 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 Control Group (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 MC, DC, Army Nurse Corps (ANC), and Army Medical Specialist Corps (AMSC). 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 not more than 50 percent of scheduled training assemblies.

d. Participants in the New Specialized Training Assistance Program (New STRAP)(AR 135-7, chap 11) retain the original statutory obligation incurred on enlistment in the military service. Additionally, participants incur a contractual obligation to serve in the Selected Reserve or the IRR. The contractual obligation is fulfilled according to AR 135-7, paragraphs 11-13 and begins after successful completion of the specialized training program.

3-12. Participation in the Officer Personnel Management System-United States Army Reserve

a. Officer Personnel Management System-United States Army Reserve (OPMS-USAR) is designed to manage the training and professional development of USAR officers. It gives officers a balanced mix of training experience and career opportunities through—

(1) Assignments to USAR TPUs.

(2) Assignments to IMA positions.

(3) Attendance at requisite military schools.

(4) Short periods of counterpart training with Active Army organizations when assigned to the IRR.

b. While assigned to the IRR, officers may be offered counterpart training with Active Army organizations in specifically designated positions. Counterpart training is based on an evaluation of the professional needs of the individual and the mobilization requirements of the USAR. These short tours of ADT normally will not exceed 35 days per year.

c. Commanders of installations or organizations in the counterpart training program will submit an annual training report to Commander, HRC-St. Louis, ATTN: AHRC-OPZ-O, 1 Reserve Way, St. Louis, MO 63132-5200 not later than 15 April. The report will contain the maximum number of counterpart trainees they can support each month and at any given time. Reports should be submitted in priority sequence identified by training category, grade, and area of concentration. An information copy will be furnished Commander, U.S. Forces Command, ATTN: AFPR-MPP, Fort McPherson, GA 30330-6000.

d. Cdr, HRC-St. Louis will furnish rosters to installations and organization commanders at least 60 days before the date counterpart training tours start. The roster will contain each nominee's-

(1) Name and grade of rank.

(2) Area of concentration (AOC).

- (3) Branch.
- (4) Proposed dates for counterpart training.
- (5) Training desired.

e. An Officer Evaluation Report (DA Form 67-9) will be prepared for each person completing counterpart training. It will be sent without letter of transmittal to Commander, HRC-St. Louis, ATTN: AHRC-PRE-O, 1 Reserve Way, St. Louis, MO 63132-5200, per AR 623-105, chapter 7.

Section III

Enlisted Soldiers

3-13. General participation requirements

Two important factors are considered in determining participation and/or service required for enlisted soldiers in the Ready Reserve. They are terms of the contract under which they entered the Armed Forces and the number of months served on AD. Once AD has been performed, the period of Ready Reserve 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 Ready Reserve service required of an enlisted soldier is satisfied as shown in table 2-2 and this section.

a. Nonprior service soldiers who were enlisted in the USAR (10 USC 12103) or transferred to the USAR (10 USC 651) are required to remain in the Ready Reserve for the full period of their statutory obligation.

b. Former United States Military Academy (USMA) cadets (10 USC 516)

(1) USMA cadets who entered the 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, table 3. 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 Control Group (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 Ready Reserve service equals 8 years (table 2-2).

(2) Former cadets who have completed at least 14 months at the 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 Military Occupational Specialty (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 ARNG (32 USC 302) or USAR (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.

3-14. Participation requirements of the Senior ROTC Program

a. ROTC 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 Ready Reserve training. The professor of military science (PMS) must provide a copy of the enlistment agreement (DD Form 4 series, 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, chapter 1. The purpose of discharge is for reenlistment (with assignment to the USAR Control Group (ROTC) as a requirement for enrollment in the ROTC advanced course or scholarship program (AR 145-1)). As an exception to this policy, enlisted soldiers participating as officer trainees in the ROTC Simultaneous Membership Program (ROTC/SMP) per AR 601-210, chapter 10, are authorized to participate in a TPU.

b. ROTC basic course (nonscholarship).

(1) An enlisted unit soldier who enrolls in the ROTC basic course (nonscholarship) is required by the unit commander (through the PMS concerned) to elect—

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

(b) To be assigned to USAR Control Group (AT) if obligated or to USAR Control Group (Reinf) if non-obligated. This will be with the understanding that if assigned to the Reinforcement Control Group, participation in any form of Ready Reserve training is not authorized during the period of enrollment in the basic course. If the soldier is reassigned to the AT Control Group, 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 3–15b. 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 Control Group (AT) or to USAR Control Group (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 Control Group (AT) or (Reinf).

3–15. Disenrollment from the ROTC program

a. Breach of contract (10 USC 2105 and 10 USC 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, chapter 2, section II or required to complete their MSO in the Selected Reserve.

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

(1) Except for disenrollment under a HQDA early release program (AR 135–178, para 4–5d), cadets enlisted in the ROTC/SMP under AR 601–210, chapter 10 will be dropped from the SMP. If otherwise qualified, they will be retained in the Selected Reserve 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, chapter 3, section VI. Cadets who volunteer for unit assignment must complete IET and qualify in an enlisted MOS.

