

Army Regulation 140-1

Army Reserve

Mission, Organization, and Training

**Headquarters
Department of the Army
Washington, DC
20 January 2004**

UNCLASSIFIED

SUMMARY of CHANGE

AR 140-1

Mission, Organization, and Training

This revision, dated 20 January 2004--

- o Adds chapter 9, Army Reserve Ambassador Program.
- o Makes administrative changes throughout publication.

This revision--

- o Changes the term 'inactivation' to 'deactivation' (para 3-13).
- o Changes 'Additional IDT Periods' to 'Additional Drill Assemblies (ADAs)' and provides for separate paragraphs for 'Readiness Management Assemblies (RMAs)' and 'Additional Training Assemblies (ATAs)' (para 3-14).
- o Permits Aviation Support Facility technicians to perform crewmember duties on command or operational support airlift flights.
- o Encompasses training conducted by United States Army Reserve Forces Schools, training divisions and training brigades into the term 'Reserve Component Training Institutes (RCTI)' (chap 5).
- o Replaces the term 'WESTCOM' with 'USARPAC (U.S. Army, Pacific)' (para 1-4).
- o Places command of all USAR special operations forces (Special Forces, Psychological Operations, and Civil Affairs units) under U.S. Army Special Operations Command (USASOC) (para 1-4).
- o Limits the maximum allowable drills a soldier may attend to 48 per fiscal year (para 3-4).

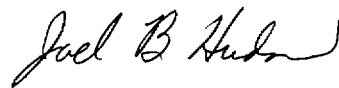
Army Reserve

Mission, Organization, and Training

By order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

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

Summary. This regulation prescribes

policy on the U.S. Army Reserve mission, its organization, and training.

Applicability. This regulation applies to the U.S. Army Reserve and the Active Army. It does not apply to the Army National Guard.

Proponent and exception authority. The proponent of this regulation is the Chief, Army Reserve. The Chief, Army Reserve, has the authority to approve exceptions to this regulation that are consistent with controlling laws and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

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 (DAAR-OP), Washington, DC 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 (DAAR-OP), Washington, DC 20310-2400.

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

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*This regulation supersedes AR 140-1, 1 September 1994.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation provides policy guidance on the mission, organization, and training of the U.S. Army Reserve (USAR). It does not contain guidance on preparation for order to active duty under a mobilization situation.

1–2. References

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

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the consolidated glossary.

1–4. Responsibilities

a. Commanding General, Forces Command (CG, FORSCOM). The CG, FORSCOM commands the following:

- (1) The numbered Armies in the continental United States (CONUSA).
- (2) The U.S. Army Reserve Command (USARC).
- (3) The I, III, and XVIII U.S. Army Corps.

b. Commanding General, U.S. Army Reserve Command (CG, USARC). The CG, USARC, commands all Regional Support Commands (RSCs), USAR general officer commands (GOCOMs), and USAR subordinate units, assigned to the USARC; and is responsible for the following programs:

- (1) Aviation support facilities program. (See chap 4 for detailed responsibilities.)
- (2) Marksmanship Training and competitive program. (See chap 7 for detailed responsibilities.)

c. Commanding General, U.S. Army Pacific Command (CG, USARPAC). The CG, USARPAC commands USAR TPUs and activities in Hawaii, Alaska and in possessions, trusts, and territories administered by the United States in the theater. The commander also serves as the Army component in the Pacific Command (PACOM).

d. Commanding General, U.S. Army Europe and Seventh Army (CG, USAREUR). The CG, USAREUR commands—

- (1) All assigned USAR TPUs in Europe.
- (2) All forward elements of USAR CONUS-based parent units stationed in Europe, when provided for in a memorandum of understanding with the appropriate major Army command.

e. Commanding General, Eighth U.S. Army. The CG, Eighth U.S. Army commands all USAR units in Korea.

f. Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC). The CG, TRADOC is responsible for—

- (1) Individual training in training centers and schooling, except training conducted at the Academy of Health Sciences (U.S. Army Health Services Command (HSC)).
- (2) Training support of Reserve components training institutions regional training sites (RCTS).
- (3) Management of the Army Reserve Officer's Training Corps (ROTC) Program.
- (4) Control of the ROTC control group.

g. Commanding General, U.S. Army Special Operations Command (USASOC). The CG, USASOC commands all USAR special operations forces (Special Forces, Psychological Operations, and Civil Affairs) and serves as the Army component commander in the U.S. Special Operations Command (USSOC).

h. Commanding General, U.S. Army Reserve Personnel Center (CG, HR Command). The CG, HR Command—

- (1) Commands and controls all Individual Ready Reserve (IRR) soldiers.
- (2) Is responsible for the Officer Personnel Management System (OPMS)—USAR and Enlisted Personnel Management System (EPMS)—USAR.
- (3) Has administrative responsibility for USAR soldiers assigned to the Selective Service System.

i. Commanders of MACOMS. The responsibility for training nonunit personnel on AT or ADT rests with the MACOM to which the soldier is assigned or attached for duty.

1–5. Area commands

a. Area commands are identified and defined in the consolidated glossary.

b. Area commanders command USAR TPUs, RTUs, and IMA detachments assigned to commands in their geographic areas. Exceptions are shown below.

(1) The U.S. Army Element Selective Service System Organization (USAR AUG) is under the general supervision of the Director of Selective Service.

(2) The U.S. Army Civil Preparedness Support detachments in the Federal Emergency Management Agency (FEMA). FEMA units are under the general supervision of the Director, FEMA.

c. Where organic elements of tables of organization and equipment (TOE) units are located in more than one area of

command, the area commander who commands the HQ element of that unit also will command the subordinate elements, unless HQDA directs otherwise.

d. Overseas area commanders will be governed by—

(1) This and other applicable regulations that pertain to the USAR.

(2) Any Status of Forces Agreements between the United States and the foreign government.

e. RSC commanders' areas of command are indicated below. RSC boundaries are prescribed by HQDA and will not be changed without HQDA approval.

(1) Except as shown in (2) below, RSC commanders command—

(a) All USAR TPUs and attached soldiers, RTUs, and IMA detachments within their geographic area of responsibility.

(b) Assigned Area maintenance support activities (AMSAs).

(2) Units within an RSC area, but not commanded by it, include units assigned directly to a USAR General Officer Command (GOCOM) not assigned to that RSC or to another TOE HQ under *c* above. (Exceptions are Selective Service detachments and U.S. Army Civil Preparedness Support detachments.)

1-6. Army Staff visits

a. The Army Staff, through staff visits, can become familiar with USAR capabilities by—

(1) Observing progress toward—

(a) Achieving readiness for mobilization.

(b) Solving problems encountered in training and administration of USAR units.

(2) Assisting Reserve component (RC) units through an informal exchange of information.

b. In addition to the visit in *a* above, members of HQDA (DAAR) as part of the Army Staff will conduct visits, as required, to fulfill the statutory obligations of the Chief, Army Reserve (CAR).

c. Area commanders will be informed of units to be visited in advance of a visit. The senior USAR adviser at the area command also will be notified.

d. To derive maximum benefit from travel while in temporary duty (TDY) status, the Army Staff may visit additional USAR units. In those cases where prior notification to the area commander is not possible, notification after the fact will be made as time permits.

1-7. USAR composition

The USAR is a statutory Federal force which consists of the Ready Reserve, the Standby Reserve, and the Retired Reserve. Within the Ready Reserve, there is a Selected Reserve.

1-8. Mission

The USAR mission is to meet DA contingency operations or mobilization requirements.

a. Under DA contingency operations or mobilization plans, units will be provided that—

(1) Are of prescribed strength.

(2) Are properly trained.

(3) Have enough equipment to be deployed, or to support contingency operations or mobilization requirements, with the least post-operations or mobilization training time.

b. Trained individual officer, warrant officer, and enlisted reinforcements will be provided for—

(1) Active Army units.

(2) Activated or mobilized units of the Reserve components of the Army.

(3) Activation of Army of the United States (AUS) units.

1-9. Command channels (Ready Reserve)

Command channels for TPUs, IMA detachments, RTUs, and nonunit personnel are listed below.

a. CONUS.

(1) Combatant Commander, FORSCOM; CG, USARC; and RSC/GOCOM commands subordinate to the USARC.

(2) Combatant Commander, USSOC; CG, USASOC; and RSC/GOCOM commands subordinate to the USASOC.

b. Outside CONUS (OCONUS). OCONUS area commander, appropriate Army component commander, and USAR command structure.

c. Nonunit personnel (except as stated in *d* and *e* below). Commander, HR Command, 1 Reserve Way, St. Louis, MO 63132-5200.

d. IMA. IMA proponent agency to which assigned and HR Command.

e. Control group (Officer Active Duty Obligor). HQDA (DAPE).

Chapter 2 Organization of the U.S. Army Reserve

2-1. Troop program units (TPUs)

The composition of USAR TPU, by number and type units, of current, planned, or programmed force is developed through the annual Total Army Analysis (TAA) process (AR 71-11). The CAR, together with the HQDA, Deputy Chief of Staff for Operations (DCS, G-3), Combatant Commander, FORSCOM; Combatant Commander, USSOC; Combatant Commander, USAREUR; and Combatant Commander, USPACOM, will specify types of units to be activated, deactivated, or converted within the USAR and recommend reallocation of units within the Total Army. The CAR will allocate units to communities.

a. Semiannually, the Office of the Deputy Chief of Staff for Operations (ODCS, G-3) provides OCAR with troop program guidance (TPG) outlining activations, conversions, deactivations, reorganizations, and Authorized Level of Organization (ALO) changes for the program objective memorandum years. OCAR further refines the TPG and provides troop action guidance to FORSCOM, USSOC, USPACOM, and USAREUR. These commands then develop a proposed troop action plan approved during the TAADS command plan process (AR 310-49).

b. Unit priorities and functional category codes of USAR TPUs are listed in AR 680-29. Area commanders will support these units. Units that cannot be supported or maintained at acceptable readiness standards will be reported, through channels, for reorganization, relocation, or deactivation. (See AR 220-1 and AR 350-1.)

c. When a table of distribution and allowances (TDA) unit in the USAR during TAA is approved for establishment, the proponent agency will prepare appropriate TDAs. TDAs will be sent through channels to Chief, Army Reserve, HQDA (DAAR-OP), WASH DC 20310-2400 for coordination with HQDA agencies and final approval. As required, revisions and changes also will be submitted for approval.

d. TPUs that must function effectively immediately on mobilization (or soon thereafter) will be activated at a level of organization in line with mobilization mission priority, or as directed by HQDA(OCAR).

e. Units that consist entirely of enlisted soldiers will be attached to other units for administration and supervision.

f. A newly activated TPU may require up to 4 years from its carrier E-date to attain a deployable unit readiness posture. This period accommodates the requisition and receipt of MTOE equipment, the recruiting and MOS qualification training of authorized personnel, and the development of collective skills necessary for mission accomplishment. HQDA (DAAR-OP) will direct designated units to activate at C-5. Units are then required to obtain a deployable "C" rating as soon as possible, not to exceed 4 years.

2-2. Designation of TPUs

a. *Modified TOE (MTOE)/Living TOE (LTOE) units.* HQDA prescribes and designates these units per mission requirements. MTOE units will be designated by the title of the appropriate TOE. When the title includes parentheses, that portion not in parentheses is the official designation. When the TOE and HQDA letter disagree, the title prescribed by the HQDA letter takes precedence. (See AR 220-5.) Redesignation of a unit is not required when only the parenthetical identification changes.

b. *TDA units.* HQDA prescribes the title, numerical designation, and detachment number, as applicable, for TDA units.

2-3. Activation of TPUs

HQDA(DAMO), as a result of TAA programs the activation of TPUs. Subordinate units will not be activated before the headquarters unit, without HQDA approval. Appropriate commanders will prepare activation requests from subordinate commands; they will be sent to the CG, FORSCOM or appropriate Army component commander, or OCONUS area commander. MACOMs will forward activation requests to HQDA (DAAR-OP) WASH DC 20310-2400 concurrently with MACOM command plan. Request from subordinate commands to the MACOM will contain the information listed below.

a. Recommended type unit, TOE/standard requirement code (SRC) or TDA, authorized level of organization, and deviations from standard or TOE organization.

b. Location, including information on subdivision of unit, if applicable. A unit may be subdivided (split) between communities for organizational purposes. However, the composition, strength, and facilities available to the subdivided unit must permit adequate supervision and realistic training. The subdivided unit will have a designation that relates to its parent unit (for example, Detachment No. 1, 339th General Hospital).

c. If a determination is made to proceed with locating the unit in the local community following the procedures in DOD Directive 1225.7, subsection C.1, the military service will coordinate with other military services having or desiring to establish Reserve units in the area. Based on this coordination, the following statement will be included in project justification documents.

"The Reserve manpower potential to meet and maintain authorized strengths of all Reserve units in the area where units are to be located has been reviewed per the procedures described in DOD Directive 1225.7. It has been

determined, in coordination with other military departments having Reserve units in the area, that the number of Reserve components presently located in the area, and those units having been allocated to this area for future activation, is not and will not be larger than the number that reasonably may be maintained at authorized strength.”

d. The above statement will be certified by the Chief, Army Reserve or designee, and retained in the project file by the Army Reserve unit concerned. This is necessitated by DOD Directive 1225.7, which requires that Army Reserve units located or to be located in a community will not be programmed for personnel strengths that will exceed the capability of that community for support. This provision does not apply to actions involving USAR and Army National Guard units being relocated within a 15-mile radius of their present locations unless crossing Congressional, State, or RSC boundaries. Further, these coordination requirements are applicable to new-start units only.

e. Data on the availability, use, and funding use of facilities for administration, training, storage, maintenance, and military equipment parking, and privately owned vehicle (POV) parking. Prepare a DA Form 5034-R (Project Documentation Space Allowances Worksheet) per AR 140-483).

f. A statement that a qualified commander is available. Units that furnish medical care normally will be commanded by a Medical Corps officer; units that furnish dental care normally will be commanded by a Dental Corps officer. However, small units with outpatient health and dental missions may be administered by any qualified health professional. Medical units, that during the course of training have no responsibility for patient care, may be commanded by the senior Army Medical Department (AMEDD) officer qualified to assume command. (See AR 40-1 and AR 600-20.) The commander of the next higher headquarters will consider the availability of qualified officers and the size, mission, and professional direction of the unit when selecting unit commanders.

g. A statement that personnel needed for activation are available for assignment, based on market analysis provided by U.S. Army Recruiting Command (USAREC) (does not apply in USAREUR). Sufficient enlisted soldiers must be available to fill key authorized positions in the unit. Current market analysis should predict successful subsequent fill of the unit.

h. Applicable information or remarks about cellular organization, or other essential data, not included above.

i. A statement as to whether a USAR unit has ever been stationed in the proposed location.

j. A statement about the availability of technician support. This must include the grades, numbers, and skills required. If programmed full-time unit support (FTUS) authorizations exist to support the unit, this must be included in the statement.

k. MACOM submission of command plan to HQDA (DAMO-FDF) for unit activations require subsequent submission of above information in a FORSCOM Form 122-R (Change in Status for USAR units).

2-4. Deactivation, relocation, and reorganization of USAR TPUs

a. Requests. HQDA(DAAR) must approve requests for deactivation, relocation, reorganization, and subdivision of units, addition or deletion of organic elements of units, and changes in priority designation of units. Commanders will prepare requests and send them through the appropriate MACOM commander. The MACOM will forward requests for above actions to HQDA (DAAR-OP), WASH DC 20310-2400 concurrently with submission of MACOM command plan. The general policies listed below apply to such requests.

(1) Request will contain adequate justification for the action recommended. For relocations, a statement as to whether a USAR unit has ever been stationed in the proposed location will be included.

(2) Coordination with the NGB will be limited to either new starts (para 2-3*d*), or relocation actions that are by their nature controversial. DOD Directive 1225.7 requires that these new starts or actions will be coordinated, when appropriate, with the Governor of the State concerned. This will ensure proper documentation and procedural effectiveness.

(3) Before sending, requests for deactivation or relocation of a unit will be coordinated with the USAR unit commander. If the unit commander does not agree with the recommended action, the commander's comments will be included in the request.

(4) All requests will address the use of facilities. The requests will include plans for the personnel backfill, elimination, or expansion of those facilities at which the proposed deactivation, relocation, or reorganization would result in unsatisfactory use after the proposed action is completed. Unsatisfactory facility use is less than 85 percent, or more than 150 percent, of the rated capacity of the USAR center.

(5) All requests will address maintenance and storage of equipment; this will include the following:

(a) Maintenance support plan, including availability of an AMSA and direct support (DS) or general support (GS) assistance.

(b) Storage of individual and unit equipment, and parking area for MEP and POV.

(6) MACOM submission of command plan to HQDA (DAMO-FDF) for unit deactivations, relocations, and conversions requires subsequent submission of the above information in a FORSCOM Form 122-R (Change in Status for USAR Units).

b. Deactivation The FORSCOM Form 122-R will contain the reason for deactivation, citing unit deficiencies, previous corrections, backfill strategy, and other applicable data to justify the request.

c. Relocation.

(1) Requests for relocation of TPUs will contain the applicable information required by *a* above on FORSCOM Form 122-R; requests must be adequately justified. Unit personnel reassignments should also be included. Additionally, include the number of personnel and type (officer, warrant officer, or enlisted) by grade, branch, and specialty skill identifier (SSI) going with the unit to the new location, and those reassigned to other units near the present location. In determining whether soldiers are to remain with a unit or be reassigned, the reasonable commuting distance (para 3-8) will apply. The appropriate MACOM commander will approve relocations that are mandatory to consummate congressionally approved USAR facility acquisitions by transfer, lease, construction, or cancellation of lease agreements. Notice will be sent to HQDA (DAAR-OP), WASH DC 20310-2400, Commander, USARC (AFRC-EN), 1401 Deshler Street, SW, Fort McPherson, GA 30330-2000, and Commander, HR Command, 1 Reserve Way, St. Louis, MO 63132-5200, in these cases.

(2) The appropriate MACOM commander may approve the temporary relocations of USAR units within the same community under emergency conditions. (Facilities destroyed or damaged beyond repair are examples.) Appropriate notice and permanent relocation request will then be provided as in (1) above.

(3) The CG, FORSCOM may approve requests when the proposed location remains within the current congressional district, does not involve moving to another RSC, and makes maximum use of Federal facilities. (See *a* above.) If the troop population of a federally owned facility is to be reduced below 85 percent, or if a facility built under Military Construction, Army Reserve funding is to be vacated, prior coordination with HQDA(DAAR) is required.

d. Reorganization. No changes that affect the authorized level of organization of MTOE/TDA units will be implemented without prior approval of HQDA(DAAR). These reorganizations are commonly called ALO changes. Another type of reorganization, a conversion, involves any change to a unit's standard requirements code (SRC), affecting positions 1 through 9 of the SRC, e.g., a reorganization of an engineer battalion from SRC 05135H00200 to 05135H200200 is a conversion and requires prior approval of HQDA(DAAR) before change can be documented in TAADS. In addition, HQDA(DAAR) must approve personnel changes caused by routine updating of MTOEs referred to as consolidated TOE update (CTU) reorganization. Change requests from appropriate commanders will be sent through the appropriate MACOM commander to HQDA (DAAR-OP), WASH DC 20310-2400.

2-5. Overstrength

Overstrength policy provides USAR commanders the flexibility to maintain sufficient strength to enable their units to deploy with 100 percent of wartime required strength and prohibit overstrength in designated units in compliance with Congressional directives. It is intended to allow the USAR commander an additional strength management tool to ensure fulfillment of mobilization readiness responsibilities. It also ensures they have units fully manned with qualified soldiers in the event of mobilization. It is not intended to license overstrength for its own sake. The actions taken by unit commanders ensure that each soldier is properly trained, assigned to a meaningful mobilization role, and is fully used are keys to a successful strength management program and personnel readiness.

a. MACOMs will be provided specific end strength and average strength guidance by the Chief, Army Reserve on Congressional approval of the budget and the end strength ceilings. MACOMs will ensure that their end strength allocation is not exceeded and will provide subordinate commands appropriate overstrength management guidance. HQDA(DAAR-PE) will monitor the overall end strength weekly. MACOMs will assist in the monitoring process by notifying HQDA(DAAR-PE) WASH DC 20310-2400, not less than 60 days before the end of the fiscal year, if their allocated end strength could be exceeded.

b. The Command Combatant, FORSCOM; Command Combatant, USARPAC; Command Combatant, USASOC; Command Combatant, USAREUR; and Command Combatant, Eighth U.S. Army, are authorized to permit overstrength paid drill positions in units and/or career fields within the guidelines listed in paragraph *c* below. CG, USAREUR is also authorized to permit overstrength within the guidelines listed below except for forward deployed elements of units.

c. The two permitted overstrength categories are as follows:

(1) One hundred twenty-five percent (125%) category: Units may fill to 125% of wartime required strength, by grade, in enlisted ranks PV1 through SSG specified in the applicable TOE/MTOE/TDA document of Infantry, Armor, Field Artillery, Air Defense Artillery, and Armored Cavalry. Also included are Combat Engineer, Aviation, Special Forces, Military Intelligence/CEWI, Psychological Operations, Medical, Maintenance, Transportation, Signal, and Military Police units of battalion/squadron size or smaller. For the purpose of this regulation, general, station, field, combat support, Army surgical, evacuation, and convalescent (center) hospitals are considered to be battalion-size or smaller.

(2) One hundred ten percent (110%) category: Units may fill to 110% of aggregate enlisted (all grades) wartime required strength only with soldiers in grades E1 through E4 and/or Simultaneous Membership Program (SMP) participants. The purpose of permitting 110% overstrength is to compensate for soldiers who have not completed initial entry training (IET) or who are enrolled in senior ROTC and participating in the SMP. This applies to training brigades/divisions and all other units not specified in subparagraphs *d*(1) and (3).

(3) One hundred percent (100%) category: Civil Affairs, Public Affairs, military history, bands, USARF schools, maneuver area/training commands, and Army Reserve command headquarters units will not exceed 100% wartime required strength due to Congressional constraints. Assigned soldiers who have not completed IET and/or those ROTC cadets participating in SMP will be counted within the 100% limitation.

d. The following exceptions apply to the overstrength policy listed in paragraphs *c*(1) and *c*(2) above. They do not apply to units in paragraph *c*(3) above except as noted.

(1) Lieutenant and captain positions may be filled to 125% of wartime required strength in the applicable TOE/MTOE/TDA document in brigade equivalent and/or smaller size units. Lieutenants with a military service obligation may be assigned to these positions up to 200% of wartime required strength. In the event additional obligated lieutenants are available and no other USAR unit has a vacant position, area commanders may approve assignment of lieutenants as additional overstrength without limitation. This is if meaningful training and proper control can be provided by the unit requesting exception to policy.

(2) Within USAR training divisions/brigades, enlisted overstrength is permitted for soldiers in pay ranks SPC/CPL and SSG filling overstrength drill sergeant positions only.

(3) All soldiers in overstrength positions must be assigned duties consistent with their military occupational specialty (MOS)/area of concentration (AOC) qualifications or their programmed MOS/AOC training. Assignment parameters for AMEDD officers continue to be governed by AR 140-10, chapter 2, section V.

(4) Overstrength limitations do not apply to commissioned officer and warrant officer (all grades) specialties for Chaplain, Judge Advocate, AMEDD (less Medical Service Corps except Pharmacy officers, 68H), Aviation, and Special Forces branches; Civil Affairs and Psychological Operations areas of concentration when assigned within those areas. Assignments will not exceed 200% without approved exception from the next higher general officer headquarters. This may mean allocating additional units or creating augmentation TDAs to ensure these soldiers are properly supervised, trained, and used. This exception does not apply to enlisted personnel or to Congressionally constrained units specified in paragraph *c*(3) above.

(5) All units, including Congressionally constrained units in paragraph *c*(3) above, may fill all positions projected to be vacated within 1 year without counting these soldiers in overall unit strength.

(6) This overstrength policy does not apply to AGR positions. No drilling Reserve soldier will be double slotted against a position filled by an AGR soldier.

e. Overstrength conditions caused by unit reorganization or deactivation will be managed on a case-by-case basis by MACOM as appropriate. They are excluded from the limitations of this policy for a period of 1 year from the date of reorganization or deactivation.

f. A soldier may be mandatorily assigned to a USAR unit overstrength position under the following conditions:

(1) The unit of assignment is within commuting distance (50 miles or 90 minutes driving time) of the soldier's home;

(2) Another appropriate assignment cannot be located on USAR REQUEST when using the MUSARC Transfer Program;

(3) The soldier is a satisfactory participant; and

(4) The soldier's area of concentration (AOC), military occupational specialty (MOS) or career management field (CMF) is authorized in the unit.

(5) A non-AOC/MOS qualified soldier agrees to begin qualification training within 1 year of assignment and satisfactorily participate in an approved course of instruction leading to the award of the MOS within 24 months of assignment. Exceptions to this time limit for specialties with extended training may be granted by the gaining MUSARC.

2-6. Redesignation

Only HQDA(DAAR) may approve redesignation of USAR TPUs.

a. Actions on unit organizational changes should be distributed and discussed on a need to know basis.

b. Permanent orders that activate, deactivate, organize, discontinue, reorganize, or redesignate USAR TPUs will be issued and distributed per AR 600-8-105 (Format 740). Permanent orders that relocate or reassign USAR TPUs will use Format 745, shown in AR 600-8-105. Copies will be provided to HQDA(DAAR-OP) WASH DC 20310-2400; Commander, FORSCOM (ATTN: AFOP), Fort McPherson, GA 30330-6000; Commander, USARC (AFRC-EN), 1401 Deshler Street, SW, Fort McPherson, GA 30330-2000; and Commander, HR Command, 1 Reserve Way, St. Louis, MO 63132-5200. Information listed below will be included when either format cited above is used.

(1) MTOE or TDA number.

(2) Full TOE or TDA strength (OFF-AMEDD-ENL-AGG).

(3) Authorized strength (OFF-AMEDD-WO-ENL-AGG). (Omit in Format 745, as shown in para *b* above.)

(4) Cellular composition, if applicable.

(5) Functional category.

(6) Troop program sequence number.

- (7) Unit of affiliation, if applicable.
- (8) Unit assignment or attachment.
- (9) Standard requirement code, including additions and deletions.
- (10) Authorized level of organization for personnel and equipment.

2-7. Organization of reinforcement training units (RTUs)

USAR RTUs are organized to train nonunit USAR soldiers. Personnel attached to these units take part in volunteer nonpay training. They will receive retirement point credit only.

a. Area commanders will organize and discontinue RTUs. When organized, an RTU will be under the command and control of a USAR general officer command as designed by the commander issuing the general order establishing the RTU.

b. RTUs will be organized and maintained as shown in (1) through (6) below.

(1) Essential facilities, equipment, and instructional material for training are available or programmed.

(2) At least 10 soldiers are required to form an RTU. Exceptions are Military Intelligence (MI) and security, Chaplain, JAGC, civil defense, and medical training units. These units may have a minimum of five soldiers. IMA and Standby Reserve (Active List) soldiers may be attached for training. They may be considered in the above minimum strength requirement. AR 140-192 will apply to personnel attached to MI and security RTUs.

(3) A qualified commander must be available. (See AR 600-20.) An IMA attached for training may be appointed as commander, if the IMA's proponent agency approves.

(4) RTUs failing to maintain satisfactory training standards or the above minimum strength requirements for 3 consecutive months will be discontinued.

(5) RTUs organized as major HQ type units will be used for command, control, and training supervision of appropriate subordinate RTUs as much as possible.

(6) For marksmanship training assistance to USAR unit commanders, an RTU will be organized in each RSC. The unit will be used to fulfill the missions stated in chapter 7.

c. RTUs may be organized to train under a program prescribed for a TOE or TDA unit. They also may reorganize to perform functional type training (such as marksmanship, logistics, personnel, medical, liaison services, recruiting, civil defense planning, and military support of local government). The functions of an RTU must not impede the individual mobilization of its soldiers as reinforcements during an emergency. Training will not include correspondence course work accomplished in a group mode.

(1) Units, when training, will use the program prescribed for their applicable TOE or TDA, as much as possible. Deviation from the grade structure is allowed as necessary to meet local conditions.

(2) Units doing functional type training will be organized so that they may train in that field.

2-8. Designation of RTUs

RTUs will be designated as applicable and as shown below.

a. The area commander or HQDA (DAAR-OP) will prescribe the numerical designation.

b. For units organized under a TOE or TDA, the unit designation will include the title of the TOE or TDA, followed by the paranthetical designation (Reinforcement Training). (Examples are 1354th CA Company (Reinforcement Training), Somerset, PA, or Company E, 122d Infantry (RTU), Denton, MI.)

c. For units organized for functional type training, the numerical designation will be followed by Reinforcement Training Unit. The functional type training will be shown in parentheses (For example, 6543d Reinforcement Training Unit (Personnel)).

2-9. IMA detachments

IMA detachments will consist of IMAs who volunteer for inactive duty training (IDT) for retirement points only. IMA detachments will have as an organization mission, the support of the proponent agency to which the individuals are assigned. IMA detachments will be organized like RTUs (para 2-7), except as shown below.

a. The training program must be approved by the IMA gaining command.

b. The detachment must have at least five Army IMAs who have similar military training interests. There is no limit on the number of personnel from a U.S. Armed Forces to be attached. Normally, only those holding IMA assignments will be attached for training. However, nonaugmentees may be attached when the commander, together with the CG, HR Command, so specify. (See AR 140-192 for other requirements for attachment to intelligence units.)

c. No organizational structure is prescribed for IMA detachments. However, the structure should help training in the mission of the proponent agency for the attached officers. (See para 3-23 and AR 140-192 for a discussion of training.)

2-10. Assignment of USAR units

The CG, USARC will assign CONUS USAR units to an MUSARC, as shown below. The USARC CG will delegate appropriate authority to the MUSARC CG. MUSARC CGs may further assign and attach units to subordinate

command control headquarters to help with the routine administrative, training, logistics, and supervisory needs of units in premobilization status.

a. RTUs and IMA detachments may be assigned to an RSC or GOCOM. Civil Affairs RTUs and IMA detachments will be assigned to Civil Affairs GOCOMS when available.

b. Area maintenance support activities (AMSA) may be assigned.

c. A GOCOM should have a chance to train in command and control of appropriate organic assigned or attached subordinate units. Other type units may be assigned either to an RSC or to a GOCOM. A GOCOM may cross RSC geographic boundaries. A unit located in one RSC area of responsibility will not be assigned to another RSC. Exceptions are cited in paragraph 1-5c.

d. Judge Advocate General Service Organization (JAGSO) units. (See AR 27-1 for information on organization, training, and assignment, or JAGSO units and personnel.)

e. CG, USARC must approve reassignment of a USAR TPU from the command and control of its normal or functional GOCOM HQ (for example, Engineer Company from an Engineer Group, Logistical Unit from Logistical HQ, Medical Co/Det from Medical Bde).

f. The MACOM CG will determine the assignment of OCONUS USAR units.

g. No units will be assigned or attached to USARF school units.

2-11. Military intelligence (MI) units

See AR 140-192 for information on organization, training, assignment, and retention for MI units and personnel.

2-12. Unit identification code (UIC)

All USAR TPUs and control groups will be assigned UICs; IMA detachments and RTUs will not be assigned UICs.

2-13. USAR control groups

USAR control groups provide control and administration for USAR personnel not assigned to TPUs. Control group designation will include the control group type.

2-14. Ready Reserve control groups

a. Control Group (AT) consists of nonunit Ready Reserve soldiers with a training obligation. They may be assigned to units by the CG, HR Command to other appropriate training deemed necessary by their personnel management officers or personnel management noncommissioned officers at HR Command. These soldiers also must take part in AT when so directed.

b. Control Group (IMA) consists of Ready Reserve nonunit soldiers who are assigned to authorized augmentation positions documented on Active Army organization mobilization TDAs. To qualify, positions must require peacetime training.

