Army Regulation 140-111

Army Reserve

U.S. Army Reserve Reenlistment Program

Headquarters Department of the Army Washington, DC 2 March 2018

UNCLASSIFIED

SUMMARY of CHANGE

AR 140-111

U.S. Army Reserve Reenlistment Program

This major revision, dated 2 March 2018--

- o Adds and defines reenlistment options (para 1–10).
- o Adds the senior command career counselor and command career counselor responsibilities (para 1–16g).
- o Updates staffing support to include the roles of the U.S. Army Reserve career counselor and duty appointed reenlistment noncommissioned officer in support of the reenlistment mission (paras 1-16g and i).
- o Adds full-time unit support personnel responsibilities (para 1–16h).
- o Removes the requirement for a duty-appointed reenlistment officer (para 1–17).
- o Updates facility support for the reenlistment office and reenlistment activities (para 1–19).
- o Updates the initial interview procedures (para 1–25).
- o Replaces "bar to reenlistment" procedures with "bar to continued service" procedures, per AD 2016–19, incorporated here (chap 1, sec V).
- o Replaces indefinite reenlistment program and options to the Career Status Program with options only for staff sergeants or above with more than 12 years of military service, per AD 2016–19, incorporated here (para 2–8*a*).
- o Adds extension clarification for Soldiers who are prior Army National Guard of the United States members and are transferred to the U.S. Army Reserve on an extension(s) (para 3–2*d*).
- o Replaces service extension rule V, and adds extension rules CC, DD, EE, FF, and GG (in table 3–1).
- o Adds Army Reserve Careers Division to the submission channels for correction of errors on DA Form 4836 (Oath of Extension of Enlistment or Reenlistment) and updates (para 3–7).
- o Updates distribution of DA Form 4836, so that a copy is uploaded to the retention-management software by an Army Reserve career counselor (para 3-8c).
- o Adds information about requests to reconstruct lost extension documentation (para 3–10).
- o Updates the approval authority for waivable reenlistment disqualifications (in table 4–1).
- o Adds DA Form 5689 (Oath of Reenlistment) (para 5–12).
- o Adds guidance on reconstructing reenlistment documents (para 5–18).
- o Adds requirements to use the Army Military Human Resource Record in place of the obsolete DA Form 201 (Military Personnel Records Jacket) (para 6-3c(1)).
- o Updates retention control points, per AD 2016–19, incorporated here (in table 8–1).

Adds an appendix on U.S. Army Reserve reenlistment options (app B).

*Army Regulation 140-111

Effective 2 April 2018

Army Reserve

U.S. Army Reserve Reenlistment Program

By Order of the Secretary of the Army:

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

Official:

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

History. This publication is a major revision.

Summary. This regulation prescribes the criteria for the Army Reserve Retention Program. For those Soldiers serving in the Army Reserve, it outlines procedures for reenlistment or extension of enlistment or reenlistment.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It applies to all current members of the U.S. Army Reserve assigned to the Selected Reserve, the Individ-

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

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activ-

ity's senior legal officer. All waiver re-

quests will be endorsed by the commander

Proponent and exception authority.

or senior leader of the requesting activity and forwarded through their higher head-quarters to the policy proponent. Refer to AR 25–30 for specific guidance.

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

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

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

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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^{*}This regulation supersedes AR 140-111, dated 9 May 2007.

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Glossary

Chapter 1 Introduction

Section I

General

1-1. Purpose

This regulation prescribes policies, responsibilities, and procedures for the U.S. Army Reserve (USAR) Reenlistment Program. It provides guidance for commanders and career counselors conducting the USAR reenlistment program. It prescribes eligibility criteria for reenlistment, extensions, and guidance for processing agreements for continued membership of personnel assigned to the Selected Reserve, Individual Ready Reserve (IRR), and Standby Reserve (active list) assignees.

1-2. References

See appendix A.

1-3. Explanation of abbreviations and terms

See the glossary.

1-4. Responsibilities

Responsibilities are listed in section II of this chapter.

1-5. Policy overview

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

1-6. Secretarial authority

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

1–7. Communications with Headquarters, Department of the Army and other governmental agencies

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

1-8. Objectives of the U.S. Army Reserve Reenlistment Program

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

- a. Reenlist, on a long-term basis, highly qualified enlisted personnel. Particular emphasis is placed on retaining qualified Soldiers who are initial term Soldiers that have not completed their military service obligation (MSO).
- b. Obtain maximum command involvement at each echelon of command. Reenlistment competitions down to, and including, the company and detachment level are encouraged.

1-9. Reenlistment

USAR reenlistment provides the qualified USAR Soldier with continuous military service. This membership may involve assignment to the Selected Reserve or the IRR or, when authorized, transfer from one to the other. Soldiers who desire uninterrupted membership must meet the criteria for reenlistment or extension prescribed in this regulation. The purpose of reenlistment options are to meet the personal desires of the Soldier and to fulfill the needs of the USAR. All applicants must meet the eligibility standards outlined in chapter 2 of this regulation and all specific qualifications of the reenlistment option selected.

1-10. Reenlistment options defined

- a. Reenlistment option C-1. USAR regular reenlistment option: (current unit of assignment reenlistment option), Soldiers may reenlist for 3, 4, 5, or 6 years or for an indefinite period under the Career Status Program if applicable. Staff sergeant (SSG) or above with 12 or more years of service will reenlist for an indefinite period under the Career Status Program, unless otherwise specified by HQDA (only available option currently).
- b. Reenlistment option C–2. Army Reserve training reenlistment option: (Soldiers must select a military occupational specialty (MOS) listed as understrength or balanced on the current IN/OUT Call Selected Reserve Incentive Program (SRIP) list. Soldiers may reenlist for a 4, 5, or 6 year term length, if otherwise qualified. SSGs or above with 12 or more years of service will reenlist for an indefinite period under the Career Status Program, unless otherwise specified by HQDA. Soldier must be available for movement at the requested training start date. Soldiers must be in the reenlistment window and meet the prerequisites for attendance of training identified in DA Pamphlet 611-21 and will be verified by the Army Reserve career counselor (ARCC).
- c. Reenlistment option C–3. Priority unit of choice reenlistment option: Soldiers may reenlist for a 3, 4, 5, or 6 year term length. SSGs or above with 12 or more years of service will reenlist for an indefinite period under the Career Status Program, unless otherwise specified by HQDA. Soldiers must be MOS-qualified and will be reassigned in conjunction with reenlistment to fill a valid vacancy in a Priority Unit of Choice unit, as identified in the USAR REQUEST system and listed on the current SRIP list. Unit must be within a reasonable commuting distance from Soldier's home of record as defined in AR 140–10.
- d. Reenlistment option C–4. Army Reserve drill sergeant program reenlistment option: Soldiers may reenlist for a 4, 5, or 6 year term length, if otherwise qualified. SSGs or above with 12 or more years of service will reenlist for an indefinite period under the Career Status Program, unless otherwise specified by HQDA. Soldier must meet eligibility requirements of AR 614–200.
- *e.* Reenlistment option C–5. Army Reserve instructor program reenlistment option: Soldiers may reenlist for a 4, 5, or 6 year term length, if otherwise qualified. SSGs or above with 12 or more years of service will reenlist for an indefinite period under the Career Status Program, unless otherwise specified by HQDA. Soldier must meet eligibility requirements of AR 614–200.
 - f. Soldiers granted waivers may be reenlisted for any option or period for which they are otherwise qualified.
- g. The effective date of reenlistment is the day following the Soldier's current expiration term of service (ETS) date, or troop program unit (TPU) contractual obligation of service date for TPU Soldiers.
- h. Soldiers with less than 12 years of total service will reenlist for a 3, 4, 5, or 6 year term of service, if otherwise qualified, and in accordance with HQDA guidance. Those Soldiers in the rank of SSG or higher who, on their current ETS date, have 12 or more years of total service will reenlist for an indefinite period under the Career Status Program, unless otherwise specified by HQDA.
- *i.* The strength levels and status of a Soldier's primary military occupational specialty (PMOS) will determine the reenlistment options available. Regularly published MOS strength status will govern which options are offered to a Soldier at reenlistment.
- *j.* A Soldiers in an overstrength MOS may be restricted to retraining. A Soldier in an understrength MOS may also be restricted from migrating to a different MOS.
- k. Regularly published guidance will be updated periodically using the retention-management software (RMS), and IN/OUT calls on the SRIP list. USAR career counselors will consult current guidance prior to making implied promises concerning a Soldier's reenlistment options. Other restrictions, such as eligibility criteria and rank are also imposed by HQDA to effectively manage the enlisted force.

1-11. Reenlistment restrictions

Only Soldiers who are in the reenlistment window or otherwise qualified, may choose from one of the following reenlistment options. The eligibility for reenlistment options are as follows:

- a. First-term Soldiers:
- (1) Serving in an overstrength MOS are eligible for:
- (a) C-1: USAR regular reenlistment option (current unit of assignment reenlistment option).
- (b) C-2: USAR training reenlistment option (Soldiers must select an MOS listed as understrength or balanced on the MOS IN/OUT call list, and identified on the current SRIP list.
 - (c) C-3: Priority unit of choice reenlistment option.
 - (d) C-4: USAR drill sergeant option.
- (e) C-5: USAR instructor reenlistment option. Note: Must meet eligibility requirements of AR 614–200 for Army Reserve drill sergeant or USAR instructor options.
 - (2) Serving in a balanced MOS are eligible for:

- (a) C-1: USAR regular reenlistment option (current unit of assignment reenlistment option).
- (b) C-2: USAR training reenlistment option (Soldiers must select an MOS listed as understrength on the MOS IN/OUT calls, identified on the current SRIP list and RMS)
 - (c) C-3: Priority unit of choice reenlistment option.
 - (d) C-4: USAR drill sergeant option.
- (e) C-5: USAR instructor reenlistment option. Note: Must meet eligibility requirements of AR 614–200 for Army Reserve drill sergeant or USAR instructor options.
 - (3) Serving in an understrength MOS are eligible for:
 - (a) C-1: USAR regular reenlistment option (current unit of assignment reenlistment option).
- (b) C-3: Priority unit of choice reenlistment option if currently serving in a unit other than a priority unit of choice unit.
 - b. Careerist Soldiers: A careerist is a Soldier who has completed the initial 8-year military service obligation.
- (1) SSGs and below, with less than 12 years of service on their current ETS date, serving in an overstrength or balanced MOS, are eligible for:
 - (a) C-1: USAR regular reenlistment option (current unit of assignment reenlistment option).
- (b) C-2: USAR training reenlistment option (Soldiers must select an MOS listed as understrength or balanced on the MOS IN/OUT calls identified on the current SRIP list and in RMS).
 - (c) C-3: Priority unit of choice reenlistment option.
 - (d) C-4: USAR drill sergeant option.
- (e) C-5: USAR instructor reenlistment option. Must meet eligibility requirements of AR 614–200 for USAR drill sergeant or USAR instructor options.
- (2) Soldiers with less than 12 years of service on the current ETS date and serving in an understrength MOS are eligible for:
 - (a) C-1: USAR regular reenlistment option (current unit of assignment reenlistment option).
 - (b) C-3: Priority unit of choice reenlistment option if currently serving in a unit other than a priority unit of choice unit.
- (3) SSGs and above with 12 or more years of service at time of reenlistment must reenlist under the NCO Career Status Program. Soldiers may request and be approved for training into an MOS or skill identified as a shortage on the MOS IN/OUT calls on the current SRIP list and RMS, in conjunction with their NCO Career Status Program reenlistment and may be eligible for USAR drill sergeant or instructor option, if they can meet service-remaining requirements for option.
 - (a) C-1: USAR regular reenlistment option (current unit of assignment reenlistment option).
- (b) C-2: USAR training reenlistment option (Soldiers must select an MOS listed as understrength or balanced on the MOS IN/OUT calls identified on the current SRIP list and in RMS.
 - (c) C-3: Priority unit of choice reenlistment option.
 - (d) C-4: USAR drill sergeant option.
- (e) C-5: USAR instructor reenlistment option. Must meet eligibility requirements of AR 614–200 for USAR drill sergeant or USAR instructor options and be able to meet service-remaining requirements.
 - c. USAR Active Guard Reserve (AGR) Soldiers are eligible for USAR reenlistment option C-1 only.
 - d. USAR TPU Soldiers are eligible for USAR reenlistment options C-1, C-2, C-3, C-4, and C-5.
 - e. IRR Soldiers are eligible for USAR reenlistment option C-1 only.
 - f. Individual Mobilization Augmentation (IMA) Soldiers are eligible for USAR reenlistment option C-1 only.

1-12. Break in military service

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

1-13. Reenlistment in the U.S. Army Reserve

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

1-14. Reenlistment counseling concerning break in service

- a. Enlisted Soldiers nearing ETS should be counseled in accordance with table 1–1 on the problems that could occur upon a break in service. Failure to meet basic eligibility criteria could disqualify the individual for reenlistment and cause a break in service. For example, all applicants for reenlistment should be advised that they must meet the body fat standards per AR 600–9.
- b. Many basic eligibility criteria do not apply to reenlistment, but apply to those with breaks in service seeking USAR enlistment. For example, marital status and dependents are not factors in reenlistment; they are determining factors for

enlistment of prior service applicants. Also, a prior service applicant must have had a medical examination within the 6-month period preceding reenlistment and must meet the procurement medical standards of AR 40–501, if reenlisting after a break in service in excess of 72 hours.

Section II

Description of Responsibilities

1-15. Objective and overview

- a. Maintenance of strength is a command responsibility. The success of USAR strength improvement programs depends upon effective leadership, vigorous command involvement, and aggressive reenlistment programs at all levels. It is a direct indicator of the quality of leadership exhibited by officers and noncommissioned officers (NCOs) alike.
- b. Success is a direct indicator of the quality of leadership exhibited by commanders, officers, and NCOs. Measurements of success include, but are not limited to, achieving the commander's retention missions while improving readiness, competency, and alignment of the force.

1-16. Responsibilities

- a. Deputy Chief of Staff, G-1. The DCS, G-1 will—
- (1) Be responsible for personnel sustainment.
- (2) Through the Director, Directorate of Military Personnel Management—
- (a) Direct the development of, and exercise Army Staff supervision over the execution of, plans, policies, guidance, directives, and procedures for all matters that impact on the USAR Retention Program.
 - (b) Serve as the policy proponent for this regulation.
 - (c) Determine and assign reenlistment, IRR transfer and/or enlistment, and special missions to the USAR.
- (3) Through the Commanding General (CG), U.S. Army Human Resources Command (HRC), be responsible for managing the USAR Reenlistment Program for—
 - (a) Assigned IRR Soldiers.
 - (b) Assigned Standby Reserve Soldiers.
 - (c) Personnel managed under the USAR-AGR Program.
 - (d) IMA personnel.
 - (4) Through the senior USAR career counselor—
- (a) Serve as senior advisor to the Directorate of Military Personnel Management; the Sergeant Major of the Army; the Chief of Staff, Army; and senior USAR leadership on the USAR Retention Program.
 - (b) Be the policy writer and manager of this regulation.
 - (c) Be the approval authority for exceptions to USAR retention policy.
 - (d) Exercise operational and strategic supervision of USAR retention programs.
 - (e) Fulfill other responsibilities of the senior USAR career counselor.
- b. The Chief, Army Reserve. The CAR, operating within established Army policies, under the general personnel policy guidance of the DCS, G–1, monitors and provides policy direction for the personnel management systems of the USAR. The CAR will—
 - (1) Establish assignment eligibility criteria for Soldiers assigned to USAR units as a part of this program.
 - (2) Provide advertising and publicity support.
 - (3) Determine and assign reenlistment missions for the USAR in support of end strength objectives.
 - (4) Coordinate with the CG, HRC, as needed to—
- (a) Publish AGR orders for USAR personnel selected for AGR career counselor positions in support of the USAR reenlistment mission.
- (b) Publish reenlistment, extension, permanent change of station (PCS), and school attendance orders for USAR career counselors. Distribution will be to all affected commands, personnel service centers, HRC, and Soldiers concerned.
- (c) Work with the Commander, Army Reserve Careers Division (ARCD) to execute the reenlistment mission in support of the CAR's reenlistment mission for the Army Reserve.
 - c. The Commander, Army Reserve Careers Division. The ARCD commander will—
 - (1) Provide statistical reporting as needed.
 - (2) Provide USAR-wide RMS system support.
- (3) As proponent of MOS 79V (Army Reserve Career Counselor), conduct the Secretary of the Army's Army Reserve Career Counselor of the Year board.