(3) Basic course (nonscholarship) 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 Ready Reserve training. It applies to all ARNGUS and USAR soldiers. Table 4–1, Absences, 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 LTCs or higher.

4–3. Equivalent training

This chapter does not change the policies governing ET (AR 140–1, para 3–11, and NGR 350–1, para 2–7). When authorized by the unit commander (para 4–8 and 4–13), ET will be performed in a pay status within 60 days of the absence.

4–4. Orientation for soldiers assigned to Selected Reserve units (ARNGUS/USAR)

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 active duty 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, chapter 3. 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 Service Requirements and Methods of Fulfillment in the U.S. Army Reserve). The witnessing official will sign in section XI of the DA Form 3540. ARNGUS soldiers will sign National Guard Bureau

(NGB) Form 590–R (Statement of Understanding of Reserve Obligation and Responsibilities) (NGR 600–200, table 2–16). The statements will be signed in the presence of and countersigned by the witnessing official. DA Form 3540 will be locally reproduced on 8 1/2 by 11–inch paper. (A local reproduction master copy of DA Form 3540 is furnished at the end of this regulation.) 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 noncommissioned officers (NCOs) will administer this orientation. 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–R, 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 Military Personnel Records Jacket, U.S. Army (MPRJ). The MPRJ of each newly assigned enlisted soldier will be screened to ensure that the proper document (*a* above) has been prepared. If this document is missing, the soldier must acknowledge an understanding of his or her service requirements by signing and dating the proper document.

d. Filing the statement of orientation. The DA Form 3540 is filed as a permanent document in the soldier's MPRJ.

4–5. Orientation for soldiers assigned to the IRR or IMA 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 Active Army 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 IRR

- 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 Cdr, HRC–St. Louis 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, chapter 3.
 - (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 IMA

- 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)s, soldiers accrue 9 or more unexcused absences in any 1-year period. (See paras 4-14b and 4-15 for charging soldiers with and notification procedures for unexcused absences.)
- (3) Failure to report a change of address to appropriate proponent IMA organization commander and Commander, HRC-St. Louis, ATTN: AHRC-MOI, 1 Reserve Way, St. Louis, MO 63132-5200 within 45 days following a change of address.
- (4) 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 are considered unexcused absences. Absence from scheduled inactive duty training (IDT)s, 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 (para 4-2), ET may be scheduled to make up the excused absence. (See para 3-11c 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 inactive duty training (IDT)s. When this occurs the circumstances may in the judgment of the unit commander, justify rescheduled training (RST) 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 ROTC camp and unit annual training conflicts

a. ARNG units. Chief, NGB will set the policy for excusing ROTC/SMP participants from AT.

b. USAR 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.

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

(1) Accrue in any one-year period a total of nine or more unexcused absences from scheduled inactive duty training (IDT)s. (In the case of IMAs who are required to perform fewer than 48 inactive duty training (IDT)s per year, see paragraph 4-7b(2).)

(2) Fail to obtain a unit of assignment during a leave of absence granted per section IV.

(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 Control Group (ROTC) at the appropriate ROTC Region Headquarters in their cadet status (AR 601-210, para 10-23b).

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 (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 an exception 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 inactive duty training (IDT)s occur during a 1-year period. (See b and c below for computation.) In the case of IMAs required to perform IDT, see paragraph 4-7a(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 1-year period.* For counting unexcused absences, the 1-year period will begin on the date of the absence. It will end 1 year 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 1-year 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 procedures listed in a through c below. They will ensure that required documentary evidence is contained in the MPRJ except as authorized in c below.

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 (1) and (2) below. (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 multiple unit training assemblies (MUTA) from which absent.)

(1) Unit soldiers and IMAs who are required to perform 48 inactive duty training (IDT)s 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. 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 inactive duty training (IDT)s 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.

b. *Documentary evidence.* Whether notices required by a above are delivered in person or sent by U.S. mail, a copy of each notice and the following, as appropriate, will be placed in the soldier's MPRJ.

(1) When the notices are personally delivered, the soldier's signature will be obtained on the file copy 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 4-7. 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 declaration of unsatisfactory participation was valid or an emergency. The facts or circumstances on which the decision is based will be included in the statement.

c. Procedural exceptions. USAR TPU commanders or commanders of proponent IMA agencies are authorized to omit unexcused absence notices as prescribed in subparagraphs (1) through (3) below. These soldiers may be reassigned to the IRR to complete their military service obligation or enlistment contract. (This policy does not apply to soldiers who attended at least one training assembly following assignment.)

(1) Notices are not required 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) Reassignment will be initiated on DA Form 4651-R (Request for Reserve Component Assignment or Attachment). The reason for reassignment will be shown in item 4e as follows:

(a) AC NO-SHOW for soldiers released from AD and transferred to or enlisted in a USAR TPU.

(b) IRR NO-SHOW for soldiers reassigned to a USAR TPU from the IRR.

(c) MUSARC Transfer Agent NO-SHOW for soldiers reassigned from one USAR TPU to another USAR TPU.

(d) 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 active duty. This applies to a soldier of a unit or USAR Control Group active duty.

b. Determination of unexcused absence from ACTIVE DUTY.