(1) These soldiers are considered available for mobilization or national emergency.

(2) At least 12 days of AT, exclusive of travel time, is required annually for these soldiers. IMAs are part of the Selected Reserve

c. Control Group (Reinforcement) consists of all other nonunit Ready Reserve soldiers not assigned to another control group. Both obligated and nonobligated officers may be assigned to a USAR unit or IMA position. Non-obligated officers who do not accept assignment may be removed from an active status, as stated in AR 140-483.

d. Control Group (Officer Active Duty Obligor) consists of AD officers, appointed in the USAR, who do not enter on AD at the time of their appointments. (See officer active duty obligor in the glossary.) They will not be involuntarily required to train without direction of HQDA (DAPE).

e. Control Group (AGR) consists of Ready Reserve soldiers who are on full-time active duty in the USAR Active Guard Reserve Program (AR 135-18 and AR 140-30). They are part of the Selected Reserve.

f. Control Group (Dual Component) consists of Regular Army of the United States enlisted soldiers or warrant officers who hold Army Reserve commissions or warrants.

g. Control Group (Delayed Entry Program) (DEP) consists of personnel who have enlisted in the DEP under a contract to subsequently enlist in the Regular Army. The control group is under the administrative jurisdiction of the CG, USAREC and is prescribed by AR 601-210.

h. Control Group (Reserve Officers, Training Corps)(ROTC) consists of cadets enrolled in the Senior ROTC. The control group is under the administrative jurisdiction of the Commander, ROTC Cadet Command and is prescribed by AR 145-1.

2-15. The Standby Reserve

The Standby Reserve consists of soldiers who maintain their military affiliation without being in the Ready or Retired Reserve. Membership is limited to those soldiers having mobilization potential. Soldiers with a statutory military service obligation, temporarily placed in the Standby Reserve, will be transferred back to the Ready Reserve at the earliest possible date. Voluntary Standby Reserve soldiers, unable to transfer to the Ready Reserve and possessing

critical skills determined by the Secretary of the Army to be mobilization assets, may be retained instead of discharged. Soldiers assigned to the Standby Reserve will be placed in one of the following categories per AR 140–483, chapter 8:

a. Active Status List. Soldiers on the Active Status list may participate in Reserve training activities at no expense to the government, earn retirement points, and be eligible for promotion. They are not eligible for promotion to general officer ranks.

b. Inactive Status List. Soldiers on the Inactive Status List may not train for pay or retirement points and are not eligible for promotion.

2–16. The Retired Reserve

The Retired Reserve consists of soldiers who retain their status as Reserves of the Army and who are or have been retired from an active status, or have been assigned at their requests and are otherwise qualified.

2–17. Responsibility for organizing and maintaining USAR control groups

The CG, HR Command and other designated commanders will organize necessary control groups. (See table 2–1 and AR 140–483.)

Table 2–1
USAR assignment status and administrative jurisdiction

Assignment status	OFF	WO	ENL	CDT	Ret points	Under the administrative jurisdiction of
TPU	X	X	X	*	yes	Appropriate area commander
IRR						
Con Gp (AT)	X	X	X		yes	CG, HR Command
Con Gp (Reinf)	X	X	X		yes	CG, HR Command
Con Gp (IMA)	X	X	X		yes	Appropriate proponent agency of assignment and CG, HR Command
Con GP (AGR)	X	X	X		yes	Appropriate command to which attached and CG, HR Command
Con Gp (OADO)	X				no	CG, HR Command
Con Gp (Dual Comp)	X	X			no	CG, HR Command
Con Gp (ROTC)				X	no	Cdr, ROTC Cadet Command
Con Gp (DEP)			X		no	CG, USAREC
Standby Reserve						
Active Status List	X	X	X		yes	CG, HR Command
Inactive Status List	X	X	X		no	CG, HR Command
Retired Reserve	X	X	X		no	CG, HR Command

Notes:

* ROTC cadets participating in the Simultaneous Membership Program (SMP). On commissioning, retirement points are not creditable. In computing length of service for any purpose, an officer appointed through the ROTC program may not be credited with enlisted service for the period covered by his or her advanced training (10 USC 2106(c) and 10 USC 2107(g)).

Chapter 3

Training

Section I

Introduction

3–1. Policy

Training policy is provided by AR 350–1 (The Army Training and Education System). Procedures for managing, planning, and executing unit training is contained in the FM 25 series of manuals. USAR commanders will use these manuals as the basis for training management. Training will take place during IDT, ADT, AT, and initial active duty for training (IADT).

a. The training year for all USAR units will begin on 1 October and end on 30 September.

b. USAR units will strive to attain and maintain readiness that will enable the unit to perform all its wartime missions.

c. Training programs will be prepared and updated each year as required by the CG, USARC. The Director, Selective Service will approve the program for Selective Service detachments. The Director, Federal Emergency Management Agency (FEMA) will approve the program for U.S. Army Civil Preparedness Support detachments.

Training programs for OCONUS based units will be prepared and updated by the OCONUS Area commander concerned. Chief, Army Reserve will approve the training program for the IRR.

d. Unit commanders will prepare a monthly training schedule, as described below.

(1) All training activities of the unit, training for subsections, and separate training for individual soldiers will be programmed in a comprehensive schedule that corresponds with a full calendar month. This monthly training schedule will describe what, when, and where training is to be accomplished. In addition, it will also list who will receive the training and any special requirements for that training. This schedule will include all periods of unit training assemblies (UTA) and multiple training assemblies (MUTA), additional drill assemblies (ADAs), and equivalent training (ET), that occur within the calendar month. Rescheduled training (RST) periods scheduled in the RST window (as described in para 3-12c) for the subject UTA/MUTA will be attached to the monthly training schedule for the calendar month of the subject UTA/MUTA.

(2) Training performed in an attached status with another unit does not affect the monthly training schedule. A UTA/MUTA that cannot be conducted as scheduled due to changing circumstances will be cancelled and rescheduled within the same calendar month. When training cannot be rescheduled within the calendar month due to changing circumstances, it may be rescheduled in the next calendar month, when justified and approved by the requesting unit's next higher command. (Examples of changing circumstances are flight cancellation due to weather or lack of aircraft, or a unit to be supported changes its assembly dates. (See exception in para 3-12e.)) Such requests and approval or disapproval will be kept as informal as administratively possible. Approved requests will be sent to the Joint Uniform Military Pay Schedule—(JUMPS)—(RC) Input Station with the next unit pay package.

(3) To have a series of formations credited as an assembly, all subsections or soldiers in the unit must be included in the series within 30 consecutive days.

(4) Soldiers who volunteer to attend schools for personal reasons will not be included in the monthly training schedule. (An example is an officer taking a course not needed to meet the officer's education requirement for promotion.)

(5) All pertinent data of subsections that perform RST or soldiers who perform ET must be recorded and appended to the appropriate monthly training schedule. Information should include those who performed duty, when and where it was performed, the type of duty, who approved it, and when approval was given.

(6) Monthly training schedules will be retained for 1 year after completion of current training year.

(7) The monthly training schedule is designed to be a flexible training plan that tracks all activities within the unit. This schedule is a working document that may be under constant revision until the end of the calendar month. It can be expected that training requirements will change from time to time. These changes will be posted as they develop.

e. Within the zone for which an oversea commander is responsible, soldiers may take part in ADT or IDT, providing the host nation does not prohibit such training. Funds and spaces must be available.

f. Individual training will be determined as follows:

(1) Individual school training requirements will be determined per AR 350-10. The CG, TRADOC will program for these requirements.

(2) The CG, HR Command, in coordination with MACOMs will determine resident training requirements at service schools for CONUS TPU soldiers, less non-prior service (IADT) and prior service training (PST) requirements.

(3) OCONUS Army component commanders will determine resident training requirements for TPU soldiers in their areas of responsibility, less non-prior service requirements.

(4) The CG, HR Command, together with HQDA (DAAR-OP), will determine resident training requirements of IRR soldiers.

3-2. Training coordination and assistance

HQDA agency chief's and other commands having special interest in Reserve training will—

a. Recommend changes to current techniques and doctrine to—

(1) The CG, USARC; the Commandant, Academy of Health Sciences (AHS); and DOD school commandants for changes in training directives.

(2) The CG, TRADOC, for changes in training publications.

b. Recommend to the CG, TRADOC, and AHS and DOD school commandants, AT programs for highly skilled nonunit soldiers who need specialized training to maintain their technical proficiency.

c. Assist area commanders with special interest in unit training by—

(1) Providing information on the following:

(a) Technical subjects.

(b) Mobile training teams, to conduct training in subjects that require highly skilled personnel.

(c) Training aids not available through RCTI or other sources.

(2) Developing model training aids or plans.

(3) Providing guest speakers for IDT.

- (4) Providing appropriate special training projects.

3-3. Physical standards for USAR soldiers

a. Individual responsibilities. Each USAR soldier (TPU, IRR, IMA, or AGR) is expected to maintain on a personal basis a level of physical fitness commensurate with his or her age. The level of fitness to be maintained by the individual will enable that soldier to meet the requirements in paragraphs *b* and *c* below.

b. Weight Standards.

(1) All USAR soldiers (TPU, IRR, IMA, STANDBY) will be denied ADT, active duty for special work (ADSW), temporary tours of active duty (TTAD), or AGR tours (for other than a course of instruction) if overweight as specified in AR 600-9. If a soldier reports for an ADT, ADSW, TTAD, or AGR tour and the commander at the duty station determines that the soldier does not comply with AR 600-9, the ADT, ADSW, TTAD, or AGR tour will be terminated by appropriate orders and the soldier will be returned to his or her home station. In addition, a letter will be sent to the soldier's commander, through command channels, citing reasons for termination of the soldier's duty.

(2) Soldiers who report overweight to any course of instruction have 30 days to meet the standards before being disenrolled. If course of instruction is less than 30 days, soldier must meet standards before graduation.

(3) Overweight TPU soldiers may perform AT only with their assigned unit. These soldiers will remain subject to the requirements of AR 600-9.

(4) CG, HR Command and unit commanders will ensure all overweight personnel are entered into a weight control program and that favorable personnel actions, including attendance at professional military schooling, are suspended for all overweight personnel. The provisions of this subparagraph apply to TPU, IMA, IRR, and Standby soldiers.

(5) Soldiers on a weight control program will not be denied attendance at regular IDT assemblies.

c. Army Physical Fitness Test (APFT).

(1) TPU soldiers will comply with AR 350-15 .

(2) IRR soldiers under 40 years of age placed on a tour of duty for 12 or more days will be given the APFT. The test will be given to a soldier only once each fiscal year. The commander will report the result of the test on DA Form 705 (Army Physical Fitness Test Scorecard). (See FM 21-20.) Send DA Form 705, together with a copy of the individual tour orders to Commander, HR Command, 1 Reserve Way, St. Louis, MO 63132-5200.

(3) IRR soldiers age 40 years or more, or with medical profiles, will comply with AR 350-15 .

(4) USAR soldiers in the AGR Program are subject to the same APFT standards as Active Army soldiers.

Section II

Inactive Duty Training

3-4. IDT assembly policy

Type of IDT assemblies for which pay or retirement point credit, or both, are authorized as listed below.

a. Two-hour training assembly. Two-hour training assemblies are authorized for RTUs and IMA detachments in a nonpay status. (They must be at least 2 hours long; roll call and rest periods are excluded.) Units allowed 2-hour training assemblies will not combine two or more 2-hour training assemblies for multiple point credit. However, these units may schedule UTAs and MUTAs. (See *b* and *d* below.) MUSARC commanders may authorize this type of assembly for RCTI students who will be awarded only one retirement point credit for each 4 hours of instruction. Two 2-hour training assemblies conducted by RCTI on separate days may be combined to make one 4-hour instructional block. Training assemblies used in this manner may be awarded one retirement point credit or 1 day's pay or both, if authorized.

b. Unit training assembly (UTA). A UTA is an authorized and scheduled training assembly of at least 4 hours, including roll call and rest periods. At least 1 day's pay or 1 retirement point, or both is authorized for each assigned or attached person who satisfactorily completes the entire UTA. This assembly is mandatory for all TPUs.

c. Multiple unit training assemblies (MUTAs).

(1) MUTAs are two or more UTAs conducted consecutively, subject to the following:

(a) No more than two UTAs are conducted per day.

(b) Only one retirement point credit and 1 day's pay is allowed for each UTA, regardless of the number of hours of training each day.

(c) Criteria for awarding retirement points per the 2-, 4-, 8-, and 2/8-hour rules is defined in AR 140-185.

(2) Conducting consecutive UTAs and MUTAs will make possible having a MUTA-2 in 1 day, a MUTA-3 or MUTA-4 in 2 days, and a MUTA-5 or MUTA-6 in 3 days.

(3) MUTAs may be conducted at a home station, an appropriate field training area, or a special training facility.

(4) When a MUTA is scheduled for a calendar day, each UTA will be of equal duration. Time for meals served in garrison environment will not be included when training time is computed for the UTAs.

d. Single UTA or combinations. Commanders may use either single UTA or combinations that best suit their unit

training requirements and goals. The CG, USARC and OCONUS Army commanders will set minimum field training requirements.

e. Number of training assemblies.

(1) Troop program TOE/MTOE and TDA units will conduct no more than 48 UTAs each fiscal year.

(2) Of the total number of paid assemblies allowed, no more than 35 percent will be held during any 3-month period. No more than 20 percent will be held during any 1 calendar month. (Disregard fractions, except when zero will result.) MUSARC Commanders may authorize deviations as circumstances require. The unit request will include a statement that the 48 training assemblies will not be exceeded. If approved, a copy of the request and approval must be sent with the unit performance package to the servicing input station.

(3) TDA RCTI will conduct no more than 48 UTAs each fiscal year for all assigned staff members and faculty. Faculty may perform duty based on approved individual training schedules as an exception to (2) above. (The IDT period for the conduct of student training will be 1 October through 31 May for RCTI school courses.) Accounting criteria for attendance at each individual instructor training period will be the same as for a UTA. Criteria for rescheduling individual instructor assemblies will be the same as for RST. (See para 3-12.) Regardless of the number of courses taught, all instructors assigned to an RCTI must be present for, or take part in presenting, 96 hours or more of instruction during IDT.

(4) Unit commanders will ensure that unit soldiers attending RCTI in an attached status during IDT do not exceed the maximum allowable 48 drills per fiscal year.

(5) RTUs and IMA detachments will conduct 48 hours of training per fiscal year.

(6) In addition to UTAs and MUTAs, other types of additional IDT periods authorized pay and retirement points are listed below:

(a) Additional flight training periods (AFTP).

(b) Additional drill assemblies.

f. Commanders are authorized to schedule IDT to conduct family oriented training activities. No more than 8 hours will be used for this activity each year. Some topics that may be considered for these type training activities are but not limited to the following:

(1) Family member orientation (rights and benefits).

(2) Premobilization preparation of the family.

(3) Legal and financial briefings.

(4) Prevention of family violence.

(5) Army Community Service (ACS) outreach programs.

(6) Drug and alcohol information.

(7) Support group organization.

(8) Volunteer activities and programs.

3-5. General IDT standards

TOE/MTOE and TDA units will maintain prescribed standards of IDT proficiency.

a. During IDT, unit commanders will stress completion of training that can be done at the home station, including maintenance of individual and unit equipment, AOC/MOS sustainment and mission training.

b. Each battalion and higher headquarters should visit subordinate units at least once each quarter. These visits will allow USAR commanders at all levels to supervise dispersed units. MUSARC Commanders may visit units at all levels within their commands. They may also visit RTUs in conjunction with visits to TPUs. During these visits, MUSARC commanders may conduct command and key staff conferences necessary for effective command and control. Man-day allocations may be provided for visits made while not on IDT. Reimbursement for travel expenses to subordinate units more than 50 miles, or more than 90 minutes travel time, from the parent unit headquarters may be granted when travel is done on IDT and funds are available. Unit commanders will program their requirements each year and submit them through channels to the CG, USARC, CG, USASOC, or OCONUS Army component commander.

c. RTUs will train under pertinent training directives and publications. When possible, specialized skills inherent to functional type RTUs should be used to support the following:

(1) Staff training exercises.

(2) Annual marksmanship qualification or familiarization training for authorized soldiers.

d. If military requirements do not prohibit, commanders will excuse from duty persons required by the tenets of their religious faith to observe certain customs or to attend religious services. For units training on Sunday, or the Sabbath, appropriate religious services will be arranged on site or soldiers will be excused to attend services of their choice. Attendance at religious services and reasonable travel time to and from these services will be considered part of scheduled training. The attendance at religious services must not seriously interfere with military training or duty. Unit commanders will exercise controls to assure the excusal privilege is not abused and the length of absence is not excessive in relation to the length of the scheduled training assemblies.

3-6. Field training standards for IDT

a. Distance. Travel time to and from field training areas will not constitute more than 25 percent of the total of UTA or MUTA hours (time) planned.

b. Terrain. Where possible, field training areas should include the following:

- (1) An adequate road net.
- (2) Rolling terrain, vegetation, and cover for camouflage training.
- (3) Areas suitable for tactical exercises.

c. Facilities. Where possible, real property acquired for field training should be suitable for administrative training, range firing, and live-fire exercises. Selection will be based on the least space needed for health standards, security, and future use.

d. Records. For field type training, unit training schedules should be kept for at least 1 fiscal year. The schedules must show the actual training area used.

e. Unit training schedule. For field training, unit training schedules will show the entire time the unit is away from its home station (for example, MUTA-4, 210600 April-221800 April 1993).

3-7. Reasonable commuting distance

See AR 140-483 for guidance.

3-8. Entitlement while performing IDT at unit of assignment

a. Roundtrip travel from home to unit to which USAR soldiers are assigned or attached, will be at the individual's expense unless otherwise provided for by AR 140-483. The USAR has no responsibility to provide transportation in these cases.

b. Unless otherwise provided for, all subsistence during MUTA will be administered per AR 30-22.

3-9. Training attachments and training attendance records

a. Training attachments. TPU and RTU soldiers are expected to train with the unit to which they are assigned. However, they may be attached to other units for training for any of the reasons listed below, or other cogent reasons.

- (1) Attendance at RCTI.
- (2) Absence from the vicinity of the parent unit for an extended time.
- (3) Duty required at a place other than the home unit (for example, division surgeon assigned to a medical battalion of Consolidated Training Facility (CTF)).
- (4) Special training conducted elsewhere. Soldiers training at an RCTI will be attached for training until the course is completed, unless relieved by the RCTI commandant. Administration of the soldier will remain with the parent unit.

b. Attendance standards. Units are expected to maintain a minimum attendance of 85 percent of assigned strength during each monthly training period. Units failing to achieve this standard will be subject to special command interest and unsatisfactory inspection ratings. This attendance standard will be computed using the formula outlined in AR 140-185, figure D-11, paragraph (13) and will include the following criteria:

- (1) Soldiers performing—
 - (a) UTA or MUTA.
 - (b) RST.
 - (c) ET.
 - (d) IADT.
 - (e) ADT.
 - (f) ADA.
 - (2) Training in an attached status.
 - (3) According to an individual training schedule (RCTI faculty members).
 - (4) Soldiers not authorized to attend because of—
 - (a) Unsatisfactory participation. (See AR 135-91, para 4-12.)
 - (b) Change of address. (See AR 135-91, para 4-16.)
 - (5) Soldiers excused per *d* below.
- c. Accrual of absences.* A soldier must not accrue more than eight unexcused absences from scheduled UTAs in any 1 year, as computed per AR 135-91. The penalty for exceeding allowable absences is cited in AR 135-91.
- d. Excused absences.* Unit commanders may excuse soldiers as listed in (1) and (2) below per AR 135-91. In addition, a record will be kept on reasons excused. This record will include who was excused, when, the reasons, and who authorized the absence. Commanders may not excuse soldiers because of their reenlistment, or for their enlisting or reenlisting of another person.
- e. Credit for attendance.* Soldiers will be credited for attendance when they—
- (1) Are present for the duration of the scheduled assembly, RST, and/or ET.

- (2) Are at the appointed place of duty for each training period.
- (3) Complete assigned tasks in a satisfactory manner.
- (4) Are in the proper uniform per paragraph *h* below.

f. Tardiness. The unit commander will approve attendance or nonattendance at UTA's for soldiers who are tardy. Soldiers may make up time missed due to tardiness, at the discretion of the unit commander.

g. Training attendance records. Unit commanders will ensure that attendance is accurately documented and recorded.

(1) DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) will be completed as required per AR 140–185.

(2) Commanders will use unannounced roll calls, musters, or spot checks to ensure that all soldiers performed duty as prescribed on the training schedule. Soldiers failing to perform for the entire prescribed period, or failing to perform per paragraph *h* below, will have that performance recorded on DA Form 1379. Neither pay nor retirement points are authorized in these cases.

(3) Subsections performing duty away from the unit will use sign-in rosters verified by the person in charge. DA Form 1380 (Record of Individual Performance of Reserve Duty Training) will be used as required in AR 140–185.

(4) TPU soldiers attached to RCTIs for training will have their attendance documented by an attendance roster verified by the senior instructor.

(5) Rosters for roll call, sign-in, and attendance will be kept per AR 25–400–2.

h. Wearing of the uniform.

(1) Soldiers will not be credited with attendance at any training (to include training for retirement points only) unless they—

(a) Are in the prescribed uniform of the day per current training directive.

(b) Are neat and soldierly in appearance.

(2) Exceptions to this policy will be made when—

(a) Assigned or attached soldiers have not been issued the prescribed uniform.

(b) The unit commander determines that circumstances precluded the wearing of the uniform.

(c) Soldiers are assigned or attached to units in which the mission and training program preclude wearing of the uniform. For such units, the commanding officer will prescribe appropriate dress.

3–10. Constructive attendance

Unit commanders will grant credit for constructive attendance as determined below.

a. Soldiers taking part in rescheduled training (RST). This training will be a part of the unit's comprehensive training schedule. A unit soldier will be given constructive credit of attendance for the scheduled UTA or MUTA on completion of the RST. Unit soldiers will be entitled to pay and retirement point credit on satisfactory performance of RST(s) (para 3–11).

b. Soldiers taking part in ET. In lieu of attending scheduled training assemblies of their assigned unit, soldiers taking part in ET will be considered constructively present at training assemblies. They will be entitled to pay and retirement point credit on satisfactory performance of duty.

c. Soldiers attending schools in a ADT or AT status. Soldiers ordered to active duty under 10 USC 672(d), 673, or 673(b) may be credited with constructive attendance if the commander determines that the service is equivalent to the training the soldier would have received during the scheduled IDT period and additional attendance at IDT constitutes undue personal hardship. When the above criteria are met, constructive attendance credit will be granted to soldiers who consent to attend schools in ADT status and are ordered to active duty under 10 USC 672(d). Soldiers ordered to active duty are not entitled to IDT pay for assemblies missed while on active duty.

d. Soldiers properly excused. Training missed while properly excused may be made up via ET or RST. (See paras 3–11 and 3–12.) Proper excuses include injury, sickness, emergency, or other circumstance beyond the soldier's control which, in the unit commander's opinion, is warranted.

3–11. Equivalent training (ET)

ET is performed in lieu of scheduled training (either RST or, UTA or MUTA). Pay or retirement point credit or both is authorized. ET must be accomplished within 60 days after the training for which it is substituted, or by the end of the training year (fiscal year) if within 60 days of that date. Requests for exception to the 60-day limit will be sent to HQDA (DAAR–OP), WASH, DC 20310–2400. An explanation of the circumstances will be included, with a statement that the ET, if granted, will not cause the soldier to exceed the 48 paid unit assemblies for the fiscal year. (See para 3–4.)

a. ET is limited to soldiers who have missed a UTA, MUTA, or RST due to unforeseen personal emergencies and desire to make it up. No more than 4 UTAs may be made up during a fiscal year (1 Oct through 30 Sep). Thereafter, the provisions of paragraph 3–9 apply.

b. ET given will be the same type and quality as the training missed. It will be appropriate to, and enhance the

ability of, soldiers to carry out their assigned duties. For staff or support personnel, this may include duty which enhances unit training, management, or readiness.

- c. ET must be at least as long as the training missed.
- d. ET will not be granted for assemblies missed due to ADT.

3-12. Rescheduled training (RST)

RST will enhance the ability of the unit to perform its assigned mission. Commanders should use the RST to increase flexibility in scheduling training activities that directly affect the unit's training status. Commanders will ensure the RST is not abused and that the soldier or subsection performing the RST is contributing directly to the unit's mission. Such training should be accomplished by complete subordinate elements of the unit, i.e. team, section, squad, platoon, or composite group as directed by the commander, whenever possible. The period of training for the RST will be of the same duration as that scheduled for the UTA/MUTA.

a. All RSTs must be approved before the UTA or MUTA for which it is substituted. All participants must be identified by name or by their subsections in the approving document.

b. Commanders will use RST when they feel a training activity is better accomplished at a time, date, and/or location other than the scheduled UTA/MUTA. The training activities may be scheduled for subsections of the unit or for individual soldiers. RST initiated by the commander for soldiers or subsections will be annotated on the training schedule and will be the approving document.

c. Individual soldiers or section leaders may request an RST if there is a training activity that is better accomplished at a time, date, and/or location other than the UTA/MUTA. Individual and subsection requests for RST when approved by the commander will be annotated on the training schedule.

d. All RST schedules will be attached to the monthly training schedule, per paragraph 3-1. All participants must be identified by name or subsection. A training schedule must be prepared for each RST period. An RST window consists of all RSTs scheduled within 30 consecutive days that includes the assembly (UTA/MUTA) date. The first RST scheduled to be performed before the UTA/MUTA will begin the RST window for the unit. If no RSTs are scheduled before the UTA/MUTA involved, the UTA/MUTA date will begin the RST window.

e. RST will *not* be granted for the following situations:

(1) Convenience of the soldier. However, employment conflicts, overtime, schooling, loss of income, verified medical problems or personal emergencies, may in the judgment of the unit commander, justify RST authorization. (Note: When circumstances preclude use of the RST option, AR 135-91, para 4-7b will apply.)

(2) Attendance at conventions or seminars, professional conferences, trade association meetings, or similar gatherings. (This applies unless it meets the criteria of para 3-29.)

(3) If it would cause the soldier to exceed 48 paid assemblies in a fiscal year.

f. RST will be scheduled for soldiers who miss a UTA or MUTA because of scheduled AT. This is the 14-day period of training prescribed by section 270(a)(1), title 10, United States Code (10 USC 10147). Assemblies must be scheduled within 60 days of the UTA or MUTA that conflicts with the AT date(s) for each soldier so affected. RSTs performed per this paragraph will be credited in the attendance percentage for the RST window under which they fall.

g. RST may be granted to ROTC SMP participants to attend certain school functions that, in the judgment of the commander, would enhance their military training and professional development. Such functions must meet the 4-hour rule, be performed in the prescribed uniform, and be documented on a DA Form 1380 signed by the PMS.

h. Soldiers are entitled to pay and retirement points for duty performed under the RST training schedule. Both performance and nonperformance of RST must be reported on DA Form 1379 per AR 140-185.

3-13. Additional drill assemblies (ADAs)

a. ADAs are intended to improve readiness by providing necessary training for soldiers and units to attain and maintain the designated levels of readiness. These periods supplement the 48 regularly scheduled IDT assemblies by providing additional time to conduct required activities, such as training, administrative actions, staff supervision of training and readiness, and preparation of training. ADAs are to be used, at the commander's discretion, to enhance unit readiness.

(1) These periods are for the principal use of nontechnician drilling Reserve soldiers (DOD Dir 1215.6). However, a unit technician participating as a drilling Reserve soldier can use ADAs. This is only when required activity cannot be performed in the unit by a nontechnician drilling Reserve soldier. This activity will be separately identified in budget documents.

(2) One retirement point will be awarded for each additional IDT period, per AR 140-185.

(3) ADAs are authorized for use by all USAR TPU's.

(4) OCAR will distribute ADAs to USARC, USAREUR, USARPAC, USARSOC, and Eighth U.S. Army. These commands will in turn further distribute ADAs to subordinate units. Each fiscal year (FY), an implementing message will be transmitted to MACOMs by HQDA (DAAR-OP) outlining pertinent administrative and accounting data for that fiscal year.

(5) Units will report ADAs used through the Automated Drill Attendance Reporting System (ADARS). They will be recorded on DA Form 1379 and DA Form 1380 per AR 140–185.

(6) Each ADA will be recorded on the monthly training schedule per paragraph 3–1.

b. There are three types of ADA IDT periods:

(1) Readiness management assemblies (RMA).

(2) Additional flight training periods (AFTP) (para 4–4).

(3) Additional training assemblies (ATA).

3–14.1. Readiness management assemblies (RMAs)

a. RMAs will be used to—

(1) Support the ongoing day-to-day operations of the unit.

(2) Accomplish unit administration.

(3) Prepare for training programs, training aids, and training rehearsals.

(4) Support activities, and maintenance functions.

b. RMAs are intended for those tasks that must be accomplished to sustain unit operation.

c. A RMA will be a minimum of 4 hours.

d. No more than one RMA will be performed by an individual soldier in one calendar day (2400 hours until the following 2400 hours).

e. A RMA cannot be performed on the same day in conjunction with any other type assembly.

f. RMAs will be used only when sufficient full-time support personnel are not available to accomplish these duties.

g. RMAs will not be used to conduct training.

h. No more than 24 RMAs will be performed by any one individual per year.

3–14.2. Additional training assemblies (ATAs)

a. ATAs may be used to conduct additional wartime or assigned mission training.

b. An ATA will be a minimum of 4 hours.

c. No more than 12 ATAs will be performed by any one individual per year.

d. ATAs are intended for those tasks that must be accomplished to sustain unit operation and provide the means to accomplish additional required training as defined by the unit's wartime mission.

e. ATAs include, but are not limited to, those assemblies authorized USAR airborne unit officer and enlisted personnel to maintain airborne proficiency (formerly Additional Airborne Unit Training Assemblies (AAUTA)), and those assemblies authorized selected personnel in USAR nuclear capable artillery units to obtain/maintain nuclear proficiency (formerly Additional Assemblies for Nuclear Training (AANT)).

(1) Six ATAs per fiscal year are authorized for soldiers assigned to airborne units. These assemblies will be used to prepare for, conduct, and recover from airborne operations.

(2) Four ATAs per fiscal year are authorized for selected personnel in 155-mm and 8-inch Field Artillery Battalions, and the HQ in the Headquarters Brigade (HHB) staff. These personnel are limited as follows:

Table 3–1

Personnel limitations for ATP

Unit: HHB (Brigade)

Number per unit for training: 6 officers/6 enlisted

Unit: 155-mm Battalions

Number per unit for training: 16 officers/70 enlisted

Unit: 8-Inch Battalions

Number per unit for training: 16 officers/70 enlisted

3–16. Combined AT-ADT-IDT training

When combining AT or ADT with IDT for individuals or units, the following applies:

a. Only one AT or ADT period will be used in combination with any IDT tour of duty. Examples: AT with a UTA or MUTA at either the beginning or end and ADT prior to or following a MUTA or UTA.

b. Use of IDT periods to travel to or from AT site(s) other than home station is prohibited.

c. MUSARC Commanders may authorize the use of AT or ADT combined with IDT to perform duty at the soldier's home station. This is provided the soldier resides within reasonable commuting distance. Authority may not be further delegated. Pay for travel to and from the soldier's home to home station site for IDT is not authorized.

d. AT or ADT will not be used to provide travel time to home station to attend an IDT assembly.

e. Except as provided in para 3-10c regarding the granting of constructive attendance credit for ADT performed pursuant to 10 USC 672d, soldiers are prohibited from performing in a dual training status (ADT/AT and IDT) during the same training period.