- (4) Ensure that ARCD battalion commanders sustain USAR personnel readiness by developing, implementing, and maintaining aggressive local Army Reserve retention programs, designed to accomplish specific goals and missions consistent with governing laws, policies, and directives.
 - (5) Through the ARCC—
 - (a) Determines SRIP eligibility based on source documents, system data, and Soldier records.
 - (b) Validates all ETS dates of Soldiers in supported units, notifies area leaders of ETS dates requiring an update.
 - (c) Achieves assigned reenlistment mission by using RMS to reenlist or extend TPU Soldiers.
 - (d) Gives assistance to supported units regarding the latest interviewing and counseling methods.
- (e) Assists in proper display and use of promotional materials to support the USAR retention and officer accessions programs.
 - (f) Holds discussions with officers and NCOs to stimulate interest and support of the reenlistment program.
- (g) Conducts reenlistment interviews and documents them on DA Form 4856 (Developmental Counseling Form), in accordance with table 1–1, and annotates results in RMS contact history.
 - (h) Ensures that ARCCs are exempt from roster-type duties.
- d. Commanders of Army Reserve major subordinate commands and Army Reserve direct reporting units. These commanders will—
- (1) Implement and support active reenlistment programs within their commands and require subordinate commanders to do the same.
- (2) Continually provide guidance for subordinate commanders who need help establishing and running their reenlistment programs.
- (3) Ensure that subordinate command reenlistment programs comply with this regulation and supplementary instructions from major commands.
 - (4) Conduct yearly staff assistance visits and inspections.
- (5) Conduct yearly conferences to review, discuss, and improve the reenlistment program. Per current Army conference policy, determine if the event is a conference. If the event is a conference, ensure approval is in accordance with current Army conference policy before committing/obligating any Army appropriated funds.
- e. Army Reserve subordinate commanders to Army Reserve major subordinate commands and Army Reserve direct reporting units. These commanders will ensure that—
- (1) Every Soldier who is serving honorably and faithfully and meets the requirements for reenlistment is counseled and interviewed, if possible. This includes those individuals with waivable disqualifications. Soldiers should be made aware that retention in the USAR is not a right, but a privilege extended only to those Soldiers who have demonstrated satisfactory performance.
 - (2) Every qualified Soldier who desires continuous service is given the opportunity to reenlist.
 - (3) Soldiers who are untrainable or unsuitable for military service are barred from reenlistment.
- (4) NCOs are as appointed, in writing, as duty appointed reenlistment NCOs (DARNs), as required. The requirement is at a minimum, 2 DARNs per 50 required enlisted Soldiers. Units with requirements for less than 25 enlisted Soldiers will appoint at least 1 DARN in support of the unit retention program.
 - (5) Every officer and NCO in the command is informed of current reenlistment programs and changes to regulations.
- f. Army Reserve commanders. USAR commanders at all levels will manage the USAR reenlistment program within TPUs of the Selected Reserve.
- g. Army Reserve counselors. USAR senior command career counselors, and command career counselors assigned to operational, functional, training, and support (OFTS) commands, 7th major subordinate command (MSC), 9th MSC, and regional support commands (RSC) will—
- (1) Serve on the commander's special staff, providing retention mission updates and reporting concerns related to the reenlistment mission.
 - (2) Research exception to policy requests and write recommendation memorandums and forward to higher command.
 - (3) Coordinate with the ARCD on all reenlistment matters.
- (4) Translate reenlistment decisions and plans of the commander into orders, and ensure distribution of orders to sub-ordinate units.
- (5) Exercise supervision, including inspections, to ensure reenlistment policies, intentions, and orders of the commander are executed properly.
 - (6) Be alert for factors that hinder the reenlistment effort.
 - (7) Maintain reenlistment statistics to determine effectiveness of the program.
- h. Army Reserve full time unit support. FTUS personnel (military technicians and AGR personnel assigned to USAR TPUs) will—

- (1) Provide administrative assistance to the DARN, senior command career counselor/command career counselor, and ARCD's ARCC, in support of maximizing reenlistment and extension of eligible unit Soldiers.
- (2) Allow DARN, senior command career counselors, command career counselors, and ARCD ARCCs continued access to unit records (personnel and training), in support of all phases of reenlistment and extension (including counseling).
- (3) Keep commanders informed of whether or not all eligible Soldiers in unit reenlist or extend. They also provide commanders with specific reasons why Soldiers are not willing to reenlist.
- *i. Duty appointed reenlistment noncommissioned officers.* The DARNs are the unit reenlistment representatives for the unit commander and 1SG/SR NCO, and will—
 - (1) Evaluate Soldiers' experiences during battle assemblies and annual training (AT).
 - (2) Inform the commander and 1SG/SR NCO results of the evaluations.
 - (3) Assist and support the ARCC with career counseling training subjects.
 - (4) Determine reenlistment and incentive eligibility.
 - (5) Conduct reenlistment interviews and document on DA Form 4856 (Developmental Counseling Form).
 - (6) Perform these duties no less than 4 to 6 hours during battle assembly.

Section III

Retention, Staffing, Facility, and Publicity Support

1-17. Retention roles

- a. Each ARCD battalion sergeant major serves as the senior enlisted subject matter expert for the Army Reserve retention program and is the liaison for the operational, functional, training, and support commands of the Army Reserve. They also liaise with the 7th MSC and 9th MSC command leadership teams concerning retention in their respective battalion's footprint.
- b. AGR and TPU area leaders are assigned to one of the 13 ARCD battalions reporting directly to the battalion sergeant major and are responsible for all retention missions for their respective areas. They manage a team of ARCCs typically consisting of five to 10 AGR/TPU ARCCs as appropriate. They are responsible for updating and validating all ETS dates for the Soldiers of the units they support in their respective areas.
- c. AGR ARCCs are assigned to one of the 13 ARCD battalions reporting directly to their area leader and are assigned by the HRC, Fort Knox, KY, with duty at various locations, reporting directly their respective area leaders.
- d. TPU ARCCs are assigned to ARCD and the MSCs, and managed by the regional support commands with duty at various locations reporting directly to their area leaders.
- e. The TPU senior command career counselor/command career counselors (MOS 79V) are assigned to MSCs, 7th MSC, and 9th MSC by the regional support commands and serve as members of the special staff reporting directly to the command sergeant major.
 - f. Area leaders (ALs)—
 - (1) Provide direct supervision to assigned area personnel.
 - (2) Manage area retention and transition missions.
 - (3) Oversee all Occupational Physical Assessment Test (OPAT) procedures.
 - (4) Track mission accomplishment statistics, provide leadership and mission-essential task list training.
 - (5) Manage retention and transition mission production, control quality of retention and transition documents.
- (6) Conduct quarterly assurance visits, develop a yearly training calendar, foster relationships and liaise with command leadership teams (CLTs) of supported TPUs, RSCs, major subordinate commands (MSCs), direct reporting units (DRUs), Soldier readiness processing centers (SRPCs), Reserve Component career counselors, and USAREC personnel within their geographic boundaries.
 - (7) Validate and update ETS dates using the regional leave application software system.

1-18. Staffing

- a. An ARCC will be assigned to support every battalion, company, battery, detachment, or similar-sized USAR unit. Supporting ARRCs will advise unit DARNs of their responsibilities.
- b. ARRCs ensure reenlistment and extension forms are prepared and distributed according to this regulation. Duties that detract from the retention mission should not be imposed on an ARCC or DARN. They are exempt from roster-type duties.

1-19. Facilities

- a. Reenlistment activities will be carried out in favorable surroundings. Locations in which interviewing, counseling, and related activities take place should ensure—
 - (1) Privacy.
 - (2) An informal, friendly atmosphere.
 - (3) An effective display of reenlistment literature.
- (4) Access to all necessary material, directives, and other sources of information needed for interviewing and counseling.
- b. The physical location of the ARCC office is critical to the success of the program and the ability to grow and sustain USAR strength. To promote optimum performance and exposure, ARCCs will be placed in the first office to the left or right of the main or "most used" entrances to the USAR facility. The ARCC office is the most desirable location for reenlistment activities.

1-20. Publicity

The USAR reenlistment program should be supported by promotional materials.

- a. A command should develop ideas to advertise reenlistment opportunities, using the publicity materials that have proven most effective.
- b. Reenlistment posters and displays should be featured in all locations frequented by enlisted personnel. Posters should be changed as needed and kept in good condition.
 - c. Reenlistment material should be made available at all times. Self-service displays should be maintained in unit areas.
- d. Outside displays with all-weather protection should be made and obtained locally using the visual information ordering site http://www.vios.army.mil, when possible.
- e. ARCCs will promote retention awareness using retention publicity items procured without charge from their Accessions Distribution Center account.

1-21. Enlisted personnel selected as duty appointed reenlistment noncommissioned officers

If possible, personnel with previous recruiting or retention experience should be assigned as the unit DARN. Commanders will use the following criteria for selecting DARNs:

- a. Must have a general technical aptitude test score of 100 or greater.
- b. Must be a high school graduate or GED equivalent.
- c. Must not have any suspension of favorable actions at time of appointment.
- d. Needs a minimum of 12 months' TPU experience.
- e. Must be in the grade of E–4 or above.
- f. Is not within 24 months of ETS at time of duty appointment.

Section IV

Reenlistment Interviews and Counseling

1-22. Reenlistment orientation

Reenlistment orientation must begin on the day the individual reports to the unit. This is true even though the maximum reenlistment effort will be made during the latter part of an individual's term of service. Reenlistment counseling cannot be restricted to the last few months of a Soldier's term of service, especially first-term personnel. Therefore, unit commanders, FTUS, first line leaders, unit DARNs, and supporting ARCCs will ensure life cycle counseling takes place from the Soldier's initial assignment date. The scheduled counseling procedure in table 1–1 is the minimum effort required; however, counseling should not be limited to this schedule. Unit commanders will direct major emphasis on encouraging qualified individuals to reenlist for their present assignments. This is in the best interest of stability, economy, reduction of travel, and continuity of operations.

1-23. Eligibility

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

Table 1–1
Army Reserve retention action chart

Actions	By whom	Purpose
In-process and provide welcome packet	Unit administrator, sponsorship coordina- tor	Identify a unit sponsorship, prepare welcome letter, initiate in-processing, ensure that all records are complete and reviewed with Soldier, ensure Soldier receives uniform issue immediately. Issue DD Form 2384–1 (Enlistment/Reenlistment Document Notice of Basic Eligibility), if applicable.
Contact by sponsor	Sponsor	Help inform Soldier of how unit functions, assist with problems, introduce Soldier to other unit members. Make Soldier feel he or she is welcome by unit.
Initial interview	Commander/1SG ARCC or DARN (USAR career counse- lor or duty appointment retention NCO), first line leader	Welcome Soldier, inform of unit history, mission, policies, procedures. Determine Soldier's needs and problems, verify personal information and phone or cell number, ask what motivated him or her to join the USAR. Ask if Soldier has any questions and so forth.
First annual interview	First line leader	Promote unit retention and surface potential problems, review career goals.
Second annual interview	First line leader	Review job performance, promote retention surface problems, revise career goals.
Third annual interview	First line leader	Review training and career goals, review job performance, identify potential problems.
Fourth annual interview	First line leader	Career counseling, help revise career goals, discuss promotions.
Fifth annual interview	First line leader	Help Soldier analyze abilities, opportunities, and limitations. Discuss training programs and USAR benefits. Identify potential barriers to reenlistment.
Interview at 12-18 months prior to ETS	Commander	Attempt to obtain favorable reenlistment decision from all qualified Soldiers. Resolve barriers to reenlistment. Discuss future opportunities with unit.
Interviews at 13 months and 4 months prior to ETS	ARCC or DARN	Confirm reenlistment decision. Initiate administrative actions.
Interview for one unex- cused absence	Commander and first line leader	Determine reason(s) for absence, resolve problems to preclude recurring absences. Counsel and advise Soldier of consequences resulting from unsatisfactory participation.

1-24. Unlawful enlistment

Article 84, Uniform Code of Military Justice, will be brought to the attention of all officers and reenlistment personnel. The article states: "Any person subject to this chapter who effects an enlistment or appointment in, or a separation from the armed forces of, any person who is known to him to be ineligible for that enlistment, appointment, or separation because it is prohibited by law, regulation, or order shall be punished as a court-martial may direct." Commanders will give due consideration to the initiation of appropriate action for violations of this article.

1-25. Reenlistment interviews

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

- a. Reenlistment interviews provide an opportunity to extend encouragement, resolve old grievances, and develop self-understanding and self-assurance.
- b. Preparation is essential for a satisfactory interview. Such preparation includes collecting background data concerning the Soldier.
- c. Soldiers should not be required to report for interviews but should schedule an appointment at their convenience. The interview should be conveniently arranged and the Soldiers interviewed individually. Interviews should never be conducted in groups.
- d. Face-to-face interviews with USAR Soldiers is ideal. However, interviewing IRR, Standby Reserve, or IMA Soldiers who are not on active duty (AD) is not practical. An alternative means of communication (that is, correspondence, email, or telephone) to provide counseling is encouraged as applicable.

1-26. Reenlistment interview procedures

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

- a. The Soldier's commanding officer will review a Soldier's eligibility for reenlistment under the provisions of this regulation and use DA Form 7776 (Army Reserve Reenlistment Eligibility Worksheet) to confirm a Soldier's reenlistment eligibility. The results of interviews and reason or reasons why a Soldier is not eligible to reenlist will be recorded—
 - (1) In the RMS system for all personnel assigned to TPUs of the Selected Reserve.
 - (2) On DA Form 4856 and established counseling timelines in accordance with DA Form 7776.
 - b. If a Soldier is not eligible for reenlistment, the unit commander—
 - (1) Interviews the individual upon assignment and informs the Soldier that he or she is not eligible to reenlist.
 - (2) Advises the Soldier of what he or she must do to become eligible.
- (3) Determines, by observation and job-performance information, whether a request for waiver is appropriate. If it is, and it is desired by the Soldier, a request for waiver will be initiated promptly. The request must be sent within the time specified in paragraph 4–3.
- c. If the Soldier is eligible for reenlistment but not recommended, or ineligible to reenlist, the unit commander will promptly initiate a bar to continued service. This information will be shown on the DA Form 4856 and recorded in RMS.
- d. If reenlistment is recommended by the unit commander and the enlisted Soldier meets the requirements, the following procedures apply:
- (1) Soldiers ineligible to reenlist, but who have a waivable disqualification and are recommended, will be interviewed by their DARN, first line leader, and unit commander.
- (2) The initial interview should be held by the unit commander, first line leader, and the unit DARN as soon as practical after initial assignment to the unit.
- (a) During this interview, the Soldier should be informed of unit history, mission, policies, and procedures. The Soldier's needs and concerns should be determined; motivations that led the individual to join the USAR should be ascertained; and any other relevant information should be noted.
- (b) If the Soldier's conduct or efficiency, or both, warrant bar action, inform the Soldier. Initiate the necessary bar to continued service procedures.
- (3) Advise the Soldier of the eligibility requirements for reenlistment. Counsel the Soldier on how to meet these requirements. Complete a DA Form 4856 counseling record, as appropriate, after the job performance interview.
- (4) Soldiers assigned to a TPU will receive an annual retention interview in conjunction with the birth month record review and orientation requirement per AR 135–91 and DA Form 7776.
- (5) Soldiers serving on their initial tour of AGR duty, on completion of 24 months AGR service, will be interviewed by reenlistment officials. The reenlistment officials will advise each AGR Soldier of the policy and procedures governing retention on AGR status beyond the initial 3 years. Thirteen months before ETS, the commanding officer will conduct an interview. This interview will be for Soldiers serving on their initial AGR tour and all master sergeants (MSGs) and below. During this interview, individual problems should be resolved as far as practical. If the Soldier has not decided to reenlist or extend for continuing service on AGR status, the commander will discuss the Soldier's abilities, shortcomings, and opportunities. The commander should also advise the Soldier of the opportunity for continuing USAR service in another status other than AGR, if eligible. Information concerning this interview by the commander will be entered on a DA Form 4856.
- (6) After the commander's interview, the ARCC will contact the individual and conduct another interview. Current reenlistment incentives, opportunities, and benefits will be emphasized.
 - (7) Every effort will be made to obtain a positive reenlistment decision.
- (8) Information resulting from the interview will be recorded on a DA Form 4856 and in the RMS system, as appropriate. Commanders will initiate aggressive programs designed to influence recommended first-term enlisted Soldiers who do not intend to reenlist. Before leaving the unit, these Soldiers will be informed of the reenlistment opportunities available at separation. In addition, they will be counseled on the grade authorizations for reenlistment after a break in service has occurred. An appropriate entry that shows this interview was conducted will be entered on the DA Form 4856 and in RMS, as appropriate.
- (9) Enlisted Soldiers will be interviewed (annotated on an RMS-generated DA Form 4856) by the ARCC or DARN 13 and 4 months before their ETS. The purpose of this interview is to confirm a reenlistment decision and to identify any potential barriers to reenlistment.