(1) The unit commander, commander of the proponent IMA organization, or Cdr, HRC-St. Louis, 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 Active Duty 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 inactive duty training (IDT)s year. A soldier present on the reporting and ending dates of AT orders who was AWOL for 1 or more days during the active duty period may be—

(a) Declared an unsatisfactory participant and subject to reassignment/transfer to the IRR.

(b) Retained on active duty for punitive action under paragraph 10, Manual for Courts Martial/State Code.

(c) Administered nonjudicial punishment per UCMJ, Art 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

Leave of 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/ADT. Soldiers who have completed 24 or more months of AD/ADT will not be granted a leave of absence. Those who cannot be assigned through the USAR - REQUEST System will be reassigned/transferred to the IRR as shown below:

(1) USAR Control Group (active duty) if credited with less than 3 years of AD/ADT.

(2) USAR Control Group (Reinf) if credited with 3 or more years AD/ADT.

b. Enlisted soldiers who move to an area too distant to continue participating with their unit will be reassigned (para 4–20). Those who cannot be reassigned and those who do not give notice of relocation will be granted a 90–day leave of absence. During a leave of 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) Leave of absence expires.

(2) Reassignment.

(3) Discharge.

(4) Return to the unit.

c. Positions of soldiers granted a leave of absence are vacancies for the purpose of enlistment or assignment.

d. Soldiers returning to their unit before the leave of 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 leave of absence for a later planned move.

4–19. Notice of relocation

a. Notice of intended relocation 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, and availability of units in the relocated area.

(1) ARNG and USAR soldiers who give notice of relocation will be transferred/reassigned to the area of their new address.

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

(3) Soldiers who relocate outside the United States may be transferred/reassigned to the USAR Control Group (active duty).

4–20. Procedures

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

a. *ARNG soldiers.* Obtain assignment instructions from the State adjutant general when a soldier is relocating within the same State (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. *USAR soldiers.* Contact the Major U.S. Army Reserve Command for assignment in the new location through the USAR REQUEST System. Assignment must be within commuting distance of the soldier's new residence (para 5–5).

c. *Leave of absence.* Grant a 90–day leave of absence to soldiers not assigned as shown in *a* or *b* above (*fig 4–2*). Copies of the documents shown below will be enclosed with the leave of absence letter. A copy of the letter will be placed in the soldier's MPRJ as an action-pending document.

(1) DA Form 2 (Personnel Qualification Record—part I).

(2) DA Form 2–1 (Personnel Qualification Record—part II).

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

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 letter of instructions (*fig 4–2*) will be sent by certified mail, restricted delivery, with return receipt requested. A copy of the letter and the post office receipt will be filed in the MPRJ as an action-pending document. Include notice from the post office if the letter 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 letter 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 letter 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 letter of instructions (*fig 4–3*). Send it to the soldier's former unit commander.

(3) Inform soldiers not accepted for assignment of the reason for denial.

4-23. Reassignment responsibility

The following procedures apply when an assignment is obtained.

- a. *ARNG 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 Regular Army or any component of another U.S. armed force.
- b. *USAR soldiers.* The appropriate USAR commander will follow the procedures in—
 - (1) AR 140-10, when the soldier is to be reassigned between troop program units.
 - (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 Regular Army or any component of another U.S. armed force.
- c. *Forwarding the MPRJ.* The soldier's MPRJ will be forwarded per AR 600-8-104.

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 leave of absence, the soldier may be reassigned/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 (*fig 4-4*).
 - (3) Explain that the purpose of counseling is to give the pregnant soldier complete information concerning her responsibilities and options due to pregnancy (para 4-29).
- b. The soldier will be asked to give her unit commander a written statement signed by her physician. The prescribed format for the physician's statement is at figure 4-5. It will specify the expected date of delivery and date the soldier should stop working. 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 considers this no longer possible.

4-26. Enlisted soldiers

The following procedures apply when an enlisted woman becomes pregnant:

- a. *Before enlistment.* A woman who is determined to have been pregnant when enlisted and whose pregnancy has not been terminated will be involuntarily discharged. Discharge will be per AR 135-178 or NGR 600-200.
- b. *After enlistment but prior to entry on IADT.*
 - (1) A woman who became pregnant after enlistment but before entry on IADT will not be involuntarily discharged due to pregnancy. She will not be permitted to enter on IADT until pregnancy is no longer a factor. The soldier will be told that she will be given the opportunity as she deems appropriate to—
 - (a) Request discharge (*fig 4-4, option 2a*). This is not an available option following delivery or termination of pregnancy. It does not apply to women who incurred an AD service obligation 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 (b) below.
 - (b) Delay IADT until the pregnancy is no longer a factor (*fig 4-4, option 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 Inactive National Guard (ING) during the prenatal and postnatal periods (*NGR 614-1*) if determined more appropriate.)
 - (2) The woman will be allowed at least 7 days to consider the options in *b(1)* above. 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 (fig 4-6) will be filed in the enlisted woman's MPRJ.

c. After IADT 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/reassignment to the Retired Reserve (fig 4-4, option 2d) or to the Individual Ready Reserve (fig 4-4, option 2g), if eligible.