Section III Annual Training

3-17. AT for TPUs

AT will conform to applicable MACOM training directives. AT will include training that cannot be conducted effectively at the home station. Policies listed below apply.

a. Unit Support.

(1) Unit commanders will request Active Army support for AT. Support will be provided when a need exists beyond the capabilities of the USAR unit.

(2) USAR units normally attached to larger units for operations and support will be attached to the same type USAR units during AT, as much as possible. Actual missions, as prescribed by TOE or TDA, will be assigned when possible.

b. Travel.

(1) Movement to and from AT sites will be per DFAS-IN Regulation 37-1. Accounting for soldiers authorized to travel to and from a training site by privately owned vehicles (POV) on individual travel orders at Government expense will be for the convenience of the Government. Pertinent factors, such as those cited below, will be considered.

(a) Distance to be traveled.

(b) Effect on unit movement training.

(c) Conservation of fuel.

(d) Effect on unit recruiting and retention.

(e) Capability of the training sites to accommodate vehicles.

(f) Economy of funds.

(g) Safety and environmental aspects.

(h) Availability of military transportation at AT sites.

(2) Reimbursement for travel is prescribed by DFAS-IN Regulation 37-1. No more than 10 percent of a unit's soldiers may be reimbursed for travel to the AT site by POV. This does not apply to those opting for nonreimbursed travel per (3) below.

(3) Soldiers on group travel orders may travel to AT, at no expense to the Government, by an elective mode of transportation. A USAR soldier who wishes to use an elective mode must be informed, in writing, that group travel is available and that the elective mode of travel is approved. The written notice must state that travel by elective mode will generally be considered "in line of duty" only when done during the entitlement period.

(4) Military full-time unit support (FTUS) personnel on TDY with their TPU during AT are subject to the same arrangements for transportation, quarters, and mess that apply to other members of their unit. DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) should contain the following statement in the remarks section: "Military necessity dictates that this individual be billeted with (name of unit) regardless of adequacy standards. Rations, if available, will be provided."

c. Length of AT. Units will serve on AT at least 14 days (exclusive of travel time) during each training year. The day of arrival and the day of departure from the training site are days of training. However, a portion of each of the arrival and departure days must be devoted to training. Except for oversea deployment training per AR 350-9, CONUS based units or individual soldiers will not serve more than 17 days AT each training year (including travel time) without prior approval of the CG, USARC. OCONUS based units require approval of the OCONUS Army commander.

d. Individual, fragmented, and modular training.

(1) Key members of RSCs, training divisions, and other commands having elements performing AT at more than one site, or during different times, may perform AT as individuals. Only the RSC, GOCOM or OCONUS commander concerned may approve this type of AT for these soldiers and others participating in a Department of Army approved program which requires fragmented individual AT.

(2) Modular training (such as AT performed by subsections of a unit) is authorized. The CG, USARC or appropriate OCONUS Army commander will specify modular AT for units. Units authorized modular training may name soldiers to supervise and administer their units' modular AT.

(3) Fragmented AT (such as the performance of AT divided into two or more periods of duty) is authorized for key soldiers and AMEDD commissioned officers (less MSC) and warrant officers, to enable them to accomplish their duties more effectively. USARC or the appropriate OCONUS Army commander will specify those commanders authorized to grant fragmented AT.

(4) POV travel by soldiers on fragmented and modular training is not restricted per paragraph *b*(2) above.

(5) AT tours for IMA soldiers ordered to AT are limited to a maximum of 12 days training excluding travel time. AT will be scheduled commencing on Monday of the first week through Friday of the second week.

3-18. AT sites

AT normally will be at the nearest training site that can provide administrative, logistical, and training facilities support needed by the USAR unit. AT may be at a site directed by MACOM commanders. USAR units should conduct AT at their mobilization site when possible, unless excused by MACOM commanders.

a. Conflicts in AT site selection that involve available facilities, funds, and capabilities will be sent through channels to the MACOM commander, for resolution. These commanders will forward conflicts that cannot be resolved to CG, USARC.

b. USAR units or individuals may conduct AT outside CONUS. The CG, MACOM will consolidate OCONUS requirements and send recommendations to CG, USARC for approval. OCONUS USAR units will not schedule AT outside their normal OCONUS area of assignment without prior approval from CG, USARC. (See AR 350-9.)

c. When the MACOM commander authorizes, TPUs may take part in Active Army exercises in AT status.

3-19. Advance and rear detachments and precamp conferences

a. Designated members of a unit may be assigned duty with an advance or rear detachment, or both, with their AT. When assigned such duty, the soldier will not exceed the 17-day limitation on AT. (See para 3-17.)

b. For adequate prior planning and coordination, selected officers and NCOs of TPUs may be granted an average of 2 ADT days, less travel, for each precamp conference.

3-20. Excusal or deferral from AT

TPU soldiers must attend the entire prescribed AT of the unit to which assigned or attached, unless excused by proper authority. Exceptions to mandatory AT for TPU soldiers are discussed below.

a. Soldiers may be deferred for sickness, injury, emergency, or other circumstances beyond their control, if confirmed by appropriate statement or if certified by a medical or dental officer (physician or dentist). Requests to be deferred from AT will be referred to the approving authority for review and final decision.

b. Unit soldiers deferred from AT with their assigned unit normally will train at another time with a similar unit in their individual MOS, SSI, or related fields.

c. MUSARC Commanders may defer TPU soldiers under their jurisdiction from AT. This authority may be delegated to commander of USAR units in the rank of colonel or higher. This authority also may be delegated to commanders of attached units.

d. The MUSARC Commander may excuse a soldier from AT when the soldier performs active service under 10 USC 672(d), 673, or 673b; such service is equivalent to the training the soldier would have received at AT; and additional attendance at AT will constitute undue hardship.

e. Soldiers awaiting IADT, whether in pay or nonpay status, will be excused from AT if the criteria set forth in d above are met. Alternate training enlistees who have completed Phase I of IADT may attend AT, at the discretion of the unit commander.

3-21. Activities in lieu of AT

Activities discussed below are authorized in lieu of AT provided they entail the same number of days of active duty:

a. Soldiers assigned to USAR TPUs, who are attached to a RCTI, may attend RCTI course AT phases.

b. Soldiers may take part in USAR marksmanship activities with recommendation of unit of assignment and approval of the officer-in-charge (OIC) of the Marksmanship Training Team (MTT).

c. Soldiers, selected by HQDA(DAAR-OP), who prepare for and take part in the Inter-Allied Confederation of Reserve Officers competition or other approved competition.

d. AMEDD personnel who attend professional meetings, seminars, conventions, symposia, conferences, and training sessions that are appropriate training.

e. A Ready Reserve soldier need not perform AT if the first day of the AT (including travel time) falls during the last 120 days of required membership if the soldier has served on Active duty for 1 year or longer.

Section IV

Other Training

3-22. Training of Individual Ready Reserve

Within policy guidance and funding provided by the CAR, CG, HR Command in coordination with MACOM commanders is responsible for providing training for the IRR. This includes IRR and IMA soldiers. The training will assure that trained, MOS-qualified soldiers are available to meet projected mobilization requirements. Training will be accomplished through AT and ADT tours to provide refresher, mission support, and professional development training to fulfill mobilization requirements furnished by HQDA.

a. Readiness Training (RT). Readiness training is specialty related training for the IRR that is coordinated and administered by CG, HR Command. Its purpose is to enhance mobilization readiness of the IRR by providing training for short periods of time (normally 2 or 3 weeks) in positions appropriate to the individual's rank and specialty. It is training funded by ADT accounts as distinguished from AT and ADSW. Types of RT include the following:

- (1) ADT with an Active Army unit or organization as a counterpart to an Active Army officer or enlisted soldier.
- (2) ADT for professional development education or attendance at specialty enhancing courses.
- (3) ADT for participation in logistical, command post, and field exercises.

b. Active duty for special work (ADSW). Per AR 135–200, IRR soldiers will be used to complete projects that are vital to USAR programs.

3–23. Training of IMA and detachments

a. The purpose of the IMA Program is to facilitate the rapid expansion of the Active Army wartime structure of the DOD or other departments or agencies of the U.S. Government during times of war and/or national emergency. Such expansion is made possible through the preassignment and training of members of the IMA control group to fill authorized mobilization billets within Active Army units and/or other government agencies of the United States.

b. DOD Directive 1235.11 governs the management of individual mobilization augmentees and AR 140–145 governs the Individual Mobilization Augmentation (IMA) Program. Users are encouraged to refer to these references for additional information regarding the management and administration of the IMA Program.

c. Control Group IMA consists of Ready Reserve nonunit soldiers who are part of the Selected Reserve. They are assigned to authorized augmentation positions documented on Active Army organization mobilization TDAs/MTOEs which require peacetime training. Once assigned, these soldiers are considered immediately available for mobilization during a national emergency declared under the provisions of 10 USC 673(b), Presidential Selected Reserve Call-up Authority. IMAs must perform at least 12 days of annual training exclusive of travel time per FY with the command/agency to which they are assigned.

d. The Drilling IMA (DIMA) Program consists of IMA soldiers assigned to positions which require the soldier to train more than 2 weeks each year to maintain proficiency. These positions are designated as drilling positions with Active Army units. The soldier is normally authorized to perform at least 24 additional periods in addition to their scheduled 2 weeks AT each FY, unless appropriate exceptions are granted.

e. IMA detachments consist of IMAs who volunteer for IDT for retirement points only. IMA detachments will have as an organization mission the support of the proponent agency to which they are assigned. These detachments will be organized like RTUs (para 2–8) except as shown below.

(1) The training program must be approved by the IMA proponent agency.

(2) The detachment must have at least five Army IMAs who have similar military training interests. There is no limit on the number of personnel that can be attached from any of the other U.S. Armed Forces. Normally, only those holding IMA assignments will be attached for training, however, nonaugmentees may be attached when the commander, together with the CG, HR Command, specify. (See AR 140–192 for other requirements for attachment to intelligence units.)

(3) No organizational structure is prescribed for IMA detachments. However, the structure should support mission of the proponent agency and otherwise facilitate the training of all assigned soldiers.

3–24. Initial active duty for training requirements

a. Unit commanders must identify and correct problems before sending a soldier to IADT to complete IET. Problems that will affect the soldier's training or shipping arrangements should be immediately reported to the supporting recruiting battalion. Alternate Training Phase II (ATP II) soldiers who do not ship within 1 year of completion of Alternate Training Phase I (ATP I) lose their designated or programmed training seat. Delay requests are required per AR 601–25.

b. To preclude unnecessary delay in sending a soldier to IADT the following actions are required, as applicable.

(1) Counsel those awaiting IADT on the need to maintain weight standards per AR 40–501.

(2) Counsel ATP II soldiers on the need to continue the level of physical fitness achieved in basic training (BT) during ATP I.

(3) Consult with soldiers for any recent involvement with law enforcement agencies or pending court appearances that may preclude IADT shipment.

(4) Ensure every effort is made to issue newly accessioned soldiers their unit patches and crests before IADT.

c. Mail the military personnel records jacket (MPRJ) of soldiers entering on ATP II to the servicing recruiting battalion guidance counselor not later than 7 working days before ship date. The following information is required for ATP II.

(1) Field MPRJ (including training information, security clearance documentation, promotion orders, equipment operator qualification information, if required, and medical and dental records).

(2) Clothing record.

d. Counsel ATP II soldiers on military appearance. Soldiers will be informed that they will remain on IADT until MOS qualified.

e. Check status of ATP II soldier's military clothing issue and ensure that the soldier returns to the training base with a full issue of clothing.

f. Review ATP II soldier's physical examination to ensure that it is not over 18 months old on the date of ATP II shipment to training base. If the examination is or will be outdated, coordinate with supporting recruiting battalion or local medical unit facility for a new physical examination.

3–25. Training of soldiers in a pay status

a. Individual soldiers will be assigned to AT and ADT duties to acquire or maintain essential proficiency in their MOS or SSI. Subject to availability of funds, and within set training priorities, individual proficiency will be maintained through the following:

(1) AT tours.

(2) ADT tours authorized for—

(a) Instructor of military training.

(b) Tactical intelligence readiness training (REDTRAIN). This program provides training in technical intelligence foreign language skills needed by USAR military intelligence personnel assigned to the IRR and the IMA.

(c) Indoctrination training. This training will only be performed by officers or enlisted soldiers following IET and must be in their primary skill.

(d) Unit conversion training.

(e) ADSW tours for Army Reserve program projects. (See AR 135–200.) This type of tour includes assignments that support AT sites. In selecting soldiers for these tours, priority will be given to those soldiers who are not technicians. HQDA, Office of the Chief, Army Reserve, ATTN: DAAR–PE, WASH DC 20310–2400) must approve ADSW tours for unit technicians.

(3) ADT as resident students at regular, associate, and service schools (refresher courses), area schools, unit schools, officer candidate schools, and other installations providing training applicable to the soldier's assignment.

(4) IET tours for basic and advanced individual training, and MOS qualification of those who enlist directly into the USAR.

(5) ADT tours for students of officer training programs.

b. USAR Control Group (AT) soldiers must attend AT when directed by the CG, HR Command. Training will not exceed 12 days a year (including travel time). When possible, soldiers will be informed at least 90 days before the reporting date, so they may arrange personal affairs. Soldiers assigned to this control group will take part in AT, per AR 135–91.

c. Individual Reserve officers, warrant officers, and enlisted soldiers (supervised by a representative of the USAR commander) are authorized special project assignments that involve short tours of AD. DA programmed Army Reserve man-day spaces and funds must be available.

d. Officers and enlisted USAR soldiers must have approval and a quota furnished by the Chief, Army Reserve, HQDA (DAAR–OP), Washington, D.C. 20310–2400, to attend formal school instruction at courses conducted outside the continental United States. Soldiers failing to have approval will not receive credit for such attendance. This restriction applies to schools conducted by another nation or by the United States.

e. Nonprior service (NPS) enlisted soldiers are not eligible to attend unit training assemblies or annual training for pay purposes before completing IADT. The only exceptions are cited in (1) through (5) below. However, a soldier may voluntarily participate in UTAs without pay during the period preceding IADT.

(1) Participates in not more than 36 paid drills when a soldier enlists within 270 days of entry on IADT if they are a high school graduate or a bonafide high school senior.

(2) Participates in not more than 24 paid drills when a soldier enlists within 180 days of entry on IADT if they are a high school graduate or a bonifide high school senior.

(3) Participates in no more than 12 paid drills when a soldier enlists within 90 days of entry on IADT if they are a GED equivalent or a non-high school graduate who is not a high school senior. Soldiers in the category may perform an additional 12 drills in a nonpay status if they enlist within 180 days of entering IADT.

(4) Soldiers who enlist in the alternate training program are required to attend UTAs and in a pay status on completion of Phase I (basic training) and awaiting Phase II (AIT).

(5) On entry at IADT, all NPS soldiers will be placed in training requirement category F. After completing AIDT, these soldiers will be reassigned to training retirement category A. Soldiers under the alternate training program will be placed in training retirement category Q after completing Phase I (BT). Soldiers in Phase II (AIT) of IADT will be placed in training retirement category F until completion of IADT.

3–26. Training of individual soldiers in a nonpay status

Soldiers in an active status (Selected/Ready Reserve and Standby Reserve (Active Status List)) may take part in

individual IDT in a nonpay training status when authorized by the appropriate OCONUS Army commander, MUSARC commander, or the CG, HR Command, for their respective commands. Individual training opportunities with retirement point credit are shown below. (See AR 140–185.)

- a. Attachment to appropriate RC TPUs.
- b. Attachment to Active Army units.
- c. Attachment to RTUs as appropriate. MUSARC Commanders, together with the CG, HR Command, may permit the attachment of soldiers who are IMAs to RTUs, when in the best interest of the Service.
- d. Attachment to RCTI as students or as augmentation staff or faculty.
- e. Attendance at Army service or Army area school training.
- f. Participation in approved training projects or using administrative skills in support of TPU and USAR activities.
- g. Enrollment in appropriate extension courses.
- h. Aerial flights by rated aviators on current flying status. They must be attached for training as shown in *a* and *b* above.
- i. Member of a duly authorized board.
- j. Inspections directed by competent authority.
- k. Conducting or reviewing medical examinations, and related medical duties.
- l. Medical and dental service that supports the President's Youth Opportunity Program.
- m. Attendance at authorized conventions, professional conferences, or appropriate trade association meetings related to the individual's mobilization specialty. (See para 3–29.)
- n. Recruiting duties as described in AR 140–185.
- o. Duties as a member of the Military Affiliate Radio System (MARS).
- p. Assistant instructor assignments at ROTC and National Defense Cadet Corps and institutions, when the professor of military science considers it desirable.
- q. Special legal assistance officer assignments. (See AR 27–30.)
- r. Providing pastoral services when requested by competent authority.
- s. Articles published in nationally recognized magazines or professional journals. Articles must be processed per AR 360–1 for clearance. When published, articles should be submitted in published form to HQDA(DAAR–PA) for evaluation and award of points.
- t. Speaking engagements at meetings sponsored by local or regional civil (nonprofit) organizations per AR 360–5. Authorization and evaluation for the determination of retirement point credit will be accomplished through HQDA(DAAR–PA).

3–27. Training projects

Soldiers in an active status (Selected/Ready Reserve and Standby Reserve (Active Status List)), who cannot take part in or complete Reserve training may be assigned training projects with their consent. Training projects may also be assigned to groups.

- a. Training projects may be in one or more of the general areas listed below.
 - (1) Military necessity and value to the proponent.
 - (2) Military training value to the soldier.
 - (3) Related to national defense, military or civil, that will be of benefit to DOD, DA, or a subordinate or related agency.
 - (4) Technical studies for which a military need exists.
- b. Heads of HQDA agencies and MACOM commanders may initiate and prepare training projects to be completed by groups or individual soldiers.
 - (1) Individual soldiers may initiate requests for projects by sending outlines of these projects to Commander, HR Command, 1 Reserve Way, St. Louis, MO 63132–5200.
 - (2) The CG, HR Command, will determine when an IRR soldier is eligible for training projects.
 - (3) When the appropriate agency or command approves, the soldier will be informed. Then the command or agency and the soldier may communicate until the project is complete.
 - (4) Commanders of agencies and commands for whom projects are completed will determine the number of retirement point credits. These commanders will ensure that these credits are awarded to the soldier. (See AR 140–185 for more details.)
- c. Training projects will be processed as follows:
 - (1) Proponent agencies and commands will assign projects to their own soldiers and to members of other proponents, if they and the proponents consent.
 - (2) Agencies and commands requesting a soldier to complete a project will send the request to Commander, HR Command, 1 Reserve Way, St. Louis, MO 63132–5200. The CG, HR Command, will determine if the soldier is eligible. If so, the agency and the soldier may communicate directly.

- (3) See AR 140–192 governing training projects for members of intelligence units.
- (4) Classified projects will be safeguarded per AR 380–5.
- (5) Correspondence on training projects with soldiers in foreign countries will be per AR 380–5.

3–28. Army correspondence courses

USAR soldiers who cannot take part in Reserve duty training, or wish to augment this training, may enroll in Army correspondence courses. Retirement points will be credited at the rate of 1 point for each 3- credit hours of nonresident instruction successfully completed. Correspondence courses, when used by a unit as part of an IDT training schedule, will not be credited to the soldier for retirement point credit. IDT pay is not authorized for correspondence courses.

3–29. Attendance at meetings

a. Attendance at meetings of private organizations in a pay status (see AR 1–211). MACOM commanders may authorize USAR soldiers to attend meetings of private organizations at which technical, scientific, or professional information is disseminated or discussed. These organizations will be independent of Federal, State, or local government agencies. (These organizations will be independent to MUSARC commanders or USAR commanders of the senior command in the applicable area.) However, all the following conditions below must be met.

(1) Attendance will be authorized at Government expense only when the information or knowledge to be gained will primarily benefit accomplishment of the approving authority's organizational mission.)

(2) Government expense will be reduced by designating attendees who are:

- (a) Fully qualified to accomplish the purpose for which attendance is authorized.
- (b) Located nearest the meeting site.

(3) The number to attend at Government expense will be the least needed to related the information acquired to other members of their organizations.

(4) Soldiers who attend under the provisions of this paragraph will take part only in an official military capacity for which approved.

b. Attendance at meetings (in a pay status) sponsored, supervised, or conducted by the Armed Forces (or by a separate arm, component, agency, or element). USAR soldiers in an ADT status may attend conferences, seminars, symposia, conventions, congresses, panels, or other gatherings at which technical, scientific, or professional information related to their mobilization MOS/SSI is disseminated.

c. Attendance at Government expense. When attendance at Government expense (paragraph *a* and *b* above) is approved, authorized expenditures include transportation, per diem, miscellaneous expenses, and registration or fees. Membership fees for fund raisers and exhibit charges cannot be paid.

d. Attendance in RST status. Attendance at meetings cited in paragraphs *a* and *b* above also may be in RST status. When RST is used, only one UTA credit will be granted for each day attended. RST will be used only in those cases when the meeting is within commuting distance. ADT will be used when extended travel is involved. When duty is performed away from the unit of assignment, a DA Form 1380 will be used to document attendance (AR 140–185).

(1) The military chairman will sign the DA Form 1380 to verify attendance.

(2) If a military chairman cannot be named, the soldier may state his or her own attendance on the DA Form 1380. However, prior approval is required by the appropriate MACOM commander. Authority may be delegated to MUSARC commanders or OCONUS USAR commander of the senior command in the applicable area.

e. Attendance at meetings for retirement point credit only.

(1) Retirement point credit only may be granted for attending meetings cited in paragraphs *a* and *b* above. Retirement point credit may also be allowed for attending other seminars, conventions, and trade association meetings. No soldier (except AMEDD personnel) may be credited with more than 10 retirement point credits toward the soldier's retirement year for meetings attended under this paragraph. Soldiers will wear an appropriate military uniform at meetings. These meetings must be authorized and sponsored, supervised, or conducted by an element of the Armed Forces; or the meetings must be of military education value, as shown below.

(a) The meeting, or that portion with military application, must be at least 2 hours long.

(b) The instruction or information presented must enhance the military professional development of those who attend.

(2) Requests for authority to award retirement point credit will be sent to the MACOM commander, the CG, HR Command, or the IMA proponent agency 30 days before the scheduled meeting. The request will include subjects on the agenda, speakers, schedule of selected sessions having military value, and the military chairman of the session.

(3) If a military chairman cannot be named, a soldier may state his or her own attendance on a DA Form 1380. However, prior approval is required from the MACOM commander, the CG, HR Command, or the IMA proponent agency.

(4) As an exception to (2) and (3) above, officers of the AMEDD and Chaplain Branch may sometimes attend those conventions listed by TSG and the Chief of Chaplains. Special instructions for completing the DA Form 1380 will be sent with these listings.

(5) IMAs will submit requests to their agencies for evaluation, specific comments of appropriateness for the augmentation, and notice of approval or disapproval. The agencies will provide the IMA a DA Form 1380 to complete and return. Proponent agencies will ensure that the forms are completed correctly before forwarding to the CG, HR Command, for recording in the soldier's records. (See AR 140–185)

(6) Requests by JAGC officers for award of retirement point credit under this paragraphs must be approved by Director, Guard and Reserve Affairs, Office of the Judge Advocate General, ATTN: JAGS–GRA, Charlottesville, VA 22903–1781 before attending the scheduled meeting.

f. Attendance at foreign meetings. When national boundaries must be crossed to attend meetings in countries other than where the unit of assignment is located, military orders are required and host country clearance will be obtained.

(1) The issuing authority must determine that meeting attendance will support unit mission or individual professional development.

(2) ADT or AT will be used for those attending in a pay status.

(3) Permissive TDY will be used for those attending in a voluntary status at no expense to the Government or for retirement points only.

(4) Requirements and additional references for travel to foreign countries are outlined in the following publications:

(a) AR 350–9.

(b) AR 600–8–10.

3–30. Inter-service training attachments

Ready Reserve soldiers may be attached to the ARNGUS or other components of the Armed Forces, for training under AR 140–483. Reserve personnel from other Armed Forces, and ARNGUS soldiers, may be attached to appropriate USAR units and RCTI for training. Their parent Service or component must consent. Commanders of USAR units to which such soldiers are attached will certify attendance. These commanders will recommend award of retirement point credits to the soldier's parent organization.

3–31. Pay

Reserve duty training pay, special pay, and hazardous duty pay will be administered under AR 37–104–4.

a. Training pay categories.

(1) Each Ready Reserve soldier and each USAR unit will be placed in an appropriate pay category, under the number of training assemblies, and periods of ADT allowed each year. (See table 3–2 for RC categories.)

(2) Training categories will be shown in status reports to HQDA, ODCS, G-1.

(3) Ready Reserve soldiers ordered to involuntary training, as prescribed by the Secretary of the Army (10 USC 10147), will be carried in the appropriate training category. (See table 3–2 for RC categories.)

(4) IRR soldiers volunteering for IDT or ADT without pay. (See paragraphs 3–24 and 3–25.) These IRR soldiers are authorized transportation, subsistence, and quarters-in-kind while training.

(5) Standby Reserve soldiers who are on IDT may be carried in the appropriate category. (See paragraph 2–15.) (See table 3–2 for RC categories.)

b. Pay group categories.

(1) For budgetary and pay purposes, pay groups within the Ready Reserve are shown in table 3–2.

(2) Designation of pay groups does not preclude other paid training when authorized.

Table 3–2
Authorized Reserve, Training, and Retirement Categories

Reserve Component Category	Reserve Component Sub Category	Res Comp Category (RCC) Designator	Training/ Retirement Category (TRC) Designator	Comprised of	Minimum Number of Periods of IDT Required Annually	Minimum Number of Days of AT Required Annually	Remarks
Ready Reserve	Selected Reserve	S (Trained in Units)	A	Individuals in Units	48	Reserve—14 Days (Excl Travel)	10 USC 10147. Requires 14 Days of AT Excl of Travel Time. (See DOD Dir. 1215.6 for 12-day AT policy.)
			G	Active Guard Reserve (AGR) in Units	N/A	N/A	AGR may be required to attend drills (includes below RSC/GOCOM).
			M	Military technicians in Units	48	Same as TRC A	MT are dual status personnel who must be assigned to a drilling billet and must fulfill the IDT and ADT requirements of that billet.
			T	Individuals in a simultaneous membership program	48	Same as TRC A	Senior ROTC cadets or Marine Corps platoon leader class members who are also permitted to be members of a Selected Reserve unit.
		T (Trained Individuals (Nonunit))	B	Individual Mobilization Augmentees (IMAs)	IDT varies between 0 and 48 days/ per year determined by component policy	Reserve—12 Days (Excl Travel)	Unless training can be accomplished on weekends. AT is limited to 12 days by policy. Replaces previous TPCs A, B, C & D for IMAs.
			R	Individual Active Guard Reserve (AGR)	N/A	N/A	Individual AGR may be required to attend drill depending on job assignment (includes RSC/GOCOM and above).
			W	Individual Military Technicians	48	Same as Unit TRC A	Ex: ARNG/ANG state headquarters. Numbered AF HQDTs. ARNG Maint Depots.
		U (Training Pipeline (Non Deployable Account))	F	Personnel currently on IADT	0	N/A	Enlisted includes 2nd part of split training and Army one-station Unit training (applies to TRCs F, Q, & P).
			P	Personnel Awaiting IADT and authorized to perform ID	Minimum IDT to be determined by Army policy.	N/A	Includes personnel with or without pay.
			Q	Personnel Awaiting 2nd part of IADT	48	N/A	
			T	Individuals in a Simultaneous Membership	48	Same as TRC A	Senior ROTC cadets who are also permitted to be members of a Selected Reserve unit.

**Table 3-2
Authorized Reserve, Training, and Retirement Categories—Continued**

Reserve Component Category	Reserve Component Sub Category	Res Comp Category (RCC) Designator	Training/Retirement Category(TRC) Designator	Comprised of	Minimum Number of Periods of IDT Required Annually	Minimum Number of Days of AT Required Annually	Remarks
			X	Personnel in other training programs	48	Same as Unit TRC A	Selected Reserve untrained members in other training programs, including chaplains, medical, health professional stipend, and early commissioning must meet the same training requirements as TRC A Reservists.
Ready Reserve	Individual Ready Reserve	R (IRR)	E	Individual members of the Ready Reserve not in Selected Includes officers awaiting AD or Selected Reserve (Assignment.)	N/A	1	IRR members may voluntarily participate in training for retirement points and promotion with or without pay. Required training may not exceed 30 days per year per 10 USC 10147.
			H	Untrained members of the IRR (DEP)	N/A	1	
			L	Personnel awaiting IADT	Not authorized to perform IDT	N/A	
		P (Ready Reserve Training)	J	Personnel not in the Selected Reserve participating in officer training programs	0	As required by specific program	Chaplain and JAG schooling, education delay, ROTC assignment delay, Army early commissioning program.
			K	Personnel not in the Selected Reserve participating in Armed Forces health scholarship programs	0	45 Days	Health professions scholarship programs 10 USC 2121(c) and DODD 1215. 14 require 45 days of active duty annually.
Standby Reserve		Y (Standby)	C	Active Status List	0	0	Key employees only per DODD 1200.7 Active Standby members may voluntarily train for points without pay and are eligible for promotion.
			D	Active Status List	0	0	Other active status members.
			L	Inactive Status List	0	0	Members transferred to Inactive Status List in lieu of separation under CH 61 (10USC 1209). Inactive standby members may not train for points with or without pay and are not eligible for promotion.
			N	Inactive Status List	0	0	Other inactive status members.
Retired Reserve		V (Retired)	1	Drawing Reserve Retired pay under 10 USC 1331	N/A	N/A	Reserve members who have completed 20 qualifying years creditable for retirement pay. 60 years or more of age and are drawing retired pay (Prev Category 1).

**Table 3–2
Authorized Reserve, Training, and Retirement Categories—Continued**

Reserve Component Category	Reserve Component Sub Category	Res Comp Category (RCC) Designator	Training/ Retirement Category (TRC) Designator	Comprised of	Minimum Number of Periods of IDT Required Annually	Minimum Number of Days of AT Required Annually	Remarks
			2	Not drawing retired pay but eligible at age 60 under 10 USC 1331	N/A	N/A	Reserve members who have completed 20 qualifying years creditable for retirement pay but are not yet 60 years of age or are age 60 and not applied for pay. (Previous Category 3).
			3	Reserve members retired for physical disability	N/A	N/A	Reserve members retired for physical disability under 10 USC 1201, 1202, 1204, or 1205. Members have 20 years of active service creditable for retirement pay or are more than 30% disabled (previous Category 6).
			4	Reserve members who have completed 20 or more years of active duty	N/A	N/A	Reserve members who have completed 20 or more years of active duty service and retired under 10 USC 3911, 3914, 6323, 6330, 8911, or 8914 includes Regular and Army Reserve enlisted personnel with between 20 and 30 years of military service.
			6	Not drawing retired pay and not eligible at age 60. Honorary retirees	N/A	N/A	Members who are not eligible for retired pay, but who have requested placement on the Honorary Retired List under 10 USC 274 and DODI 1200.15 para 11(c) 3 + 4 (previous Category 5)

Chapter 4 Army Aviation Organization and Training

Section I Eligibility

4–1. Eligibility for aviation training

Participation includes flying under the Aircrew Training Program (ATP) and attending aviation training courses. The following personnel may participate.

- a. Soldiers assigned or attached to aviation positions in TPUs, including authorized overstrength aviators.
- b. Aviators assigned to nonaviation positions in TPUs, only when approved by HQ, USARC. These will be considered on a case-by-case basis for individuals scheduled to be assigned to an operational flying position in a TPU.
- c. Aviators in operational aviation IMA positions.
- d. Selected IRR aviators not in operational aviation IMA position designated by CG, HR Command.
- e. Department of the Army civilians assigned to flying positions, including military technicians employed at USAR ASFs.