Section V

Bars to Continued Service

1-27. General

- a. This section prescribes the procedures for denying continued service to Soldiers whose reentry into, or continued service with, the USAR is deemed not in the best interest of the Service. The procedures apply to the field commander's bar to continued service. They apply to personnel—
 - (1) Assigned to a TPU or an IMA of the Selected Reserve.
 - (2) Assigned to the IRR.
 - (3) Assigned to the Standby Reserve.
 - (4) Serving on AD in an AGR status.
- b. If otherwise qualified, Soldiers may not be arbitrarily denied continued service. If a commander disapproves a request for continued service or extension by a Soldier who is fully qualified for reenlistment without a waiver, the commander must concurrently submit a bar to continued service. Request for waiver of a reenlistment disqualification may be disapproved under paragraph 4–3.

1-28. Policy on bars to continued service

- a. HQDA policy extends the privilege of reenlisting only to personnel of—
- (1) Professional competence.
- (2) Demonstrated adaptability to the requirements of the professional Soldier's moral code.
- b. Persons who do not maintain such standards but whose separation is not warranted will be barred from further service.
- c. The bar to continued service is a punitive action. Imposition of a bar to continued service does not prevent administrative separation at a later date. Normally, however, the bar to continued service should be initiated before a separation or judicial and/or nonjudicial action, because it is intended to put the Soldier on notice that he or she—
 - (1) Is not a candidate for continued service in any Army component.
- (2) May be a candidate for separation if the Soldier does not overcome the circumstances that led to the bar to continued service. Soldiers will be advised exactly what is expected for them to overcome the bar to continued service and will be given explicit timetables to overcome the reasons for the bar.
- d. Soldiers under the Career Status Program (see para 2–3) will not be barred from continued service but must be separated instead.

1-29. Guidelines for the use of a bar to continued service

- a. If a bar to continued service is justified, it will be initiated whether or not the Soldier intends to reenlist.
- b. A bar to continued service should not be based on generalities, approximate dates, or vague places and times. It should be specific and substantiated by official remarks made at the time the event occurred. Counseling should be provided for each occurrence and all instances made a matter of official record. It is essential that the individual be counseled when the individual performs acts considered unworthy of a member of the USAR. Counseling IMA personnel and members of the IRR or Standby Reserve (not on AD or active duty for training (ADT)) may be done by telephone or through correspondence.
 - c. A bar will not be used in lieu of—
 - (1) Separation action under proper regulations.
 - (2) Trial by courts-martial.
 - (3) Nonjudicial punishment.
 - (4) Other appropriate administrative actions.
 - d. When it appears appropriate, a bar should be initiated even if the commander is aware that—
 - (1) A previous disciplinary or administrative action did not result in separation.
 - (2) An honorable or general discharge will be issued for the current period of service.
 - (3) A Soldier served honorably for a number of years.
 - (4) A Soldier has been permitted to remain on duty for a number of years while performing in a substandard manner.
 - e. Normally, a bar to continued service should not be initiated against an individual—
 - (1) Who has been assigned to a command for less than 90 days.
- (2) During the last 90 days (30 days for an AGR Soldier) before the Soldier is discharged, transferred from the command, or released from active duty (REFRAD). If initiated during this period, the commander must provide a complete

explanation why the action was not taken earlier and enter this explanation on DA Form 8028–R (U.S. Army Reserve Bar to Continued Service Certificate).

1-30. Retention for retirement eligibility

- a. Retention in an active status. A Soldier assigned to the Selected or Ready Reserve or the Standby Reserve (Active Status List) is serving in an active status (Section 1176(b), Title 10, United States Code). A reserve enlisted member serving in an active status who is selected to be involuntarily separated (other than for physical disability or for cause), or whose term of enlistment expires and who is denied reenlistment (other than for physical disability or for cause), and who on the date on which the member is to be discharged or transferred from an active status is entitled to be credited with at least 18 but less than 20 years of service computed under 10 USC 12732, may not be discharged, denied reenlistment, or transferred from an active status without the member's consent before the earlier of the following:
- (1) If as of the date on which the member is to be discharged or transferred from an active status the member has at least 18, but less than 19, years of service computed under 10 USC 12732—
- (a) The date on which the member is entitled to be credited with 20 years of service computed under 10 USC 12732; or
- (b) The third anniversary of the date on which the member would otherwise be discharged or transferred from an active status.
- (2) If as of the date on which the member is to be discharged or transferred from an active status the member has at least 19, but less than 20, years of service computed under 10 USC 12732—
- (a) The date on which the member is entitled to be credited with 20 years of service computed under 10 USC 12732; or
- (b) The second anniversary of the date on which the member would otherwise be discharged or transferred from an active status requires the retention of an enlisted Soldier selected for involuntary separation (other than for physical disability or cause), or denied continued service upon expiration of term of enlistment (other than for physical disability or cause), in an active status after completion of 18 or more years but less than 20 years of qualifying service for retired pay unless the Soldier consents to removal. A bar may be initiated against a Soldier serving in an active status who has completed 18 or more years but less than 20 years of qualifying service for retired pay. Approval authorities for such bars are identified in paragraph 1–29.
- (3) The voluntary or involuntary reassignment of a Soldier between the Selected and Ready Reserve and the Standby Reserve (Active Status List) will not affect the Soldier's retention for retirement eligibility, because the Soldier continues to serve in an active status. In addition, retention in an active status does not prevent release from AD in an AGR status, or reassignment from a TPU, provided the Soldier is retained in an active status.
- (4) A bar to continued service intended to deny a Soldier with more than 18 years but less than 20 years of qualifying service for retired pay (para 1–29) the opportunity to attain retirement eligibility will require HQDA approval.
- b. Retention on active duty. A Soldier in an AGR status is serving on AD and retention for retirement eligibility based on active service (AS) is codified in law (10 USC 12686). A bar may be initiated against an AGR Soldier who has completed at least 18 but less than 20 years of AS. Approval authorities for such bars are specified in paragraph 1–29.
- (1) A Soldier who has been extended to attain retirement eligibility under the sanctuary provision remains subject to involuntary separation for cause in accordance with AR 635–200.
- (2) A Soldier will not be extended for continued service on AD in an AGR status beyond the last day of the month in which he or she becomes eligible for retired pay.

1-31. Conditions warranting a bar to continued service

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

a. Untrainable Soldiers. These Soldiers will be identified as soon as possible with a view toward eliminating them from the Service. When discharge under administrative procedures (AR 635–200 for AGR Soldiers and AR 135–178 for all others) is not warranted, action will be taken under this regulation to bar the person from further service with the USAR. These Soldiers are often identified by failure to perform the basic tasks required of their PMOS, failure to qualify in a duty MOS in a reasonable period, failure to achieve individual weapons qualification, failure of the Army Physical Fitness Test (APFT), or elimination for cause from an NCO Education System course. Frequently, Soldiers will meet the minimum

standards for their present grade, but obviously lack the potential to become the supervisor or senior technician of the future.

- (1) A bar to continued service may be imposed for failure to pass the APFT. However, imposition of a bar to continued service is mandatory after a second consecutive failure if separation processing is not initiated in accordance with AR 135–178
- (2) A bar to continued service may be imposed on a Soldier participating in the Weight Control Program to meet the body fat standards in AR 600–9. However, imposition of a bar to continued service is mandatory for Soldiers who do not make satisfactory progress in the Weight Control Program after 6 months, unless the commander initiates reassignment procedures in accordance with AR 140–10 or separation proceedings in accordance with AR 135–178. (Note: Reassignment or separation proceedings will not be initiated if a Soldier is within 3 months of ETS date.)
- b. Unsuitable Soldiers. These individuals may exhibit their unsuitability through interests or habits detrimental to the maintenance of good order and discipline. They may have records of habitual minor misconduct requiring corrective or disciplinary action.
- c. Single Soldiers and/or in-Service couples with dependent Family members. If administrative separation proceedings are not initiated (under AR 135–178 or AR 635–200), commanders will initiate bar to continued service proceedings against Soldiers described below who have been counseled and who do not have an approved Family Care Plan on file within the required time frame, in accordance with AR 600–20, after counseling. These Soldiers who have outside the continental United States (OCONUS) assignment instructions will have a bar to continued service initiated if they are unable to provide the names of guardians who will care for their Family members in the continental United States in the event of evacuation from overseas. The balance of the Family Care Plan is completed after arrival in the OCONUS command
- (1) A Soldier who is single, widowed, divorced, legally separated, or residing without his or her spouse. Also, a Soldier with a spouse who is incapable of self-care, or who has custody of one or more minor or adult Family members unable to care for themselves (for example, disabled or infirm).
 - (2) A Soldier who has a military spouse and they have minor or adult Family members unable to care for themselves.
- (3) A Soldier who fails to respond to duty requirements because of parenthood or custody of dependents (minor or adult).
- d. Soldiers against whom bar to continued service proceedings may be initiated. If administrative separation proceedings are not initiated, Soldiers may be barred from continued service for one or a combination of the following infractions or reasons. This list provides examples of rationale for imposition of a bar and is not intended to be all-inclusive. Examples are—
 - (1) Late for formations, details, or assigned duties.
 - (2) Absent without leave for 1- to 24-hour periods.
 - (3) Has lost clothing and equipment.
 - (4) Has substandard personal appearance.
 - (5) Has substandard personal hygiene.
 - (6) Has excessive unexcused absences from scheduled training assemblies.
 - (7) Cannot follow orders, takes too much time, shirks responsibilities, or resists authority.
 - (8) Cannot train for a job, is apathetic, or is disinterested.
 - (9) Cannot adapt to military life, is uncooperative, or is involved in frequent difficulties with fellow Soldiers.
 - (10) Causes trouble in the civilian community.
 - (11) Was involved in immoral acts.
 - (12) Has adverse financial transactions or recurring debts.
 - (13) Has recurrent punishments under the provisions of UCMJ, Art. 15.
 - (14) Has frequent traffic violations.
 - (15) Fails to manage personal, marital, or Family affairs.
 - (16) Demonstrates personal behavior that discredits his or her unit or the Army.
 - (17) Fails to achieve individual weapons qualification as required.
 - (18) Fails to pass the APFT (see para 1-28a(1)).
 - (19) Fails to meet the body fat standards outlined in AR 600–9 (see para 1–28a(2)).
 - (20) Has slow grade progression resulting from a pattern of marginal conduct or performance.
- (21) Has not demonstrated potential for future service based on repeated corrective counseling statements and other indicators.
 - (22) Fails to adhere to Army sexual harassment/assault response and prevention and equal opportunity requirements.
 - (23) Fails to demonstrate individual resilience.
 - (24) Is noncompetitive for future promotion.

- (25) Declines attendance in professional development courses.
- (26) Is not recommended for promotion by unit commander.
- (27) Lost or failed to maintain security clearance required by position.

1-32. Procedures

- a. Any commander in a Soldier's chain of command may initiate a bar to continued service. Normally, the company, battery, troop, or detachment commander the Soldier is assigned to, or in the case of a Soldier serving on AGR status, attached to, will initiate this action. A senior commander in the chain of command who believes that bar action is warranted will personally initiate the bar.
- (1) Any commissioned officer in a Soldier's chain of command on a headquarters staff, agency, or activity may initiate a bar to continued service on Soldiers they have supervisory responsibility for.
- (2) The chief of the appropriate Enlisted Management Division under the Enlisted Personnel Management Directorate, U.S. Army HRC may initiate a bar to continued service on Soldiers assigned to the IRR or Standby Reserve. If the division chief is not a commissioned officer, the initiating officer must be the first commissioned officer in the chain of command above the division chief.
- b. The officer will personally initiate the bar using DA Form 8028–R (U.S. Army Reserve Bar to Reenlistment Certificate). The data requested on DA Form 8028–R, section I (Commander's Recommendation) will be entered as appropriate, and the initiating officer will summarize the basis for his or her intent to initiate bar to continued service procedures. This information must include all other factual and relevant data supporting the initiating officer's recommendation.
- (1) Total AS will be computed as of the date of ETS or REFRAD, as appropriate, and not the date the bar certificate is prepared. Total military service will be computed as of the date of ETS and not the date the bar continued service certificate is prepared.
- (2) The initiating officer will refer the certificate to the concerned Soldier for a statement on his or her own behalf, if requested, in accordance with AR 600–37. If the Soldier is serving on AGR status, he or she will have 7 days to respond. All other Soldiers will have 30 days to respond. This time will allow the Soldier to prepare his or her comments and collect any documents or materials pertinent to the case. The initiating officer may extend the 7- or 30-day period on a case-by-case basis.
- (a) When a Soldier who is not serving on AGR status cannot be located or contacted, the certificate will be sent by certified mail to the Soldier's last recorded address to give the Soldier the opportunity to respond within the 30-day period. The receipt for certified mail, or any supporting evidence of attempts to effect delivery, will be attached to the DA Form 8028–R. When sent to the approval authority, the document will provide evidence of attempts to permit the Soldier's rebuttal of the intended bar.
- (b) The Soldier's failure to respond within the 30-day period will be recorded. The fact that he or she did not respond, together with any other available evidence, will be attached to the recommended bar when it is sent to the approval authority.
- (c) Mail that has been refused, unclaimed, or not delivered will not be used as a defense against imposition of a bar if the certificate contained the latest official mailing address the Soldier supplied.
- (3) DA Form 8028–R, section I will be from the initiating officer, through the Soldier concerned, to the next commander or staff officer in the normal chain of command or supervisory chain. A copy of the Soldier's Soldiers Record Brief (TPU only) or (enlisted record brief) (AGR only) will be enclosed with the certificate.
- (a) Upon receipt of the Soldier's comments (DA Form 8028–R, Section II, Soldier's Review) each commander, acting commander, or staff officer, as appropriate, in the chain of command will personally endorse the certificate. After proper endorsements recommending approval of a bar have been completed (DA Form 8028–R, Section III, Endorsing Official's Review), the certificate, with a copy of the Soldier's DA Form 2 (Personnel Qualification Record—Part I) (TPU) or enlisted record brief (AGR), will be sent to the appropriate approval authority identified in paragraph 1–32b(4)(c).
- (b) An endorsing officer in the chain of command who does not believe the bar action is warranted will disapprove the action and return it to the initiating officer. The bar to continued service will not be forwarded to a higher authority for consideration without a recommendation for approval.
- (c) Any commander may delegate the authority to approve or disapprove a bar to continued service to his or her own, or any appropriate, subordinate commander.
- (d) The official who initiates the bar certificate may not take final action on the bar. If the initiating authority would normally be the approval authority, the certificate will be forwarded to the next higher approval authority for final action.
- (4) A Soldier may not be retained involuntarily past his or her normal ETS or REFRAD date while awaiting approval of a bar to continued service. A bar to continued service may not be approved or filed under the following conditions:
- (a) A bar to continued service for continuing service in an AGR status may neither be approved nor entered in the Soldier's records after the Soldier has been released from AD even if the Soldier remains in the USAR under another status.