(2) Transfer to the ING until pregnancy is no longer a factor (fig 4-4, option 2c).

(3) Continue membership in a unit and be granted maternity leave per paragraph 4-28 (fig 4-4, option 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 AD or ADT. 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 4-4, option 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 4-4, option 2b).

(3) Send a written request through command channels for immediate AD (fig 4-4, option 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 AD or ADT 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 a(3) above should include any extenuating circumstances relevant to the officer. Requests are considered individually by HQDA (DAPE-MPO-S), 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, chapter 4. 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, chapter 24, section IV.

c. Excuse from inactive duty training (IDT)s and active duty will be granted as follows:

(1) As used in this provision, the term "maternity leave" refers to a period of excusal from IDT or Active Duty. Rescheduling of excused absences will be IAW 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 inactive duty training (IDT)s. 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 active duty 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 the woman 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 40-3, paragraph 4-44, 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. Women who are eligible for prenatal, delivery, and postnatal care in military medical treatment facilities will be given a statement. The unit commander or acting commander will sign it. 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 40-3, paragraph 4-44."

**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 soldiers 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, b, 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 absence		State AG (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 a primary factor for consideration. 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 as required by the State AG (for ARNG) or General Officer Command (for USAR).

Notes:

¹ Excused absences are not chargeable as unsatisfactory participation.

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

³ Unexcused absences are chargeable as unsatisfactory participation, unless an exception is granted and the absence is made up by equivalent training (para 4-13d).

(Type on unit letterhead)

(File symbol)

(Date)

SUBJECT: Letter of Instructions--Unexcused Absence

(Soldier's name and address)

1. Attendance records of this unit show that you were ...(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 ... (number)... unexcused absences within a 1-year period. The 1-year 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 letter.
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.
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)s within a one year period, you become an unsatisfactory participant and you will be processed for separation from the Selected Reserve 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 Selected Reserve 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.

Figure 4–1. Prescribed Letter of Instructions—Unexcused Absence

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

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

(2)

(Signature and signature block of unit commander)

(1)

Insert one of the following:

... absent from the scheduled unit training assembly (UTA) or multiple unit training assembly (MUTA) on . . .

(periods and dates)

... charged with unexcused absence on . . . *(periods and dates)*

... because of . . . *(insert improper military appearance or unsatisfactory performance of assigned duties)*

(2)

If the letter is delivered to the soldier in person, add the following statement on the copies. *(Do not place statement on the original.)*

Receipt of the original hercof is acknowledged.

(Have the soldier sign and date the unit's file copies below this statement when the letter is delivered.)

Figure 4–1. Prescribed Letter of Instructions—Unexcused Absence—Continued

(Type on unit letterhead)

(File symbol)

(Date)

SUBJECT: Change of Residence

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

1. This letter 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 . . .(1). . ., you can be declared 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

(Signature and signature block of unit commander)

(2)

(1)

Insert the date 90 days after the soldier's departure from his or her present residence.

(2)

On the unit's file copies, type "Receipt acknowledged" and, below that, the soldier's name and grade of rank. When the letter is given to the soldier, he or she must sign and date the unit's file copies, acknowledging receipt.

Figure 4-2. Letter of Instructions Concerning Change of Residence

(Type on plain bond paper)

(Office symbol)

(Date)

SUBJECT: Notification of Acceptance

Commander *(Losing unit designation and address)*

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. follows:

Component and address are as

Date of enlistment:

Request discharge is furnished.

Figure 4-3. Enclosure 1 to Letter of Instructions

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 MPRJ. My authority for requesting this information is Section 3013 of title 10 United States Code.

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 following delivery or termination of the pregnancy and is not applicable to soldiers who incurred an active duty service obligation as a result of participation in a federally subsidized 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).

(Signature and signature block of accepting unit's commander)

- 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 subsidized program will be retained in their units.)

Figure 4-4. Pregnancy Counseling Checklist

f. To request immediate active duty. (This option is only applicable to officers described in AR 135-91, para 4-27a(3).)

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

3. AR 40-3, paragraphs 2-35 and 4-44, concerning entitlement to maternity care.

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

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 condition 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 600-200).

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. Consideration should be given to cost of nursery or babysitter care.

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

Figure 4–4. Pregnancy Counseling Checklist—Continued

(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 and telephone number)

Note. Authorized by 10 USC 3013. The purpose of requesting the information shown on this statement is to confirm your pregnancy and assist your commander in deciding the date on which you may exercise the appropriate option furnished you during counseling. You are not required to obtain this information from your doctor; however, failure to do so may hamper your unit commander's ability to assist/counsel you effectively regarding the options available because of pregnancy.

Figure 4–5. Format for Prescribed Pregnancy Statement

**DEPARTMENT OF THE ARMY ORGANIZATIONAL NAME, TITLE, CITY, STATE AND ZIP
CODE**

(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)

(Signature and signature block of unit commander)

1st End (Date)

FOR *(Unit commander)*

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 below:

a. As a soldier who has not completed initial entry training (IET), I elect the following option:

Discharge/resignation by reason of pregnancy under AR 135-175, paragraph 4-11, AR 135-178, paragraph 4-9b, or NGR 600-200, paragraph 8-26h. I understand that this option is not available following delivery or termination of my pregnancy. (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, paragraph 4-26b(1)(b) or 4-27a(2) until pregnancy is no longer a factor.