4–2. Participation

a. Rated officers and warrant officers and nonrated officers and enlisted personnel holding aviation or aviation support MOSs and/or ASIs who are assigned or attached to USAR or Active Army units or Aviation Support Facilities (ASF) may participate in refresher, mission, or continuation training throughout the year. To participate in aviation training, USAR soldiers must—

- (1) Be properly entered into aviation service per AR 600–8–105, AR 600–105, or AR 600–106, as appropriate and be medically qualified per AR 40–501.

- (2) Be in an approved duty status (IDT, AT, ADT).
- (3) Follow the provisions of ATP of unit assigned/attached to except for IRR/IMA aviators participating only in an annual ADT tour of 29 days or less.
 - b. The following USAR soldiers and military technicians are eligible to participate in aviation training provided by TRADOC schools, other than initial flight training (para 4-5), U.S. Army Reserve Forces (RCTI) or at USAR ASFs:
 - (1) Personnel selected to attend postgraduate pilot training or other MOS/ASI producing courses.
 - (2) Enlisted personnel selected to attend initial MOS qualification courses under Pam 611-21.
 - (3) Military technicians employed at USAR ASFs or at USAR units who meet the qualifications of paragraphs 4-1 and 4-2a.
 - (4) USAR IRR/IMA soldiers with aviation MOSs who meet the qualifications of paragraphs 4-1 and 4-2a.

Section II

Training of Unit Aviation Personnel

4-3. General

Training of assigned/attached aviation personnel will be organized and administered under the following guidelines:

- a. Unit commanders will—
 - (1) Analyze the unit mission, Army Training Evaluation Program (ARTEP) tasks, mission essential task list (METL), and collective and individual aviator, crewmember, and battle-rostered crew proficiency.
 - (2) Develop a comprehensive yearly training plan (YTP), long-range, short-range, and monthly training schedules to systematically train the unit to execute its mobilization mission. These should include specific training objectives for UTAs, AFTPs, and AT.
 - (3) Prepare a detailed task list for each aviator, crewmember, and battle-rostered crew including all base tasks and those special and additional tasks designated by the commander as appropriate to the flight crew duty position.
 - (4) Ensure unit aviators execute their YTP.
 - (5) Ensure the unit can operate and maintain assigned equipment and appropriate records.
 - (6) Coordinate with the supporting ASF supervisor and the Aviation Readiness Group (ARG) Team for training assistance and resources as needed.
- b. Aviation Support Facility (ASF) Supervisors. ASF supervisors will assist supported unit commanders to execute their YTP and training schedules by providing facilities, flight training, ground instruction, and other assistance when and where requested.
- c. Staff aviators will be attached for flight and maintenance of flight records to an aviation unit, and will be included in the unit commander's ATP.

Section III

Additional Flight Training Periods (AFTPs)

4-4. General

- a. *Purpose.* Paid flight and support AFTPs are provided to selected USAR aircrew and aviation support personnel. This is as listed in tables 4-1 and 4-2, so that they can maintain the high level of individual and crew skills required to ensure flying safety and meet mobilization readiness objectives. The AFTP program is an integral part of the unit commanders YTP. It is the principal means of accomplishing the individual and battle-roster crew ATP requirements and the Annual Proficiency and Readiness Test (APART). To meet the above requirements, maximum AFTP utilization is mandated and will be subject to inspection.
- b. *AFTPs.* Flight AFTPs are to be used for aircrew training. Operational missions may be performed on AFTPs when the tasks to be accomplished during the mission satisfy individual or collective ATP requirements or are in response to a life threatening or medical emergency per AR 500-4. The use of AFTPs for operational missions which do not meet these criteria must be approved in writing, on a case-by-case basis, by the unit commander.
- c. *AFTPs.* Support AFTPs are to be used only for aircrew member academic and inflight training, completion of written elements of the APART, completion of the annual aviation medical examination, or performance of aviation functions which support successful aircrew operations. Support personnel are not authorized to fly when they are performing an AFTP unless the flying is required for performance of their support duties.
- d. *Eligibility.*
 - (1) All personnel eligible under paragraphs 4-1 and 4-2 and tables 4-1 and 4-2 are eligible to perform AFTPs for pay up to the limits established by those tables for each fiscal year. Resources permitting, they may also perform flight or support AFTPs for retirement points only if their quota of paid quarterly or annual AFTPs has been exhausted.
 - (2) Newly assigned or attached aviation personnel who are qualified in unit aircraft (unit commander must screen flight records and IAFT) and who possess an aviation service order under AR 600-105/106 and are medically qualified

per AR 40–501 may perform flight or support AFTPs for a period not to exceed 90 days from date of assignment or attachment, pending issuance of new flight status orders.

(3) Nonmedically suspended aircrew members may not perform AFTPs.

(4) Tables 4–1 and 4–2 specify the maximum annual flight and support AFTPs for rated and nonrated assigned and attached aviation and support personnel by category. Unit commanders must determine the extent to which available resources permit the support of overstrength and attached personnel. If flying hours are limited, commanders may choose to restrict the number of such personnel supported or reduce the maximum number of AFTPs authorized them.

e. Requirements.

(1) General.

(a) Flight and support AFTP schedules will be published as a minimum, monthly, specifying the following: AFTP dates; AFTP start and stop times; categories of personnel to be supported; forecast of number of aircraft to be available; maintenance instructors available; flight instructors available; support personnel requirements for each AFTP; and scheduling procedures for individual participants. AFTP weekly schedules must be coordinated with supported unit commanders to provide sufficient weekday, weekend, day, and evening opportunities to accommodate the diverse civilian job schedules and corresponding crew endurance concerns of all supported personnel.

(b) Unit commanders will provide specific guidance to unit members and ASF supervisors through development of YTPs, ATPs, unit training schedules, training scenarios, and implementing SOPs which will ensure that the training scheduled to be conducted during the AFTP satisfies individual or crew ATP and MOS training requirements.

(c) ASF supervisors and unit commanders will coordinate, to the maximum extent possible, the use of support AFTP personnel during each period.

(2) Performance.

(a) Each AFTP must be a minimum of 4 hours, exclusive of travel time. Each flight AFTP in an aircraft or simulator must average at least 1.5 flight hours with a minimum time flown of 0.1 flight hours. Excess flight time from one AFTP may be applied to another like period (aircraft to aircraft, simulator to simulator) within the same fiscal year. Support AFTPs require no flight time nor are they averaged with flight AFTPs.

(b) Individual AFTP performance is limited to two AFTPs per day (dual AFTPs). Flight and support AFTPs may be combined in a dual AFTP day. Single AFTPs may also be combined with single UTAs, ATAs, and RSTs. They may not be combined with their multiples or with RMAs, AT, or ADT days. Use of dual AFTPs must be closely supervised to ensure full training benefits are derived. The MUSARC commander will establish dual AFTP control policies. AFTPs may not be performed by USAR members when they are on duty as Federal government civilian employees.

(c) An increase in authorized AFTPs will be effective on a prorated bases, on the date an aviator changes FAC level.

(d) No more than one third of the annual flight AFTP authorization, rounded to the next whole number, may be used in any one fiscal quarter. Exceptions to this policy must be requested in writing by the soldier concerned. They may be approved, on a case-by-case basis, by unit commanders for personnel who—

1. Enter onto flight status after completion of the first fiscal quarter.
2. Return to flight status from a 60-day or more period of medical or nonmedical suspension.
3. Other exceptions as approved by the USARC Aviation Officer.

(e) One hundred percent of a nonrated crewmember's annual flight AFTP authorization must be flown in a crewmember's assigned aircraft. Fifty percent of an aviator's annual flight AFTP authorization must be flown in the aviator's primary aircraft or compatible simulator. The balance can be flown in the aviator's designated alternate or additional aircraft. All flight AFTPs must be flown in U.S. Army aircraft or U.S. Army approved simulators.

(f) All simulator time creditable under the ATM toward the reduction of flight time may be used for AFTP flight hour averaging. Simulator time may not be used for flight pay entitlement.

(g) All personnel must have actual or constructive credit for attending all MUTAs scheduled during this or the preceding month to qualifying for AFTP pay and retirement points.

(h) All personnel must perform commander directed ATP or MOS tasks during each AFTP to qualify for pay and retirement points.

(i) An AFTP beginning on 1 calendar day and ending on another constitutes only one AFTP. It is credited on the day it began. An AFTP originating in one time zone and terminating in another will have AFTP start and stop times recorded based on originating time zone local time.

(3) Administration.

(a) AFTP programs must be fully documented and described in detail in SOPs. AFTP records are an integral element in validating the unit's individual, aircrew, and support personnel training programs and, at the same time, the official documentation which substantiates individual entitlement for AFTP pay and retirement points.

(b) Every individual performing an AFTP will be required to initiate an AFTP certificate at the beginning of AFTP performance and complete that certificate on termination of AFTP performance.

(c) An AFTP support file will be established which tracks individual AFTP performance, records the hours flown per flight AFTP, and identifies which AFTPs qualify for pay and retirement points.

(d) The AFTP support file will be maintained by fiscal year. It will be retained for 2 years after cutoff and then destroyed.

(4) Supervision and support. Unit commanders will coordinate with the ASF supervisor for all support required during AFTPs. ASF supervisors will ensure on-site supervisory, operations maintenance, safety, Aviation Life Support Equipment (ALSE), and administrative support during scheduled flight AFTP periods if required. The ASF supervisor will—

(a) Maintain up-to-date, unit provided lists of supported personnel eligible to participate in the AFTP program which show commander designated primary and alternate aircraft, crew duties, flight crew stations, battle rostered crews or support duty responsibilities, and current operational status.

(b) Maintain up-to-date SOPs which clearly define ASF and unit responsibilities during all aspects of AFTP planning and execution.

(c) Coordinate with supported unit commander(s) to designate a rated officer or warrant officer as AFTP supervisor for each flight AFTPs. This includes mission planning, brief, brief-back, debrief, ATC coordination, crew composition, and AFTP administration. AFTP supervisors must remain on duty at the ASF for the duration of the scheduled AFTP training except for paragraph (e)(1) below. Duty status will be determined by the unit commander.

(d) Ensure proper completion and disposition of all administrative forms and records associated with AFTP performance.

(e) Develop written SOPs, in conjunction with supported unit commanders, which ensure proper supervision and positive control of all phases of the AFTP for the following:

1. Extended AFTPs, such as missions which require the crew to remain overnight.

2. AFTPs conducted concurrent with unit drills, such as one unit drilling while another conducts AFTP training.

3. Operational mission or emergency mission AFTPs which are launched or recovered when the ASF is closed.

(5) When only support AFTPs will be performed, the AFTP supervisor may be rated or nonrated. The supervisor will actively supervise all aspects of the support AFTPs. The supervisor must remain on duty until the conclusion of AFTP training except for paragraph (4)(e)1 above.

(6) Personnel in (4)(c) and (5) may be supported unit personnel or ASF Mil Tech personnel when requested by the unit commander. When supported unit personnel serve as AFTP supervisors, they will not be in an AFTP status.

4-5. Formal school flight training

Initial entry flight training for USAR soldiers is governed by AR 611-85 and AR 611-110. Such training should be programmed and accomplished against known or forecast requirements, or to increase accessions or junior aviators into the USAR. Aviation MOS training, transition training, and attendance at short aviation courses will be based on requirements of the specific aviation position occupied or programmed to be occupied. IRR soldiers with the required skill should be actively recruited and given the opportunity to join the unit before a TPU soldier is sent to school. The chain of command will review all school applications to ensure the requested training is essential to the position. Units should contact Commander, HR Command, 1 Reserve Way, St. Louis, MO 63132-5200, for assistance in recruiting IRR soldiers.

4-6. Training equipment

The purpose of aviation training for USAR soldiers is to ensure that mobilization mission requirements can be met. All training should use organic equipment. Shortages or substandard equipment should be noted on the unit status report per AR 220-1.

4-7. Creditable and noncreditable flight time

Information on creditable and noncreditable flight times is contained in AR 95-1, chapter 2.

Section IV

Training of Nonunit Aviators

4-8. USAR aviation training programs

Three separate training programs exist for USAR aviation personnel participating in U.S. Army Aviation activities. They are the Aviation Troop Programs Unit (ATPU), the Aviation Individual Mobilization Augmentation (AIMA) Program, and the IRR, Aviation Mobilization Training Program (AMTP).

a. The aviation TPU provides USAR officer and enlisted personnel opportunities for assignment to an MTOE or TDA USAR aviation organization with paid aviation training throughout the year.

b. The aviation IMA Program provides USAR officer and enlisted personnel opportunities for assignment to Active Army units with participation in periodic paid aviation training. Each year, IMA soldiers normally perform 12 to 19 days annual training with their unit. Those selected for the Drilling IMA (DIMA) Program will also perform 23 UTAs. When funding is available, IMA soldiers may also volunteer for attachment to Active Army or USAR aviation units for paid aviation training throughout the year.

c. The IRR AMTP provides officer and enlisted volunteers opportunities for periodic officer and enlisted volunteers for 12 to 19 days of ADT, when funding is available throughout the year.

d. When funding is not available for IMA/IRR soldiers to participate in paid aviation training, they may participate in non-paid aviation training for retirement points only. This will be consistent with aircraft and flying hours availability.

e. HR Command will screen IRR aviators who volunteer to fly. Only those who have potential for mobilization as operational aviators will be selected. Based on mobilization requirements, these opportunities will primarily be given to warrant officers and company grade officers. Field grade officers will be considered only under special circumstances. Aviators who wish to be considered for this training will send a DA Form 1058-R (Application For Active Duty for Training, Active Duty for Special Work, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve) to Commander, HR Command, 1 Reserve Way, St. Louis, MO 63132-5200.

f. HR Command will manage training assignments/attachments for IRR/IMA aviators. HR Command will publish aviation service orders in addition to orders assigning or attaching the aviator.

g. IMA aviators will refresh their flying skills when occupying operational flying positions.

4-9. Award of retirement points

a. AR 140-185, table 2-1, contains information regarding the award of retirement points.

b. The commander of the unit of attachment or the ASF supervisor when attached to an ASF, will prepare DA Form 1380 (Record of Individual Performance of Reserve Duty Training), for award of retirement points for aviation training.

4-10. Flight records

a. The commander of the unit of attachment or the ASF supervisor, as appropriate, will maintain and retain individual flight records for aviators attached for more than 90 days.

b. HR Command (DARP-OPC-AV) will maintain individual flight records for aviators attached for shorter periods.

c. Units providing IRR aviator mobilization training will forward DA Forms 759 and 759-1 (Individual Flight Record and Flight Certificate—Army) to Commander, HR Command, 1 Reserve Way, St. Louis, MO 63132-5200, within 15 days after training has been completed. A copy will be forwarded to Commander, USARC (AFRC-EN), 1401 Deshler Street, SW, Fort McPherson, GA 30330-2000.

Section V

Aviation Troop Program Units

4-11. General

a. *Establishment.* OCAR may reallocate, reorganize, activate, or deactivate aviation TPUs as required to support war plans. The USARC, in conjunction with MUSARC, will propose final TPU stationing plans for OCAR approval.

b. *Training management.* Training management information is contained in paragraph 4-3.

Section VI

Aviation Support Facilities (ASFs)

4-12. Responsibilities

a. Chief, Army Reserve (CAR) will—

- (1) Program and provide USAR aviation program resources.
- (2) Monitor USAR aviation program management.
- (3) Approve ASF establishment, disestablishment, or relocation.

b. CG, USARC will—

- (1) Designate ASFs.
- (2) Formally authorize establishment, disestablishment, or relocation or disestablishment of ASFs to OCAR (DAAR-OP).

(3) Establish and periodically review staffing requirements, to ensure that appropriate support is provided to USAR aviation units.

- (4) Monitor aviation program training.
- (5) Allocate and monitor aviation program resources.
- (6) Develop and monitor aviation program policies.
- (7) Manage aviation safety and standardization.
- (8) Manage aviation program logistics.
- (9) Monitor aviation unit readiness.
- (10) Support IRR AMTP.

c. CONUSA commanders will provide aviation related readiness training assistance through attached Aviation Readiness Groups (ARG).

d. MUSARC commanders will—

- (1) Plan for and provide support for USAR aviation units.
- (2) Monitor aviation program training.
- (3) Monitor aviation program resources.
- (4) Monitor aviation program policies.
- (5) Monitor aviation safety and standardization.
- (6) Support IRR AMTP.

e. MUSARC aviation officers will—

- (1) Perform staff supervision over the following:
 - (a) Aviation program training.
 - (b) Programming, execution, and control of aviation resources.
 - (c) Aviation program policies.
 - (d) Aviation safety and standardization.
- (2) Support IRR AMTP.

f. MUSARC Supervisory aircraft pilots will—

- (1) Supervise ASF supervisor(s).
- (2) Manage ASF program resource forecasting, allocation, distribution, and utilization.
- (3) Manage MUSARC aviation military technician program.
- (4) In cases where there is only one ASF in the MUSARC, the ASF supervisor will be the MUSARC SAP.
- (5) In MUSARC that do not have an SAP, the commander will determine who performs these functions.

g. The ASF supervisor will—

- (1) Supervise the Aviation Support Facility.
- (2) Assist supported unit commanders according to paragraph 4-3b.
- (3) Support IRR AMTP, resources permitting.

4-13. Organization

a. ASFs are TDA organizations unique to the U.S. Army Reserve. They exist to provide aviation units ongoing support necessary to allow for regular, frequent, and effective flight, maintenance, operations, and administrative training of USAR aviation personnel. Secondly, they provide support to IRR and IMA personnel.

b. ASFs will be organized and staffed under DA Pam 570-560. ASFs will be manned by full-time military technicians. The staffing level will be maintained at 100 percent of authorizations and at no time will they be allowed to drop below 85 percent of requirements, except for normal turnover, not to exceed 120 days. When staffing drops below 85 percent of requirements, the USARC will be notified immediately to obtain a waiver for the ASF to continue flight operations. Safety is the primary concern.

4-14. Establishment of ASF

This paragraph provides general policies governing establishment of ASF.

a. HQ, USARC, with OCAR approval, may establish or disestablish ASFs as required to support USAR aviation units.

b. To provide adequate supervision and to enhance safety and logistical management, an ASF will only be established to support six or more aircraft. Where distances between the ASF and the supported unit unduly limit operational or training capabilities of the supported unit, USARC may permit concentration of fewer than six aircraft at a specific location. These exceptions will be individually considered and fully justified.

c. USARC will establish at least one ASF for MUSARC having an aviation mission. Additional ASFs within an MUSARC area will be established only after every consideration is given to using existing facilities. Additional facilities will normally not be established within 150 miles of an existing facility.

4-15. ASF mission

The mission of the ASF is to provide continuous aviation operations, training, standardization, maintenance, supply, safety, ALSE, and administrative support to designated USAR aviation units and individuals. That mission includes responsibilities specifically required by this regulation and those established by the Supervisory Aircraft Pilot. Providing such things as technical expertise, publications, tools, test equipment, repair parts, and access to shop areas are included. However, full-time unit support (FTUS) models contain many positions which also have similar support duties as a part of their responsibilities. Therefore, the ASF should do for the unit only what the unit cannot do for itself. Unit commanders, not ADF technicians, must determine the capabilities. ASF support may include the following:

a. Establishing and maintaining aviation operations, training, maintenance, and administrative facilities for use by both the ASF and its supported unit(s). Minimize separate use areas by ASF only or by unit only personnel.

- b.* Providing a flight planning and briefing area.
- c.* Providing current and complete sets of all applicable Flight Information Publications (FLIP), Airman's Information Manual (AIM), aircraft operators manuals, and military and civilian flight regulations. This also includes tactical training areas hazards maps, Notices to Airmen (NOTAMS), and other related publications and forms necessary for the proper planning and flights of Army aircraft.
- d.* Establishing and maintaining current and complete aviation reading files per TC 1–210, which support all aircraft and aviation training conducted at the ASF. Supported unit and ASF reading files may be integrated to eliminate administrative redundancy. When integrated, a mechanism for establishing separate unit reading files on mobilization must be established.
- e.* Providing access to military and civilian flight weather briefing services and FAA Flight Service Stations.
- f.* Maintaining aviator and crew status (boards, printouts, etc.) in cooperation with the supported unit(s).
- g.* Maintaining Individual Flight Records Folders (IFRF), Individual Aircrew Training Folders (IATF), Individual Support Training Folders (ISTF) for support personnel, AFTP folders and supporting files, and providing administrative and personnel services, including notification of annual/semi-annual requirements and verification of pay entitlement to the unit commander.
- h.* Training soldiers to perform aviation specific tasks.
- i.* Establishing and maintaining an overall facility safety program and assisting unit(s) to develop an adequate and effective safety program.
- j.* Monitoring the MUSARC flying hour program (FHP) and providing MUSARC Supervisory Aircraft Pilot with the flying hour data necessary for FHP management.
- k.* Implementing the MUSARC standardization program.
- l.* Servicing aircraft.
- m.* Providing supported units with aviation unit maintenance (AVUM) and aviation intermediate maintenance (AVIM) training, maintenance and supply support, at the level prescribed by HQDA and HQ, USARC.
- n.* Providing centralized ALSE support and facilities.
- o.* Coordinating with civil and host installation authorities for the following:
 - (1) Firefighting and crash rescue services.
 - (2) Medical evacuation services.
 - (3) Airfield services.
 - (4) Clearance procedures.
 - (5) Use of training areas.

4–16. ASF designation

The ASF will be designated based on its location. Previous numerical designations are rescinded and replaced with designations shown on page A–1.

4–17. Supervision

The MUSARC supervisory aircraft pilot (SAP) is responsible for the overall supervision of the MUSARC/ASF. In cases where there is no MUSARC SAP, the commander will determine who supervises the ASF supervisors.

4–18. Operations and clearance

All flights originating from an ASF will require appropriate flight plans and flight weather briefings, to be filed per AR 95–1. When the ASF is located on a military installation, the ASF supervisor will coordinate filing of flight plans with the installation flight operations officer.

4–19. Physical security

- a.* Security of aircraft and equipment owned or under the control of the ASF is an ASF responsibility. Observe AR 190–51.
- b.* Each ASF will develop and maintain a security SOP which will include detailed guidance on subhand receipting aircraft and equipment and security precautions to be taken by subhand receipt holders.
- c.* Security of unit equipment not hand receipted to the ASF will remain the responsibility of the unit.

4–20. Flying Hour Program (FHP)

- a.* Unit commanders will formulate FHP based on the ATP and guidance from the MUSARC aviation officer and HQ, USARC.
- b.* The MUSARC aviation officer will consolidate and validate the flying hour requirement by type aircraft and submit it to HQ, USARC (AFRC–AVO). On receipt from OCAR (DAAR–OP), USARC will allocate the flying hours and manage the program to attain the maximum training benefit. Once allocated, flying hours may not be exceeded or interchanged between aircraft type without approval from the USARC.

c. MUSARC commanders may redistribute hours between units with like aircraft to accommodate changing requirements. Accomplishment of quarterly FHP projections will be closely monitored to ensure maximum utilization of flying hours.

4-21. Maintenance

All ASFs have an aviation unit maintenance (AVUM) mission. ASFs also have an aviation intermediate maintenance (AVIM) mission when authorized, staffed, equipped, and trained accordingly. Policies for aviation maintenance will adhere to guidance in AR 710-2, AR 750-1, TM 1-1500-328-23, and DA Pam 738-751.

4-22. Tools and equipment

Unnecessary duplication of tools and equipment within the MUSARC will be avoided. ASFs will requisition, for inclusion in the ASF property book, only those tools and equipment which are needed in support of the ASF mission which are either not available from supported units or are available, but in insufficient quantities to accomplish the mission. MUSARC supervisory aircraft pilots will establish a method for obtaining separate tools and equipment in the event of mobilization, if it is anticipated that an aviation TPU will remain at the ASF during the different levels of mobilization that does not have the proper tools or equipment for the ASF to utilize.

4-23. Loan of aircraft and equipment

a. Each ASF will centrally manage all supported unit aircraft, to include those maintained on contract. This also includes associated PLL, tools, and equipment needed for aircraft and ground support equipment operation and maintenance.

b. Appropriate aircraft, tools, PLL, and equipment will be issued for training and operational missions to units or individuals from this common pool without regard to unit ownership. Limitations on use of special mission aircraft will be observed.

c. Appropriate aircraft, tools, PLL, and equipment may be hand receipted for training support to RCTIs that teach aviation MOS producing courses.

d. A system which allows for sharing of ASF controlled aircraft, tools, PLL, and equipment by unit or RCTIs personnel during UTAs and AT will be developed and detailed in an ASF SOP.

Table 4-1
Rated Personnel Additional Flight Training Period Annual Authorizations

Category	Flight	Primary Support	Total	Flight	Alternate/Additional Support	Total
FAC 1 Aviators						
Helicopters						
Attack	48	6	48			
Scout	48	6	48			
Utility	38	6	38	10	6	48
Medical	38	6	38			
Cargo	38	6	38	10	6	48
Observation	27	6	27	12	6	39
Airplanes						
Reconnaissance	34	6	34			
Utility	27	6	27	12	6	39
Cargo	27	6	27	12	6	39
FAC 2 Aviators						
All	24	4	24	12	4	36
Flight Surgeons						
All	24	24	24			
FAC 3 Aviators						
Helicopters						
Attack	26	2	26			
Utility	14	2	14			
Medical	14	2	14			
Cargo	14	2	14			

Table 4-1
Rated Personnel Additional Flight Training Period Annual Authorizations—Continued

Category	Flight	Primary Support	Total	Flight	Alternate/Additional Support	Total
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Category: Total AFTP authorizations are based on primary aircraft. FAC 3 Aviators are required to maintain applicable FAC 1 simulator minimums as stated in the applicable ATM. They have no flying hour minimums or currency requirements.

Notes:

- ¹ Figures are maximum AFTPs. Total may not exceed 48.
- ² Support AFTPs are included in the maximum number authorized.
- ³ Commanders may authorize aviators to perform duty in alternate or additional aircraft. Total combined AFTPs may not exceed 48.
- ⁴ Commanders may not designate FAC 3 if the aviators fly aircraft that have no compatible flight simulator, per TC 1-210.
- ⁵ Instructor Pilots may increase Support and Total AFTPs by 6, but annual Total may not exceed 48.
- ⁶ Commanders may authorize personnel with ALSE ASI to combine ALSE authorization with primary authorization. Total AFTPs may not exceed 48.
- ⁷ Commanders may authorize up to an additional 12 AFTPs for MPs, above the quantity authorized for their primary aircraft. These are provided for MPs to maintain proficiency or perform MTFs in designated alternate or additional aircraft. The maximum number of AFTPs cannot exceed 48.

Table 4-2
Non-rated Personnel Additional Flight Training Period Annual Authorizations

Category	Flight	Support	Total
AEROSCOUT OBSERV	48	6	48
ATK HEL CE	0	24	24
SCOUT HEL CE	0	24	24
UTIL HEL CE	38	19	38
AIR AMB CE/ATTEND	38	19	38
CARGO HEL CE	38	10	38
OBSV HEL CE	0	12	12
RECON AIRPLN CE	0	24	24
CARGO AIRPLN CE	24	12	24
AVN MAINT TECH (WO)	0	12	12
HEL REPAIRER/MECH	0	12	12
ATC SPEC	0	12	12
FLT OPNS SPEC	0	12	12
TECH INSP	0	12	12
ALSE TECH	0	12	12
ACFT ARMAMENT TECH	0	12	12
ACFT FIRE CTRL SPEC	0	12	12
PETROLEUM SPEC	0	12	12
FLT PLT/DET SGT	0	12	12
AVN MAINT SUPV	0	12	12
AVIONICS TECH	0	12	12
AVN ELECT TECH	0	12	12
AMMO SPEC	0	12	12
AERIAL EW TECH	24	6	24
IMAGE ANAL TECH	0	12	12

Category: Soldier's primary unit duty, except for ALSE Tech.

Table 4-2
Non-rated Personnel Additional Flight Training Period Annual Authorizations—Continued

Category	Flight	Support	Total
Support: Maximum number of support AFTPs authorized for each category.			

Notes:

¹ Total AFTPs per individual may not exceed 48 in one fiscal year.

² Commanders may authorize personnel with ALSE ASI to combine ALSE authorization with primary MOS authorization. Total may not exceed 48 in one fiscal year.

³ All changes in authorizations must be in writing and included in the AFTP file.

Chapter 5

Reserve Component Training Institutions and Education Programs

5-1. Introduction

a. Reserve Component Training Institutions (RCTIs) are TPUs organized per TYPE TDA 60-909-06 (available at RCTIs). This TDA provides a functional structure for the operation and administration of school programs.

b. Requests for activation, deactivation, relocation, reorganization, and consolidation of RCTIs will be sent to HQDA (DAAR-OP), WASH DC 20310-2400.

c. When mobilized, RCTIs will augment Active Army schools, Army Training Centers, and other activities as determined by the CG, TRADOC, except for those in Europe. Commanding General, U.S. Army, Europe (USAREUR) will determine mobilization requirements for European area schools.

5-2. Administration

RCTIs will be organized and administered under the following guidelines:

- a. The CG, FORSCOM commands the CONUS USARF schools. In addition, the CG, FORSCOM—
- (1) Prescribes policies for the administration, operation, stationing, logistics, and funding of RCTIs in CONUS, Hawaii, and Puerto Rico.
 - (2) Consolidates all RCTI student enrollment data; three copies of all such data will be sent to HQDA (DAAR-OP), WASH DC 20310-2400.
- The CG, TRADOC—
- (1) Establishes RCTI training evaluation criteria for CONUS and OCONUS schools.
 - (2) Develops criteria and techniques for conducting RCTI courses. These include overall program of instruction and instructional material support for instructors and students. This material is provided by the Army service schools and the U.S. Army Command and General Staff College (USACGSC).
 - (3) Identifies courses and establish criteria to enable USAR unit commanders to award MOS and specialty qualifications.
 - (4) Recommends mobilization missions and stations for RCTIs.
 - (5) Programs and budgets funds and other resources for providing adequate training support materials to RCTIs.
 - (6) Be responsible for instructor and student training support material.
 - (7) CONUS Army commanders and CG, USARPAC will further assign RCTI RSCs or other GOCOMs.
- c. OCONUS commanders will organize, command, operate, and administer RCTIs within their areas, under authority given by HQDA (DAAR-OP).
- d. Commandants of Army service schools—
- (1) Prepares and revises RCTI instructional materials and programs, as approved by the CG, TRADOC.
 - (2) Prepares, reproduces, and distributes RCTI instructional materials.
 - (3) Conducts staff visits.
- e. Commandants or RCTIs—
- (1) Ensures that all courses conducted by their schools meet criteria established by TRADOC or the proponent service school.
 - (2) Ensures that instructors are qualified per TRADOC standards.
 - (3) Ensures that students meet enrollment eligibility requirements.
 - (4) Accomplishes required administration.

5-3. Physical standards for USAR soldiers attending RCTIs

USAR soldiers attending RCTIs in ADT, AT, or TDY status will be subject to the physical standards outlined in AR 600-9.

- a. On reporting to the RCTI, all USAR soldiers will be weighed. Those who do not comply with AR 600-9 will be

given 30 days to meet the standards before being disenrolled. If the course of instruction is less than 30 days, the soldier must meet the standards before graduation.

b. Soldiers will be given the APFT if they had not taken and passed the test within the last 8 months.

c. School commandants are authorized to waive the APFT requirement for USAR personnel only for medical reasons. Such waivers will be fully justified in the academic evaluation report. A copy of the medical report on which the waiver is based will be attached to the individual's academic evaluation.

d. For academic evaluation reports on U.S. Army personnel at RCTI courses, the preparing officer will follow the procedures outlined in AR 623-1, figure 2-1, to document the height and weight of students and the passing or failure of the APFT.