- (b) A bar to continued service for continuing service in the USAR may neither be approved nor entered in the Soldier's records after the Soldier has been discharged. However, a bar to continuing service in the USAR, initiated on an AGR Soldier having a remaining statutory or contractual USAR obligation on REFRAD, may be approved and filed after the Soldier has been REFRAD.
 - (c) Authority to approve a bar to continued service rests with the following:
- 1. For Soldiers with less than 10 years of qualifying service for retired pay (or AS) for AGR Soldiers, the bar will be personally approved by the first commander in the grade of lieutenant colonel (LTC) or above in the Soldier's chain of command, or the commander exercising Special Court-Martial Convening Authority, whomever is in the most direct line to the Soldier (unless this is the same commander who initiated the action). The personal signature of the approval or disapproval authority is required.
- 2. For Soldiers with 10 or more years of qualifying service for retired pay (or AS for AGR Soldiers), and who are not on indefinite continued service status, the approval authority is the first general officer in the Soldier's chain of command or the commander exercising General Court-Martial Convening Authority (GCMCA), whomever is in the most direct line to the Soldier. The personal signature of the approval or disapproval authority is required.
- 3. Approval of a bar on Soldiers with 18 but less than 20 years of qualifying service for retired pay (or AS for AGR Soldiers) does not serve to deny the Soldier the opportunity to attain retirement eligibility (see 10 USC 1176). Commanders do not have the authority to deny such Soldiers from extending under the provisions of this regulation to attain retirement eligibility. Denial of voluntary retirement requires initiation of separation action in accordance with AR 135–178 or AR 635–200 as appropriate, based on a Soldier's status.
- 4. Final approval authority for any bar to continued service must be at least one approval level higher than the initiating authority. A bar initiated by any commander above the company, battery, or troop level must be approved by the first general officer in the chain of command, the GCMCA, or the Commander, USAHRC, as appropriate.
- 5. When the proper authority has approved a bar to continued service certificate, a signed copy will be filed in the appropriate unit file. The Soldier's Soldier Record brief (TPU) or enlisted record brief (AGR) will be updated annotating the correct code for a bar to continued service. If the Soldier is serving on AGR status, a copy of the approved bar certificate must be sent, without delay, to the Commander, USAHRC (AHRC–ARE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.
- c. A Soldier may be voluntarily REFRAD or discharged based on an approved bar to continued service under the following conditions:
- (1) Soldier who believes he or she will be unable to overcome a bar to continued service for continuing service in the USAR may apply for voluntary separation. If the Soldier is serving on AGR status, the request will be processed in accordance with AR 635–200. All other USAR Soldiers will be processed according to AR 135–178.
- (2) A Soldier who believes he or she will be unable to overcome a bar to continued service for continuing service on AGR status, but who will have a remaining statutory or contractual USAR obligation on REFRAD, may apply for immediate voluntary REFRAD. The request will be processed according to AR 635–200.
- (3) If all appropriate officials agree, a Soldier who will have less than 6 months to ETS or REFRAD from the date the bar is approved may be extended for rehabilitative purposes up to, but not beyond 6 months from the bar approval date (see table 3–1, rule X). If the Soldier does not meet continued service criteria, required waivers must be approved before the extension is accomplished. As an exception to this regulation, the final approval authority for these extensions is the approval authority of the bar to continued service. The reason cited will be "In the best interest of the Service." This extension action may be taken when the bar is initiated, but not later than 30 days before ETS or REFRAD.

1-33. Appeals

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

- a. If a Soldier wants to submit an appeal but refuses retention to allow processing of the appeal, he or she will be informed that the bar to continued service will remain in effect.
- b. From the time he or she is informed that a bar to continued service was approved, a Soldier serving on AGR status will be allowed 7 days to submit an appeal. All other USAR Soldiers will be allowed 30 days to submit an appeal. The official initiating the bar procedure may grant an extension of the 7- or 30-day periods on a case-by-case basis.
- c. Appeals will be endorsed personally by each commander or acting commander in the chain of command and approved or disapproved by the proper authorities (identified in para 1–33). Final approval of appeals will be at least one approval level higher.

- (1) For Soldiers with less than 10 years of qualifying service for retired pay or AS at ETS, the approval or disapproval authority is the first general officer in the Soldier's normal chain of command, or the commander exercising GCMCA, whomever is in the most direct line to the Soldier. The personal signature of the approval or disapproval authority is required.
- (2) For Soldiers with more than 10 years of qualifying service for retired pay (or AS for AGR Soldiers) at ETS, the approval and/or disapproval authority is the Commander, USAHRC. Unless the appropriate commander specifically directs otherwise, appeals will not be sent through major or area commanders en route to USAHRC.
 - (3) Bars to continued service the CAR has approved under this regulation (para 1–32) may not be appealed.

1-34. Procedures for reviewing a bar to continued service

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

1-35. Review and disposition of imposed bars to continued service

- a. After placing an approved bar to continued service in the appropriate unit file, the company, detachment, or comparable commander of the unit the Soldier is assigned to, or attached for duty and administration to, will continue documented evaluation of the Soldier. The proper unit commander will review approved bars to continued service in 3-month intervals and 30 days before the Soldier's scheduled departure from the unit, REFRAD, or discharge from the USAR for TPU or IMA Soldiers. Periodic reviews of bars imposed on Soldiers assigned to the IRR or Standby Reserve (Active Status List) are not required. However, the appropriate division chief in USAHRC, Enlisted Personnel Management Directorate may review such bars on a case-by-case basis.
- (1) If, upon review, the commander believes the bar to continued service should remain in effect the commander will notify the record manager of the Soldier's personnel records who will enter the following remark on DA Form 4856. "Bar to continued service reviewed; not recommended for removal (date)." When removal of a bar is not recommended, the Soldier will be considered for REFRAD, discharge, or reassignment to the IRR, as appropriate, under pertinent administrative procedures.
- (2) The Soldier's unit commander may submit a recommendation to remove a bar to continued service at any time, if he or she believes the Soldier has proven worthy of retention in the USAR or on AGR status.
- (a) Each commander (or acting commander) in the Soldier's attached or assigned chain of command will personally endorse recommendations for removal of a bar to continued service. Any commander in the Soldier's chain of command who does not believe the bar should be removed will disapprove the request and return it to the initiating unit without further action.
- (b) Approval to withdraw the certificate will be the same authority who would approve a bar for a Soldier with the same years of service or, if the Soldier has moved to another jurisdiction, the comparable commander in that jurisdiction. However, under no circumstances will the authority to approve the withdrawal of a bar be a lower command level than the commander who initially approved the bar.
- (c) When the appropriate commander approves the removal of a bar to continued service, the approved recommendation withdrawing the bar will be maintained in the appropriate unit file. The Soldier's Soldiers Record Brief (TPU only) or enlisted record brief (AGR only) will be updated and the personnel coding for a bar to continued service will be removed.
- b. Upon completion of the prescribed reviews, the unit commander will inform the Soldier that the bar to continued service was reviewed and what action was taken.
- c. Any time a bar to continued service is reviewed and not recommended for removal, the Soldier will be reevaluated for possible REFRAD, discharge, or reassignment to the IRR, as appropriate, under pertinent administrative procedures. Upon completion of the first 6-month review, the unit commander will use a counseling statement (DA Form 4856 (Developmental Counseling Form)) to inform the Soldier that the bar has been reviewed and will remain in effect unless recommended for removal. The Soldier will also be informed that, upon completion of the second 6-month review, proceedings will be initiated leading to REFRAD, discharge, or reassignment to the IRR, as appropriate, unless the Soldier has demonstrated that the bar should be removed. The counseling should comply with the requirements of AR 135–178 or AR 635–200, as appropriate. In the event the Soldier has made no progress, the commander will consider REFRAD, discharge, or reassignment to the IRR under the pertinent administrative procedures outlined in AR 135–178, AR 140–10, or AR 635–200, as applicable, without waiting for the next review to occur.

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

- a. Unit commanders will initiate proceedings to REFRAD, discharge, or reassign a Soldier with an approved bar to continued service upon completion of the second 6-month review unless a recommendation to remove the bar is submitted.
- (1) The commander will initiate proceedings to discharge a TPU or IMA Soldier from the USAR under AR 135–178 or other appropriate chapters in the regulation.

- (2) When discharge under AR 135–178 is not appropriate, the involuntary reassignment of a TPU or IMA Soldier to the IRR will be in accordance with AR 140–10.
- (3) The commander of a Soldier serving on AGR status and attached for duty and administration will initiate proceedings to REFRAD or discharge the Soldier in accordance with the imposed provisions of the bar to continued service certificate and AR 635–200.
 - b. Here are the guidelines for proceedings under this paragraph:
- (1) A TPU or IMA Soldier who has 18 years of qualifying service for retired pay, or more than 20 years of qualifying service for retired pay, at ETS can be reassigned to the IRR while under an imposed bar to continued service. This will occur if the ETS of the Soldier with 18 years but less than 20 years of qualifying service for retired pay has been extended under table 3–1, rule K (see para 1–26a).
- (2) Initiation of discharge proceedings against a Soldier serving on AGR status who, at the time of the second 6-month review, has 18 years of AS and will have 20 or more years of AS at ETS is not required. However, the Soldier will be required to retire on the last day of the month in which he or she becomes eligible for retirement under 10 USC 3914, notwithstanding his or her ETS.

Chapter 2

Basic Qualifications for Reenlistment in the U.S. Army Reserve

2-1. Basic eligibility criteria

- a. The commander will determine an individual's eligibility for continuing USAR membership when a Soldier currently serving in the USAR desires—
 - (1) To reenlist.
 - (2) To extend a current enlistment.
- b. All persons connected with the processing of applicants for continued membership in the USAR will give paramount consideration to qualified personnel. Race, color, religion, or national origin will not be treated as qualification factors.
- c. A Soldier's eligibility for reenlistment will be determined on his or her ability to meet all the requirements of this regulation. This includes obtaining any necessary waivers.
- d. When a Soldier's qualifications are in doubt and cannot be resolved, the applicant will not be processed for reenlistment
- e. Most data pertaining to a Soldier's eligibility are a matter of record and can be verified by reviewing source documents from official personnel records.
 - f. All applicants for reenlistment in the USAR must meet the eligibility criteria in table 2–1.
- g. There is no statutory requirement for USAR Soldiers to be on AD when they retire based on completion of 20, but less than 30, years of AS. Therefore, unless the Soldier applies for retired pay, he or she can continue in an AS (including AD) in the USAR. However, while the Soldier remains eligible for retired pay under 10 USC 3914, he or she is not eligible for retirement under 10 USC 12731 at age 60.
- h. If the applicant is a member of a TPU of the Selected Reserve he or she must also have been selected for retention by a Qualitative Retention Board under AR 135–205, to contract for continuation as a member of the TPU. However, this does not deny the Soldier the opportunity to reenlist in the USAR with concurrent reassignment to the IRR, if otherwise qualified.
- *i.* The Soldier should be advised that if he or she reenlist or extends for service on AGR status and completes at least 20 years of AS, he or she will not be eligible for retirement under 10 USC 12731 at age 60.
- j. Unless otherwise prescribed by this regulation, or by direction of HQDA, the pay grade, title, date of rank, and NCO/specialist status upon reenlistment will be the same as that held on the date preceding the execution of the reenlistment agreement (that is, date of discharge).
- k. A Soldier serving on AGR status will not be reenlisted for continuation on AGR status with a term of service that will exceed the retention control point (RCP) for his or her grade by more than 29 days per paragraph 8–7.
- *l.* The Soldier is disqualified for reenlistment in the USAR to continue on AD in an AGR status. However, this is not a disqualification for reenlistment in the USAR to continue membership in another category of the USAR.
- m. Soldiers in the rank of SSG or higher who have 12 or more years of military service on the date of ETS can reenlist for an indefinite term, unless prohibited by other provisions of this regulation.
- n. In accordance with AR 601–210, Soldiers who enlisted at age 42 are eligible to serve up to age 62 provided they qualify for nonregular retirement by reaching age 62. Soldiers meeting this criteria must submit a waiver to serve up to age 62. See table 4–1 for waiver authority.
- o. USAR Soldiers may elect to reduce their retirement age from 60 to a lesser age (but not below 50) for those who served on AD in an eligible status after 29 Jan 2008, under 10 USC 12731.

- p. In accordance with AR 40–501, a current (within the last 12 months) periodic health assessment (PHA) or medical examination, to include all lab tests and consults, for Army National Guard of the United States (ARNGUS) and USAR Soldiers will be valid for reenlistment.
- q. A Soldier pending results of a Medical Evaluation Board or Physical Evaluation Board will not be denied reenlist-ment/extension.
- r. Soldiers serving on AGR Title 10 status may perform AS up to their retention control point (RCP) or age 60, whichever occurs first.

Table	2-1	
Basic	reenlistment	eligibility

Rule	Criteria	An applicant—	Eligibility
A	Age	1. Not less than 18 years of age, has not attained age 55, and is able to qualify for retired pay by age 60 (see paras 2–1 <i>g</i> , <i>n</i> , and <i>r</i>).	Fully qualified.
		2. Age 55 or older, has not attained age 60, but has completed 20 years of qualifying service for retired pay (see para 2–1 <i>h</i>), or 20 or more years of AS (see para 2–1 <i>h</i>). This is provided reenlistment is not restricted by paragraph 8–7.	Fully qualified.
		3. Age 55 or older, has not attained age 60, and has not completed 20 or more years of qualifying service or AS for retired pay, but if permitted to reenlist can complete 20 years of qualifying service or AS for retired pay prior to reaching age 60 (see para 2–1 <i>i</i>).	Disqualified. Waiver required.
		4. Unable to complete the earlier of 20 qualifying years of service for retired pay or 18 years of AS by age 60 (see para 2–1 <i>i</i>).	Disqualified (see table 4–2, rule D).
4.1	Membership	1. Is currently a member of the USAR.	Fully qualified.
		2. For reenlistment to continue service on AD in an AGR status, is currently a member of the USAR serving on AGR status.	Fully qualified.
		3. Is not currently a member of the USAR.	Disqualified. No waiver authorized. Must enlist per AR 601–210.
		4. For reenlistment to continue service in an AGR status, but who is not currently a member of the USAR serving in an AGR status.	Disqualified. No waiver authorized.
3	Citizenship	1. A citizen of the United States.	Fully qualified.
		An alien who has been lawfully admitted to the United States for permanent residence.	Fully qualified.
		3. A national of the United States. (Citizens of American Samoa, Guam, Puerto Rico, and the Virgin Islands are U.S. nationals.)	Fully qualified.
		3.1. Is a citizen of the Federated States of Micronesia or the Republic of the Marshall Islands.	Fully qualified.
		3.2 Is a citizen of the New Nation of the Republic of Palau.	Fully qualified.
		4. None of the above.	Disqualified. No waiver authorized.
C	Education	1. Is reenlisting in the grade of corporal (CPL)/specialist (SPC) or higher and is a high school diploma graduate or alternate, as defined in section II of this publication's glossary, under education levels, paragraphs a and b.	Fully qualified.

Table	2-1			
Basic	reenlistment	eligibility	—Continue	t

Rule	Criteria	An applicant—	Eligibility
		2. Is reenlisting in the grade of private first class or lower and has completed the 8th grade, a general equivalency development (GED) equivalent, or higher level of education.	Fully qualified.
		3. Does not meet the educational level required for reenlistment in the appropriate grade per items 1 or 2, above.	Disqualified. No waiver authorized.
D	Medical	Meets the retention medical fitness standards in AR 40–501, provided a. A current medical examination and/or an annual PHA has been conducted within the time frame specified in AR 40–501 and is valid at the time of reenlistment. b. The applicant meets any additional medical requirements that may be prescribed for the occupational specialty in which reenlisting.	Fully qualified (see paras 2–1p and q).
		2. Does not meet the retention medical fitness standards in AR 40–501.	Disqualified. Waiver required.
		3. Has not had a medical examination/PHA within the time frame per AR 40–501.	Disqualified. No waiver authorized.
E	Body fat stand- ards	1. Meets the body fat standards per AR 600–9.	Fully qualified.
		2. Does not meet the body fat standards prescribed by AR 600–9.	Disqualified. No waiver authorized.
F	Grade and military occupational specialty (MOS)	For reenlistment, other than to continue on AD in an AGR status, possesses an MOS.	Fully qualified (see para 2–1k).
		2. For reenlistment, in any category of the USAR, who does not possess an MOS.	Disqualified. Waiver required.
		3. For reenlistment, to continue on AD in an AGR status, who is	
		a. In the grade of E–6 or higher, possesses the grade, MOS, and skill level required by the AGR duty position.	Fully qualified (see paras 2–1 <i>j</i> and <i>k</i>).
		b. In the grade of E–5 or lower, possesses the grade equal to or below that authorized for the AGR duty position, and the MOS required for the AGR duty position.	Fully qualified (see notes 4 and 5). See paras 2–1 <i>j</i> and <i>k</i> .
		c. In the grade of E–6 or higher, possesses the MOS required by the AGR duty position, is 1 or 2 grades below that required by the AGR duty position, except duty MOS 79R (Recruiter).	Disqualified. Waiver required (see paras 2–1 <i>j</i> , <i>k</i> , and <i>l</i>).
		d. Unable to meet the requirements of a, b, or c, above.	Disqualified. Waiver required (see paras 2–1 <i>j</i> and <i>l</i>).