Immediate active duty. (This option only applies to officers whose AD or ADT obligation was incurred by participation in a Federally funded program. Requests are considered on an individual basis (AR 135-91, para 4-27c).

Reassignment to the Inactive Army National Guard (ING)(NGR 614-1) until pregnancy is no longer a factor. (Applicable to ARNG soldiers.)

Figure 4-6. Format for Memorandum on Election of Options Regarding Pregnancy

b. As a soldier who has completed initial entry training, I elect the following option:

() Continue membership in a unit, subject to provisions of maternity leave under AR 135-91, paragraphs 4-28.

() Reassignment (applicable to USAR soldiers) or transfer (applicable to ARNGUS soldiers) to the Retired Reserve, if eligible (AR 135-91, paras 4-26c(1), 4-27b, and AR 140-10, para 6-1a(5) or NGR 600-200, paragraph 8-27v.)

() Reassignment (applicable to USAR soldiers under AR 140-10, paragraph 4-4a or 4-14) or transfer (applicable to ARNGUS soldiers under NGR 600-200, paragraph 8-26h) to the Individual Ready Reserve, if eligible.

() Reassignment to the Inactive Army National Guard (NGR 614-1) until pregnancy is no longer a factor. (Applicable to ARNGUS soldiers.)

Soldier concerned's signature, grade of rank, and social security number

Date signed:

Figure 4-6. Format for Memorandum on Election of Options Regarding Pregnancy—Continued

Affidavit of Service by Mail

State of (name)

County of (name)

(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):

Subject: Notice of Unexcused Absence

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.

(Signature and rank of affiant)

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

(Signature and rank of officer administering oath)

Attachment
Copy of notification

Figure 4-7. Affidavit of Service by Mail

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 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 military service obligation.
- (2) Required initial entry training (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 military service obligation, whichever is the later.

5-2. Removal eligibility

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

a. *Reassignment or transfer to the IRR.* (For USAR soldiers, see AR 140-10, chap 4.) An enlisted soldier may be reassigned/transferred to the IRR as follows:

- (1) Moving to an area where a paid inactive duty training (IDT) unit of the same component 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 2-3b).
- (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, chap 8.) A soldier with a remaining service obligation may be reassigned/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 5-14b).
- (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 Ready Reserve Control Group. Assignment priorities listed in AR 140-10, paragraph 2-13, will be followed in filling enlisted vacancies in USAR TPUs.

5-4. Unit inactivation or relocation

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

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

b. Soldiers' reassigned/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 inactive duty training (IDT) training site must be within—

a. A 50-mile radius of the inactive duty training (IDT) site. It will not exceed 1 1/2 hours of travel time one-way by car under average traffic, weather, and road conditions

b. A 100-mile radius of the inactive duty training (IDT) site. (This policy is applicable to enlisted soldiers only.) It is an alternative that can be applied when all of the conditions in (1) and (2) below 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 multiple unit training assemblies (MUTA) 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 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/transferred to another paid inactive duty training (IDT) unit with the same RC. (For USAR soldiers, see AR 140-10, chap 2.) 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/transferred to the IRR provided they meet the criteria of paragraph 5-1c 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 Cdr, HRC-St. Louis.

5-8. Temporary overseas residency

Enlisted soldiers may be reassigned/transferred to USAR Control Group (AT) under the following conditions:

a. The soldier meets the criteria of paragraph 5-1c.

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/transferred to the Standby Reserve (Active List) 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 U.S. 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

Ready Reserve soldiers may not be transferred from the Ready Reserve 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, chapter 8.

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 5-1c.
- 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 control group.

- 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 of the proper authority.

5-14. Disposition of medically disqualified soldiers

Removal or retention of soldiers depends on the period medically disqualified. (See AR 140-10, chap 8, 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. *Six months to 1-year.* When medical disqualifications can be corrected within 6 months to 1-year, reassign/transfer the soldier to the Standby Reserve (Active List) or to the Inactive National Guard, as appropriate. When reassigned or transferred to the Standby Reserve, the MPRJ and documentary evidence shown below will be sent by letter of transmittal to Commander, HRC-St. Louis, ATTN: AHRC-SG, 1 Reserve Way, St. Louis, MO 63132-5200.
 - (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, para 4-4, or AR 135-178, para 12-1 for USAR; or NGR 600-200, para 8-26 for ARNG).

(Type on plain bond paper)

(Date)

On being accepted for reassignment to the ...*(unit designation)*, I hereby agree to amendment to my previous Enlistment Agreement as follows and understand that--

I will enter on active duty for training for a period of:

(1)... weeks, including travel to and from home station and processing time, at a time convenient to the service for the purpose of becoming qualified in the MOS required by the position vacancy for which I am accepted in my new unit.

2) If I fail to participate satisfactorily in unit training assemblies or annual field training, or if I am unable to continue unit participation because of actions on my part, as opposed to unit inactivation, reorganization, or relocation on the part of the military service, I may be reassigned/transferred to the Individual Ready Reserve (IRR).