5-4. RCTI staff and faculty organization

a. The CG, FORSCOM, in conjunction with HQDA (DAAR-OP), will provide strength allocations. CG, USAREUR will request staff and faculty strength allocations for RCTIs in Europe from HQDA (DAAR-OP).

b. Member of other TPUs who have special qualifications may be used as instructors in an attached status. The commander of the unit to which the soldier is assigned must concur.

c. USAR soldiers who fail to meet the standards of AR 600-9 will not be allowed to perform as platform instructors. This restriction will apply to soldiers until they have successfully completed a weight control program, per AR 600-9.

5-5. Operation of RCTIs

a. The courses below, in the priorities indicated, are authorized to be taught in RCTIs. Only TRADOC approved POI may be used. School staff and faculty are not authorized to teach or support courses, other than those shown below, in any duty status (IDT, ADT, AT, or retirement points only).

(1) Priority 1—NCO professional development.

(2) Priority 2—commissioned and warrant officer professional development.

(3) Priority 3—skill level 1 MOS.

(4) Priority 4—other skill level MOS.

(5) Priority 5—NBC.

(6) Priority 6—instructor training course.

b. The RCTI year will be from 1 October to 30 September.

c. IDT for RCTIs for which pay or retirement point credit, or both, are authorized may be conducted as an assembly of at least 2 hours. Roll call and rest periods are not included. The major commander may allow this type of assembly for RCTI instructional periods. However, RCTI students will be awarded only one retirement point credit for each 4 hours of instruction. Two 2-hour training assemblies on separate days may be combined to make one 4-hour instructional period. Other rates of retirement point credit will be computed per AR 140-185.

d. IRR soldiers who attend RCTIs will be in a nonpay training status, except for the school AT period.

e. IRR officers may enroll as students, with approval of the CG, HR Command. This enrollment is subject to signing the following agreement:

"I agree, as a condition of my enrollment in an RCTI course, to serve afterwards in a USAR troop program unit assignment for not less than 2 years if such assignment is tendered, and I intend to complete the course in which I will be enrolled."

f. Officers with a TPU assignment and IMA may attend in an attached status with approval of their unit commanders or proponent agencies. Attendance may be in addition to RST, UTA, or MUTA if funding is available.

g. Enlisted TPU soldiers, with approval of their unit commanders, may take part in MOS training, methods of learning courses, or Noncommissioned Officer Educational System (NCOES) training with an RCTI in either cadre or student status. Enlisted IRR soldiers may take part in the above training with the approval of the CG, HR Command.

h. Standby Reserve (Active List) soldiers may attend school in an attached nonpay training status, including school AT. They will be awarded retirement point credits. (See AR 140-185.)

i. Active Army officers may enroll in the USACGSC course. Active Army warrant officers may enroll in the RCTI Warrant Officer Senior Course provided they were selected to attend the Active Army course either in residence or nonresidence. Before an Active Army warrant officer can enroll in the RCTI Warrant Officer Senior Course, he or she must obtain written approval from CG, HRS-Alexandria (AHRC-OPW-P), 200 Stovall Street, Alexandria, VA 22332-0400. Foreign officers may apply through the U.S. Defense Attache of their country for HQDA approval to attend the USACGSC course.

j. Dual Component officers may enroll in RCTIs with the permission of their Active Army commander and the CG,

HRC–Alexandria. They may wear either their enlisted uniform or civilian clothing, as directed by the school commandant, while attending IDT and ADT phases of instruction. Wearing of an officer uniform is prohibited.

5–6. Contract training

a. Soldiers accepted for medical training in the following MOS producing courses (91B, 91C, 91D, 91Q, 91P, 91V, 92B, 42D) will incur a minimum service obligation. The minimum time will consist of 4 months for each month of training received not to exceed 4 years from date of withdrawal, failure, or completion of course.

b. This obligation will be acknowledged before acceptance of the individual for training either through current enlistment or by written agreement to enlist, extend/reenlist. Soldiers will fulfill their obligation by serving in a USAR TPU position, until their extended service obligation is satisfied.

5–7. Army correspondence courses

(See para 3–28.)

5–8. Noncommissioned Officer Education System, Reserve Components (NCOES–RC)

a. NCOES–RC is an integral part of EPMS–USAR. The purpose of NCOES–RC is to enhance leadership potential and trainer ability of Army RC NCOs.

b. NCOES–RC will be taught to Army Reserve NCOs by a RCTI. No other Army Reserve unit is authorized to conduct NCOES–RC. USAR NCOs may participate in NCOES–RC training conducted by a State National Guard Academy when a USARF school NCOES–RC courses is not locally available.

c. NCOES–RC qualification for attendance is prescribed by AR 350–1.

d. The basic course will not be substituted for the Primary Leadership Development Course for soldiers serving in a combat arms DMOS. Waivers for pay grade may be granted by the CONUSA commanders and CG, HR Command.

e. Commanders may attach USAR soldiers to a RCTI or ARNG Academy for the duration of training; or they may use ADT monies or a combination of RST and ADT to place soldiers on duty.

5–9. Award of the AUSA U.S. Army Reserve Component Training Institute Award

a. The Association of the U.S. Army (AUSA) Award is an annual award presented in the form of plaques to the outstanding officer/warrant officer student and the outstanding enlisted student of each U.S. Army Reserve Component Training Institute.

b. All students, regardless of component, who are pursuing a regular RCTI course during the school year of the award are eligible. The school year is defined as starting on 1 October and ending on 30 September of each year.

c. The school commandant will select one officer/warrant officer and one enlisted soldier to receive the award for the school year. The following criteria will be used to make the selection:

- (1) Attendance records.
- (2) Academic records.
- (3) Demonstrated leadership and initiative.
- (4) Class participation and demonstrated potential.

d. At the end of the school year, the commandant will submit the names and home addresses of the students selected for the award through channels to the appropriate Army area commander. There, the names will be consolidated and forwarded to Office of the Chief, Army Reserve, ATTN: DAAR–OP, WASH, DC 20310–2400 to arrive no later than 1 November.

e. The CAR will provide AUSA with the list of students to receive the award and addresses of the schools where the plaques will be shipped. A congratulatory letter for the recipient will be sent with each plaque. School commandants will ensure that a copy of the letter is filed in the MPRJ. Commandants may also use available nonappropriated funds or request the funds required for engraving the plaques from the appropriate area commander.

f. Each commandant will notify the appropriate Army Reserve general officer commander or overseas Army area commander when an award is ready for presentation. USAR general officer commanders will present the award at appropriate ceremonies within CONUS. Overseas area commanders are encouraged to present the awards for RCTIs in their area. AUSA members in the area should be invited to attend the presentations.

Chapter 6

Nonmilitary, Federal and Civilian, Sponsored Unit Program

6–1. Introduction

a. Defense of the nation is a shared responsibility. The Nonmilitary, Federal and civilian, Sponsored Unit Program facilitates the understanding and participation in the defense of the nation among the Army, industry, the government, and the general public. In the Sponsored Unit Program, selected USAR units affiliate with civilian or nonmilitary

governmental organizations to perform inactive duty training (IDT). This training is intended to improve the quality and readiness of the individual soldier and unit, thus enabling enhancement of individual and unit efficiency and preparedness for military operations.

b. The program is restricted to selected USAR TPUs, IMA detachments, and RTUs in the continental United States.

c. Only combat service (CS) and combat service support (CSS) troop program units (TPU), Individual Mobilization Augmentation detachments (IMA Det) and reinforcement training units (RTUs), are eligible to participate in the program.

d. Policies and procedures on training, personnel, training standards, organization, and logistical support of soldiers and USAR units apply to sponsored units.

6-2. Objectives of sponsored unit affiliation

a. Improve the readiness of units and assigned and attached soldiers.

b. Provide USAR soldiers mission-related training in their military occupational specialty (MOS) or area of concentration (AOC).

c. Improve public awareness of national defense requirements.

6-3. Conduct of the Sponsored Unit Program

The program will be implemented under the following guidelines:

a. The Chief, Army Reserve is responsible for policy development and program guidance.

b. The CGs, USARC and USASOC manage and supervise the program within their respective commands. These CGs, or their designated representatives, must—

(1) Visit prospective sponsors before approving sponsorship.

(2) Approve sponsors for participation only after ensuring that the training a TPU, IMA detachment or RTU would receive is appropriate, cost effective, can be supported, and is beneficial to the Army.

(3) Sign DA Form 361 (Civilian Sponsored Unit Agreement).

(4) Ensure distribution of signed agreements within their commands, and provide copies of signed agreements to the following to include the sponsoring organization and the unit sponsored.

6-4. Sponsored unit agreement form

a. General. DA Form 361 is used to document an agreement between the Army and a civilian or nonmilitary governmental organization to affiliate. The agreement is nonbinding on either party. It may be terminated by written notice by either party by giving 30 days advance written notice of the effective date or termination. DA Form 361 may be obtained through publication channels from the U.S. Army Publication Distribution Center, Baltimore, MD 21220.

b. Amendment to agreements. Signatories may make pen and ink changes to the original agreement when minor changes are necessary. For other than minor changes, an amendment must be prepared, signed, and distributed to appropriate agencies and commands.

c. Termination of agreements.

(1) Sponsored unit agreements may be terminated by either party by giving 30 days advance notice of the effective date of termination.

(2) If the CG, USARC, or CG, USASOC is unable to obtain a replacement sponsor, the IMA detachment or RTU will be deactivated.

Chapter 7

Marksmanship Training and Competitive Program

7-1. Introduction

This chapter prescribes responsibilities, policies, and procedures for the USAR in small arms marksmanship training and competition. It applies to USAR competitions from company or equivalent level through international level. The overall objectives of the program are to heighten interest and impose small arms marksmanship training. The purpose of small arms marksmanship training is to provide the following:

a. Improve the skill of soldiers in use of their individual weapons.

b. Instill confidence in the soldier.

c. Provide mobilization/readiness assets for combat readiness.

d. Develop skilled marksmanship instructors to assist USAR units in training and annual qualifying programs.

e. Provide an opportunity for USAR soldiers who excel in the use of small arms to—

(1) Represent their units, commands, RSCs, GOCOMs, the USAR, and the United States in competition.

(2) Compete in programs from unit through international level.

f. Provide outstanding marksmen for the USAR to—

- (1) Maintain leadership in Armed Forces (interservice) and national competition.
- (2) Assist the United States in maintaining leadership in international competition.

7-2. Responsibilities

a. The Chief, Army Reserve, will—

- (1) Oversee small arms competitive marksmanship activities of the USAR.
- (2) Coordinate and approve all USAR site support.
- (3) Provide, select, and supervise mobile training teams (MTT) to conduct “Train the Trainer” clinics in support of RSCs and GOCOMs.
- (4) Provide, select, and supervise USAR teams or soldiers representing the USAR in interservice, national, and international competition.
- (5) Develop and implement marksmanship training programs for the USAR at DA level.
- (6) Provide USAR instructors to conduct small arms training, small arms marksmanship training in sniper weapons, Special Reaction Team (SRT), combat shotgun, and other specialized small arms training applications. Assist USAR units in maintaining mission readiness.
- (7) Coordinate budgeting and operational planning for conduct of all USAR marksmanship programs providing an opportunity for the broadest involvement of all members of the USAR.
- (8) Oversee individual weapons training and qualification activities of the USAR.
- (9) Provide Battle Focused Instructor Training Course (BFITC) courses to support MUSARC marksmanship training activities.
- (10) Provide for a USAR marksmanship championship to allow MUSARC teams to compete in combat and national match marksmanship events.
- (11) Conduct the World-wide Chief, Army Reserve Postal Matches.
- (12) Publish the Army Reserve Marksmanship (ARM) Newsletter.

b. The CG, USARC will—

- (1) Ensure that USAR soldiers qualify and are familiar with individual weapons (AR 350-4).
- (2) Ensure that competitions for the USAR are conducted annually. This will be done at succeeding levels from company through RSCs and other GOCOMs. Qualification and instructional firing (AR 350-4) should serve as a major part of the total competition.
- (3) Ensure each MUSARC has an active USAR Marksmanship Training and Competitive Program. Also, ensure that the annual Army Small Arms Championships include USAR teams representing each MUSARC.
- (4) Ensure the USAR personnel representing each MUSARC have the opportunity to participate in the U.S. Army Rifle and Pistol Championships to include both combat weapons championships and national match type championships. The championships may be held in more than one location depending on type of events held.
- (5) Ensure the USAR competitive marksmanship program includes TPU, IRR, AGR, and IMA soldiers on an equitable basis.
- (6) Require the formation of a Special Marksmanship RTU in each MUSARC. These RTUs, using IRR and IMA marksmen, will provide a source of qualified USAR marksmanship training instructors for USAR units. The Special Marksmanship RTU personnel will—
 - (a) Instruct and assist USAR units in all marksmanship training and competitive programs.
 - (b) Provide a central source of qualified trainers to conduct the MUSARC marksmanship programs.
 - (c) Marksmanship RTUs will be limited in rank structure to ensure the availability of instructors. The unit will not exceed one (1) LTC, two (2) MAJ, and 60 percent of the unit will be enlisted.
- (7) Provide USAR support for the National Matches as directed and approved by Chief, Army Reserve.
- (8) Ensure, in coordination with Chief, Army Reserve, that full support for marksmanship programs is directed to each MUSARC as prescribed by this and other regulations.
- (9) Ensure that soldiers participating in marksmanship programs comply with AR 135-200, paragraph 4-7.

c. CG, HR Command, will ensure that the conduct of training in the marksmanship program as prescribed in this regulation, is according to annual training guidance and budgetary constraints provided by OCAR (DAAR-OP).

7-3. Program configuration

The structure of the USAR marksmanship program will include the following:

- a. Clinics, instruction, and assistance furnished to USAR units, other military departments, and ROTC and other groups as approved by Chief, Army Reserve.
- b. Intercommand and intracommand matches between units at all levels.
- c. MUSARC championships.
- d. USAR Small Arms Championship.

- e. The U.S. Army Rifle and Pistol Championships (Combat and National Match events).
- f. Interservice championships (rifle, pistol, and international).
- g. The National Trophy Matches and National Championships.
- h. Tryouts for teams to represent the United States in International World Cup, Pan American, and Olympic Championships.
- i. The annual USAR Marksmanship Individual and Unit Training Awards.
- j. Selected military and civilian small arms activities, both national and international, including training and competition.
- k. OCAR Postal Match Program conducted by HQDA(DAAR-OP), WASH DC 20310-2400.
- l. Provide expert marksmanship instructors/marksmen to support USAR mobilization readiness and missions.
- m. Publish the USAR Marksmanship Newsletter.

7-4. Conducting the program

- a. Preparing for and taking part in small arms competitive marksmanship activities (from unit through international levels) is classified as training.
- b. Official international level small arms competitions are classified as sporting events.
- c. All USAR soldiers, including AGR soldiers, unless otherwise restricted, will be given an equal chance to prepare for and take part in small arms marksmanship competition.
- d. All competitive marksmanship match programs from unit to All-Army will include combat type courses of fire (unless a level splits the events between two different sites and/or dates). Competitors in combat type matches must use weapons and equipment of the same type used by the USAR to train for and take part in combat.
- e. USAR rifle competitors are required to fire service rifle or other weapon as approved by the National Board for the Promotion of Rifle Practice (NBPRP). This will be at ranges not to exceed 1000 yards or meters in registered or approved matches or other civilian sponsored competition when—
 - (1) Transportation or other travel expenses are paid for those qualified to participate, wholly or in part, from Government funds (appropriated or nonappropriated). (This includes exchange, recreation, welfare, and morale type funds.)
 - (2) Government issued equipment is used by the competitor.
- f. Firing of other rifles at greater ranges or in international type matches is allowed.

7-5. Support of the program

- a. *Ceremonies.* Suitable ceremonies for presenting marksmanship awards will be conducted by the commander of the units or individuals concerned. Awards include—
 - (1) Excellence-in-Competition Badge (“Leg Medals”).
 - (2) Distinguished Rifleman Badge.
 - (3) Distinguished Pistol Shot Badge.
 - (4) U.S. Distinguished International Shooter Badge.
- b. *Publicity.* Publicizing the achievements of USAR shooters and marksmanship activities is essential for the success of the program.
 - (1) Information programs will be supported and carried out to enhance public confidence in the USAR.
 - (2) News items and photographs of USAR shooters taking part in major command and higher level competition will be submitted by the match sponsor directly to the Army Reserve Magazine, HQDA (DAAR-PA), WASH DC 20310-2400 and the Army Marksmanship Newspaper, HQDA (DAAR-OP), WASH DC 20310-2400.
 - (3) Commanders of units conducting matches will ensure hometown news releases, including photographs, are prepared and submitted. Local media coverage of matches is encouraged.
 - (4) News items should also be sent to MUSARC information newspapers.
 - (5) OCAR will publish quarterly newsletter devoted to information concerning marksmanship training and competition. The publication will be titled “Army Reserve Marksman” (ARM). This publication will be distributed to all USAR units and appropriate agencies and individuals.
- c. *Uniform.* During marksmanship competition USAR soldiers will be attired in neat and suitable uniforms. The only authorized deviation from standard military uniforms is the authorization for the MUSARC, and All-USAR Marksmanship Teams to wear distinctive hats with color and patch for safety and identification purposes. Members of the official USAR Marksmanship Team will wear a black baseball type hat with gold USAR lettering on it while performing duties as part of the All-USAR Shooting Team or Mobile Training Team. MUSARC will use a different and tasteful hat design for their teams. Modifications other than those for safety or as required by the event are not authorized.
- d. *Instructors.* USAR commanders will use instructors and marksmen trained by Mobile Training Teams (MTT), for conducting marksmanship training. Commanders should request special marksmanship RTU soldiers to conduct train-the-trainer clinics and BFITC classes. Those clinics include the following:

- (1) M16 rifle—basics on effective operation of M16A1/2.
- (2) M60/SAW—from serviceability checks to zeroing and qualification.
- (3) .45cal/M9/M11 PISTOL—fundamentals of marksmanship and operation and qualification/familiarization courses outlined.
- (4) SNIPER SUSTAINMENT TRAINING—preparatory training for individuals assigned as snipers who have not attended an Active Army sniper school.
- (5) AIR RIFLE—training-grade air rifles to supplement and enhance M16 training.
- (6) AIR PISTOL—air pistols to supplement and enhance conventional training.
- (7) MARKSMANSHIP TRAINING LOGISTICS—logistics operations, range training, courses of fire, preliminary rifle and pistol instruction programs.

e. Community service. USAR commanders are urged to sponsor or assist local youth shooting clubs or teams. Commanders will make the center gallery range available for their use. This activity is encouraged both as a potential recruiting activity and as a community service program. Weapons and ammunition support for this program may be available, under conditions specified by the Director of Civilian Marksmanship, Office, Secretary of the Army, 20 Massachusetts Avenue, N.W., Room 1205, Department of the Army, WASH DC 20310-0100 (AR 920-20).

7-6. Match programs

a. The match programs conducted by RSC may include an individual rifle and an individual pistol match in which credit toward Distinguished Designation may be earned. In order for credit to be granted, the match OIC will ensure it is conducted according to the rules and regulations for the National Matches, to include the following:

(1) Furnish one copy of official bulletins and separate competitor registration lists of rifle matches and pistol matches conducted to—

- (a) Commander, area command concerned.
- (b) USARC.
- (c) Commanding Officer, U.S. Army Marksmanship Unit, ATTN: Custodian, Excellence-in-Competition Results, Fort Benning, GA 31905-5810.
- (d) HQDA (DAAR-OP), WASH DC 20310-2400.

- (2) Prepare bulletins ranking competitors in order of their excellence.
- (3) Prepare registration lists in alphabetical order listing the following:
 - (a) Last name, first name, and middle initial.
 - (b) Rank and social security number. (Serial numbers must also be provided for individuals if credit points were earned before 1 July 1969.)
 - (c) Address of individual's parent unit or the home address of IRR soldiers and civilian competitors.

b. Match programs at all levels will emphasize and encourage the following:

- (1) All types of competition with as many weapons and weapons systems as practicable.
- (2) Improvement of combat skills and individual proficiency.
- (3) Training of inexperienced competitive marksmen.
- (4) Development of marksmen and instructors who may be used to instruct and supervise weapons training and marksmanship activities within their unit and commands.

c. Soldiers are encouraged to wear marksmanship badges and ribbons when possible. Wear of awards on the military uniform is governed by policies in AR 600-8-22.

d. Army Excellence-in-Competition Badges and Distinguished Designation Badges. Award of excellence-in-competition and distinguished badges, and credit toward these awards is based on a soldier's unassisted performance in recognized individual matches.

(1) The Bronze Excellence-in-Competition Badge is awarded to USAR soldiers when they earn their first credit points (regardless of point value).

- (2) The Silver Excellence-in-Competition Badge is awarded when 20 points have been earned.
- (3) The Distinguished Rifleman and the Distinguished Pistol Shot Badge will be awarded when 30 or more points are earned.

e. President's Hundred Tab and Brassard. A President Hundred Tab and Brassard will be awarded by the Director of Civilian Marksmanship to each person, military and/or civilian, who qualifies among the top 100 competitors firing in the President's Rifle or the President's Pistol Match held in conjunction with the National Trophy Matches. (See AR 600-8-22.)

f. U.S. Distinguished International Shooter Badge. Award of this badge will be made to shooters, by the Secretary of the Army, or his or her designee, for outstanding achievement in international shooting events conducted under International Shooting Union rules. This includes the following:

- (1) Olympic Games.
- (2) Pan American Games.

- (3) World Championships.
- (4) Championship of the Americas.

7-7. Eligibility and criteria for award of credit points toward Distinguished Designation Badges

- a. Award of Excellence-in-Competition badges and credit toward distinguished badges will be made on the basis of the person’s performance in recognized individual matches.
- b. Credit points will be awarded to the highest scoring 10 percent of all nondistinguished participants firing in the match ranked in order of merit. Fractions of .5 and over will be resolved to the next higher whole number.
- c. Credit points will be awarded to the top 10 percent of personnel as determined in *b* above, on the following criteria listed in (1) through (3) below. There is however, one exception. The top 10 percent of authorized competitors in U.S. Army installation or division. USAR (MUSARC), HR Command, OCAR (MDW level) and NS State Championship Excellence-in-Competition matches may be awarded a maximum of four credit points:
 - (1) To the highest scoring (10 points).
 - (2) To the next highest scoring (8 points).
 - (3) To the remaining personnel authorized credit points (6 points).
- d. Each individual may fire for credit points in not more than four recognized matches with each weapon (service rifle and pistol) during each calendar year. An individual who fires any portion of a match will be considered to have fired that match. Eligibility to take part in “Leg” matches (credit point) conducted as a part of official competitive events. (See table 7-1).

**Table 7-1
Leg Match Eligibility**

Competitive Event (of which “Leg” Match is a part)	Footnote that applies
U.S. Army Installation/Division, USAR (RSC and GOCOM) and NG State/Division Championships	1, 2
CONUSA Reserve Components Small Arms Championships	2, 3
U.S. Army Championships	2, 3
Armed Forces (Interservice) Championships	2, 3
Properly Approved excellence-in-competition (EIC) Matches (NRA Regional and State Championships)	3, 4
Major Command Championships of Other Services	3
National Trophy Individual Championships	2
National Guard Championships	5

Notes:

- ¹ Limited to USAR personnel who have not earned a Bronze Excellence-in Competition Badge.
- ² One per calendar year.
- ³ Entry in an approved EIC match or major command championship of another service is limited to one excellence-in-competition per calendar year. Such entry is authorized in lieu of either the CONUSA Reserve Championship or the U.S. Army Championship, or the Interservice Championship when circumstances preclude entry in one of these championships. Furthermore, when the substitute match is fired, it must be fired subsequent to the date of the match for which it is substituted.
- ⁴ USAR personnel can earn a maximum of 10 credit points in properly approved EIC matches.
- ⁵ Participation in the annual Winston P. Wilson Championships will be allowed for rifle and pistol “leg” matches only. All footnotes apply separately to pistol and rifle “leg” matches.
- ⁶ No competitor is eligible to compete in more than four “leg” matches for pistol and four “leg” matches for rifle, annually.

7-8. Funds and participation

- a. Funds will be allocated by OCAR to provide resources for USAR participation in marksmanship competition, instruction, and assistance to USAR units and individuals.
- b. This priority for use of funds is to—
 - (1) Fund the All-USAR Marksmanship program to include missions authorized through the OCAR (DAAR-OP). Mobile Training Team missions and competitive missions while team members are representing the USAR or the United States.
 - (2) Selected TPU and IRR soldiers, participating as part of the OCAR Marksmanship Team at Army level combat and National Match championships. This group is eligible for direct OCAR funding support with orders published by HR Command. Guidance will be provided by the Director of Marksmanship, DAAR-OP, WASH DC 20310-2400 on method of submission. Request for orders will not be directly submitted to HR Command

(3) Selected TPU and IRR soldiers, participating as part of the MUSARC Marksmanship Team at USAR Championship level combat and National Match championships will be eligible for direct OCAR funding support with orders published by HR Command. Guidance will be provided by the Director of Marksmanship, DAAR-OP, WASH DC 20310-2400 on method of submission. DO NOT submit request for orders directly to HR Command.

(4) Funding of Special Marksmanship RTU personnel to attend BFITC and other selected training will be provided through the same procedures as outlined in *b(2)* above.

c. Funding of marksmanship activities at MUSARC and lower levels to include practices or participation in matches not referenced above will be funded through the MUSARC.

d. Use of ADT tours for USAR participants is governed by AR 135-200, para 4-3a(5)(d).

(1) Soldiers chosen to take part in All-Army competitions will be allowed an additional special tour not to exceed 30 days, in an ADT status funded by the MUSARC.

(2) IRR/IMA soldiers participation is as follows:

(a) IRR soldiers may take part in all levels of marksmanship training. IRR soldiers assigned on the OCAR-USAR Marksmanship Mobile Training Team (MTT) will have—

1. Current instructor qualification (graduated from an approved ITC after 1 Jan 88) or graduated from BFITC.

2. A current security clearance appropriate with the training requirements of the Team. Interim upgrade of clearances will be utilized only for the duration of the mission to be performed. Request for orders will so note security clearance changes, duration, and administrative actions necessary to expedite the publication of the order.

3. Performed a minimum of 12 (fragmented or continuous) ADT/ADSW duty days (excluding travel) providing USAR unit mission support as expert subject instructors in marksmanship associated training programs. Soldiers completing 12 days instructor duty will have fulfilled his/her annual Mobilization Readiness training tour requirement. Soldiers assigned to the MTT and not fulfilling these requirements must complete normal Mobilization Readiness training as scheduled by HR Command. HQDA (DAAR-OP) will verify those soldiers who have completed the 12-day requirement. This will be applicable to USAR Marksmanship Program soldiers assigned/attached to the OCAR MTT only.

(b) Control Group (IMA) may participate in all marksmanship training if the duty does not conflict with a scheduled IMA tour and the agency of assignment concurs. Soldiers are expected to perform as instructors and marksmanship program support duties directed by OCAR (DAAR-OP).

(3) Funding will not be provided for soldiers above the rank of LTC for participation as a competitor. Soldiers performing duties normally requiring a COL can, with prior approval of CG, USARC and/or Chief, Army Reserve, be funded on a case-by-case basis. This is limited to duties as match director/assistant match director at a major championship above MUSARC level.

(4) Any soldier, above the rank of CPL, who have participated with the All-USAR Marksmanship Team for a period of 3 years to include the current year of participation is required to have a security clearance of at least Confidential and have attended either the ITC course (Jan 1988 to Sep 1991) or the FBITC since 1991. Instructor certification (attendance credit) will be renewed every 5 years.

7-9. Equipment and ammunition

a. Authority.

(1) Weapons and equipment authorized for support of this program will be contained in tables of organization and equipment (TOE), tables of distribution and allowances (TDA), and appropriate common table of allowances (CTA).

(2) Ammunition to support the various phases of this program must be obtained through procedures outlined in applicable Army regulations.

(3) Maintenance instructions will be found in TB 9-1000-237-12, TB 9-1005-226-12, and weapon technical manuals.

b. Security and control of firearms

(1) AR 190-11 and AR 190-14 govern the possession, safety, transport, and shipment of weapons and ammunition issued to those who are engaged in programs authorized by this regulation. The soldiers selected and assigned duty as members of various USAR shooting teams are expected to train daily with weapon(s) issued them.

(2) Commanders will review policies relating to weapons use and security periodically to ensure availability of weapons, ammunition, targets, equipment and gallery (indoor) ranges used in support of programs covered by this regulation.

(3) The appointed OIC's will exercise primary control over all marksmanship weapons assigned to the USAR for the purpose of competitive marksmanship (except those directly authorized by unit TOE/TDA).

7-10. The U.S. Army Reserve marksmanship unit and team

a. The All-USAR Marksmanship Team/Program will be comprised of USAR soldiers performing duties in one or more of the following activities:

(1) USAR Rifle Team (International, Service, and Shotgun).

- (2) USAR Pistol Team (International and Service).
- (3) USAR Marksmanship Mobile Training Team (Rifle and Pistol).
- (4) USAR Marksmanship Public Affairs Program.
- (5) CAR Postal Match Program.
- (6) USAR Marksmanship Special Projects.

b. Nominations to the All USAR Marksmanship Team/Program will be selected annually as follows:

(1) The service weapon team members are selected based on high scores achieved at the annual All-Army level of competition for National Match Rifle and Pistol events. OICs will identify and nominate soldiers for selection to the teams and forward nominations to OCAR for final approval. Waivers from this selection process must be approved by OCAR.

(2) The international squads are selected based on high scores achieved at the annual Interservice International Shooting Championships (Pistol, Rifle, and Shotgun). OICs will identify and nominate soldiers for selection to the teams and forward nominations to OCAR for final approval. Waivers from this selection process must be approved by OCAR.

c. The USAR Marksmanship Team represents the USAR in Inter-service and National Championships and other selected competitions.

d. The officers in charge of the various teams and programs and assigned team/program participants will be appointed annually by CAR. The teams are under the operational control of HQDA (DAAR-OP).

e. Equipment, firearms and ammunition support for the team will be provided by OCAR (DAAR-OP) with primary assistance coming from the U.S. Army Marksmanship Unit, Fort Benning, GA.

f. Funding for the U.S. Army Reserve Marksmanship Team will be provided by OCAR. Funding will be provided for those soldiers in the rank of LTC and below who meet the criteria established above and selected by OCAR to represent the USAR. Participation on the team is voluntary and removal action can be taken at anytime by HQDA (DAAR-OP) with or without cause. Rifle Team OIC, Pistol Team OIC, Postal Match Program Coordinators, Marksmanship Public Affairs Program OIC, or other special marksmanship programs OIC's will be appointed by OCAR (DAAR-OP) only.

g. The Marksmanship Mobile Training Team will be composed of soldiers assigned to the USAR Marksmanship program or nominated by the discipline OIC's of the rifle/pistol teams and selected by OCAR.

h. Participation on the USAR Marksmanship Team is a privilege, not a right. The privilege of participation can and will be withdrawn at anytime when further participation would be considered detrimental, counterproductive or not in the best interest to the program objectives. Removal from the program will be directed by OCAR.

7-11. USAR marksmanship training awards

a. All soldiers, assigned, in any capacity, and DOD civilians assigned to a position that promotes, assists, develops and/or conducts marksmanship training will be eligible to compete for the BG Harry J. Mott III annual award for promotion of marksmanship training. Individuals may nominate themselves or others by submitting the following to HQDA (DAAR-OP).