Table 2–1
Basic reenlistment eligibility—Continued

Rule	Criteria	An applicant—	Eligibility
G	Marital status and dependent Family mem- bers	Otherwise qualified, may immediately reenlist without regard to the number of dependent Family members or marital status. However, reenlistment officials should ensure that the applicant fully understands that responsibility for dependent Family members in no way mitigates the obligations for satisfactory participation and performance, availability upon mobilization, or the ability to perform military duties and functions.	Fully qualified.
Н	Moral and ad- ministrative dis- qualifications	See chapter 4.	
I	Army Physical Fitness Test	Has successfully completed the most recent APFT within the last 9 months (AGR Soldiers), or 12 months (all except AGR Soldiers). a. Is exempt from administration of the APFT per AR 40–501 due to valid temporary or permanent profile. b. Is unable to undergo an APFT due to conditions beyond his or her control. c. Has successfully completed the last APFT within the limitations of a valid temporary or permanent profile.	Fully qualified.
		2. Has not successfully completed the most recent APFT within the last 9 months (AGR Soldiers), or 12 months (all except AGR Soldiers), or has been able to undergo the APFT, and has not been exempted due to profile.	Disqualified. No waiver authorized.

2-2. Reenlistment eligibility period and terms of service

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

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

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

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

a. To qualify for a reenlistment incentive under the SRIP, a Soldier is restricted to reenlistment when he or she is within 12 months of the expiration of the current USAR service agreement, including any extensions thereof. Early reenlistment or extension for any provision of the GI Bill may preclude eligibility under the SRIP (see para 9–2b). A member who has

completed the Selected Reserve (SELRES) contractual obligation of an enlistment option (per AR 601–210), or the Try a Year in the USAR Program written agreement under provision of AR 601–280, must reenlist or extend for continued SELRES service prior to the completion of the contractual obligation. The term of service may be for 3, 4, 5, or 6 years. The member may, if eligible, participate in the SRIP provided he or she meets all qualifications and requirements.

- b. Records of personnel previously discharged from the ARNGUS and transferred to the USAR will be examined. The purpose of the examination is to determine if the personnel are serving under extension of ARNGUS enlistments. Such personnel must be processed for reenlistment in the USAR. This will prevent any conflict with 10 USC 509(a). That statute provides that the totals of all extensions to an enlistment may not exceed 4 years.
 - c. Reenlistments authorized by this rule will not be processed until officials are assured that members will—
 - (1) Be enrolled in the Service school or course, or
 - (2) Qualify for the tuition assistance program.
- d. When a member has 3 years or less remaining before reaching age 60, or maximum years of service (MYOS) for his or her grade, under provision of AR 140–10, then AR 140–111 should be used in lieu of reenlistment.
- e. When the sum of all extensions of the current enlistment exceeds 4 years, the member must be reenlisted. Officials should use the extension provisions of AR 140–111, table 3–1 in lieu of reenlistment when—
- (1) A member can be extended for a period that will coincide with the last day of the month he or she attains age 60, and
 - (2) The sum of such extension, when added to the current terms of extensions, if any, will not exceed 4 years.
- f. This reenlistment provision is authorized for personnel having less than 3 years remaining on their current enlistment or reenlistment agreement who desire entitlement under the Montgomery GI Bill. Reenlistment officials should refer to paragraph 9–3a of this regulation before processing reenlistments under this provision.
 - g. For Career Status Program policy, refer to paragraph 2–3 of this regulation.
- h. As an exception, USAR Soldiers who extended under this regulation, to meet the service remaining obligation under provision of AR 614–200 to attend Drill Sergeant School, may reenlist upon successful completion of Drill Sergeant School and the unexecuted portion of the extension will be cancelled for the purpose of reenlisting for the bonus.
- i. In accordance with AR 601–210, Soldiers who enlisted at age 42 are eligible to serve up to age 62, provided they qualify for nonregular retirement by reaching age 62. Soldiers meeting this criterion must submit a waiver to serve up to age 62. See table 4–1 for waiver authority.

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

Line	Age	If an applicant assigned to a USAR unit chooses to continue unit membership and is—	The member may reenlist—	And the term of service may be—
1	18 through 54	Currently serving under a USAR enlistment under provision of (UP) AR 601–210 or a USAR reenlistment. The enlistment or reenlistment has not been extended.	Within 12 months of completing the terms of enlistment or reenlistment (see para 2–3 <i>g</i>).	3, 4, 5, or 6 years.
2	18 through 54	Currently serving under a USAR enlistment which provides for a specific period of Selected Reserve service option under provision (UP) of AR 601–210.	Within 12 months of completing the terms of the Selected Reserve service agreement (see para 2–3a for an exception).	3, 4, 5, or 6 years.
3	18 through 54	Not currently serving under a USAR enlistment or reenlistment. The member was transferred to the USAR to satisfy a remaining MSO (for example, Active Component to Reserve Component or IRR to SELRES transfer).	Within 12 months of completing the remaining statutory obligation (see para 2–3 <i>a</i> for an exception to the Try a Year in the USAR Program).	3, 4, 5, or 6 years.

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

Line	Age	If an applicant assigned to a USAR unit chooses to continue unit membership and is—	The member may reenlist—	And the term of service may be—
4	18 through 54	Currently serving under an extension of a USAR or ARNGUS enlistment or reenlistment.	Any time prior to completion of the extended terms of service (see paras 2–3a, b, d, e, g, and i).	3, 4, 5, or 6 years.
5	18 through 54	Required to have a specified term of service remaining after completion of a service school or course that cannot be extended under table 3–1.	As required for enrollment in the school or course (see paras 2–3 <i>a</i> , <i>c</i> , and <i>g</i>). (See para 2–3 <i>h</i> for an exception.)	The minimum number of whole years required to satisfy the school or course enrollment.
6	18 through 54	Required to reenlist to qualify for an approved educational tuition assistance program.	Within 2 years of completing the current enlistment, reenlistment, or MSO (see paras 2–3c and g).	3, 4, 5, or 6 years.
7	55 through 59	Currently serving under a USAR enlistment or reenlistment that has not been extended.	Within 12 months of completing the terms of the enlistment or reenlistment (see paras 2–3 <i>a</i> , <i>d</i> , and <i>g</i>).	The number of months or years required to reach the last day of the month in which the member attains age 60 or reaches the maximum years of service UP of AR 140–10, whichever comes first.
8	55 through 59	Currently serving under an extension of a USAR enlistment or reenlistment.	Any time prior to the completion of the extended terms of service (see paras 2–3a, d, e, g, and i). The number of months or years required to reach the last day of the month in which the member attains age 60 or reaches the maximum years UP of AR 140–10, whichever comes first.	?
9	18 through 54	Reenlisting to qualify for entitlement under the Montgomery GI Bill.	Anytime (see paras 2–3 <i>a</i> , <i>f</i> , and <i>g</i>).	6 years.
10	18 through 59	Currently serving under an extension of a USAR or ARNGUS enlistment or reenlistment that will bring Soldier to 48 months of combined extensions.	As required to have a specified term of service remaining for completion of a medical board process, or care that cannot be extended.	The number of years required to reach the last day of the month in which the member will receive final determination of medical board actions, based on recommendations of doctor or for publishing of orders.
11	18 through 59	Currently serving under an extension of a USAR or ARNGUS enlistment or reenlistment that will bring Soldier to 48 months of combined extensions.	Anytime prior to completion of the extended terms of service (see paras 2–3 <i>a, b, d, e,</i> and <i>g</i>) to meet all eligibility requirements to transfer education benefits (TEB).	The number of years required to reach the service remaining requirement in order to transfer their benefits.
12	18 through 59	Currently serving under an ex- tension of a USAR or ARNGUS enlistment or reenlistment that	Any time prior to completion of the extended terms of service (see paras 2–3 <i>a</i> , <i>b</i> , <i>d</i> , <i>e</i> , and <i>g</i>) to	The number of years required to reach the

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

Line	Age	If an applicant assigned to a USAR unit chooses to continue unit membership and is—	The member may reenlist—	And the term of service may be—
		will bring Soldier to 48 months of combined extensions.	meet all eligibility requirements continuation pay authorized under the Blended Retirement System.	service remaining re- quirement in order to meet eligibility require- ments.

2–4. Continued U.S. Army Reserve membership with concurrent transfer to an Individual Mobilization Augmentation or Individual Ready Reserve reassignment

- a. When the sum of all extensions of the current enlistment exceeds 4 years, the member must be reenlisted. Officials should use the extension provisions of table 3–1, below in lieu of reenlistment when—
- (1) A member can be extended for a period that will coincide with the last day of the month he or she attains age 60; and
 - (2) The sum of such extension, when added to any current terms of extension, will not exceed 4 years.
 - b. For Career Status Program policy, refer to paragraph 2–8, below.

Table 2–4
Continued U.S. Army Reserve membership with concurrent transfer to an Individual Mobilization Augmentation or Individual Ready Reserve reassignment

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

2-5. Continued U.S. Army Reserve membership when assigned to the Individual Ready Reserve, Standby Reserve (Active List), or an Individual Mobilization Augmentation position

- a. Upon reenlistment these members are to be reassigned to Control Group (Reinforcement).
- b. This regulation authorizes a reenlistment at any time during an extension. However, members should be counseled that such reenlistments may not meet eligibility requirements for incentive programs. Officials should examine the policy of any existing incentive programs and advise the applicant accordingly.

- c. Records of personnel previously discharged from the ARNGUS and transferred to the USAR will be examined. This examination is to determine if the personnel are serving under extensions of ARNGUS enlistments. This will prevent any conflict with 10 USC 509(a). The statute provides that the totals of all extensions to an enlistment may not exceed 4 years.
- d. Reenlistments authorized by this rule should not be processed until officials are sure the member will be enrolled in the school or course.
- e. When a member has 3 years or less remaining before reaching age 60, the extension provisions of table 3–1 should be used in lieu of a reenlistment.
- f. When the sum of all extensions of the current enlistment exceeds 4 years, the member must be reenlisted. Officials should use the extension provisions of table 3–1, below, in lieu of reenlistment when—
- (1) A member can be extended for a period that will coincide with the last day of the month he or she attains age 60; and
 - (2) The sum of such extension, when added to any current extension terms, will not exceed 4 years.
 - g. For Career Status Program policy, refer to paragraph 2-8, below.

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

Line	Age	A member who is not on AD in an AGR status and is assigned to the IRR, Stand by Reserve (Active List), or an IMA position (see para 2–5a) elects to continue service as an assigned member of the IRR, Standby Reserve (Active List), or an IMA member. The member is—	The member may reenlist—	And the term of service may be
1	18 through 40	Currently serving under an initial enlistment with a term of service option per AR 601–210.	Within 3 months of completing the statutory MSO (see para 2–5g).	3, 4, 5, or 6 years
2	18 through 54	Currently serving under an enlistment reenlistment that has not been extended.	Within 3 months of completing the terms of the current enlistment or reenlistment (see para 2–5g).	3, 4, 5, or 6 years
3	18 through 54	Currently serving under an enlistment or reenlistment that has been extended.	At any time prior to completion of the extended term of service (see paras 2–5b, c, and g).	3, 4, 5, or 6 years
4	18 through 54	Currently serving under an extension of an ARNGUS enlistment or reenlistment.	Immediately (see paras 2–5 <i>c</i> and <i>g</i> .).	3, 4, 5, or 6 years
5	18 through 54	Not currently serving under an Army Reserve enlistment or reenlistment. The member was transferred to the USAR to satisfy a remaining MSO (for example, member transferred from the Regular Army to the USAR).	Within 3 months of completing the statutory MSO (see para 2–5g).	3, 4, 5, or 6 years
6	18 through 54	Required to have a specified term of service remaining after completion of a service school or course and cannot be extended under table 3–1.	Any time prior to enrollment in the school or course, or as otherwise required by the school or course (see paras 2–5d and g).	Minimum number of whole years re- quired to satisfy the school or course enrollment.
7	55 through 59	Currently serving under a USAR enlist ment or reenlistment that has not been extended.	Within 3 months of completing the	The number of months or years required to reach

Table 2–5
Continued U.S. Army Reserve membership when assigned to the Individual Ready Reserve, Standby Reserve (Active List), or an Individual Mobilization Augmentation position—Continued

			terms of the enrollment or reenlistment (see paras 2–5e and g).	the last day of the month in which the member attains age 60.
8	55 through 59	Currently serving under an extension of a USAR enlistment or reenlistment.	Any time prior to completion of the extended term of service (see paras 2–5 <i>b</i> , <i>f</i> , and <i>g</i>).	The number of months or years required to reach the last day of the month in which the member attains age 60.

2–6. U.S. Army Reserve agreements upon entry on active duty (not on Active Guard Reserve status) Reenlistments authorized by this rule should not be processed until officials are sure the member will enter on AD.

Table 2–6 U.S. Army Reserve agreements upon entry on active duty (not on Active Guard Reserve status)					
Line	Age	An assigned member of the USAR (TPU, IRR, or Standby) is voluntarily ordered to AD (not on AGR status). The member—	The member may reenlist—	And the term of service may be—	
1	18 through 54	Has less than 2 years remaining on the current enlistment, reenlistment, extension, or statutory service obligation, whichever is later.	Immediately prior to entry on AD, or during in processing at the initial reception station (para 2–6a).	3 years	

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

- a. As an exception to policy, reenlistment or extensions under the provisions of this line will be processed at once.
- b. The term of service of a reenlistment or extension will not exceed the last day of the month in which the Soldier attains age 60. In addition, the term of service of a reenlistment or extension for continued service in an AGR status will not exceed the Soldier's RCP by more than 29 days unless an exception to policy is granted by HRC (AHRC–AR).
- c. If the member is older than 57 years of age, refer to table 3–1, rule Q, below. Determine if the member can be extended for the full term of the AD requirement and Ready Reserve status, as appropriate. When extension is not authorized, reenlist the member for the exact number of days, months, or years required for the period of AD and Ready Reserve status.
- d. Since the ETS will occur after REFRAD, reenlistment or extension processing is not required prior to REFRAD. However, should the member's AGR tour be renewed or extended so ETS will occur prior to REFRAD, then lines 1 through 5 will apply.
- e. A Soldier scheduled for a PCS having 1 year or less remaining on his or her current enlistment or reenlistment agreement, must reenlist for at least 3 years prior to the PCS. This is provided the term of service will not exceed the Soldier's RCP by more than 29 days, unless approved by CG, HRC (AHRC–AR). Should the Soldier decline reenlistment, the PCS will be cancelled and the Soldier will be discharged or REFRAD, as appropriate, at the ETS date of the current enlistment or reenlistment agreement.
- f. A Soldier scheduled for an OCONUS PCS having 1 year remaining on his or her current enlistment or reenlistment agreement, must reenlist for at least 4 years prior to the PCS. This is provided the term of service will not exceed the Soldier's RCP by more than 29 days, unless approved by CG, HRC (AHRC–AR). Should the Soldier decline reenlistment, the PCS will be cancelled and the Soldier will be discharged or REFRAD, as appropriate, at the ETS date of the current enlistment or reenlistment agreement. For Career Status Program policy refer to paragraph 2–8, below.
- g. Soldiers serving on AGR Title 10 status may perform AS up to their retention control point (RCP) or age 60, whichever occurs first.