Except for the amendments stated above, my original Enlistment Agreement remains in effect.

(Soldier's signature)

Soldier's name, typed)

Witnessed by:

(Signature of unit commander or authorized representative)

Enter as appropriate:

(1)

For soldiers who have not completed initial ADT and require modification of their initial agreement due to a change in the length of ADT required to become MOS-qualified, enter the total number of weeks required for BT and AIT, plus 3 weeks' travel and processing time.

For soldiers who have completed initial ADT and require training in an MOS other than the one in which currently qualified, enter total number of weeks required for advanced individual training and, if applicable, the MOS-producing school course, as prescribed in DA Pam 351-4, plus 2 weeks' travel and processing time.

(2)

For male applicants enlisting for airborne unit vacancies, which require the enlistee to become airborne-qualified as a condition of enlistment, add the following paragraph:

I have enlisted for assignment to an airborne unit vacancy and volunteer to undergo airborne training as a condition of my enlistment. If I refuse to undergo or fail to complete airborne training, for reasons within my control, I may be reassigned/transferred to the Individual Ready Reserve (IRR).

Figure 5-1. Amendment to Enlistment Agreement

Chapter 6 Enforcement Procedures

6-1. General

a. This chapter sets policies and procedures 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. It 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 maintains all of the following:

- (1) Has a remaining statutory or contractual military service obligation.
- (2) Has completed required initial entry training (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 procedures

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 initiate proceedings that result in the reassignment, transfer, or separation of the unsatisfactory participant as prescribed in this paragraph. 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, then-

(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, paragraph 8-27g. The commander may also consider grade reduction per NGR 600-200, paragraph 6-44a(1)(f).

(b) Reassignment to the IRR from a USAR TPU or IMA duty position per AR 140-10, paragraph 4-15. The commander may also consider grade reduction per AR 140-158, paragraph 7-10.1.

(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, chapter 13.

b. An officer assigned to an ARNGUS or USAR unit or an IMA duty position, except for USAR officers identified in *c* below, then-

(1) Except for an officer in the category cited in (3) below, 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, paragraph 4-5.1.

(2) Except for an officer in the category cited in (3) below, 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, paragraph 2-12i.

(3) If the officer is a statutorily obligated USAR TPU officer who was an ROTC scholarship recipient, or a participant in the Active Army FY 88 "Early Out" Program, the officer will be processed for discharge per AR 135-175, paragraph 2-12i.

c. An officer or enlisted soldier assigned to the IRR then-

(1) The officer will be processed for discharge per AR 135-175, paragraph 2-12i.

(2) The enlisted soldier will be processed for discharge per AR 135-178, chapter 13.

Appendix A References

Section I Required Publications

AR 40-3

Medical, Dental, and Veterinary Care. (Cited in para 4-29 and figure 4-4.)

AR 135-7

Incentive Programs. (Cited in paras 3-3 and 3-11.)

AR 135-133

Ready Reserve Screening, Qualification Records System, and Change of Address Reports. (Cited in paras 3-3, 4-4, and 4-6.)

AR 135-175

Separation of Officers. (Cited in paras 3-6, 5-14, 6-2, and figures 4-4 and 4-6.)

AR 135-178

Enlisted Administrative Separations. (Cited in paras 1-7, 3-6, 3-14, 3-15, 4-23, 4-26, 5-1, 5-2, 5-14, 6-2, and figures 4-4 and 4-6.)

AR 135-200

Active duty for Missions, Projects, and Training for Reserve Component Soldiers. (Cited in paras 1-5 and 3-3.)

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 3-15.)

AR 140-10

Army Reserve: Assignments, Attachments, Details and Transfers. (Cited in paras 2-5, 2-6, 3-3, 3-4, 3-5, 3-9, 3-15)

AR 140-111

U.S. Army Reserve Reenlistment Program. (Cited in para 2-5.)

AR 140-158

Enlisted Personnel Classification, Promotion, and Reduction. (Cited in para 6-2.)

AR 600-8-24

Officer Transfers and Discharges. (Cited in figure 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 paras 2-2 and 3-10.)

AR 601-210

Regular Army and Army Reserve Enlistment Program. (Cited in paras 3-4, 3-14, 3-15, 4-12, and figure 4-3.)

AR 623-105

Officer Evaluation Reporting System. (Cited in para 3-12.)

AR 630-10

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

AR 670-1

Wear and Appearance of Army Uniforms and Insignia. (Cited in para 4-28 and figure 4-4.)

AR 700-84

Issue and Sale of Personal Clothing. (Cited in para 4-28.)

DA PAM 351-4

U.S. Army Formal Schools Catalog. (Cited in fig. 5-1.)

NGR 600-200

Enlisted Personnel Management. (Cited in paras 2-3, 2-5, 3-6, 4-4, 4-23, 4-26, 5-1, 5-2, 5-14, 6-2, and figures 4-4 and 4-6.)

NGR 614-1

Inactive National Guard Administration. (Cited in para 4-26, 4-28, and figures 4-4 and 4-6.)

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.