- (1) Name, rank, SSN, unit of assignment, duty position, and unit mailing address.
- (2) Narrative summary of what the individual has accomplished to promote marksmanship training in the USAR.
- (3) Immediate commander's name, rank, and telephone number.
- (4) MUSARC commander's name, rank, unit, and telephone number.
- (5) Attach all recommendations and other supporting documents and forward to arrive NLT 15 September of the applicable training year.

b. USAR TPUs and drilling IMAs (DIMAs) with a strength of 75 or less (see para *a* above for a complete description) will be eligible to compete for the annual USAR Marksmanship Small Unit Training Award. Units will submit the following through channels to reach HQDA (DAAR-OP) NLT 15 September of the applicable training year. The following will be submitted for evaluation:

- (1) Unit designation.
- (2) Complete mailing address and telephone number.
- () Commander's name, rank, branch, SSN, home address, and telephone number.
- (4) Statement listing authorized strength and average strength during the applicable training year.
- (5) MUSARC commander's name, rank, unit, and telephone number.
- (6) Summary of accomplishments in marksmanship training to include unit qualification, other unit weapons training accomplishments and marksmanship training programs conducted. Also list any youth shooting programs supported, public affairs activities promoting marksmanship activities, participation and accomplishments in competitive shooting programs of any type (internal and external to the unit). Include other information considered applicable to promoting marksmanship skills in the USAR.

(7) Supporting documents to include recommendations from higher headquarters.

c. USAR TPUs which fit the criteria listed in paragraph 8-4*b* will be eligible to compete for the annual USAR

Company Level Marksmanship Training Award. Units eligible to compete for this award will follow the same procedures as outlined in *b(1)* through (7) above, through channels to reach HQDA (DAAR-OP) NLT 15 September of the applicable training year.

d. USAR TPUs which fit the criteria listed in paragraph 8-4*c* are eligible to compete for the annual USAR Large Unit Marksmanship Training Award. Units eligible to compete for this award will follow the same procedures as outlined in *b(1)* through (7) above, through channels to reach HQDA (DAAR-OP) NLT 15 September of the applicable training year.

e. USAR MUSARC will be eligible to compete for the annual MUSARC Marksmanship Training Award. Units eligible to compete for this award will follow the same procedures as outlined in *b(1)* through (7) above, through channels to reach HQDA (DAAR-OP) NLT 15 September of the applicable training year.

Chapter 8

U.S. Army Reserve Outstanding and Superior Unit Awards

8-1. Introduction

This chapter covers policies and procedures for the nomination and selection of U.S. Army Reserve units for the awards listed in *a* through *f* below. These awards are made each year. A more thorough discussion of these awards are presented in paragraphs 8-3 through 8-8.

a. *The Reserve Officers Association of the United States Outstanding USAR Unit Awards.* These awards are given by the Reserve Officers Association (ROA).

b. *The Superior Unit Certificate for the USAR.* This is awarded by the Secretary of the Army.

c. *The Walter T. Kerwin Award.* This award is given by the Association of the United States Army (AUSA) in cooperation with the ROA.

d. *The General Walter T. Kerwin Jr. Award.* This award is sponsored by the Senior Army Reserve Commanders Association.

e. *The Reserve Officers Association Outstanding USAR Aviation Support Facility (ASF) Award.* This award is given by the ROA.

f. *The Philip A. Connelly Food Service Award.* This award is given for excellence in Army food service in the Reserve components. It is awarded by the U.S. Army Troop Support Command.

8-2. Responsibilities

The following commanders are responsible for those policies and procedures used to select, nominate, and announce various units and organizations for the awards covered in this chapter.

a. Chief, Army Reserve.

b. CG, FORSCOM.

c. CG, each CONUSA.

d. CG, USARPAC.

e. CG, U.S. Army Troop Support Command.

8-3. The USAR Superior Unit Certificate

a. All U.S. Army Reserve TPUs are eligible for this award.

b. Eighty-five percent of the assigned personnel must be qualified in an MOS according to criteria in AR 220-1. This does not include personnel who are on or awaiting IET. Authorized excess personnel and overstrength are also excluded.

c. Units must—

(1) Maintain an average of 95 percent of required strength throughout the training year.

(2) Maintain an annual average of 90 percent attendance during the training year, including constructive attendance, during IDT. Computation of average annual attendance will be based on monthly data on the DA Form 1379. Attendance will be computed monthly, totaled at the end of the training year, and divided by 12.

(3) Attain an attendance of 95 percent of assigned strength, including constructive attendance during AT.

(4) Be recommended by the appropriate MUSARC. To be recommended, the units must have conducted, in a superior manner, a meaningful and effective training program throughout the training year. The recommendation will contain a narrative summary of significant unit accomplishments during that year to include a clear cut commentary on the ability of the unit to accomplish its wartime mission.

(5) Sixty-five percent of the assigned soldiers must have qualified on the M-16 rifle, M-9 pistol, or .45 cal. pistol during the year covered by the award.

d. Superior Unit Certificates will be awarded annually before 1 January, based on the performance of a unit during the preceding training year.

e. On completion of each training year, the CG of each CONUSA and USARPAC will select and announce in permanent orders. A copy of each such permanent order will be forwarded to Chief, Army Reserve, HQDA(DAAR-OP) WASH DC 20310-2400, and HQ FORSCOM (ATTN: FCJ3-TRA), Ft. McPherson, GA 30330-6000.

f. Each CONUSA and USARPAC will—

- (1) Request bulk shipment of signed Superior Unit Certificates from HQDA (DAAR-OP).
- (2) Complete certificates as required.

8-4. The Reserve Officers Association of the United States Outstanding USAR Unit Award

a. U.S. Army Reserve TPUs with an authorized strength of 75 or less (small units) are eligible for the Reserve Officers Association of the United States Outstanding USAR Unit Award for small units. These small units include—

- (1) Detachments.
- (2) Platoons.
- (3) Sections.
- (4) Bands.
- (5) Training division companies.
- (6) Laboratories.

b. USAR troop program companies, batteries, troops, higher level command headquarters units (e.g., HHC; Group HHC/HHD; Depot HHC; Brigade HHC, HHD, HHB; Battalion HHC, HHD; and HQ Centers) are eligible for the Reserve Officers Association of the United States Outstanding USAR Unit Award for company size units.

c. USAR troop program MTOE battalions, squadrons, and hospitals are eligible for the following awards:

- (1) The Reserve Officers Association of the United States Outstanding USAR Unit Award for large units.
- (2) The Walter T. Kerwin Award.

d. Qualifications for the awards in *a*, *b*, and *c* above are shown below.

(1) The CG of each CONUSA and USARPAC will nominate one USAR small unit, one USAR company size unit, and one USAR large unit from among those awarded the Superior Unit Certificate (para 8-3). These units will be considered for The Reserve Officers Association of the United States Outstanding USAR Unit Awards. Nominations will be forwarded so as to arrive at HQ FORSCOM (FCJ3-TRA) no later than 1 April of each year. They will include supporting data as prescribed by each CONUSA and USARPAC. Each CONUSA will develop procedures for verifying unit qualifications. Unit qualifications will be checked against all available data including the following:

- (*a*) Trip reports resulting from staff visits.
- (*b*) FORSCOM Forms 1R or 2R (Annual Training Evaluation).
- (*c*) Results of ARTEP conducted (if any) during the training year.
- (*d*) DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training).
- (*e*) Special and spot reports from Active Army advisers.

(2) Each nomination forwarded to FORSCOM will include the following:

- (*a*) Unit designation.
- (*b*) Complete mailing address and phone number.
- (*c*) Commander's name, rank, branch, SSN, home address, and telephone number.

(*d*) A statistical summary showing authorized aggregate strength, percent of authorized strength attained, percent of attendance during IDT, percent of attendance during AT, and percent of assigned personnel qualified in the last 12 months on individual weapons.

(*e*) A narrative summary which contains a clear cut commentary on the ability of the unit to accomplish its wartime mission, the unit's significant accomplishments during the training year, and other appropriate information. (Units may include such things as evaluator comments from FORSCOM Form 1R or 2R, letters of commendation, citations from governments and civic clubs for community service.)

(3) The CG, FORSCOM will select one small unit, one company size unit, and one large unit to receive this award. The CG, FORSCOM will forward the data concerning the three units selected to the Chief, Army Reserve (DAAR-OP), WASH DC 20310-2400 with an information copy to OSD(FM&P) RM&S/PPBS S&S, Room 4C761, Pentagon, WASH DC 20310-4000. This data must be forwarded not later than 21 May each year. The data forwarded will include the following:

- (*a*) Complete unit designation for each unit.
- (*b*) Address and telephone number(s) of each unit.

(*c*) Name, rank, SSN, home address, telephone number, title, and capacity of the soldiers designated to accept the awards for these units.

8-5. The Walter T. Kerwin Award

U.S. Army Reserve MTOE battalions, squadrons, and hospital size units are eligible for the Walter T. Kerwin Award.

a. The CG, FORSCOM will select the USAR MTOE battalion, squadron, or hospital size unit to receive this award. This unit will be the same large unit selected for the ROA Outstanding Unit Award in paragraph 8-4.

b. The CG, FORSCOM will furnish the following data to the Chief, Army Reserve (DAAR-OP) WASH DC 20310-2400, no later than 21 May of each year.

- (1) Unit designation, address, and telephone number.
- (2) Name, rank, SSN, address, and telephone number of the unit commander or the soldier who will receive the award for the unit.

8-6. The General Walter T. Kerwin, Jr. Award

U.S. Army Reserve TPUs authorized a general officer as commander are eligible for the General Walter T. Kerwin, Jr. Award.

a. The CG of each CONUSA *will* and CG, USARPAC *may* nominate one command for this award. Nominations will be submitted so as to reach Cdr, FORSCOM (ATTN: FCJ3-TRA) no later than 1 April each year.

b. Commands will be selected based on overall achievements for the period 1 October through 30 September each year. Nominations will be based on overall achievements of the command with emphasis on its ability to accomplish its wartime mission.

c. CG, FORSCOM is responsible for selecting the annual winner. Each nomination forwarded to FORSCOM will include the following:

- (1) Authorized aggregate strength.
- (2) Assigned aggregate strength.
- (3) Number of subordinate reporting units.
- (4) Strength maintenance. (Consider both retention and reenlistment programs.)
 - a.* Number of gains.
 - b.* Number of losses.
 - c.* Command strength maintenance meets or exceeds FORSCOM goals (yes or no).
- (5) Training attendance (based on assigned strength).
 - a.* IDT—percent attendance.
 - b.* AT—percentage of constructive attendance.
- (6) Individual weapons qualification. Percent of assigned personnel qualified in 12 months.
- (7) MOS qualification.
 - a.* Percentage of assigned personnel qualified.
 - b.* Percentage of change in qualification from start of year to end of year.
- (8) Logistics. Command met or exceeded aircraft operational readiness standards (yes or no).
- (9) A narrative summary which contains a clear cut commentary on the ability of the unit to accomplish its wartime mission, the units significant accomplishments during the training year, and other appropriate information.

8-7. The Reserve Officers Association Outstanding USAR Aviation Support Facility (ASF) Award

USAR ASF designated per this regulation, are eligible for the Reserve Officers Association Outstanding USAR Aviation Support Facility Award.

a. The award will be made on a calendar year basis. Prior to 1 March each year, the CG of each CONUSA will nominate one USAR ASF for the award to Cdr, FORSCOM, ATTN: FCJ3-OV.

b. To be eligible to be designated as a Superior USAR ASF, the nominee must meet the qualifications listed below. Nominations will include supporting data prescribed herein.

- (1) The ASF must have achieved a rating of satisfactory in the most recent CONUSA conducted Aviation Resource Management Survey to include all functional areas.
 - (2) ASF staffing must have met the criterion established in this regulation, except for personnel turnover.
 - (3) All ASF flight instructors must have received a satisfactory grade on their annual standardization flight evaluation and any “no-notice” flight evaluations during the preceding calendar year.
 - (4) The ASF Supervisory Aircraft Pilot must have received a rating of “Highly Successful” on his or her most recent performance evaluation.
 - (5) The maintenance section of the ASF must perform all maintenance procedures “by the book”. There must have been no deficiencies noted in their most recent CONUSA or RSC ARMS.
 - (6) A zero accident/incident rate for the past year must have been maintained by the ASF.
- c.* Nominations for the ROA Outstanding USAR ASF Award will contain the following:
- (1) USAR ASF designation.
 - (2) Complete mailing address.

- (3) Statement that nominee meets criteria in paragraph 8-6b above.
- (4) Subjective justification for the nomination to include significant achievements and other information deemed appropriate.
- (5) Name of facility or activity supervisor.
- (6) An information article on the nominee suitable for publication. This will be approximately one typewritten page and will include but not be limited to the following information:
 - (a) Location.
 - (b) Tenant units supported.
 - (c) Names of commanders and key personnel.
 - (d) Significant achievements in the areas of flight operations, training, safety, standardization, and maintenance.
- (7) Name, grade, SSN, title, capacity, home address, and home telephone number of the soldier designated to accept the USAR ASF award.
 - d. CG, FORSCOM will select the USAR ASF to receive the award. CG, FORSCOM will forward the data on the selected USAR ASF to HQDA, ATTN: DAAR-OP, WASH DC 20310-2400, with an information copy sent to OSD (FM&P) RM&S/PPBS S&L, Room 4C761, Pentagon, WASH DC 20310-4000 by 1 April each year. This data will include the designation, address, and telephone number of the selected USAR ASF.

8-8. The Philip A. Connelly Food Service Award

The USAR company, battalion, and brigade organic field food service elements that provide food service in the field are eligible for the Philip A. Connelly Food Service Award. This award is presented for excellence in Army food service in the Reserve component field kitchen category.

- a. The award will be made on an annual basis.
- b. CG, U.S. Army Troop Support Command will develop and announce the requirements on which the award is based.
- c. Finalists will be selected from MUSARC entries.
- d. The best USAR food service operations will be selected from the MUSARC finalists in each CONUSA. (USARPAC finalists will be evaluated by the Sixth U.S. Army).
- e. Details for conducting the Philip A. Connelly Awards Program are in AR 30-22.
- f. The winner will be selected from among the CONUSA finalists by the U.S. Army Troop Support Command.

8-9. Awards presentations

- a. *Superior Unit Certificate.* CONUSA and FORSCOM OCONUS commanders will ensure that this award is presented to each selected unit at an appropriate ceremony.
- b. *The Reserve Officers Association of the United States Outstanding USAR Unit Award and The Reserve Association USAR Aviation Support Facility Award.* Suitably inscribed trophies will be presented by the ROA at its annual convention. These trophies will be given to representatives of the selected units and flight facility.
- c. *The Walter T. Kerwin Award.* This award will be presented at the annual AUSA convention held in Washington DC. The award will be given to the individual designated to receive the award for the winning unit.
- d. *The General Walter T. Kerwin, Jr. Award.* This award will be presented to the winning commander. The time and place of the presentation will be determined by the Vice Chief of Staff, U.S. Army in consultation with the CAR.
- e. *The Philip A. Connelly Food Service Award.* The award of a silver bowl for permanent retention by the winning unit and a scholarship for the winning units food service sergeant to a commercial food service institution will be made annually in conjunction with the International Food Service Executive Association Convention. The award of a special training scholarship is available at the option of the winning food service sergeants. This training is equivalent to and, with the approval of the appropriate commander, may be substituted for the soldier's AT period for the current or following year.

Chapter 9 The Army Reserve Ambassadors Program

9-1. Purpose

This chapter defines Office, CAR, policy concerning the composition, mission, and operation of the ambassadors to the Chief, Army Reserve Program. It also outlines the procedures for the nomination, appointment, and separation of ambassadors to the CAR.

9-2. Responsibilities

- a. *The Chief, Army Reserve.* The CAR directs the Army Reserve Ambassador Program. The Director, CAR Staff Group (CSG) is the executive agent for the program and exercises staff responsibility and coordination for all activities

of the Ambassador Program. The CSG funds the Annual Army Reserve Ambassadors Conference, including ambassador travel to the conference. The CAR appoints or reappoints ambassadors within the structure of this program. The CAR is the only individual to approve or disapprove a nomination.

b. Regional support commanders.

(1) The commanding generals of the following units will coordinate an appropriate ceremony and publicize the appointment of an ambassador as appropriate:

- (a) CG, 9th Regional Support Command (RSC)
- (b) CG, 63rd RSC
- (c) CG, 65th RSC
- (d) CG, 70th RSC
- (e) CG, 77th RSC
- (f) CG, 81st RSC
- (g) CG, 88th RSC
- (h) CG, 89th RSC
- (i) CG, 90th RSC
- (j) CG, 94th RSC
- (k) CG, 96th RSC
- (l) CG, 99th RSC

(2) Commanders will ensure each nominee is qualified, in accordance with the provision of paragraph 9–6 of this chapter; ensure the nominee has stature within the local community; and meet with their ambassadors at least twice a year. Furthermore, commanders will give direction to ambassadors and fully support them. Commanders will appoint a person to be the ambassador coordinator and provide CSG with a letter stating the name, telephone number, etc. of the individual appointed. The RSC will fund all official travel for ambassadors and ambassadors-at-large, with the exception of travel to the Annual Army Reserve Ambassador Conference. Ambassador emeriti are funded in accordance with paragraph 9–14e.

c. Regional support command ambassador coordinator (RSCAC) and direct reporting command ambassador coordinator (DRCAC). RSCACs will be appointed by the RSC commander, and a copy of the appointment letter will be provided to CSG. The RSCACs will provide recommendations of individuals for ambassador appointment, coordinate and support ambassador activities in their areas of responsibility. DRCACs will send all nomination packages through the local RSC. RSCACs and DRCACs are designated points of contact for actions affecting ambassadors in their respective areas of responsibility. A quarterly report will be provided to CSG within 16 days of the end of the quarter. Each report will contain the name of the events attended and any other related work they have completed. Report format is found in the Army Reserve Ambassador Guide. Future events may be incorporated. An annual budget for projected travel will be submitted to CSG no later than 1 June each year and will be identified by fiscal quarters. The RSCACs will also arrange for an appropriate ceremony for new ambassadors.

d. Army Reserve ambassador.

(1) Each ambassador and ambassador-at-large provide individual advice to the CAR and to the RSC commanding general that provides his/her support. This advice will include, but is not limited to, input on public attitudes toward the Army Reserve.

(2) Ambassadors maintain contact with RSC Commanders, installation commanders, Army Reserve unit commanders, Reserve Officers Training Corps region and area commanders, Army recruiting commanders, professors of military science, division/district engineers, and others within their areas.

(3) Ambassador emeriti primary responsibility is to provide individual advice to the CAR, but they are not restricted from giving advice to RSC/DRC Commanders.

(4) Ambassadors, ambassadors-at-large, and ambassadors emeriti also disseminate information about the Army Reserve's objectives, roles, requirements, and major programs to the public through speeches, personal contacts, state, local and county government officials, and other means. All such public affairs activities are subject to the limitations and approvals of AR 360–1 and DOD 5500.7–R. This includes providing advice concerning the development of programs and methods to attain maximum understanding and cooperation between the civilian community and the Army Reserve.

(5) Ambassadors and ambassadors-at-large will submit a quarterly report to the RSCAC. Each report will contain the name of the events attended and any other related work completed. Future events may be incorporated into the report.

(6) Ambassadors emeriti will submit a memorandum reporting to the CAR CSG when involved or attending a significant event representing the Army Reserve.

9–3. Composition of the Army Reserve Ambassador Program

a. Ambassador appointments.

(1) The CAR appoints two individuals from each state, at least one individual from the District of Columbia, and at

least one individual from the Commonwealth of Puerto Rico, to serve as ambassadors. In some cases there will be a need for more than two ambassadors for a state. This will be decided case-by-case, and justification is required.

(2) The CAR appoints Army Reserve ambassadors-at-large at his discretion. The activities of ambassadors-at-large are not restricted to any particular geographic area nor does any RSC area have a prescribed number of ambassadors-at-large.

b. Ambassadors emeriti. The CAR may designate ambassadors emeriti from those who have served in the program. The ambassador emeritus designation is permanent. Other special provisions that apply to ambassadors emeriti appear in paragraph 9–14.

c. Ambassador status.

(1) Army Reserve ambassadors are special government employees (SGE) who agree to serve as representatives of the CAR without salary, wages, or related benefits. An SGE is defined in 18 USC 202(a) as "an officer or employee who is retained, designated, appointed, or employed by the Government to perform temporary duties, with or without compensation, for not more than 130 days during any period of 365 consecutive days." Prior to being appointed for an initial term as ambassador, the individual will be advised in detail as to his or her SGE status by the RSC or DRC commander verbally. This advice must cover the Standards of Conduct and ethical responsibilities outlined in paragraph 9–4, below.

(2) In accordance with the provisions of AR 37–47, official representation funds (ORF) are not available to procure food or gifts for the Army Reserve ambassadors or their spouses, nor are appropriated funds available to purchase gifts or mementos for the Army Reserve ambassadors or their spouses. If ambassadors participate in an ORF-funded official event, they and their spouse are to be considered DOD employees for the purposes of determining the required ratios under AR 37–47.

(3) Ambassadors may be reimbursed for transportation expenses for official travel or the payment of per diem during such periods in accordance with the Joint Travel Regulation and prior approval by CSG or the RSC. Cases affecting an ambassador's entitlements under the Federal Employees Compensation Act in the event of injury or death while in the performance of duty as an Ambassador will be reviewed case-by-case.

d. Ambassador term of office. The term of office for an ambassador or ambassador-at-large is 3 years. An incumbent ambassador is afforded the full responsibilities and privileges beyond the expiration of his or her term until formal, written reappointment or separation action is taken by the CAR.

e. Reappointment to successive terms. The CAR may reappoint an Ambassador to successive terms. An ambassador who performs well may be eligible for reappointment at the discretion of the CAR after the initial term. Usually ambassadors will not be appointed to more than two terms.

f. Protocol status of ambassadors. For purposes of protocol, ambassadors enjoy the rights, privileges, and status afforded those serving at the equivalent rank of VIP Code 5 (2-star equivalent). The Department of the Army Protocol Office establishes this code. The Protocol Precedence List is created by the Army Protocol Office within the Office of the Secretary of the Army; such lists are unofficial.

9–4. Standards of conduct

a. Ethics regulations. As special Government employees, ambassador's conduct must comply with DOD 5500.7–R and 5 CFR 2635.

b. Ethics training. Ambassadors must receive initial ethics training prior to undertaking the duties of the position and receive annual ethics training each year they occupy the position. As a component part of their new entrant and annual ethics training, ambassadors must be provided a copy of Executive Order 12731.

c. Confidential financial disclosure reports. Ambassadors must avoid conflicts of interest between their financial interests and the interests of the Government. In order to assess whether any such conflict of interest exists, ambassadors are required to file new entrant confidential financial disclosure reports before they undertake the duties of the position and must file annual confidential financial disclosure reports each year they occupy the position. Filing is a mandatory requirement under the provisions of the DOD 5500.7–R, section 7–300 through 310. The confidential financial disclosure report is an Office of Government Ethics (OGE) Form 450 (Executive Branch Confidential Financial Disclosure Report).

d. Disqualifying conditions. When an ambassador or a RSCAC becomes aware of a disqualifying condition (for example, being elected or appointed to a Federal position, moving outside the area or State for which appointed, or being confronted with a conflict of interest), he or she should immediately inform CSG. If the disqualifying condition or conflict of interest cannot be resolved, the Ambassador should immediately submit his or her resignation to the CAR. If there is a question whether a conflict exists, the issue should be discussed with the CSG Ambassador Program manager who can obtain advice concerning how to remedy the conflict of interest from the Department of the Army Standards of Conduct Office.

e. Termination. Upon the resignation or in the case of a disqualifying condition of an ambassador prior to the end of a term, follow the procedures in paragraphs 9–7 and 9–8.

9-5. Criteria for selection of Army Reserve ambassador

The ambassador nominee will—

- a.* Be a United States citizen of outstanding character, integrity, and patriotism.
- b.* Have an interest in military affairs.
- c.* Be a leader in community affairs and be well established and linked in the local community.
- d.* Be in a position to disseminate information about the Army Reserve to a broad cross section of the public and to prominent citizens in his or her area.
- e.* Should be able to interpret and affect public attitudes toward the Army Reserve.
- f.* Be able and willing to devote a reasonable amount of time to the activities of an Ambassador.
- g.* Not be a member of the National Guard, Ready Reserve (Selected), Individual Ready Reserve, or Standby Reserve; be an employee of the Federal Government, as defined in 5 U.S.C. 2105; or be a Federal elected or appointed official.
- h.* Not hold financial interests that conflict with the performance of their duties as an Ambassador. For the purposes of analyzing whether a nominee holds interest, the interest of the nominee's spouse and dependent children are imputed to the nominee.

9-6. Nomination procedures

The RSCACs are responsible for gathering and evaluating information on prospective nominees, for ensuring that conflicts of interest and disqualifying conditions do not exist, and for forwarding recommendations to CSG for appointment by the CAR. All nomination packages submitted by DRCs must go through the local RSC to be processed to CSG.

- a.* Nominations for ambassadors (other than ambassadors-at-large). No later than 180 days before the term of an ambassador ends, the RSCAC will forward to CSG for consideration a nomination package that includes:
 - (1) A current biography of each nominee following the format in the Army Reserve Ambassadors Operations Guide.
 - (2) A signed and dated OGE Form 450 (see paragraph 9-5(c), above).
 - (3) A current photograph (civilian attire, 3x5 or larger, color or black and white).
 - (4) Written recommendations from the RSC commanding general. In the case where the DRC is providing the nomination package, a recommendation letter from the DRC must be included.
 - (5) An evaluation by the RSC concerning the personal qualifications of each nominee for the appointment.
 - (6) A signed and dated Army Reserve Ambassador Program agreement (Army Reserve Ambassadors Guide, tab 2-C). This will be provided to CSG only after the nominee has been selected by the CAR. It is the responsibility of the RSCAC and the DRCAC to apprise the nominee that submitting a nomination package does not assure appointment.
- b.* Nominations for ambassadors-at-large. No later than 90 days before the term of an ambassador-at-large ends, the appropriate RSCAC will forward to the CAR a recommendation with rationale for or against reappointment. Additional nominations for the appointment of an Army Reserve ambassador-at-large will not be submitted unless specifically requested by the CAR.
- c.* Request for nominations. When appointment opportunities occur other than by expiration of term of appointment, the RSC will promptly submit three nominations listed in order of preference to CAR Staff Group.

9-7. Army Reserve ambassador appointment procedures

- a.* Upon the CAR's appointment or reappointment of an ambassador, CSG will:
 - (1) Inform the RSCAC of the effective dates of the term..
 - (2) Issue the Certificate of Appointment and ambassador lapel pin to the RSCAC for presentation (new ambassadors only).
 - (3) Forward the ambassador's OGE Form 450 to the Army Standards of Conduct Office.
- b.* Reappointments. The reappointment of an ambassador is conducted the same as an initial appointment except:
 - (1) If the incumbent is recommended for reappointment, the RSC/DRC commander will submit a reappointment letter with justification, an updated biographical summary and a current photograph.
 - (2) If the incumbent is not recommended for reappointment, the RSC/DRC Commander will submit three nominations listed in order of preference. A recommendation for designation of the incumbent as ambassador emeritus may be included.
- c.* Administrative procedures. When notified by the OCAR program manager that an individual has been appointed or reappointed, the appropriate RSCAC will:
 - (1) Publicize the announcement as appropriate.
 - (2) Arrange for an appropriate investiture ceremony. The ceremony will consist of the presentation of the new ambassador and awarding the Ambassador Certificate of Appointment, Ambassador Medallion and ambassador lapel pin. In the case of a reappointment, a Letter of Reappointment will be presented.

9-8. Orientation of Army Reserve ambassadors

a. Initial orientation. The RSCAC will arrange for the initial orientation of the ambassador with the RSC Commander as soon as practical after his/her appointment. The orientation will focus on current Army programs, for example, soldier support programs, health service activities, and appropriate missions. The RSCAC will notify CSG of this orientation. The orientation must also include an overview of the status of a special government employee, and the Standards of Conduct requirements discussed in paragraph 9-4, above. Ambassadors must be provided, as part of their orientation package, the name, address and phone number of the Office of the Chief of Army Reserve Ethics counselors at the Army Standards of Conduct Office and a copy of Executive Order 12731.

b. National conference. The CAR conducts an annual national conference with all of the Ambassadors.

c. Army Reserve area conferences. Each RSC commander will hold an annual conference of ambassadors located in his or her geographic area. The ambassador for the District of Columbia will be invited to the 99th RSC conference. The ambassadors from Alaska and Hawaii will be invited to the 9th RSC conference. DRC and Army Reserve Training Division commanders are also encouraged to hold conferences for ambassadors in their geographical area. All commanders will inform CSG, Training Divisions, RSC/DRU ambassador coordinators concerning conference dates and locations and follow the applicable guidelines in the Joint Travel Regulations and HQDA Memo 1-17, as needed.

9-9. Interaction with Army Reserve ambassador

a. Communication.

(1) The CSG mails (or e-mails) periodic information packets to Ambassadors, with copies to respective RSC/DRC ambassador coordinators. In addition, information for Ambassadors is posted on the ambassador web page (<http://www.army.mil/usar/ambassador/index.htm>).

(2) Other Army or Army Reserve officials desiring to send material to ambassadors will coordinate with CSG.

(3) CSG will maintain close contact with all ambassadors. Copies of correspondence substantially affecting the Ambassadors Program should be provided to all ambassadors and the appropriate RSCACs for timely dissemination.

(4) In no case will an ambassador's name be placed on other than "official Army/Army Reserve" mailing lists without the ambassador's permission.

(5) The CAR and the RSC/DRC Commanders communicate directly with the Ambassadors.

b. Coordination.

(1) Coordination with the CSG is required on actions pertaining to the Ambassadors Program except for those actions originated by RSCAC and DRCACs pertaining solely to the affairs of those commands. RSCACs and DRC will inform each other and OCAR CSG concerning major ambassador actions.

(2) Actions with an impact on individual ambassadors or the administration of the Ambassadors Program will be coordinated with RSCACs and OCAR CSG.

(3) RSCACs will establish coordination procedures to monitor ambassador activities within their areas and provide a quarterly activity report to the OCAR program manager.

9-10. Support materials

See chapter 3 of the Army Reserve Ambassador's Operations Guide, March 1999.

9-11. Funding of Army Reserve Ambassador Program

See chapter 4 of the Army Reserve Ambassador's Operations Guide, March 1999.

a. Official travel. Ambassadors will use invitational travel orders for travel performed in the discharge of their duties with prior approval. Commercial carriers may be used when Government conveyances are not available or their use would delay or interfere with the official duties of ambassadors. Use of commercial transportation will be in accordance with the Joint Travel Regulation(JTR). Invitational travel orders must be processed in accordance with the JTR, appendix E. All travel must have approval from OCAR-CSG or the RSC commander in advance of travel taking place. If travel is not approved in advance, no reimbursement of ambassador travel expenses may be made.

b. Issuance and funding of invitational travel orders.

(1) The OCAR will issue and fund invitational travel orders for the Annual Army Reserve Ambassador Conference and for special projects assigned by the CAR.

(2) RSC/DRC will issue and fund invitational travel orders and transportation requests for conferences in their respective areas or for projects initiated by them if funding is available. This includes funding the area conferences, as described in paragraph 9-8c, above.

(3) The RSCAC/DRCAC in whose area an ambassador-at-large resides will issue and fund invitational travel orders for that ambassador conference.

(4) Other Army commanders, State Adjutants General, Army Reserve commanders, and professors of military science may invite ambassadors to participate in official projects. Unless other arrangements are made, the inviting official will issue and fund invitational travel orders as required. Such action should be coordinated with the appropriate RSCAC and OCAR CSG should be informed.

c. Annual budget preparation. RSCACs will submit to OCAR CSG an annual budget for the projected travel for

their Ambassador Program requirements for the upcoming fiscal year. Preparation of this budget will be coordinated with OCAR CSG prior to submission. Submission of the budget does not imply it has been approved. This submission is due no later than 1 June each year and will be identified by fiscal quarters.