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

Line	Age	A USAR member serving on AD, or ordered to AD, in an AGR status. The member is—	The member may reenlist—	And the term of ser- vice may be—
1	18 through 61	Currently serving under a USAR enlistment or reenlistment that has not been extended. The enlistment or reenlistment will expire (ETS date) prior to the REFRAD date.	See table 3–1, rule P, and paragraphs 2–7 <i>a</i> , <i>b</i> , <i>g</i> , and <i>h</i> .	Not applicable (NA)
2	18 through 61	Currently serving under an extension of a USAR enlistment or reenlistment that will expire (ETS date) prior to the REFRAD date.	See table 3–1, rule P, and paragraphs 2–7 <i>a</i> , <i>b</i> , <i>g</i> , and <i>h</i> .	For the exact number of days, months, or years that will provide for the ETS date to coincide with the REFRAD date
3	18 through 61	Not currently serving under a USAR enlistment or reenlistment. The member was transferred to the USAR to satisfy a remaining MSO (for example, Active Component to Reserve Component or IRR to SELRES transfer). The member's MSO will expire (ETS date) prior to the REFRAD date.	See paragraphs 2–7 <i>a, b, g</i> , and <i>h</i> .	For the exact number of days, months, or years that will provide for the ETS date to coincide with the REFRAD date.
4	18 through 61	On an AGR tour, has been approved for tour renewal, and elects to remain on AD. The member is currently serving under an enlistment, reenlistment extension, or statutory obligation (whichever is later) that will expire (ETS date) on the same date, or within 6 months of the REFRAD date.	Within 12 months of ETS (see paras 2–7 <i>b</i> , <i>c</i> , <i>e</i> , <i>f</i> , and <i>h</i>).	3, 4, 5, or 6 years with a concurrent AD commitment that coincides with the term of service of the reenlistment agreement (military orders format 198, see AR 600–8–105).
5	18 through 61	Not being retained on AD in an AGR status. The member elects to remain assigned to the USAR in lieu of discharge at ETS, if eligible. The applicant is currently serving under an enlistment, reenlistment, extension, or statutory obligation (whichever is later) that will expire (ETS date) on the same date, or within 6 months of the REFRAD date.	Within 12 months of ETS (see paras 2–7 <i>b</i> , <i>c</i> , and <i>g</i>).	3, 4, 5, or 6 years
6	18 through 61	Currently serving under an enlistment, reenlistment, extension, or statutory service obligation (whichever is later) that will expire (ETS date) after the currently scheduled REFRAD date.	(See paras 2–7 <i>d</i> and <i>g</i>).	NA

2-8. U.S. Army Reserve Career Status Program

- a. The SECARMY may accept USAR Soldiers for an unspecified or indefinite term of service. All USAR enlisted Soldiers, SSG or above, with more than 12 years of military service, will reenlist for the Career Status Program unless exempted elsewhere in this regulation or other regulations.
 - b. Eligibility criteria follow:
- (1) TPU, IMA, and IRR Soldiers in the rank of SSG through command sergeant major (CSM) eligible to reenlist in accordance with the provisions of this chapter, and who have at least 12 years of total military service at the end of their

current enlistment, will reenlist for an unspecified period. Reenlistment may be permitted for a specific period for humanitarian reasons or while pending other ongoing personnel actions.

- (2) AGR Soldiers in the grades of SSG through CSM who are eligible for reenlistment in accordance with the provisions of this chapter, to include those with approved waivers, who have at least 12 years of total military service, will be allowed to reenlist for an unspecified period and to continue in an AGR status, provided they meet the qualifications of AR 135–18 or upon REFRAD, reenlist for an unspecified period in a TPU, IMA, or IRR status under the provisions of (1), above. Reenlistment may be permitted for a specific period for humanitarian reasons or pending other ongoing personnel actions.
 - c. Considerations are as follows:
- (1) AGR Soldiers, who are reenlisted for the Career Status Program, will be allowed to serve until the applicable RCP for their grade, under the provisions of Army directives and this regulation, or maximum age, under the provisions of AR 140–10, whichever comes first between maximum age and RCP. If selected for promotion, the Soldier is then permitted to serve to the RCP for the new grade. AGR Soldiers will not be allowed to exceed the RCP by more than 29 days (see para 8–8).
- (2) TPU Soldiers will be allowed to serve until the MYOS for their grade, or maximum age under the provisions of AR 140–10, whichever comes first. If selected for promotion, the Soldier is then permitted to serve to the MYOS for the new grade.
 - (3) IMA or IRR Soldiers will be allowed to serve until they reach maximum age under the provisions of AR 140–10.
 - d. Voluntary separation requests are as follows:
- (1) TPU, IMA, and IRR Soldiers in the Career Status Program may request voluntary separation for reasons not specifically covered in AR 135–178, provided they have met remaining service requirements. Requests must be submitted through the appropriate chain of command to Commander, USARC. Upon approval, these Soldiers will be separated within 90 days.
- (2) AGR Soldiers in the Career Status Program may request voluntary separation for reasons not specifically covered in AR 635–200, provided they have met remaining service requirements. Requests must be submitted through the appropriate chain of command to Commander, HRC.
- (3) AGR Soldiers in the Career Status Program on subsequent AGR tours may request voluntary separation, from AGR status only, in lieu of complying with assignment instructions. These Soldiers must request REFRAD within 30 days of publication of assignment and/or attachment orders. Upon approval, these Soldiers will be REFRAD within 6 months unless serving on overseas or restricted tours. Soldiers on overseas or restricted tours will be separated within 6 months of their normal completion date.
- e. Retention of Soldiers in the Career Status Program who are reduced in grade, or removed from a promotion list, is as follows:
- (1) AGR Soldiers will be allowed to serve until the RCP for lower grade. Soldiers who, upon reduction, already exceed the RCP for the lower grade must be separated or retired within 6 months from the date of reduction or removal from the promotion list.
- (2) TPU Soldiers will be allowed to serve to their MYOS for the lower grade. TPU Soldiers who, upon reduction, already exceed their MYOS for the lower grade will be removed from the TPU under the provisions of AR 140–10.
 - (3) IMA and IRR Soldiers will be allowed to serve to maximum age under the provisions of AR 140–10.

Chapter 3

Extending Enlistment or Reenlistment Agreements

3-1. General guidance

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

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

3-2. Extension criteria

- a. Enlisted USAR Soldiers, including those granted waivers, may be given the opportunity to extend their current enlistment or reenlistment. This will provide continuous service when extension is authorized under table 3–1.
- b. When commanders having custody of Soldiers' personnel records determine that it is in the best interest of the USAR, they may authorize extensions for the reasons and periods outlined in table 3–1.

- c. Extension periods authorized by table 3–1 may vary from 1 to 48 months. This will depend on the specific purpose for the extension. Normally, only one extension will be authorized. If subsequent extensions are granted, the combined total of these extensions and all previous extensions of the current agreement will not exceed 4 years (see 10 USC 509(a)).
- d. Records of personnel previously discharged from the ARNGUS and transferred to the USAR will be examined. This examination is to determine if the personnel are serving under extensions of ARNGUS enlistments. The ARNGUS use extensions in lieu of reenlistment to provide continuous service in the Army National Guard (ARNG). ARNG extensions are state contracts and do not fall under 10 USC 509, which covers the voluntary extension of enlistments: periods and benefits. Once a Soldier transfers from the ARNGUS to the USAR, previous extensions must be taken into consideration to prevent any conflict with 10 USC 509(a). The statute provides that the totals of all extensions to an enlistment may not exceed 4 years.

Table 3–1
Authorized reasons and periods of extensions

Rule	Reason for extension	Authorized period of extension
A	For any reason, provided the Soldier is otherwise fully qualified to reenlist and when the commander having custody of the Soldier's personnel records determines it is in the best interest of the USAR. If the Soldier is not eligible to reenlist, then only extensions contained in this table are authorized. (This rule does not apply to personnel on AD in an AGR status.)	a. May be extended for a period of up to 12 months per reenlistment contract. b. Further extensions under this rule are not authorized.
В	To meet a service-remaining requirement when a Soldier has been selected for Commissioning as an officer. For example, Officer Candidate School or Warrant Officer Flight Training.	May be extended for the period of time necessary to meet the service-remaining requirement, but not to exceed 4 years.
С	The USAR enlistment or reenlistment of a Soldier in the Active Army will expire while the individual is on AD. This rule does not apply to Soldiers serving on AD in an AGR status.	May be extended under AR 601–280 to meet the terms of the AD commitment.
D	Entitlement under the SRIP was suspended upon order to AD in an AGR status.	If otherwise qualified to resume entitlements under the SRIP, the Soldier may be extended for a period that will coincide with the time spent on AD. Such extension will not exceed 3 years. The extension will not be processed until the Soldier has been released from AD and assigned to the appropriate unit or MOS.
E	Through no fault of the Soldier, has not completed initial individual weapons qualification training and is scheduled to ETS.	May be extended for the number of months needed to complete such training, but not to exceed 12 months.
F	To reach a retirement eligibility date when the required period is less than the minimum term of service authorized for reenlistment.	May be extended for the period required to reach a retirement eligibility date, but not to exceed 3 years.
G	To reach an RCP (para 8–8) when the period required is less than the minimum term of service authorized for reenlistment.	May be extended for the period required to reach not more than 29 days beyond a RCP per paragraph 8–8.
Н	To allow for an adequate promotion appraisal period for a Soldier who was reduced within the previous year and has not had adequate opportunity to be considered for promotion.	May be extended for the limited period necessary to provide a fair opportunity for promotion consideration, but not to exceed 1 year (see para 3-11c).
I	To reach maximum age when the period required is less than the minimum term of service authorized for reenlistment.	May be extended for the period required to reach maximum age, but not to exceed 3 years (see para 3–11c).
J	To meet a service remaining requirement when a Soldier has been selected for attendance at a military school or training course.	May be extended for the period of time necessary to meet the service remaining requirement, but not to exceed 4 years (see para 3–11c).
К	Soldier has completed 18 or more years of qualifying service for retired pay, but less than 20, and is ineligible to reenlist. Unless sooner separated for medical or cause, the Soldier may request and will be extended to complete 20 years of qualifying service for retired pay	May be extended for retention in an active status to complete 20 years of qualifying service for retired pay, but not beyond age 60 unless approved by CG, HRC per table 4–2, note 2. The terms of these extensions are limited to the following:

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

Rule	Reason for extension	Authorized period of extension
	before reaching age 60, or a waiver is granted by CG, HRC per table 4–2, note 2 (see para 3–11f, TPU only).	a. May be extended for not more than 3 years. This applies to Soldiers having at least 18, but less than 19 years of qualifying service at ETS. b. May be extended for not more than 2 years. This applies to Soldiers having at least 19, but less than 20 years of qualifying service at ETS. c. The extended Soldier must be removed from an active status on the first day of the month following the month in which he or she completes 20 years of qualifying service, regard less of the term of the extension.
K.1	Soldier is serving on AD in an AGR status and has completed 18 or more years of AS, but less than 20, and is ineligible to reenlist. Unless sooner separated for medical reasons or for cause, the Soldier may request and will be extended for continued service on AGR status to complete 20 years of AS (para 1–27).	May be extended for the period of time required to attain 20 years of AS, but must be released from AD not later than the last day of the month in which the Soldier gains retirement eligibility.
L	Soldier classified as 1–A–O noncombatant and does not hold a PMOS in the medical career management field.	If otherwise qualified, may be extended for the purpose of qualifying for award of PMOS in the medical career management field. Extension is limited to the minimum period of time necessary to qualify, but not to exceed 2 years (see para 3–11c).
M	Soldier is not eligible for reenlistment for reasons cited in this regulation or other directives. However, the disqualification is under adjudication pending a final determination, or may be waivable, and it is apparent the Soldier's ETS will occur before adjudication or waiver processing can be finalized.	May be extended for a period not to exceed 3 months. In extenuating circumstances when the commander believes the best interest of the USAR and the individual will be served, an additional period of extension may be approved (by CG, HRC (AHRC–AR) for AGR Soldiers) until final adjudication of the disqualification, or waiver processing, can be accomplished (see paras 3–11c and f).
M.1	Soldier is not eligible for reenlistment due to record APFT failure.	May be extended for 6 months for first time failure only. (See para 3–11h).
N	Soldier with 20 qualifying years for retired pay whose ETS will occur prior to the announced results of a Qualitative Retention Board (AR 135–205) that has considered the Soldier for retention.	May be extended, by whole months, until the board results are announced.
0	Soldier participating in a documented weight reduction program and making satisfactory progress to meet the body fat content requirements of AR 600–9.	May be extended, by whole months, for the period required to be in compliance with AR 600–9, but not to exceed 12 months per reenlistment contract (see para 3–11h).
Р	Soldier is serving on AD in an AGR status, or has been approved to serve on AD in an AGR status, and ETS will occur prior to REFRAD date.	Will be extended for the exact number of days, or months, or years required to provide for simultaneous ETS and REFRAD dates. Should the sum of this extension and any other extension(s) of the current enlistment, or reenlistment agreement exceed 4 years, the Soldier cannot be extended. In this case, reenlist the Soldier under table 2–7.
Q	Soldier is serving on AD in an AGR status, is to be retained on AD until age 60, and is 57 years of age or older.	Will be extended until the last day of the month in which the Soldier attains 60 years of age. Should the sum of this extension and any other extension(s) of the current enlistment or reenlistment agreement exceed 4 years, the Soldier cannot be extended. In this case, reenlist the Soldier under table 2–7 (see para 3–11c).
R	Soldier (not on AGR status) has more than 3 but less than 6 years remaining on current enlistment or reenlistment agreement and desires entitlement under the Montgomery GI Bill (see para 9–3).	Will be extended for the period necessary to provide for a remaining term or service of 6 years. Extension may not exceed 3 years (see para 3–11b).
S	Soldier has more than 6 years remaining on current enlistment or reenlistment agreement and desires entitlement under any provision of the GI Bill (see para 9–3).	Will be extended for a period of 1 year (see para 3–11b).
Т	A Soldier, through no fault of his or her own, does not meet the eligibility criteria of table 2–1, rule C or D.	Will be extended for the period necessary to provide the Soldier the opportunity to meet the qualification criteria of table 2–1, rule C or D, but not to exceed 6 months.

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

Rule	Reason for extension	Authorized period of extension
U	Currently enrolled in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) and needs additional service to complete the program.	May be extended by a commander in the grade of lieutenant colonel or above for the number of months needed as required by the ADAPCP counselor. This is provided the Soldier is otherwise eligible for reenlistment (see para 3–11c).
V	Soldier serving in the IRR who wishes to transfer to a unit of the Selected Reserve and who has insufficient time remaining to satisfy transfer requirements in accordance with AR 140–10 or a Soldier serving in the IRR with less than one year remaining on service obligation and requires a security clearance update to meet MOS requirements and subsequent transfer to a unit of the Selected Reserve.	May be extended for periods not to exceed 24 months to accept IMA position, or 12 months to meet service remaining requirements for IRR to TPU transfer and or to allow for adequate time to process security clearance update. Minimum number of whole months will be used to allow for adequate time to process transfer request plus the required 6 month minimum service remaining requirement for TPU transfer.
W	To continue entitlement under the SRIP when such entitlement was suspended during an authorized period of non-availability per AR 135–7.	If otherwise qualified to resume SRIP entitlement per AR 135–7, may be extended for the period of time required by AR 135–7, but not to exceed 4 years (see para 3–11c).
Х	Soldier is barred from continued service, has less than 6 months to ETS, is approved for an extension for rehabilitative purposes per paragraph 1–34, and meets reenlistment criteria.	May be extended up to, but not beyond, 6 months from the approval date of the bar to continued service. Final approval for the extension rests with the bar to continued service authority (see para 3–11c).
Υ	Soldier serving on AD in an AGR status is scheduled an OCONUS PCS and has more than 1 year remaining on a current enlistment or reenlistment agreement but does not have the required years or months remaining to fulfill the OCONUS tour length as required by AR 614–30.	Must be extended for the period necessary to fulfill the OCONUS tour length, but not to exceed 3 years (see paras 3–11a, c, and d).
AA	Soldier serving on a USAR status who, selected for promotion, has insufficient time remaining on the current term of service agreement to meet the service remaining requirement per AR 600–8–19.	Will be extended for the period needed to fulfill the service remaining requirement, but not to exceed 3 years (see paras 3–11a and c).
BB	Soldier with a remaining statutory military service obligation involuntarily released from AD since 1 October 1990 and required to serve not less than 3 years in the Ready Reserve following completion of the statutory military service obligation, to qualify for separation pay.	Will be extended for the period of 3 years (see para 3–11e).
CC	Mobilization or deployment conditions. Soldiers in a deploying or mobilizing unit, to include Soldiers required to reenlist for Career Status Program, may voluntarily extend to complete deployment period plus 3 months.	May be extended by whole months to complete mobilization or deployment period plus 3 months, but not to exceed 24 months.
DD	Soldier serving on an initial USAR enlistment with a term of service option per AR 601–210 (4X4, 5X3, 6X2), and agrees to continue participation in a TPU (in lieu of transfer to the IRR per AR 135–91) after the TPU contractual expiration of term of service (ETS) to complete the remainder of the MSO, 8-year military service obligation.	Will be used one time only, may be extended for periods not to exceed 48 months to align current contractual TPU ETS date with MSO ETS date.
EE	Soldier serving on a USAR enlistment with a term of service option per AR 601–210 or this regulation, and agrees to continue participation in a TPU or IMA position to meet 4year service remaining requirement of Post 9/11 TEB.	May be extended for periods not to exceed 48 months so that the Soldier may transfer Post 9/11 benefits to Family members and meet the required service remaining requirements (see para 3–11g). For further information on TEB go to AR 621–202.
FF	Soldier serving on a USAR enlistment with a term of service option per AR 601–210 or this regulation, and agrees to continue service to meet a 4 year service remaining requirement for eligibility of receipt of continuation pay authorized under the Blended Retirement System.	May be extended for periods not to exceed 48 months so that the Soldier may qualify for eligibility of continuation pay authorized under the Blended Retirement system.
GG	Exception to policy to close gaps in service that occurred through no fault of the Soldier.	May be extended for periods not to exceed 48 months so that the Soldier can close gaps in contractual service that occurred through no fault of their own (such as ETS miscalculation, faulty ETS or MSO data input), or other extenuating circumstances that created gaps in contractual service when the Soldier is or was

Table 3–1
Authorized reasons and periods of extensions—Continued

Rule	Reason for extension	Authorized period of extension
		still an active participant of the USAR. The use of this antedated extension rule is to reduce the need for antedated reenlistment requests and subsequent corrections to DD Form 4 (Enlistment/Reenlistment DocumentArmed Forces of the United States) that are affected by the gap(s) in service that occurred through no fault of the Soldier. This rule should not be used if Soldier may be eligible for incentives and a request for an antedated reenlistment should be considered instead.