AR 140-1

Army Reserve Mission, Organization, and Training

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

Military Personnel Information Management/Records

AR 601-141

U.S. Army Health Professions Scholarship Program

AR 611-1

Military Occupational Classification Structure Development and Implementation

AR 612-205

Appointment and Separation of Service Academy Attendees

NGR 350-1

Army National Guard Training

NGR 600-101

Warrant Officer - Federal Recognition and Related Personnel Activities

NGR 635-100

Termination of Appointment and Withdrawal of Federal Recognition

Section III Prescribed Forms

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the APD Web site (www.apd.army.mil); DD Forms are available from the OSD Web site (www.dior.whs.mil/icdhome/forms.htm).

DA Form 3540-R

Certificate and Acknowledgement of Service Requirements and Methods of Fulfillment in the U.S. Army Reserve. (Prescribed in para 4-4.)

Section IV Referenced Forms

DA Form 2

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

DA Form 2-1

Personnel Qualification Record-Part II

DA Form 67-9

Officer Evaluation Report

DA Form 1379

U.S. Army Reserve Components Unit Record of Reserve Training. (Available through normal publication channels.)

DA Form 4651-R

Request for Reserve Component Assignment or Attachment

DD Form 4 series

Enlistment/Reenlistment Documents – Armed Forces of the United States

DD Form 2808

Report of Medical Examination

NGB Form 590-R

Statement of Understanding of Reserve Obligation and Responsibilities. (These forms are available on the Web at <http://www.ngbpdc.ngb.army.mil/>.)

Glossary

Section I Abbreviations

AD

active duty

ADO

active duty obligation

ADOT

Active Duty Other than for Training

ADT

active duty for training

AHRC

Army human resources command

AIT

advanced individual training

AMEDD

Army Medical Department

AMEDD/ECP

Army Medical Department/Early Commissioning Program

AMSC

Army Medical Specialist Corps

AN

Army Nurse Corps

AOC

area of concentration

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

AT

annual training

ATTN

attention

USAR REQUEST SYSTEM

automated unit vacancy system

AWOL

absent without leave

BT

basic training

Cdr

Commander

CG

commanding general

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff, G-1

DE

Dental Corps

ECP

Early Commissioning Program

ET

equivalent training

FY

fiscal year

HPSP

U.S. Army Health Professions Scholarship Program

HQDA

Headquarters, Department of the Army

IADT

initial active duty for training

IDT

inactive duty training

IMA

Individual Mobilization Augmentee

ING

Inactive Army National Guard

IRR

Individual Ready Reserve

MC

Medical Corps

MOS

military occupational specialty

MPRJ

Military Personnel Records Jacket, U.S. Army

MSO

military service obligation

MUTA

Multiple Unit Training Assembly

NGB

National Guard Bureau

NGR

National Guard regulation

OADO

officer active duty obligor

OBC

officer basic course

OCS

Officer Candidate School

OMPF

official military personnel file

OPMS-USAR

Officer Personnel Management System-U.S. Army Reserve

PACOM

U.S. Pacific Command

PMS

professor of military science

RC

Reserve components

Reinf

reinforcement

RFD

Reserve forces duty

ROTC

Reserve Officers' Training Corps

ROTC/SMP

Reserve Officers' Training Corps/Simultaneous Membership Program

RYE

retirement year ending

SOUTHCOM

U.S. Southern Command

SMP

simultaneous membership program

SSN

Social Security number

TASS

Total Army School System

TPU

troop program unit

UCMJ

Uniform Code of Military Justice

USAR

United States Army Reserve

USARF

U. S. Army Reserve Forces

USARSO

U.S. Army South

USASOC

U.S. Army Special Operations Command

USC

United States Code

USESSA

United States Environmental Science Services Administration

USMA

United States Military Academy

USMAPS

United States Military Academy Preparatory School

UTA

unit training assemblies

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

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

b. Excluded are soldiers serving on (1) active duty for training (ADT); (2) Active Guard and Reserve (AGR) status; (3) active duty for special work (ADSW)(which includes temporary tours of active duty (TTAD)) for 180 days or less; and (4) active duty pursuant to the call of the President (10 USC 12304).

Active duty

Full-time duty in the active military service of the United States. It includes full-time training duty, annual training 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 ADOT.

Active status

The status of an Army National Guard of the United States or U.S. Army Reserve commissioned officer, other than a commissioned warrant officer, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

Active service

Service on active duty or full time National Guard duty.

Area command

A geographic area of command with RC functions and responsibilities.

Area commands

The following are defined as area commands:

- a.* United States Army, Europe (USAREUR).
- b.* United States Army Pacific Command (USARPAC).
- c.* United States Army Southern Command (SOUTHCOM).
- d.* United States Army Special Operations Command (USASOC).
- e.* Eighth U.S. Army (8th Army)
- f.* United States Army Reserve Command (USARC).

Area commanders

Commanders of area commands.

Army

The Regular Army, Army of the United States, Army National Guard of the United States, and the United States Army Reserve.