9–12. Separation of Army Reserve ambassador

Only the CAR has authority to separate an ambassador from the program. Written notification is required. Until written separation action is taken, the incumbent ambassador is afforded the full responsibilities and privileges beyond the expiration of the term. Action and resume files pertaining to individuals who have been separated from the program will be destroyed after 2 years.

9–13. Army Reserve ambassadors emeriti

a. To provide lasting recognition for outstanding service, the CAR may offer the appointment of ambassador emeritus to ambassadors previously associated with the active program.

b. The designation of an individual as "Ambassador Emeritus to the Chief, Army Reserve" is permanent and is effective upon notification or as indicated by the CAR. OCAR CSG will forward an ambassador emeritus letter to the appropriate RSCAC for presentation.

c. The designation of an individual ambassador emeritus does not preclude the individual from receiving an award per paragraph 9–14.

d. Ambassadors serving in emeritus status will be invited to attend the Annual Army Reserve Ambassadors Conference and the appropriate area ambassador conference at their own expense.

9–14. Recognition of Army Reserve ambassador service

Special recognition during tenure. Army Reserve ambassadors are eligible for any award for which they qualify under the provisions of AR 672–20b. Separation awards. Upon separation of an ambassador from the Ambassador Program or upon the individual's designation as ambassador emeritus, the CAR may recognize an ambassador's service in one or more of the following ways:

a. Personal letter of appreciation.

b. Other awards for which an ambassador may qualify under AR 672–20. When notified that the CAR intends to separate an ambassador from the program or to designate an individual ambassador emeritus, the RSCAC may provide the CAR with a recommendation concerning an appropriate award. If the RSCAC recommends an award higher than the Certificate of Appreciation, the recommendation will include an appropriate citation and supporting data as required by AR 672–20.

9–15. Army Reserve ambassadors quarterly activities report

a. Ambassadors will submit a brief report to their appropriate RSCAC/DRACA no later than 5 days after the end of each fiscal quarter. All DRCACs will provide input to the local RSCACs. The report should contain date of event, sponsoring organization, city and state, media coverage, distinguished attendees, and the extent of the ambassador's involvement.

b. The report will also include future events, with the same information as provided for completed events. A copy of this report will be provided to the OCAR program manager within 10 days after each quarter ends. CSG will forward this report to the CAR.

Appendix A References

Section I Required Publications

AR 25-400-2

The Army Records Information Management System (ARIMS). (Cited in para 3-9g(5).)

AR 27-1

Legal Services, Judge Advocate Legal Services. (Cited in para 2-10d.)

AR 30-22

The Army Food Program. (Cited in para 3-8b and 8-8e.)

AR 37-47

Representation Funds of the Secretary of the Army. (Cited in para 9-3c(2).)

AR 37-104-4

Military Pay and Allowances Policy and Procedures—Active Component. (Cited in para 3-31.)

AR 40-1

Composition, Mission, and Functions of the Army Medical Department. (Cited in para 2-3f.)

AR 40-501

Standards of Medical Fitness. (Cited in para 3-24b(1), 4-2a(1), and 4-4d(2).)

AR 95-1

Flight Regulations. (Cited in paras 4-7 and 4-18.)

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in para 3-9b(4)(a) and (b), 3-12d(1), and 3-25b.)

AR 135-200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers. (Cited in para 3-22b, and 3-25a(2)(e), 7-2b(9), and 7-8d.)

AR 140-192

Reserve Component Military Intelligence Units and Personnel. (Cited in paras 2-9b(2), 2-9c, 2-11, 3-23e(2), and 3-27a(3).)

AR 140-10

Assignments, Attachments, Details, and Transfers. (Cited in paras 2-5d(3), 2-14c, 2-15, 2-17, 3-3, 3-7, and 3-8a.)

AR 140-185

Training and Retirement Point Credits and Unit Level Strength Accounting Records. (Cited in paras 3-4c(1)(c), 3-9b, 3-9g(1) and (3), 3-12h, 3-13a(2) and (5), 3-26, 3-27b(4), 3-29d, 3-29e(5), 4-9a, and 5-5c and h.)

AR 145-1

Senior Reserve Officers' Training Corps:: Organization, Administration, and Training. (Cited in para 2-14h.)

AR 190-11

Physical Security of Arms, Ammunition, and Explosives. (Cited in para 7-9b(1).)

AR 190-51

Security of Unclassified Army Property (sensitive and nonsensitive). (Cited in para 4-19.)

AR 220-1

Unit Status Reporting (RCS JCS 6-11-2-1-6). (Cited in paras 2-1b, 4-6 and 8-3b.)

AR 220–5

Designation, Classification, and Change in Status of Units. (Cited in para 2–2a.)

AR 350–1

Army Training and Education . (Cited in paras 2–1b, 3–1, and 5–8c.)

AR 350–9

Overseas Deployment Training. (Cited in paras 3–17c, 3–18b, and 3–29f(4)(a).)

AR 360–1

The Army Public Affairs Program. (Cited in paras 3–26 and 9–2.)

AR 380–5

Department of the Army Information Security Program

AR 600–8–10

Leave and Passes. (Cited in para 3–29f(4)(c).)

AR 600–8–22

Military Awards. (Cited in para 7–6c and e.)

AR 608–8–1

Military Orders. (Cited in para 4–2a(1).)

AR 672–20

Incentive Awards. (Cited in para 9–14.)

AR 710–2

Inventory Management Supply Policy Below the Wholesale Level. (Cited in paras 4–21.)

AR 750–1

Army Materiel Maintenance Policy. (Cited in para 4–21.)

DA Pam 570–560

Staffing Guide for U.S. Army Reserve Technicians. (Cited in para 4–13.)

DA Pam 611–21

Military Occupational Classification and Structure. (Cited in para 4–2b(2).)

DFAS–IN Regulation 37–1

Finance and Accounting for Installations: Travel and Transportation Allowances. (Cited in paras 3–17b(1) and (2).) (Available from www.asafm.army.mil.)

FM 21–20

Physical Fitness Training. (Cited in para 3–3c(2).)

Executive Order 12731

Principles of Ethical Conduct for Government Officers and Employees. (Cited in para 9–5.) (Available from www.archives.gov/federal_register/executive_orders/199.html.)

Joint Travel Regulations, vol. 2

Department of Defense Civilian Personnel. (Cited in para 9–9c.) (Available from www.dtic.mil/perdiem.)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read a related publication to understand this regulation. The following publications are available on the Army Electronic Library CD—Rom and the USAPA Web site (www.usapa.army.mil) unless otherwise stated. DOD publications are available at www.dtic.mil/whs/directives. United States Code references are available at www.gpoaccess.gov/uscode/search.index.html.

AR 1-15

Civilian Aides to the Secretary of the Army

AR 1-211

Attendance of Military Personnel at Private Organization Meetings

AR 10-87

Major Army Commands in the Continental United States

AR 25-51

Official Mail and Distribution Management

AR 71-11

Total Army Analysis (TAA)

AR 135-18

The Active Guard/Reserve (AGR) Program

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 135-101

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

AR 135-133

Ready Reserve Screening, Qualification Records System and Change of Address Reports.

AR 135-155

Promotion of Commissioned Officers and Warrant Officers other than General Officers

AR 135-175

Separation of Officers

AR 135-180

Qualifying Service for Retired Pay Nonregular Service

AR 135-210

Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

AR 140-30

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

AR 140-145

Individual Mobilization Augmentation (IMA) Program

AR 140-483

Army Reserve Land and Facilities Management

AR 190-14

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties

AR 310-49

The Army Authorization Documents System (TAADS)

AR 340-21

The Army Privacy Program

AR 350-4

Integrated Training Area Management (ITAM)

AR 350-10

Management of Army Individual Training Requirements and Resources

AR 500-4

Military Assistance to Safety and Traffic (Mast)

AR 600-9

The Army Weight Control Program

AR 600-20

Army Command Policy

AR 600-39

Dual Component Personnel Management Program

AR 600-105

Aviation Service of Rated Army Officers

AR 600-106

Flying Status for Nonrated Army Aviation Personnel

AR 601-25

Delay in Reporting for and Exemption From Active Duty, Initial Active Duty for Training, & Reserve Forces Duty

AR 601-210

Regular Army and Army Reserve Enlistment Program. (Available through normal distribution channels.)

AR 611-85

Aviation Warrant Officer Training

AR 611-110

Selection and Training of Army Aviation Officers

AR 614-100

Officers Assignment Policies, Details, and Transfers

AR 623-1

Academic Evaluation Reporting System

AR 623-105

Officer Evaluation Reporting System

AR 680-29

Military Personnel, Organization, and Type of Transaction Codes

DA Memo 1-17

Headquarters, Department of the Army Conferences, Symposia, Seminars, and Meetings

DA Pam 351-4

U.S. Army Formal Schools Catalog

DA Pam 738-751

Functional Users Manual for the Army Maintenance Management System—(Tamms-A)

TB 9-1000-237-12

Match Quality Weapons: Serviceability and Maintenance Inspection Information. (Available at www.logsa.army.mil/etms/online.htm)

TB 9-1005-226-12

Match Quality Weapons: Organizational Care and Cleaning. (Available at www.logsa.army.mil/etms/online.htm).

TC 1–210

Aircrew Training Program, Commander’s Guide to Individual and Crew Training. (Available from local supply sources.)

TM 1–1500–328–23

Aeronautical Equipment Maintenance Management Policies and Procedures. (Available from local supply sources.)

DOD 5500.7–R

Joint Ethics Regulation

DOD 7000.14–R

Department of Defense Financial Management Regulation, vol 7a: Military Pay Policy and Procedures, Active Duty and Reserve Pay

DODD 1215.6

Uniform Reserve, Training and Retirement Categories

DODD 1225.7

Reserve Component Facilities Programs and Unit Stationing

DODD 1235.11

Management of Individual Mobilization Augmentees (Imas). (Available from www.dtic.mil/whs/directives.)

DODI 1200.15

Assignment to and Transfer Between Reserve Categories, Discharge From Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay

DODI 5410.19

Public Affairs Community Relations Policy Implementation

5 CFR 2635

Standards of Ethical Conduct for Employees of the Executive Branch. (Available from www.access.gpo.gov/nara/cfr/index.html.)

Joint Travel Regulations

Department of Defense Civilian Personnel, vol. 2. (Available from www.dtic.mil/perdiem.)

10 USC 202

Title 10, Armed Forces, United States Code, Sec. 202: Repealed. Pub. L. 105-107, title V, Sec. 503(c), Nov. 20, 1997, 111 Stat. 2262

10 USC 672

Title 10, Armed Forces, United States Code, Sec. 672: Reference to chapter 1209

10 USC 673

Title 10, Armed Forces, United States Code, Sec. 673: Renumbered Sec. 12302

10 USC 674

Title 10, Armed Forces, United States Code, Sec. 674: Renumbered Sec. 12306

10 USC 1209

Title 10, Armed Forces, United States Code, Sec. 1209: Transfer to inactive status list instead of separation

10 USC 1201

Title 10, Armed Forces, United States Code, Sec. 1201: Regulars and members on active duty for more than 30 days: retirement

10 USC 1202

Title 10, Armed Forces, United States Code, Sec. 1202: Regulars and members on active duty for more than 30 days: temporary disability retired list

10 USC 1204

Title 10, Armed Forces, United States Code, Sec. 1204: Members on active duty for 30 days or less or on inactive-duty training: retirement

10 USC 1205

Title 10, Armed Forces, United States Code, Sec. 1205: Members on active duty for 30 days or less: temporary disability retired list

10 USC 1331

Title 10, Armed Forces, United States Code, Sec. 1331: Reference to chapter 1223

10 USC 2105

Title 10, Armed Forces, United States Code, Sec. 2105: Advanced training; failure to complete or to accept commission

10 USC 2121

Title 10, Armed Forces, United States Code, Sec. 2121: Establishment

10 USC 3911

Title 10, Armed Forces, United States Code, Sec. 3911: Twenty years or more: regular or reserve commissioned officers

10 USC 3914

Title 10, Armed Forces, United States Code, Sec. 3914: Twenty to thirty years: enlisted members

10 USC 6323

Title 10, Armed Forces, United States Code, Sec. 6323: Officers: 20 years

10 USC 6330

Title 10, Armed Forces, United States Code, Sec. 6330: Enlisted members: transfer to Fleet Reserve and Fleet Marine Corps Reserve; retainer pay

10 USC 8911

Title 10, Armed Forces, United States Code, Sec. 8911: Twenty years or more: regular or reserve commissioned officers

10 USC 8914

Title 10, Armed Forces, United States Code, Sec. 8914: Twenty to thirty years: enlisted members

19 USC 10147

Title 10, Armed Forces, United States Code, Sec. 10147: Ready Reserve: training requirements

Section III**Prescribed Forms**

The following forms are available on the Army Electronic Library CD—Rom and the USAPA Web site (www.usapa-army.mil) unless otherwise stated. DD forms are available from the Office of the Secretary of Defense Web site (www.dior.whs.mil).

DA Form 361

Civilian Sponsored Unit Agreement. (Prescribed in para 6-5.)

Section IV**Referenced Forms****DA Form 705**

Army Physical Fitness Test ScoreCard

DA Form 759

Individual Flight Record and Flight Certificate—Army

DA Form 759-1

Individual Flight Record and Flight Certificate—Army

DA Form 1058-R

Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve

DA Form 1379

U.S. Army Reserve Components Unit Record of Reserve Training

DA Form 1380

Record of Individual Performance of Reserve Duty Training

DA Form 5034-R

Project Documentation Space Allowances Worksheet

DA Form 3340-R

Request for Reenlistment or Extension in the Regular Army

OGE Form 450

Executive Branch Confidential Financial Disclosure Report.

FORSCOM Forms 1-R and 2-R

Annual Training Evaluation.

FORSCOM Poster 122-R

Change in Status for USAR Units. (Available at www.forscom.army.mil/forms/sec2-6.htm.)

DD Form 4

Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 1610

Request and Authorization for TDY Travel of DOD Personnel

Glossary

Section I Abbreviations

AANT

additional assembly for nuclear training

AAPART

Aviator Annual Proficiency and Readiness Test

AAUTA

additional airborne unit training assembly

ABA

American Bar Association

ABCMR

Army Board for Correction of Military Records

ACB

Army Classification Battery

ACH

Army community hospital

ACIP

aviation career incentive pay

ACOA(F&A)

Assistant Comptroller of the Army for Finance and Accounting

ACS

Army Community Service

ACT

American College Test

AD

active duty

ADA

air defense artillery, additional drill assembly

ADAPCP

Alcohol and Drug Abuse Prevention and Control Program

ADL

active duty list

ADRB

Army Discharge Review Board

ADSW

active duty for special work

ADT

active duty for training

AEC

Army extension courses

AER

academic evaluation report

AFA

Army Flight Activity

AFS

a Federal service

AFTP

additional flight training periods

AG

Adjutant General

AHS

Academy of Health Sciences

AIM

Airman's Information Manual

ALEDC

Associate Logistics Executive Development Course

ALO

authorized level of equipment

AMEDD

Army Medical Department

AMEDD/ECP

Army Medical Department/Early Commissioning Program

AMOS

additional military occupational specialty

AMSA

Area Maintenance Support Activity

AMSC

Army Medical Specialist Corps

AMTP

Aviation Mobilization Training Program

ANC

Army Nurse Corps

ANCOC

Advanced Noncommissioned Officers Course

AOC

area of concentration

APCEC

Army Precommissioning Extension Course

APFT

Army Physical Fitness Test

APL

Army promotion list

APO

Army post office

AR

armor

ARFPC

Army Reserve Forces Policy Committee

ARG

Aviation Readiness Group

ARM

Army Reserve Marksman

ARMR

Army Readiness and Mobilization Region

ARMS

Aviation Resource Management Survey

ARNGUS

Army National Guard of the United States

ARRTC

U.S. Army Reserve Readiness Training Center

ARSTAF

Army Staff

Art

Article

ARTEP

Army Training and Evaluation Program

ASA

Assistant Secretary of the Army

ASA (M&RA)

Assistant Secretary of the Army for Manpower and Reserve Affairs

ASF

aviation support facility

ASI

additional skill identifier

ASVAB

Armed Services Vocational Aptitude Battery

AT

annual training

ATA

additional training assemblies

ATCAR

Active Transition/Conversion Army Reserve (ATCAR) Program

ATM

aircrew training manual; aviation training manual

ATP

Aircrew Training Program, alternate training phase

ATTN

attention

AUG

augmentation

AUS

Army of the United States

AUSA

Association of the United States Army

AUVS

automated unit vacancy system

AVIM

aviation intermediate maintenance

AWOL

absent without leave

BAMC

Brooke Army Medical Center

BAQ

basic allowance for quarters

BASD

basic active service date

bde

brigade

BG

brigadier general

BI

background investigation

BNCOC

Basic Noncommissioned Officers Course

BOAC

Branch Officer Advanced Course

BP

basic pay

BPED

basic pay entry date

br

branch

BT

basic training

CA

Civil Affairs

CAC

casualty area commander

CAR

Chief, Army Reserve

CCF

Central Personnel Security Clearance Facility

CCSP

Commissioning of Completion Students Program

CDAP

career development aviator program

Cdr

commander

CDT

cadet

CE

Corps of Engineers

CEWI

combat electronics warfare intelligence

CG

commanding general

CGSOC

Command and General Staff Officers Course

CH

Chaplain

CHAMPUS

Civilian Health and Medical Program of the Uniformed Services

CHAMPVA

Civilian Health and Medical Program of the VA

CID

Criminal Investigation Division

CL

Clerical Aptitude Area

CMF

career management field

CMIF

career management information file

CO

combat operations, commanding officer

COE

Chief of Engineers

COL

colonel

con

control

CPL

corporal

CPMOS

Career progression military occupational speciality

CPT

captain

CRCGSC

Chaplain Reserve Component General Staff Course

CRNA

Certified Registered Nurse Anesthetist

CSA

Chief of Staff, Army

CSC

Command and Staff College

CSM

command sergeant major

CVSP

cardiovascular screening program

CWO

chief warrant officer

DA

Department of the Army

DAMPL

Department of the Army Master Priority List

DC

Dental Corps

DCSPA

Deputy Chief of Staff for Personnel and Administration

DCS, G-1

Deputy Chief of Staff, G-1

DD/EFT

direct deposit/electronic fund transfer

DEERS

Defense Enrollment Eligibility Reporting

DENTAC

U.S. Army Dental Activity

DEP

Delayed Entry Program

DEROS

date eligible for return from overseas

DFR

dropped from the rolls

DIC

Dependency and Indemnity Compensation

DIMA

drilling individual mobilization augmentee, Drilling Individual Augmentation Program

DLPE

date of last physical examination

DNACI

DOD National Agency Check Plus Written Inquiries

DOB

date of birth

DOD

Department of Defense

DODPM

Department of Defense Military Pay and Allowances Entitlements Manual

DOR

date of rank

DROS

date returned from overseas

DS

drill sergeant/direct support

DSM

Diagnostic and Statistical Manual of Mental Disorders

DSN

Defense Switched Network

EL

electronics aptitude area

ENTNAC

Entrance National Agency Check

EOM

end of month

EPTS

existed prior to entry service

ET

equivalent training

ETS

expiration term of service

FA

field artillery

FAA

Federal Aviation Administration

FAO

finance and accounting office

FEB

flight evaluation board

FHP

Flying Hour Program

FISL

Federal Insured Student Loan

FOA

field operating agency

FTNGD

Full-time National Guard duty

FTTD

full-time training duty

FTUS

full-time unit support

FW

fixed wing

GCMCA

general court-martial convening authority

GED

general education development

GM

general-mechanics

GO

general officer

GOCOM

United States Army Reserve General Officer Command

Gp

Group

GPO

U.S. Government Printing Office

GS

general staff, or general support

GSL

Guaranteed Student Loan

GT

general technical aptitude area

HHB

headquarters and headquarters battery

HHC

headquarters and headquarters company

HPLR

Health Professionals Loan Repayment

HPSP

U.S. Army Health Professions Scholarship Program

HQDA

Headquarters, Department of the Army

HREC

health record

HSA

health service area

HSC

U.S. Army Health Services Command

HSDG

high school diploma graduate

HSG

high school graduate

IATF

individual aircrew training folders

IDT

inactive duty training

IET

initial entry training

ILD

in line of duty

IMA

individual mobilization augmentee, Individual Mobilization Augmentation

IMFL

Intensive Management Force List

inf

infantry

IRR

Individual Ready Reserve

ISN

input station number

ISR

In-service recruiter, Individual Soldier Report

JAG

judge advocate general

JAGC

Judge Advocate General Service Organization

JD

juris doctor

JTR

Joint Travel Regulations

JUMPS

Joint Uniform Military Pay System

JUMPS-RC

Joint Uniform Military Pay System-Reserve Components

LD

line of duty

LEDC

Logistics Executive Development Course

LTC

lieutenant colonel

MAC

Military Airlift Command

MAJ

major

MARC

manpower requirements criteria

MC

Medical Corps

MCM

Manual for Courts-Martial

MEDDAC

U.S. Army medical department activity

MEDDETS

Army medical detachments

MEPS

Military entrance processing stations

MG

major general

MI

Military Intelligence, middle initial

mil

military

MJC

military junior college

MM

motor mechanics

MOBTDA

mobilization table of distribution and allowances

MOI

memorandum of instruction

MOS

military occupational specialty

MOSC

military occupational specialty code

MP

military police

MPA

Military Personnel—Army

MPC

military personnel code

MPRJ

Military Personnel Records Jacket, U.S. Army

MPV

military pay voucher

MRD

mandatory removal date

MSC

Medical Service Corps

MSG

master sergeant

MSO

military service obligation

MTDA

modification table of distribution and allowances

MTF

medical treatment facility

MTOE

modification table of organization and equipment

MUTA

Multiple Unit Training Assembly

NAC

National Agency Check

NBPRP

National Board for the Promotion of Rifle Practice

NCO

noncommissioned officer

NCO-ER

Noncommissioned officer evaluation report

NCOES

Noncommissioned Officer Education System

NDSL

National Direct Student Loan

NGPA

National Guard Personnel, Army

NGPEC

National Guard Professional Education Center

NGR

National Guard regulation

NLD

not in line of duty

No.

number

NRA

National Rifle Association

OADO

office active duty obligor

OBC

officer basic course

OC

outpatient clinic

OCAR

Office of the Chief, Army Reserve

OCS

Officer Candidate School

OCSA

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

ODCS, G-3

Office of the Deputy Chief of Staff, G-3

ODCS, G-1

Office of the Duty Chief of Staff, G-1

OER

officer evaluation report

OLB

officer leadership board

OLBI

officer leadership board interview

OMAR

operations and maintenance, Army Reserve

OML

order of merit list

OMPF

official military personnel file

ORF

official representation funds

OSB

Officer Selection Battery

OSD

Office of the Secretary of Defense

OSGLI

Office of Servicemen's Group Life Insurance

OSUT

one station unit training

OTJAG

Office of the Judge Advocate General

OTSG

Office of the Surgeon General

PA

physician assistant

PAD

patient administration division

PE

physical examination

PEB

Physical Evaluation Board

PEBD

pay entry basic date

PEBLO

physical evaluation board liaison officer

PED

promotion eligibility date

PFC

private first class

PFR

personal financial record

PHS

Public Health Service

PL

public law

PLDC

Primary Leadership Development Course

PMNCO

personnel management noncommissioned officer

PMO

personnel management officer

PMOSC

primary military occupational specialty code

PMS

professor of military science

PP

proficiency pay

PS

prior service

PSG

platoon sergeant

PTCA

percutaneous transluminal coronary angioplasty

PV1&2

Private E-1 & E-2

PW

prisoner of war

PZ

primary zone

QMC

Quartermaster Corps

QRP

Qualitative Retention Program

RA

Regular Army

RC-SBP

Reserve Component—Survivor Benefit Plan

RCC

Reserve Component Category

RCMPF

Reserve Component Master Pay File

RCRPL

Reserve Components Resource Priority List

RCS

requirements control symbol

RCTB

Reserve Components Troop Basis

RCTI

Reserve Component Training Institute

RCTMF

Reserve Component Tax Master File

RCUMF

Reserve Component Unit Master File

reasg

reassign

RE-code

reenlistment eligibility code

reenl

reenlist

REFRAD

release from active duty

regt

regiment

reinf

reinforcement

RFD

Reserve forces duty

RMA

readiness management assembly

ROA

Reserve Officers Association

ROTC/SMP

Reserve Officers' Training Corps/Simultaneous Membership Program

RPA

Reserve Personnel Army

RPMF

Reserve Personnel Master File

RRC

United States Army Region Recruiting Command

RST

rescheduled training

RSUTA

regularly scheduled unit training assembly

RT

readiness training, refresher training, reinforcement training

RTU

Reinforcement Training Unit

RY

retirement year

RYE

retirement year ending

SA

Secretary of the Army

SAP

supervisory aircraft pilot

SBI

Special Background Investigation

SBP

Survivor Benefit Plan

SC

surveillance-communications

SDAP

special duty assignment pay

SECDEF

Secretary of Defense

SF

standard form

SFC

sergeant first class

SFTS

synthetic flight training systems

SGLI

Servicemen's Group Life Insurance

SGM

sergeant major

SGT

sergeant

SIDPERS

Standard Installation/Division Personnel System

SOJT

supervised on-the-job training

SOS

statement(s) of service

SOUTHCOM

United States Army Southern Command

SPC

specialist

SPD

separation program designator

SQI

special qualifications identifiers

SQT

skill qualification test

SRC

Standard requirement code

SRIP

Selected Reserve Incentive Program

SS

staff specialist

SSC

Senior Service College

SSG

staff sergeant

SSI

specialty skill identifier

SSN

social security number

SSS

Selective Service System

ST

skilled technical service

STA

split training assembly

Stat

statute

svc

service

SZ

secondary zone

TDPFO

temporary duty pending further orders

TDRL

temporary disability retired list

temp

temporary

TIS

time in service

TJAG

The Judge Advocate General

TO

transportation officer

TPC

training pay category

TPU

troop program unit

TR

transportation request

TRC

Training Retirement Category

TSG

The Surgeon General

TTAD

temporary tour of active duty

USACE

United States Army Corps of Engineers

USAHPSA

United States Army Health Professional Support Agency

USAIS

United States Army Infantry School

USAPDA

United States Army Physical Disability Agency

USARAE

United States Army Reserve Affairs, Europe

USAR-AGR

United States Army Reserve Active Guard Reserve

USAREC

United States Army Recruiting Command; United States Army Enlisted Records and Evaluation Center

USARF

United States Army Reserve Forces

USESSA

United States Environmental Science Services Administration

USF

uniformed services facility

USMA

United States Military Academy

USMAPS

United States Military Academy Preparatory School

USPFO

United States property and fiscal officer

UTA

unit training assemblies

VA

Veterans' Affairs

VC

Veterinary Corps

vol

voluntary

WO

warrant officer

WOCS/WOCS-RC

Warrant Officer Candidate School (Reserve Components)

WOTS

Warrant Officer Training System

YTP

yearly training program

Section II**Terms**

(The following terms have been tailored to fit specific regulations as indicated and as such may not be completely applicable to other regulations. AR 310-25 is the official Dictionary of Army 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 Reserve (AGR) status; (3) active duty for special work (ADSW); (4) temporary tours of active duty (TTAD) for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 673b).

Active duty

Full-time duty in the active military service of the United States. As used in this regulation, the term is applied to all Army National Guard of the United States and U.S. Army Reserve soldiers ordered to duty under Title 10, U.S. Code, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32, U.S. Code. (AR 135–18.)

Active duty list (ADL)

An order of seniority list (required by 10 USC 620) of commissioned officers on active duty in the U.S. Army other than those listed below (10 USC 641).

- a.* Reserve officers.
 - (1) On active duty for training.
 - (2) On active duty under 10 USC 175, 265, 3015, 3019, 3033, 3496, or 32 USC 708.
 - (3) On active duty under 10 USC 672(d) or 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components.
 - (4) On active duty to pursue special work.
 - (5) Ordered to active duty under 10 USC 673 b, or
 - (6) On active duty under 50 USC App 460(b)2 for the administration of the Selective Service System.
- b.* The Director of Admission, Dean, and permanent professors at the United States Military Academy. The Registrar, Dean, and permanent professors at the United States Air Force Academy.
- c.* Warrant officers
- d.* Retired officers on active duty.
- e.* Students at the Uniformed Services University of the Health Sciences. (AR 135–155)

Active duty credit

Soldiers who are credited with completing 2, 3 or 4 years of active duty when they serve to within 90 days of the 2-, 3- or 4-year periods (see AR 140–483).

Active Guard Reserve (AGR)

Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) personnel serving on active duty (AD) under Title 10, U.S. Code, section 672(d) and Army National Guard (ARNG) personnel serving on full-time National Guard duty (FTNGD) under Title 32, U.S. Code, section 502(f). These personnel are on FTNGD or AD (other than for training or AD in the Active Army) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components and are paid from National Guard Personnel, Army or Reserve Personnel, Army or Reserve Personnel Army appropriations. Exceptions are personnel ordered to AD as

- a.* General officers
- b.* United States Property and Fiscal Officers under 32 USC 708.
- c.* Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act, (50 USC App 460(b)(2)).
- d.* Members of the Reserve Forces Policy Board serving under 10 USC 175.
- e.* Members of Reserve components on active duty to pursue special work (10 USC 115(b)(1)(B)(vi) and 10 USC 641(I)(D)).

Active status

The status of an Army National Guard of the United States or 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. (AR 135–18.)

Administrative board procedure

An administrative separation action wherein the respondent will have a right to a hearing before a board of commissioned, warrant, or noncommissioned officers. It is initiated in the same manner as the Notification Procedure. (AR 135–178)

Administrative separation

Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by the Department of the Army (DA) or by law. If one of the basis for separation includes a continuous unauthorized absence of 180 days or more, the consulting counsel will advise the soldier that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Veterans Administration, notwithstanding any action by a Discharge Review Board. Separation by sentence of a general or special court-martial is not an administrative separation. (AR 135–178)

Administrative separation board

A board of officers, or officers and NCO's, appointed to make findings and to recommend retention in or separation from the service. The board states the reason and recommends the type of separation or discharge certificate to be furnished. (AR 135–178)

Applicant

a. A person who applies voluntarily for reenlistment in the USAR and is found eligible. A participant in the USAR AGR Program is considered an applicant on signing a completed DA Form 3340–R (Request for Reenlistment or Extension in the Regular Army). (AR 140–111)

b. A member of the RA, ARNG, ARNGUS, or USAR who applies voluntarily for order to active duty or full-time National Guard duty in the Active Guard Reserve Program. (AR 135–18.)