3-3. Procedures to extend the service of a Soldier transferred to the Army Reserve by operation of law

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

- a. When a person without any previous military service enlists in the Delayed Entry Program (DEP) or directly into the RA, he or she incurs a statutory obligation to serve for 8 years as provided for in regulations prescribed by the Secretary of Defense. Department of Defense Instruction 1304.25, paragraph 4.2, and AR 601–210 provide that, upon initial entry, the MSO shall be 8 years. The statutory obligation is always measured from the date the Soldier first executed an enlistment in a U.S. armed force (this includes the DEP).
- b. By voluntarily enlisting in the DEP and knowingly incurring the statutory military service obligation, the Soldier contractually agrees to serve in the military service for the term of the statutory obligation. Therefore, the Soldier serves under a contractual obligation that runs concurrent with the statutory obligation. The Soldier is discharged from the DEP enlistment when he or she enlists in the RA. However, this does not alter or terminate the contractual agreement to serve in the armed forces for the 6-year or 8-year term of the statutory obligation. The terms of the statutory obligation cannot be extended except as provided in law. However, the terms of the contractual obligation which runs concurrent with the statutory obligation can be voluntarily extended by the procedures outlined in this regulation.
- c. When a Soldier who is not serving under a USAR enlistment or reenlistment agreement, but who was transferred to the USAR to satisfy a remaining statutory obligation, is to be extended for reasons cited in table 3–1, the following entries must be made on DA Form 4836 (table 3–2):
- (1) *Block 6a (DATE)*. Enter the date the Soldier first enlisted in the armed forces and thereby incurred the statutory obligation, as shown on a DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States). If the Soldier first enlisted in the DEP, that is the date to be entered, or if the Soldier first enlisted in the RA without any time in the DEP, then that is the date to be entered.
 - (2) Block 6b (TERM OF SERVICE). Enter 8 years.
- (3) Block 6c (NUMBER OF EXTENSIONS PREVIOUSLY GRANTED). Enter the number of extensions that have been previously issued, if any.
 - (4) Block 6d (ETS). Enter the date that is derived by adding 8 years to the date entered in block 7a.
- (5) *Block 6e (BASIC PAY ENTRY DATE (BPED))*. When computing the BPEB, service performed while a member of the Reserve Component under 10 USC 513 (DEP), other than a period of AD to which the Soldier is ordered under the provisions of 10 USC 1209, is not creditable for pay purposes.

Table 3–2
Preparation instructions for DA Form 4836

Block no.	Name	Required entry
1.	Extension	Select the correct box in accordance with the following:
	Processing data	a. If the individual is an assigned member of a TPU of the Selected Reserve, place an "X" in the block part next to "A Troop Program Unit of the U.S. Army Reserve."
		b. If the individual is an assigned member of IRR (Control Group) (AT), (Reinforcement), or (IMA), place and "X" in the box next to "Individual Ready Reserve."
		c. If the individual is an AGR participant, in the space above the words "Individual Ready Reserve" type the following entry: "AGR."

2.	Name	s for DA Form 4836—Continued Self-explanatory.	
3.	Grade	Enter current title and pay grade. Example: SGT (E–5); SSG (E–6); SFC (E–7); and so on.	
4.	Date	Enter the date this extension form is being prepared. Use the numerical year, month, and day sequence. (Example: 890828 for 28 August 1989.)	
5.	Unit of assignment	Select the correct entry in accordance with the following: a. If the individual is assigned to a TPU of the Selected Reserve, enter the complete unit designation, address, unit identification code (UIC), and ZIP code of the assigned unit. b. If the individual is assigned to the IRR (except for AGR personnel), enter the control group to which assigned. The address, UIC, and ZIP code are not required for these entries. c. If the individual is on AGR status, enter "AGR—" followed by the complete unit designation, address, and ZIP code of the unit to which the Soldier is attached for duty. (A UIC is not required.) Examples: (1) Soldier attached to Office of the Chief, Army Reserve—the entry would read: "AGR—HQDA OCAR Wash DC 20310–0300". (2) Soldier assigned to an activity subordinate to U.S. Army Recruiting Command—the entry would read: "AGR—Atlanta Recruiting Battalion, 1995 N Park PI SE STE 150, Atlanta, GA 30339–2072." (3) Soldier attached to a TPU of the Selected Reserve under Full-Time Unit Support (FTUS)—the entry would read: "AGR-HQ 157th Inf. Bde, Horsham USARC, Horsham, PA 19044–1014."	
6.	Current (latest) DD Form 4		
a.	Date	This must be the same date as that shown on the current DD Form 4. It is the date the Soldier last executed a DD Form 4 for the current term of USAR service. Use numerical day-month-year format (example: 260686).	
b.	Term of service	Enter the number of years which the Soldier enlisted for during the current USAR term of service as shown on the last DD Form 4. This is the number of years indicated on DD Form 4, item 8. Do not include any subsequent extensions that may have been issued.	
C.	Number of extensions previously granted to current DD Form 4	Enter the number of extensions which have previously been issued for the current DD Form 4.	
d.	ETS	Enter the Soldier's current ETS date. This is determined by adding the term of service on the current DD Form 4 (Enlistment/Reenlistment Document—Armed Forces of the United States) form series to any additional terms of service that were added by extension(s), if any. Use numerical day, month, year, format (example: 260686).	
e.	Pay Entry Basic Date	Enter the Soldier's pay entry basic date, which can be derived from his or her personnel records. Use numerical day, month, year format (example 260686).	
7.	Provisions and compu- tation of this exten- sion		
a.	Current ETS	Enter the ETS date shown in item 7d above, using two numerals for day, month, and year. Example: 24 June 82 would be entered as "24 06 82."	
b.	Period of this extension	Enter the additional term of service that is to be authorized this extension. If a number of days (short of 30) is essential to provide for a special extension, the preparation activity may enter such number of days in the "Day" column. For example, a Soldier needs 11 months and 8 days to reach the last day of the month in which the member will attain age 60. The 8 days may be placed in the "Day" column.	

C.	New ETS	Add the period of this extension (item 8b above) to the Soldier's current ETS (item 8a above) and enter the sum in day-month-year format as required. This will be the Soldier's new or adjusted ETS.
8.	Authority and reason for this ex- tension	Enter the specific rule of table 3–1 that authorized this extension and check the block next to AR 140–111. Example: "AR 140–111, Table 3–1, Rule A." For Soldiers extending under paragraphs 9–3 <i>b</i> , and 9–3 <i>c</i> to qualify for the Montgomery GI Bill, cite the specific paragraph as the authority and reason for the extension. Should the extension be authorized by a DA publication other than AR 140–111, then cite that authority in the space beneath the title of this item.
	Oath of extension	On the first line of the oath, enter the actual date on which the oath is administered. In the second line, enter the same date as that shown in item 7a. In the third and fourth lines, delete "Army National Guard ofand as a Reserve of the Army." The Soldier will place his or her signature and the date in the places indicated, after the oath has been administered. For Soldiers extending under paragraph 9–3 to qualify for the Montgomery GI Bill add the following statement (para 9–4 <i>d</i>): "I am extending my term of service so that I may complete 6 years in the Selected Reserve and to qualify for entitlement under the Montgomery GI Bill."
	Officer cer- tification	The date of the officer's certification must be the actual date the oath was administered. Only a commissioned officer may administer the oath. The officer's name, grade, and branch will be entered as indicated. The officer will affix his or her signature after the administration of the oath.

3-4. Extension policy and selective retention

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

3-5. Extension document

All extensions will be accomplished by using DA Form 4836.

3-6. Processing of extensions

The ARCC will prepare the DA Form 4836 according to table 3–2. The extension will not be in force unless signed by the Soldier and the certifying officer.

3-7. Correction of errors on DA Form 4836

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

- a. The commander will submit a request for correction through ARCD command channels to Deputy Chief of Staff, G-1 (DAPE–MPE–PD), 300 Army Pentagon, Washington, DC 20310–0300. The request will contain the following:
- (1) Sworn statements by the Soldier and other persons involved in the extension. The statements will give the circumstances causing the error. Include in the Soldier's statement that he/she agrees to correction of the term of extension or effective date.
 - (2) Copies of the DA Form 4836 and supporting documents.
 - b. Once the DCS, G-1 approves the request for correction, the following procedures apply:
- (1) ARCC will prepare a new DA Form 4836 correcting all previous errors. Use the same dates as used on the DA Form 4836 being corrected with the exception of officer certification.
 - (2) Complete the revised DA Form 4836 in its entirety, including the officer certification.
- (3) Use the date shown in the officer certification section by the officer administering the oath of extension as the actual date of the oath of extension.
 - (4) Print or type (in block letters) at the top and bottom of each page of the DA Form 4836, "CORRECTED COPY."
- (5) Distribute the revised DA Form 4836 in the same manner as the previous DA Form 4836. Attach a memorandum of transmittal explaining the reason for the revised issue and the DCS, G–1 approval memorandum.

c. In any case, where a Soldier contests or disagrees with the changes to his or her extension documents, the Soldier will be notified of his or her right to submit an application to the Army Review Boards Agency (ARBA).

3-8. Disposition instructions

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

- a. Immediately forward to the appropriate MSC. This packet will not go through command channels. The MSC will review the documents for quality and update the appropriate personnel database. Within 21 days of receipt of the packet, the original will be sent to CG, HRC (AHRC–CIS–P for TPU, IMA, IRR Soldiers or AHRC–ARL for AGR Soldiers) for inclusion in the Soldier's appropriate unit file.
- b. A copy will be stapled to the applicable DD Form 4 and filed in the Soldier's local unit file. Record managers will update the Soldier's personnel records to show the new expiration date of the current service agreement.
- c. A copy will be retained by ARCD and digitally scanned and uploaded into the RMS system as a historical document by the ARCC conducting the extension process.
 - d. A copy will be given to the Soldier.

3-9. Antedated extensions

An enlisted Soldier may not be held in service beyond the normal ETS unless the ETS is extended by law (AR 135–178). When through administrative error, or for the convenience of the Government, the reenlistment or extension of a Soldier has been delayed through no fault of the Soldier, then the Commander, HRC/major subordinate command (MSC)/direct reporting command (DRU) to USARC or DCS, G–1, may authorize an extension to be antedated, to close gaps in service created by administrative error (ETS date miscalculation or bad data input). No extension will be antedated without the prior approval of the Commander, HRC, HQDA, DCS, G–1, CG, USARC, USARC G–1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit). The period of the antedated extension will not exceed 48 months. Extension Rule GG will be used in these instances. This will prevent the individual from incurring a break in military service, created through no fault of the Soldier. This also reduces the need for antedated reenlistment requests and subsequent corrections to (potentially) multiple reenlistment contracts, and/or extensions that may have been affected by the administrative error.

- a. A request to antedate an extension with a report of a well-founded claim will be prepared and sent to the Commander, HRC, HQDA, DCS, G-1, CG, USARC, USARC G-1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit) who may review and consider antedated extension requests. Approval or disapproval will be based on the merits of the case as outlined in the report.
- (1) A request initiated on behalf of a Soldier assigned to a TPU must be submitted with all of the relevant facts and pertinent documentation (DA Form 4187 (Personnel Action) signed by the commander or representative, last reenlistment contract, discharge orders) including a detailed explanation concerning the reason the Soldier's extension was delayed beyond his or her expiration date.
- (2) The request must be submitted through and endorsed by each level in the chain of command to the MSC or DRU. Endorsing commands must provide an appropriate recommendation.
- (3) A request initiated on behalf of an IRR or IMA Soldier must include a detailed explanation concerning the reason the Soldier's extension was delayed in excess of 120 days beyond ETS. Each case must be considered individually; therefore, the facts must be individually presented. Each case must also contain the Soldier's official military personnel records and copy of the discharge orders, if discharged action has been accomplished.
- (4) A request initiated on behalf of a Soldier serving on AD in an AGR status must include a detailed explanation concerning the reason the Soldier's extension was delayed and how the Soldier was retained on AD beyond the ETS date. The request must also contain the Soldier's official military records and copies of all AD orders.
- b. When it is evident that the individual was not afforded the opportunity to extend for continued IRR assignment, the CG, HRC (AHRC–L), may automatically antedate the extension up to 120 days. This will prevent the individual from incurring a break in military service.
- c. When Commander, HRC, HQDA, DCS, G-1, CG, USARC, USARC G-1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit) has authorized an extension to be antedated, the authorized date will be entered in block 4 of DA Form 4836. The actual date on which the oath is administered will be entered in the Officer Certification in the DA Form 4836. Enter the following statement on top of the DA Form 4836: "This extension antedated with approval of Commander, HRC, HQDA, DCS, G-1, CG, USARC, USARC G-1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit), on (date HRC, HQDA, DCS, G-1, CG, USARC, USARC G-1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit) approval)." A copy of the memorandum signed by the commander, or their authorized representative, must accompany the antedated extension documentation.

3-10. Reconstructing extensions

- a. It may be discovered that a DA Form 4836 cannot be located by the Soldier and unit, and all attempts to obtain the missing extension have been exhausted. The commander will submit a request for reconstruction through command channels to the first LTC who, if approved, will forward the request to ARCD for review and approval. Upon approval, ARCD will forward the request to Deputy Chief of Staff, G–1 (DAPE–MPE–PD), 300 Army Pentagon Washington, DC 20310–0300. The request will contain the following:
- b. A request to reconstruct the extension with a report of a well-founded claim will be prepared and sent through ARCD for review, consideration, and forwarding to DCS, G-1. Approval or disapproval will be based on the merits of the case as outlined in the report and rests solely with DCS, G-1.
- (1) A request initiated on behalf of a Soldier assigned to a TPU must be submitted with all of the relevant facts and pertinent documentation (such as sworn statements, last reenlistment contract, and or extension(s), endorsement memorandum from Soldier's commander, and so forth). The request must be submitted through and endorsed by the first LTC in the Soldier's chain of command to ARCD for review, consideration, and forwarding to DCS, G–1. The endorsing command's LTC must provide an appropriate recommendation.
- (2) A request initiated on behalf of a Soldier serving on AD in an AGR status must include a detailed explanation of why the Soldier's extension was not retained. The request must also contain the Soldier's pertinent documentation and copies of all AD orders. The request must be submitted through and endorsed by the first LTC in the Soldier's chain of command. The endorsing command LTC must provide an appropriate recommendation and endorsement, and submit same to HRC.
- (3) Sworn statements by the Soldier and other persons involved in the extension. The statements will give the circumstances causing the loss of the document. Include in the Soldier's statement that he/she agrees to correction of the term of the extension or execution date shown on the DA Form 4836.
 - (a) Copies of the previous reenlistment or extension and supporting documents.
 - (b) Endorsement memorandum from Soldier's commander.
 - (c) Endorsement memorandum from the first LTC in the Soldier's chain of command.
- (d) Army Reserve systems data screen prints, for example PERNET N10 and N20 screen prints and the IWS "Personal Actions" screen print.
 - c. Once DCS, G-1 approves the request for reconstruction, the following procedures apply:
- (1) Prepare a new reconstructed extension recording all previous data. Use the same dates as used on the missing extension being reconstructed with the exception of block number 8, see (3), below.
 - (2) Complete the reconstructed extension in its entirety, including the Oath of Extension.
- (3) Note that the date entered in block number 8 on the DA Form 4836, by the certifying officer will show the actual date. This will be the date the oath on the revised DA Form 4836 is administered.
 - (4) Print or type in block letters at the top and bottom of each page of the DA Form 4836, "RECONSTRUCTED".
- (5) Print or type in the remarks section of the DA Form 4836 in block letters "THIS EXTENSION RECONSTRUCTED BY THE AUTHORITY OF DCS, G-1 MEMORANDUM DATED (insert memorandum date)."
 - (6) Distribute the reconstructed extension in the same manner as a reenlistment document.
- d. Cases involving bonus payments, in which the Soldier was not paid a bonus to which entitled, or was paid the wrong amount, will be forwarded to Deputy Chief of Staff, G-1 (DAPE-MPE-PD), 300 Army Pentagon, Washington, DC 20310-0300 with recommendations for resolution.