Army National Guard (ARNG)

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 sixteenth clause of section 8, article I, of the Constitution;
- c.* Is organized, armed, and equipped wholly or partly at Federal expense; and
- d.* Is federally recognized.
- e.* Performs duty pursuant to Title 32, U.S. Code, in a non-federal status.

Army National Guard of the United States (ARNGUS)

A reserve component of the Army all of whose members are members of the Army National Guard. The ARNGUS consists of—

- a.* Federally recognized units and organizations of the Army National Guard; and
- b.* Members of the Army National Guard who are also Reserves of the Army.

Basic training

Initial active duty training which provides nonprior service personnel instruction in basic skills common to all soldiers and precedes advanced individual training (AIT).

Commuting distance

The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a hour on the reporting date with arrival during the hours specified in the orders. The longest distance a soldier can be expected to travel involuntarily between his or her residence and a site where inactive duty training (IDT) will be conducted.

- a.* For officers, warrant officers, and enlisted soldiers, it is a distance within a 50-mile radius of the IDT site. It will not exceed 1 1/2 hours of travel time one-way by car under average traffic, weather, and road conditions.
- b.* An alternative commuting distance for enlisted soldiers can be applied when all of the conditions are met. It is a distance within a 100-mile radius of the IDT site. It will not exceed 3 hours of travel time 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 multiple unit training assemblies (MUTA) on two consecutive days (MUTA-4) and Government-provided meals and quarters are furnished at the training site.

Contractually obligated member

A soldier who has completed his or her statutory service obligation and is serving on a contractual obligation or a member enlisted or appointed under circumstances in which a statutory obligation was not incurred.

Contractual term of service

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

Delayed Entry Program (DEP)

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

Discharge

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

Enlistment

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

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

Equivalent training (ET)

Can be defined as either a or b.

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

b. Training in lieu of RST or RSUTA. (See AR 140-1.)

Expiration term of service (ETS)

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

Extended active duty (EAD)

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

Individual Ready Reserve (IRR)

Soldiers who are assigned to the following Ready Reserve USAR Control Groups: (AT), (Reinf), and (OADO).

Initial active duty for training (IADT)

A sub-category of ADT used to provide basic military training and technical skill training required for all accessions. For non-prior service (NPS) persons who are qualified for induction for active duty in an armed force (generally male citizens and resident aliens between the ages of 18 1/2 and 26 years of age) and who are not under orders to report for induction under the Military Selective Service Act (50 U.S.C. App 451 et seq. (reference (I))), IADT shall be for a period of not less than 12 weeks, to commence, insofar as practical, within 270 days after the date of enlistment IAW 10 U.S.C. 12103). For all other enlistees and inductees, the period of IADT shall be prescribed by the Secretary concerned to commence, insofar as practical, within 360 days after entry into Service, except that in time of war or national emergency declared by Congress or the President, basic training (or its equivalent) shall be for a period of not less than 12 weeks IAW Title 10, USC. Periods of basic training or equivalent training 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 IAW Section 671(c) of Title 10, USC. Enlisted members receiving stipends under the Armed Forces Health Professions (AFHP) Stipend Program for Reserve Service are not required to participate Ready Reserve training until they have completed their educational training IAW Sections 671(b)/12103/16201, Title 10, USC.

Mandatory training requirement

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

Multiple Unit Training Assembly (MUTA)

Two or more UTAs conducted consecutively.

Non prior service (NPS)

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

Nonobligated member

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

Obligated member

Soldiers who have not completed their statutory military service obligation. 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–W4), and commissioned warrant officers (W2–W5), unless otherwise specified.

Officer active duty obligor (OADO)

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

Officer Personnel Management System-USAR

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 TOE and TDA. 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 (PS)

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

NOTES:

1. Soldiers classified for the purpose of enlistment in a regular or reserve component should be identified, processed and administered as having previous military service on enlistment in the U.S. Army Reserve.
2. USAR soldiers being reassigned between elements or commands within the USAR (i.e. 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 active duty as outlined in 10 USC 12301 and 12302. The Ready Reserve of the Army is comprised of military members of the ARNGUS and USAR, organized in units or as individuals, and liable for order to active duty in time of war or national emergency. The Ready Reserve consists of three subcategories: the Selected Reserve, the Individual Ready Reserve (IRR), and the Inactive National Guard (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 the 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 (ANG).

Required period of duty

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

Reserve Components of the Army

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

Reserve of the Army

A member of the ARNGUS and the USAR.

ROTC cadet

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

ROTC program

The Senior Reserve Officers' Training Corps of the Army.

Satisfactory participation

A level of performance where a soldier avoids incurring the condition of unsatisfactory participation as defined in AR 135-91.

Selected Reserve

The Selected Reserve of the Army consists of those units and individuals in the Ready Reserve designated as so essential to

Unit vacancy

A position authorized by paragraph and line number of a TOE or TDA, which is unoccupied or is filled by a soldier.

Unsatisfactory participant

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

U.S. Army Reserve (USAR)

The Army Reserve includes all Reserves of the Army who are not members of the Army National Guard of the United States (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 active duty in the event of a national emergency.

U.S. Army Human Resources Command St. Louis (HRC-St. Louis)

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

Section III**Special Abbreviations and Terms**

This section contains no entries.

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