Appointed counsel for consultation

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

a. A qualified counsel who is a commissioned officer of the Judge Advocate General's Corps who is appointed to consult with and advise, at the outset of any initiated involuntary separation proceedings, an individual being processed for separation under chapter 2, section II. This officer will advise the individual concerning the basis for his or her contemplated separation and its effect, the rights available to him or her, and the effect of any action taken in waiving such rights. The consulting counsel may advise the individual regarding the merits of the contemplated separation action when, in his or her professional judgement, such advice is appropriate. The consulting counsel should, however, inform the individual that he or she cannot represent him or her before a board of officers unless he or she is also appointed as counsel for representation. Communications between the individual and consulting counsel regarding the merits of the separation action are privileged communications between the attorney and client. (AR 135–175)

b. A qualified counsel who is a commissioned officer of the Judge Advocate General's Corps who is appointed to consult with and advise, at the outset of any initiated involuntary separation proceedings, and individual being processed for separation under this regulation. Nonlawyer counsel may be appointed when the soldier's place of assignment is more than 250 miles from sufficient judge advocate resources. When a nonlawyer counsel is appointed, appropriated authority will certify in a permanent record that a lawyer with these qualifications is not available and state the qualifications of the substituted nonlawyer counsel, who must be a commissioned officer in the grade of first lieutenant or higher. Such counseling may be accomplished face-to-face, by mail, or by telephone, as appropriate. This officer will advise the individual concerning the basis of the contemplated separation and its effect, the rights available to the soldier, and the effect of any action taken by the soldier in waiving such rights. The soldier will also be advised that the enlistment may be voided if he or she is being considered for separation for fraudulent entry (desertion from another military service). Consulting counsel may also advise the soldier regarding the merits of the contemplated separation when counsel believes such advice is proper. The soldier should be informed that the counsel cannot represent the soldier before an administrative board unless appointed as counsel for representation. Consulting counsel will advise the soldier that if he or she receives a discharge certificate which is less than an honorable discharge certificate, there is no automatic upgrading nor review by any Government agency. Upgrading is considered only on application to the Army Board for Correction of Military Records of the Army Discharge Review Board. Consideration by either of these boards does not guarantee upgrading of a discharge certificate that is less than an honorable discharge certificate. Communications between the soldier and consulting counsel regarding the merits of the separation action are privileged communications between the attorney and his or her client. If one of the basis for separation includes a continuous unauthorized absence of 180 days or more, the counsel will inform the soldier that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Veterans Administration, notwithstanding any action by a Discharge Review Board. (AR 135–178)

Appointed counsel for representation

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

a. A counsel appointed to represent an individual who is being processed for separation during the course of any hearing before a board of officers. This counsel will possess the qualifications in (1) or (2) below, as applicable. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual.

(1) The appointed counsel for an individual being processed for separation, which could result in issuance of a discharge under other than honorable conditions (chap 2), is a lawyer within the meaning of the Uniform Code of Military Justice, Article 27(b)(1), unless an appropriate authority certifies in the permanent record that a lawyer with these qualifications is not available and states the qualifications of the substitute nonlawyer counsel. (See fig 1-1 for an example of a statement of nonavailability and appointment of counsel.)

(2) The appointed counsel for an individual being processed for separation for cause, where only separation with an Honorable Discharge Certificate may be effected (para 2-11), should be a lawyer if one is reasonably available. This lawyer need not be qualified under Article 27(b)(1), UCMJ. If a lawyer is not reasonably available, the appointed counsel must be a commissioned officer in the grade of first lieutenant or higher. (AR 135-175)

b. A military counsel designated per AR 27-10, chapter 6, or a civilian counsel retained by the soldier at no expense to the Government, to represent the soldier in a hearing before an administrative separation board. Such military counsel will be a lawyer per Article 27B91), Uniform Code of Military Justice. The convening authority may designate a nonlawyer as assistant counsel. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual (AR 135-178).

Approved applicant

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

Area command

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

Area commands

The following are defined as area commands:

- a.* United States Army, Europe (USAEUR)
- b.* United States Army Pacific Command USARPAC
- c.* United States Army Southern Command (SOUTHCOM)
- d.* United States Army Special Operations Command (USASOC)
- e.* Human Resources Command (HR Command)
- f.* United States Army Reserve Command (USARC)

Area commanders

Commanders of area commands.

Area Maintenance Support Activity (AMSA)

A USAR activity established to provide, on an area basis, technical assistance and organizational maintenance support beyond the supported units' capability to accomplish during scheduled training assemblies. (AR 140-1)

Armed Forces (Interservice) Championships

Annual matches held at the interservice level. Pistol championships are held in Nashville, Tennessee, and are conducted by the National Guard. Service rifle championships are conducted at Quantico, Virginia, by the U.S. Marine Corps prior to the National Matches. International matches are conducted by the U.S. Army at Fort Benning, Georgia.

Army

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

Army promotion list (APL)

A promotion list of officers under consideration which includes all branches except AMEDD and CH. The AMEDD promotion list includes all its branches. These branches are MD, DC, VC, ANC, MSC, and AMSC. (AR 135-155 And AR 140-483)

Basic training

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

Candidate

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

Character of service for administrative separation

A determination reflecting a soldier's military behavior and performance of duty during a specific period of service. The three characters are: Honorable, General (Under Honorable Conditions); and under Other Than Honorable Conditions. This service of soldiers in entry level status is normally described as uncharacterized.

Civilian-sponsored distance

The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders. (AR 135–200)

Commuting distance

The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders. (AR 135–200).

Competition

Any firing of arms in which scores are kept and official bulletins published or awards given. The match may or may not require entry fees.

Contractually obligated member

A soldier who has completed his or her statutory service obligation and is serving on a contractual obligation or a member enlisted or appointed under circumstances in which a statutory obligation was not incurred (AR 135–92)

Contractual term of service

The military service obligation incurred by completion of the oath of enlistment on an enlistment, of reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation which is to be served in a unit of the Selected Reserve. Example. The 3X3 enlistment option requires that 3 years be served in a unit of the Selected Reserve and the remaining 3 years be served in the Individual Ready Reserve (IRR). (AR 135–7 and AR 140–111)

Convening authority

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

a. The separation authority.

b. A commanding officer who is authorized by this regulation to process the case, except for final action, and who otherwise has the qualifications to act as a separation authority. (AR 135–178)

Deactivate

When a Reserve unit stands down and the soldiers are reassigned, the TDA/TOE is eliminated, and the flag/colors are permanently retired.

Defense support industry

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

Delayed Entry Program (DEP)

A program where soldiers may enlist and who are assigned to USAR Control Group (Delayed Entry) until they enlist in the Regular Army. (AR 135–178)

Dependent

The following definition does not apply for purposes of pay and allowance, medical care, exchange privileges, or other benefits. For the purpose of this regulation, to determine eligibility for voluntary order to active military service, dependent means

a. A spouse. This definition does not include a common law spouse unless the marriage has been recognized by a civil court.

b. An unmarried natural or adopted child. Any unmarried natural (legitimate or illegitimate) or adopted child, under

18 years of age, of an applicant. The term “natural child” includes any illegitimate child determined to be the applicant’s natural or adopted child is not a dependent if

(1) The child has been adopted by another person (final adoption court order or decree issues and effective), or

(2) Custody has been terminated by court order (final court order issued and effective) or as provided by State law.

c. Stepchild. A stepchild under 18 years of age living with the applicant.

d. Another supported person. Any other person who, in fact, depends on the applicant for over over-half of their support, (AR 134–18)

Distinguished Designation

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

Education levels

a. High School Diploma Graduate credentials.

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

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

1. A certificate of graduation.

2. An official school transcript.

3. A statement of completion from and appropriate school official.

4. A letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.

5. A statement from and appropriate school official that the applicant is a high school graduate.

(b) Is attending high school in the senior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the first phase of initial active duty for training (IADT) within 270 days of enlistment. The applicant must submit proof of graduation (see (a) above) before entering on IADT.

(c) Is attending high school in the junior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the first phase of IADT within 280 days of enlistment. The applicant must have received a high school diploma, or submit proof of graduating (see (a) above), before entering the second phase of IADT. The bonus or SLRP addendum’s to the reenlistment contract are void where the soldier enters the second phase of IADT without proof of graduation.

(d) The applicant has lost the original diploma issued by the high school and submits proof of graduation per (a) 1 through 4 above.

(2) *High school diploma graduate via adult education diploma (ADUL).* A secondary school diploma awarded on the basis of attending and completing and adult education or external diploma program, regardless of whether the diploma was issued by a secondary or post secondary institution. Diploma must have been issued as a result of attendance and not issued solely on the basis of a test.

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

(a) New England Association of Colleges and Secondary Schools.

(b) Middle States Association of Colleges and Secondary Schools.

(c) North Central Association of Colleges and Secondary Schools.

(d) Northwest Association of Colleges and Secondary Schools.

(e) Southern Association of Colleges and Secondary Schools.

(f) Western Association of Colleges and Secondary Schools.

b. Alternate High School credentials.

(1) *Test Based Equivalency Diploma (GEDH).* A diploma or certificate of General Education Development (GED) or other Test-Based High School Equivalency Diploma. This includes state-wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency

or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a High School Diploma.

(2) *Occupational Program Certificate of Attendance (VOCT)*. A certificate awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. The individual must also have completed 11 years of regular day school.

(3) *Correspondence School Diploma (CORR)*. A secondary school diploma or certificate awarded on completion of correspondence school work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or post-secondary educational institution.

(4) *Home Study Diploma (HOME)*. A secondary school diploma or certificate, typically by a parent or guardian that an individual completed their secondary education at home.

(5) *High School Certificate of Attendance (ATTN)*. An attendance-based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as the GED or CHSPE. A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma.

c. Less than a High School Diploma, Non-High School Graduate (NHSG). An individual who has not graduated from high school or has not received an alternate credential listed in *b* above.

d. High School Senior (HSSR). An individual who is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 356 days.

e. Currently in High School (CIHS). A high school student, other than a senior, who has completed the 10th grade.

f. Degree credentials.

(1) *Associate Degree*. A certificate conferred on completion of a 2-year program at a junior college, university, or degree producing technical institute.

(2) *Professional Nursing Diploma*. A certificate conferred on completion of a 3-year hospital school of nursing program.

(3) *Baccalaureate Degree*. A certificate conferred on completion of a 4-year college program other than a First Professional Degree.

(4) *First Professional Degree*. A certificate conferred on completion of the academic requirement for the first degrees awarded in selected professions: Architecture, Certified Public Accountant, Chiropractic or Podiatry (D.S.C or

POD.D), Dentistry (D.D.S. or D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathy (D.O.), Pharmacy, Veterinary Medicine, Law (L.L.B. or J.D.), and Theology (B.D.), Rabbi, or other First Professional Degree.

(5) *Master's Degree*. A certificate conferred on completion of additional academic requirements beyond the Baccalaureate or First Professional Degree but below the Doctorate level.

(6) *Post Master's Degree*. A certificate conferred on completion of additional academic requirements beyond the Master's Degree but below the Doctorate level.

(7) *Doctorate Degree*. A certificate conferred in recognition of the highest academic achievement within an academic field, excluding Honorary Degrees and First Professional Degrees.

g. Foreign credentials.

(1) A person completing high school or having college credits from foreign colleges or universities must have his or her documents evaluated and accredited by one of the following:

(a) A State Board of Education, a state university or recognized university or college listed in the Accredited Institutions of Post-secondary Education book published by the American Council on Education (ACE).

(b) International Education Research Foundation, P.O. BOX 66940, Los Angeles, CA 90066.

(c) World Education Services, Inc., Old Chelsea Station, P.O. Box 745, New York, NY 10011.

(d) International Consultants, Inc. (ICI), of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.

(e) Education Credentials Evaluation, Inc., (ECE), P.O. Box 17499, Milwaukee, WI 53217.

(f) Educational Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Suite 1000, Sacramento, CA 95814.

(2) The following countries, territories and nations are exempt from evaluation requirement and their education documents will be treated in the same manner as any U.S. school:

(a) Federated States of Micronesia.

(b) Republic of Marshall Islands.

(c) Commonwealth of the Northern Mariana Islands.

(d) Guam.

(e) American Samoa.

(f) Canada.

(g) Puerto Rico.

(h) Virgin Islands.

(i) Department of Defense Dependent School System.

(3) Evaluation of transcripts may require a fee to be paid by the individual.

(4) An evaluation of transcripts as outlined above for foreign transcripts, diplomas, etc., is in lieu of being listed in the Accredited Institutions of Postsecondary Education, published by the American Council of Education.

Enlisted Personnel Management System USAR

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

Enlisted

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

b. USAR. A voluntary enrollment in the USAR as an enlisted soldier. An enlistment is consummated by subscription to the prescribed oath of enlistment. The term "enlistment" includes enlistment of both nonprior service and prior service personnel with the latter category also including prior USAR personnel and personnel with prior service in any of the other U.S. Armed Forces. (AR 135–7)

Entry level status

Status which begins on enlistment in the ARNG or USAR. It terminates

a. For soldiers ordered to IADT for one continuous period 180 days after beginning training.

b. For soldiers ordered to IADT for the split or alternate training option 90 days after beginning Phase II (AIT). (Soldiers completing Phase (BT or BCT) remain in entry level status until 90 days after beginning Phase II.)

c. (Rescinded.)

d. Service which is not creditable per DODPM, table 1–1–2, is excluded from the period of entry level status.

Entry on duty date

The date travel officially begins (per compete orders). The official travel date is determined by the mode of

transportation authorized and actually used to comply with the reporting date shown on the order. (AR 135–200 and AR 124–210)

Equipment concentration site

An equipment storage area established by a MUSARC commander to support USAR units during MUTA, AT, and mobilization. (AR 140–1)

Equivalent in hours

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

Equivalent training (ET)

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

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

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

Excellence-in-Competition Badge

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

Excellence-in-Competition Match

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

Expiration term of service (ETS)

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

Extended active duty (EAD)

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

Extensions

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

a. Are not new contracts or agreements but extensions of the terms of service of the existing, or current, USAR enlistment contracts or agreements. Such extensions never extend the statutory obligation of the individual (AR 135–7 and AR140–111).

b. The continuation of active ARNG service with the ARNG of the same State, Territory, or Commonwealth consummated by subscription to the oath of extension. This definition may be used with the term immediate reenlistment. (AR 135–7)

Extreme community hardship

A situation that may, because a reservist is mobilized, have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship shall be made by the reservist and must be supported by documentation as required by the Secretary of the Army. (AR 135–133).

Extreme personal hardship

An adverse impact on a reservist’s dependents resulting from his or her mobilization. Any request for a determination of such hardship will be made by the reservist and must be supported by documentation as required by the Secretary of the Army. (AR 135–133)

Full-Time National Guard Duty (FTNGD)

Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member’s status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 to Title 32, U.S. Code, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States. (AR 135–18.)

Full-Time Support (FTS) Program

This program encompasses personnel assigned as a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the Army National Guard and the U.S. Army Reserve. These personnel include civilian personnel, members of the Active Army, and personnel serving on Active Guard Reserve status. The Active Guard Reserve Program is a component of the Full-Time Support Program. (AR 135–18.)

General Officer Command (GOCOM)

A USAR TPU other than an RSC, commanded by a general officer. (AR 140–1)

Immediate reenlistment

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

a. A voluntary enrollment in the USAR as an enlisted soldier immediately on separation from service in the USAR. This term represents a concurrent action in which the separation documents are not given to the individual until the individual has been reenlisted. It differs from the term reenlistment since it implies that there will be no break in continuous USAR service. (AR 135–7 and 140–111)

b. This term represents concurrent action in which the separation/discharged documents are not given to the soldier until reenlistment (within 24 hours from date of separation/discharge) in the ARNG of the same or another state has been effected. When discharged documents have not been prepared, see the term “extension.” (AR 135–7)

Inactivate

Occurs when a Reserve unit stands down and the soldiers are reassigned, but the Colors and TDA/TOE are only temporarily retired.

Individual Mobilization Augmentation (IMA) detachment

A functional non-TPU that consists of at least five Army mobilization designees, providing IDT for soldiers in a nonpay status. (ARR 140–1 and AR 140–483)

Individual Mobilization Augmentation (IMA) proponent

Any DOD, DA, or other Federal agency whose mobilization TDA or TOE provides positions to be filled by preselected USAR soldiers. (AR 140–1)

Individual Ready Reserve (IRR)

Soldiers who are assigned to the following Ready Reserve USAR Control Groups: (AT), (Reinf), and (OADO). (AR 135–91, AR 135–200, AR 140–483, and AR 140–50)

Initial entry training (IET)

A term used to identify mandatory training each member of the U.S. Army must complete upon initial entry in the service to qualify in a military speciality or branch and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of basic training and speciality or branch qualification while serving on active duty or active duty for training. For ARNGUS and USAR soldiers it includes completion of initial active duty for training (IADT) the officer basic course (OBC), and the warrant officer basic course (WOBC).

Involuntary separation

Separation from commissioned or warrant status as a Reserve of the Army based on cause (i.e., substandard performance of duty, moral or professional dereliction, or for security reasons). (AR 135–175)

Inservice personnel

Personnel currently serving in USAR units of the Selected Reserve, or as Individual Ready Reserve or Standby Reserve soldiers. (AR 140–111).

Installation championships

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

Instruction

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

Joint AT-ADT-IDT training

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

Juvenile offender

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

“Leg”

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

Major commands

The following are defined as major commands:

- a. Major United States Army Reserve Command (MUSARC).
- b. Regional Support Command (RSC).
- c. General Officer Command (GOCOM).

Major U.S. Army Reserve Command (MUSARC)

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

Mandatory training requirement

That part of the military service obligation in which assignment to a unit or Control Group (AT) is mandatory (see AR 140-483).

Material error

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

Members and former members

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

Military Intelligence (MI) combat electronic warfare intelligence (CEWI) units

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

Military record

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

Minister of Religion

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

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

religion and administers the ordinances of worship as embodied in the creed or principles of such church, sect, or organization.

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

Minority group

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

Moral or professional dereliction

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

Multiple Unit Training Assembly (MUTA)

Two or more UTAs conducted consecutively. (AR 135–91)

National Board for the Promotion of Rifle Practice

A Federal advisory committee consisting of prominent representatives from the military services and civilian marksmanship community. It provides recommendations and other advice to the Secretary of the Army.

National matches

The National Matches are part of the Civilian Marksmanship Program and include the National Trophy Matches, the NRA National Rifle and Pistol Championships, the Small Arms Firing School, and special events and ceremonies. The National Matches are conducted annually at Camp Perry, Ohio.

Nominee

An ARNGUS or USAR soldier in the zone of consideration for promotion to the next higher grade. (AR 135–155)

Non-distinguished competitor

An individual who has not earned 30 credit points for the weapon being used in an Excellence in Competition Match.

Nonlocatee

An enlisted soldier who has failed to furnish an address through which personal contact is possible. (AR 135–178)

Nonpay training status

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

No previous (prior) service (NPS)

This term is used to identify an applicant who, at the time of enlistment or appointment in the U.S. Army Reserve, has never previously served creditably in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

Notification procedure

The initiation of an administrative separation process in which the respondent is notified in writing of the proposed separation, the bases thereof, the results of separation, and his or her rights. This term is commonly used when the respondent does not have a right to a hearing before a board of officers. (AR 135–178)

Nonobligated member

Soldiers who have completed their statutory military service obligation and are serving on a contractual obligation, or were enlisted or appointed under circumstances in which a statutory obligation was not incurred (see AR 140–483).

Obligated member

Soldier who have not completed their statutory military service obligation. The statutory military service obligation. The statutory obligation is incurred by law on initial entry into the service. (AR 140–19)

Obligated officer

An officer who has an obligation incurred by operation of law or by execution of a contractual agreement to serve in a Reserve status for a specified period of time. (AR 135–175)

Officer

Includes commissioned officers, warrant officers (W1–W5), and commissioned warrant officers (W2– W4), unless otherwise specified.

Office active duty obligor

An officer appointed in the USAR from the ROTC program, or under programs monitored by TSG, the Chief of Chaplains, or TJAG, who is obliged to serve on AD or ADT and does not enter on AD at the time of the appointment. (AR 135–91, AR 135–200, and AR 140–1)

Officer Personnel Management System—USAR

A centralized personnel management system for units and nonunit IRR USAR officers who are not on extended AD. (AR 140–1)

One station unit training (OSUT)

Initial entry training in which elements of BT and AIT are provided in the same unit, under one cadre throughout the total period of training. In OSUT, elements of BT and AIT are either integrated provided simultaneously, or are nonintegrated provided in distinct BT/AIT phases. (AR 135–178)

Organizational maintenance shops

The structures that house functional areas used to train organizational maintenance personnel and to perform organizational level maintenance on USAR unit equipment. (AR 140–1).

Other approved EIC matches

EIC matches approved by the Secretary of the Army or a designee and conducted in conjunction with NRA regional or state championships.

Overstrength

Assigned strength which exceeds that authorized by the TOE and TDA. Assignment of a soldier as overstrength may be the result of a unit reorganization, deactivation, or relocation. It may also be as a result of an assignment error, or as an authorized exception to policy to correct an injustice. (AR 135–155)

Permanent promotion

A promotion in the Regular Army or in a Reserve component of the Army. (AR 135–155)

Preponderance of evidence

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

Previous (prior) services (PS)

This term is used to identify a soldier who, at the time he or she is accessed to the U.S. Army Reserve by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

Note. 1. Soldiers classified as Glossary No Previous Service, or Glossary Nonprior Service for the purpose of enlistment in a Regular or Reserve component should be identified, processed, and administered as having previous military service on enlistment in the U.S. Army Reserve. 2. USAR soldiers being assigned between elements or commands within the USAR (i.e. from the IRR to a TPU) are classified as “in-service” personnel.

Prior enlistment or period of service

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

Professional development

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

Promotion eligibility date (PED)

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

Promotion to fill officer position grade vacancies

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

Readiness training

Specialty related training for IRR soldiers, coordinated and administered by HR Command. (AR 135– 200)

Ready Reserve

Units and individual reservists liable for active duty as outlined in 10 USC 672 and 673. (AR 135– 133)

Reasonable commuting distance

The longest distance a soldier can be expected to travel involuntarily between his or her residence and a site where inactive duty training (IDT) will be conducted.

a. For officers, warrant officers, and enlisted soldiers, it is a distance within a 50–mile radius of the IDT site. It will not exceed 1½ hours of travel time one-way by car under average traffic, weather, and road conditions.

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

Reenlistment

a. A second or subsequent voluntary enrollment in the USAR. This term differs from the term “immediate reenlistment” since it is used to identify continuing military service or reentry into the military service from civilian status as a prior service applicant. (AR 135–7 or 140–111)

b. Reentry into the ARNG of an individual who has had a break in ARNG service or has been discharged from one State for the purpose of joining the ARNG of another State, regardless of a break in service, or is joining the ARNG from the Air National Guard (ANG). (AR 135–7)

Reenlistment activity

Refers to individuals, offices, agencies, or commands, responsible for, or rendering, reenlistment administrative support to USAR enlisted personnel. (AR 140–111)

Regularly scheduled unit training assembly (RSUTA)

Training time treated as a UTA or MUTA for which pay and retirement point credit are authorized. (AR 140–1)

Release from active duty

Termination of active duty status and transfer or reversion to inactive duty status, including transfer to the IRR. Unit members of ARNGUS and USAR revert to their respective Reserve component to complete unexpired enlistment’s and/or statutory obligations. (AR 135–178 or AR 140–111)

Reinforcement Training Unit (RTU)

Provides training in a nonpay status. (AR 140–1)

Required period of duty

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

Rescheduled training (RST)

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

Reserve Components of the Army

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

Reserve of the Army

Enlisted members of the ARNGUS and the USAR. (AR 135–178)

Respondent

An enlisted soldier who has been notified that action has been initiated to separate the soldier. (AR 135–178)

Retired Pay

Pay granted members and former members of the Reserve components under title 10, USC, section 1331, after completion of 20 or more years of qualifying service and on attaining age 60. This pay is based on the highest grade satisfactorily held at any time during an individual's entire period of service, other than in an inactive section of a Reserve component. (AR 135–180)

ROTC cadet

A student enrolled in the Senior Reserve Officers' Training Corps (SROTC) as a cadet under 10 USC 2104 or 10 USC 2107 (AR 135–178).

ROTC program

The Senior Reserve Officers' Training Corps of the Army. (AR 135–91, AR 135–178, and AR 135– 91)

Satisfactory participation

A level of performance where a soldier avoids incurring the condition of unsatisfactory participation as defined in AR 135–91 paras 3–1 and 3–2. (AR 135–7 or AR 135–91)

Selected Reserve

Can be defined as follows:

a. Part of the Ready Reserve of each Reserve component consisting of units and individuals who participate actively in paid training periods and serve on paid active duty for training each year. (AR 135–133)

b. USAR Selected Reserve units and individuals that comprise all TPU's, IMAs, and full-time AD support personnel. This term should not be confused with Selected Reserve Force(s) in JCS Pub 1. (The term Selected Reserve is included here to preclude a possible misinterpretation of the language used in 10 USC 268 which directly relates to this regulation.) (AR 140–1)

c. Officers, warrant officers, and enlisted soldiers who are:

(1) Members of the Army National Guard of the United States (ARNGUS).

(2) Assigned to troop program units of the USAR.

(3) Serving on active duty (10 USC 672d or full-time duty (32 USC 502f) in an Active Guard Reserve (AGR) status.

(4) Individual mobilization augmentees (IMA).

Self-terminating orders

Orders that direct ADT, ADSW, TTAD, or AT for a specific time. When the orders expire, a soldier is automatically released from such duty without further action. (AR 135–200 and 135–210)

Separation

An all inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control or personnel without a military status, death, or discharge from the Army National Guard of the United States with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the U.S. Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations. (AR 135–91 or AR 135–178)

Separation authority

An officer authorized to take final action on specified types of separations. (AR 135–178)

Standby Reserve

Units or members of the Reserve Components, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty as provided in 10 USC 672 and 10 USC 674. (AR 135–133)

Statutorily obligated member

A soldier who is serving by reason of law. (AR 135–91 or 135–178)

Statutory term of service

The military service obligation incurred on initial entry into the Armed Forces under 10 USC 651. (AR 135–7 and AR 140–111)

Substandard performance of duty

Performance of duty which has fallen below standards prescribed by the Secretary of the Army. (AR 135–175)

Temporary promotion

Promotion to a grade in which a soldier holds a temporary appointment in the AUS. (AR 135–155)

Temporary tours of active duty

Voluntary active duty performed for a prescribed period of time by Army National Guard and U.S. Army Reserve soldiers in support of an Active Army mission. Normally, such tours will not exceed 139 days. (AR 140–158)

Troop program unit (TPU)

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

Unit training assembly (UTA)

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

Unit vacancy

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

Unsatisfactory participant

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

U.S. Army Civil Preparedness Support Detachment

A USAR unit which provides communication support to FEMA. (AR 140–1)

U.S. Army Reserve (USAR)

A Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individuals reservists to be ordered to active duty in the event of a national emergency. (AR 140–1 and AR 140–111)

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

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

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

A TDA activity of a MUSARC that assures the proper use and operation of USAR aviation assets. Provides aviation training and logistics support beyond the capability of supported units during training assemblies. (AR 140–1)

U.S. Army Reserve Personnel Center (HR Command)

A field operating agency of the Chief, Army Reserve (CAR) which manages the professional career development of individual USAR soldiers to provide trained individual USAR soldiers for mobilization. This agency commands the IRR and Standby Reserve, and administers the USAR, AGR, and IMA programs. (AR 140–1)

U.S. Army Small Arms Championships

Annual rifle, pistol, and machine gun matches held at Fort Benning, Georgia.

USAR Active Guard Reserve Management Program (USAR–AGR–MP)

A centralized personnel management system that provides a program a career development for USAR personnel serving on active duty in an Active Guard Reserve status, not programmed against the Active Army end strength.

Administered by CG, APERCEN, it provides a highly qualified corps of USAR projects and programs. (AR 135–210 and AR 140–111)

Warrant officers

All USAR warrant officers not on active duty and Reserve warrant officers on active duty who are

- a. On active duty for training.
- b. On active duty under 10 USC 175M 265, 3015, 3019, 3033, 2496, or 32 USC 708, or
- c. On active duty under 10 USC 672(d) or under 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components. (AR 135–155)

Years for percentage purposes

Denotes total qualifying service converted to years for use as a multiplier in determining pay (AR 135–180).

Section III

Special Abbreviations and Terms

This publication uses the following special abbreviations, brevity codes, and acronyms not contained in AR 310–50.

AFQT

Armed Forces Qualification Test

AGR

Active Guard Reserve

AIDS

acquired immunity deficiency syndrome

AIMA

aviation individual mobilization augmentee

AIT

advanced individual training

ALSE

aviation life support equipment

AMC

Army Medical Center

APART

annual proficiency and readiness test

ARNG

Army National Guard

ASMRO

Armed Services Medical Regulatory Office

ATC

air traffic control

ATPU

aviation troop program units

AVUM

aviation unit maintenance

BFITC

Battle Focused Instructor Training Course

CART

Centralized aviation readiness training

CAS³

Combined Arms and Services Staff School

CC

Cadet Command

CLP

Consolidated Loan Program

CNGB

Chief, National Guard Bureau

CONUS

continental United States

CONUSA

the numbered armies in the continental United States

DFAS

Defense Finance and Accounting Service

DMOS

duty military occupational specialty

ECG

Electrocardiogram

ECP

Early Commissioning Program

EIC

excellence-in-competition

FEMA

Federal Emergency Management Agency

FICA

Federal Insurance Contribution Act

FLIP

flight information publications

FORSCOM

United States Forces Command

FY

fiscal year

FYME

Army First-Year Graduate Education Program

HDL

High Density Lipoprotein

HHD

headquarters and headquarters detachment

HIV

human immunodeficiency virus

HR Command

Human Resources Command

HSR

health services region

IADT

initial active duty for training

IAFT

individual aircrew flight training

ING

Inactive Army National Guard

ITC

Instructor Training Course

JFTR

Joint Federal Travel Regulations

JTR

Joint Travel Regulations

LLB

Bachelor of Laws

M&RA

Manpower and Reserve Affairs

MACOM

major Army command

MDW

United States Army Military District of Washington

MEB

Medical Evaluation Board

MEDCEN

U.S. Army Medical Center

MEDEVAC

medical evaluation

MEPCOM

Military Entrance Processing Command

MOU

memorandum of understanding

MUSARC

Major United States Army Reserve Command

NA

not applicable

NGB

National Guard Bureau

NOAA

National Oceanic and Atmospheric Administration

NOK

next of kin

NPS

nonprior service, no prior service

OCOA

Office of the Comptroller of the Army

OCONUS

outside continental United States

OCRC

Officer Candidate Reserve Component Course

OJT

on-the-job-training

OMB

Office of Management and Budget

OPMS-USAR

Officer Personnel Management System—U.S. Army Reserve

OPS

operations

PCS

permanent change of station

PMOS

primary military occupational specialty

POV

privately owned vehicle

R&D

research and development

RC

Reserve components

RCCPDS

Reserve Components Common Personnel Data System

RSC

Regional Support Command

RCS-CSRES

reports control symbol; control symbol Army Reserve

ROTC

Reserve Officers' Training Corps

S2

intelligence officer (U.S. Army)

S3

operations and training officer (U.S. Army)

S4

supply officer (U.S. Army)

SADT

special active duty for training

SIDPERS–USAR

Standard Installation/Division Personnel System United States Army Reserve

SLRP

Student Loan Repayment Program

SMOS

secondary military occupational specialty

SMP

simultaneous membership program

SMSO/LNCO

State Military Support Office/Liaison NCO

SOF

special operations forces

SPCMCA

special court-martial convening authority

STRAP

Special Training Assistance Program

TAADS

The Army Authorization Documents System

TAG

The Adjutant General

TDA

table of distribution and allowances

TDY

temporary duty

TIMIG

Time in grade

TOE

table of organization and equipment

TRADOC

United States Army Training and Doctrine Command

UCMJ

Uniform Code of Military Justice

UIC

unit identification code

USACGSC

United States Army Command and General Staff College

USAHSC

United States Army Health Services Command

USAIRR

United States Army Investigative Records Repository

USAR

United States Army Reserve

USARB

United States Army recruiting battalion

USARC

United States Army Reserve Command

USAREUR

United States Army, Europe

USAROTCC

United States Army Reserve Officer Training Corps Cadet Command

USARPAC

United States Army Pacific Command

USASMA

United States Army Sergeants Major Academy

USASOC

United States Army Special Operations Command

USASSC

United States Army Soldier Support Center

USC

United States Code

USCG

U.S. Coast Guard

USMEPC

United States Military Enlistment Processing Center

USPHS

United States Public Health Service

1SG

first sergeant

1LT

first lieutenant

2LT

second lieutenant

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