3-11. Authorized reasons and periods of extensions

- a. Periods of an extension authorized in table 3–1 may vary from 1 to 48 months as indicated. Normally, only 1 extension of an enlistment or reenlistment will be authorized. However, if additional extensions are authorized, the combined total of all the extensions of a current enlistment or reenlistment may not exceed 4 years as specified by law (10 USC 509(a)).
- b. Soldiers should be counseled that such extensions do not meet the eligibility requirements of the Selected Reserve Incentive Program. Processing officials should counsel the Soldier on the provisions of paragraph 9–2b.
- c. A Soldier serving on AD in an AGR status will not be extended for continued service on AD beyond his or her RCP, per table 8–1.
- d. Should a Soldier decline extension, the PCS will be cancelled and the Soldier will be discharged or REFRAD, as appropriate, at the ETS date of the current enlistment or reenlistment agreement.
 - e. Extensions required under this rule must be processed in accordance with the instructions cited in paragraph 3–3.
- f. In accordance with AR 601–210 chapters on nonprior-service applicants and prior-service applicants, Soldiers who enlisted at age 42 are eligible to serve up to age 62, provided they qualify for nonregular retirement by reaching age 62. Soldiers meeting this criterion must submit a waiver to serve up to age 62. See table 4–1 for waiver authority.

- g. Soldiers transferring their GI Bill benefits to their dependents will need to apply to determine eligibility prior to executing the DA Form 4836.
- h. If a Soldier is ineligible to reenlist because of failing record APFT and not being in compliance with HT/WT standards of AR 600–9 simultaneously, Rule O will be used only one time per reenlistment contract for a period not to exceed 12 months. Soldiers failing a second record APFT during period of extension will have discharge proceedings initiated in accordance with AR 135–178.

Chapter 4

Waivable and Nonwaivable Reenlistment Criteria

4-1. Moral and administrative disqualifications

- a. Responsibility for determining whether waiver requests warrant favorable consideration rests at all levels of command. It also includes all of the following:
 - (1) Questioning.
 - (2) Investigating.
 - (3) Counseling.
 - (4) Obtaining the proper documentation.
 - (5) Gathering the information required to be included in a waiver request.
 - b. Table 4–1 lists disqualifications for which a waiver may be submitted; table 4–2 lists nonwaivable disqualifications.
 - c. Only disqualifications which occurred during or after the last period of USAR service are considered disqualifying.

Table 4–1
Waivable reenlistment disqualifications and approval authorities

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

Notes:

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

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

³ In accordance with AR 601–210, chapter 2 (nonprior service applicants) or chapter 3 (prior service applicants), Soldiers who enlisted at age 42 are eligible to serve up to age 62 provided they qualify for nonregular retirement by reaching age 62. Soldiers meeting this criteria must submit a waiver to serve up to age 62.

Table 4–2
Nonwaivable moral and administrative disqualifications

Rule	Disqualification		
A	Being discharged with a USAR bar to continued service in effect and with less than 18 years of qualifying service, of AS, for retired pay.		
В	Being discharged with other than an honorable discharge (includes general under honorable conditions).		
С	Questionable moral character, including a history of having frequent difficulties with law enforcement agencies.		
D¹ Unable to complete 20 qualifying years of service for retired pay by age 62.			
E	Does not meet the citizenship requirements of table 2–1, rule B.		
F	Medical examination or PHA has not been conducted within the time frame specified in AR 40–501.		
G	Does not meet the body fat standards prescribed by AR 600–9.		
Н	Has failed to complete initial individual weapons qualification training (except for conscientious objectors).		
I	Being discharged under the Military Personnel Security Program.		
J	Being processed for involuntary discharge under any provision of AR 135–178 or AR 635–200.		
K	Is in a retired status.		
L	Has attained 62 years of age.		
М	Classified as 1–A–0 noncombatant and does not possess PMOS in the medical career management field.		
N^2	Is serving on AGR status and does not meet the medical fitness standards for retention per AR 40–501 or the medical fitness standards per AR 40–501.		
O ²	Is serving on AGR status and the terms of a reenlistment or extension to continue on AGR status would retain the Soldie on AD for more than 29 days beyond the Soldier's RCP per paragraph 8–8.		
P^2	Is serving on AGR status and does not meet the grade or MOS requirements for the AGR duty position per table 2–1, rule G, or as waived per table 4–1, rule C.		
Q	Is under a current suspension of favorable personnel action (flagged) per AR 600–8–2.		
R ²	Is serving on AGR status and has been relieved for cause from any AGR duty assignment in the 12-month period prece the Soldier's ETS or REFRAD date.		
S³	Is serving on AGR status and is being processed for involuntary release from AD for cause.		
T ²	Is serving on AGR status and has not been selected for continuation on AGR status.		
U ²	Is serving on AGR status and during the current term of AGR service has been convicted by a court-martial, or has receiv non-judicial punishment that was filed in the performance section of the Army Military Human Resources Record (AMHRF unless waived per AR 135–18.		

Notes:

4-2. Reenlistment eligibility codes

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

4-3. Submission of requests for waivers

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

¹ When the CG, HRC has determined that there is an implied or actual moral obligation incurred by the USAR to permit the member to remain in the Ready Reserve to qualify for retired pay, based on long service in the USAR, the member may be reenlisted.

² While this disqualification prohibits reenlistment in the USAR for continuing service on AD in an AGR status unless waived per AR 135–18, it is not a disqualification for reenlistment in the USAR for service other than on AGR status.

³ If the release from AD results in a discharge, the Soldier is ineligible for reenlistment in the USAR based on this nonwaivable disqualification. However, if released from AD with no resultant discharge action, the disqualification prohibits reenlistment in the USAR for continuing service on AD in an AGR status, but it is not a disqualification for reenlistment in the USAR for service other than on AGR status.

- b. Unless otherwise prescribed in this section, requests for waiver will be submitted only for meritorious cases. All requests for waiver will be fully substantiated with appropriate documentary evidence. Additional documentation that may be considered relevant in reaching a sound decision on the request should also be included.
- c. Requests for a waiver requiring approval by the CG, HRC will be forwarded to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Ave., Fort Knox, KY 40121–5001. If the waiver request is for a USAR AGR Soldier, the request must be submitted through CG, HRC.
 - d. Requests for waiver will be forwarded to the approval authorities outlined in table 4–1.
- e. The responsibility for determining whether a waiver request warrants favorable consideration rests at all levels. Commanders below the approving authority may disapprove waivers for applicants not meeting the prescribed standards.

4-4. Validity

- a. Unless otherwise stated in the waiver instrument, waivers are valid only for the purpose of providing continuous unbroken service for in-service personnel.
- b. Waivers granted for the purpose of extending a current enlistment will not satisfy the requirement for a waiver of an existing reenlistment disqualification. For more information on waivers, see AR 601-280.

4-5. Administrative instructions

- a. Request for waivers. A request for waiver will be submitted in memorandum format. The memorandum must contain, at a minimum—
 - (1) The full name.
 - (2) Social Security number.
 - (3) Grade.
 - (4) Date of birth.
 - (5) The PMOS.
 - (6) Secondary military occupational specialty.
 - (7) Unit of assignment. In the case of a Soldier serving on AGR status, the unit or agency to which attached.
 - (8) The evaluation and recommendation of the applicant's commander with reasons and justification for the request.
 - (9) Endorsements of "through" addressees.
 - b. Disposition of approved waivers.
- (1) When reenlistment has been accomplished, the waiver instrument will be attached to the original copy of the DD Form 4. Any report of investigation and documentary evidence on which the waiver was based will be attached to the waiver instrument.
- (2) When extension has been accomplished, the waiver instrument will be attached to the original DA Form 4836. Any report of investigation and documentary evidence on which the waiver was based will be attached to the waiver instrument.

4-6. Civil offenses

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

4-7. Special category

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

- a. Recipients of the Medal of Honor, the Distinguished Service Cross, the Navy Cross, or the Silver Star Medal.
- b. Soldiers-
- (1) Who have completed 18 years, but less than 20 years, of qualifying service for retirement and submitted extensions of enlistment for an amount sufficient to complete 20 qualifying years for retirement (see para 2-1i).
- (2) Who are serving on AGR status and have completed 18, but less than 20, years of AS and submitted an extension of an enlistment or reenlistment to attain eligibility for retirement under 10 USC 3914 (see para 2-1i).
 - c. Partially disabled, combat-wounded veterans.
 - d. Prisoner of war returnees.

4-8. Questions on eligibility criteria

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

Chapter 5 Reenlistment Processing

Section I

General Information

5-1. Processing policy

Applicant processing will ensure—

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

5-2. Processing elements

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

5-3. Processing responsibility

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

Section II

Forms and Records

5-4. Preparation standards for forms and records

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

5-5. Verification of entries

- a. All documents pertaining to reenlistment or extension must be compared with previous enlistment, reenlistment or extension documents to prevent contradictions in areas where entries should be the same or similar. Any discrepancy noted should be brought to the attention of the applicant for verification.
- b. The accuracy of entries on basic forms will be firmly established before signatures are obtained. Necessary corrections will require the processing personnel to start over with a new document, no strikeovers with initials are authorized for any portion of the reenlistment document.

5-6. Forms used for processing reenlistment

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

- a. DD Form 4, prescribed by AR 601–210. Each applicant for reenlistment in the USAR must sign and initial where applicable on this form when it is completed and execute the oath of enlistment. The form is the basic document that establishes the legal relationship and the contractual nature of the reenlistment between the U.S. Government and the Soldier.
- b. DA Form 3340 (Request for Reenlistment or Extension in the Regular Army), prescribed by AR 601–280, is used in the reenlistment processing of individuals on AD in an AGR status (see chap 8).

- c. DA Form 3540 (Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment), as directed by AR 135–91, is identified as an "annex "to the DD Form 4 and, as such, is an integral part of the contract. Each applicant for reenlistment in the USAR must certify and acknowledge the service requirements incurred by the reenlistment (see table 5–1, item 8, under "Annex(es)").
- d. Addenda to c above may be required by other directives to establish a Soldier's eligibility for a program (for example AR 135–7 requires contracts when reenlisting for an incentive).
- e. DA Form 4651 (Request for Reserve Component Assignment or Attachment) is used for reenlistment with concurrent reassignment to a TPU, or the IRR.

Section/		
ltem	Title/description	Explanation and/or entry for DD Form 4 (front) ^{1,2,3,4,5}
1	Name	Enter applicant's complete last name (including compound name if applicable), full first name, ful middle name(s), and any suffix such as Jr., Sr., III, and so on. If applicant was given initial(s) rather than first and/or middle name, enter such initial(s). Do not use punctuation of any sort, including periods, commas, and/or dashes. In addition, with mechanized preparation, an apostrophe or hyphen contained within a name is not to be shown, and spaces are not to be inserted
		between sections of names nor used as substitutes for apostrophes or hyphens. Examples: Mc Affee John Q is shown as MCAFFEE JOHN Q. O'Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR. Smith-Connally M Harold is shown as SMITHCONNALLY M HAROLD.
2	SSN	Enter applicant's SSN. Example: 000000000
4	Place of enlist- ment/reenlistment	Enter military installation/city and state of enlisting/reenlisting activity's location. Example: FORT BENNING, GA CHICAGO MEPS IL
5	Date of enlistment/reen- listment	Enter date of reenlistment in numerical year, month, and day sequence. Example: 20131212
6	Date of birth	Enter in numerical year, month, and day sequence. Example: 19650211
_	Previous military service upon enlist-	
7	ment/reenlistment	Enter the total amounts.
8	Branch of Service	In space provided, enter ARMY RESERVE. This is the only authorized entry for reenlistment in the U.S. Army Reserve regardless of IRR or Selective Reserve assignment.
	Period of enlistment	In the second line, after the word "for" enter in Arabic numeral, the period of years for which the applicant is reenlisting.
	Pay grade	In the third line, after the words "pay grade," enter the pay grade of the Soldier at the time of reenlistment.
	Annex(es)	Examples: E4, E5 In the fourth line, after the word "Annex(es)," enter the letter "A." If the reenlistment is for a TPU, of the Selective Reserve, or the IRR, the annex will be the DA Form 3540. "ANNEX A" will be typed in the bottom front-page margin of the DA Form 3540. Addenda will always be attached to DA Form 3540 and will not be identified as annexes.
	For enlistment in de-	
8a	layed/entry/enlistment program	No entries authorized. This agreement is not applicable to Reenlistment in the Selected Reserve or the IRR.
		Enter one of the following statements, as appropriate. Except for the entry of a control number as required by paragraph 8–16 and AR 135–5, no other entries are authorized for USAR Reenlist-
8b	Remarks	ment. (1) If reenlisting for continued membership in a unit of the Selected Reserve enter: "REENL TPU
		IN ACCORDANCE WITH AR 140–111, CHAP 6." (2) If reenlisting for continued membership in the IRR enter: "REENL (IRR) (IMA) IN ACCORDANCE WITH AR 140–111, CHAP 7."
		(3) If reenlisting for the IRR or IMA with concurrent reassignment to a unit of the Selected Reserve enter: "REENL (IRR) (IMA) (Standby Reserve) W/CONCURRENT REASG TO (specify gaining unit designation) IN ACCORDANCE WITH AR 140–111, CHAP 7."

Table 5–1
Instructions for completion of DD Form 4 for reenlistment—Continued $$

Section/ Item	Title/description	Explanation and/or entry for DD Form 4 (front)1.23.45
tem	Title/description	Explanation and/or entry for DD Form 4 (front) ^{1,2,3,4,5} 4) If reenlisting in a unit of the Selected Reserve with subsequent reassignment to IMA or IRR en-
		ter: "REENL TPU W/SUBSEQUENT REASG TO (CON GP (REINF)) IN ACCORDANCE WITH
		AR 140–111, CHAP 6."
		(5) If reenlisting under the provisions of the USAR-AGR-MP, enter: "REENL IN ACCORDANCE
		WITH AR 140–111, CHAP 8."
		6) If reenlisting under paragraph 9–3 to qualify for any provision of the GI Bill, enter: "REENL (IMA) (TPU) IN ACCORDANCE WITH AR 140–111, CHAP 9."
		7) If reenlisting for continued membership in the Standby Reserve (Active List) enter: "REENL STANDBY RESERVE (ACTIVE LIST) IN ACCORDANCE WITH AR 140–111, CHAP 7. I certify the purpose of this reenlistment is to continue USAR service as an assigned member of the Standby Reserve. Should I later transfer to the Ready Reserve, I understand that I must complete a certificate acknowledging my participation and service obligation as a member of the Ready Reserve."
		8) If antedated reenlistment enter: "THIS REENL ANTEDATED WITH APPROVAL OF
		COMMANDER (cite MSC or DRU) ON (cite date of approval)." The following statement will be included on all USAR reenlistments (this statement will automati-
		cally be generated on all DD Form 4's processed in RMS):
		"I understand that the effective date of my reenlistment is one day following my current ETS date
		of YYYYMMDD, therefore the effective date is YYYYMMDD. I further understand that bonus
		payments will begin on the effective date. This contract expires (ETS) on YYYYMMDD."
		9) If antedated reenlistment enter: "THIS REENLISTMENT ANTEDATED WITH APPROVAL OF
	Initials of enlistee/reen-	COMMANDER (cite MSC or DRU) ON (cite date of approval)."
8c	listee	All applicants will complete this item by placing their initials in the space indicated.
9, 10	Statements	No entries required. Must be read by the applicant.
11	U.S. Navy statement	Not applicable to the USAR.
12	Statement	Must be read by all male applicants.
13a	Certification	Self-explanatory.
100	Signature of en-	Applicant will sign full name in first, middle, and last name sequence.
13b	listee/reenlistee	Example: George Eldon Copper
13c	Date signed	Enter in numerical year, month, and day sequence (example 20131212).
14a	Branch of Service	Enter "ARMY RESERVE."
	Name of Service repre-	
14b	sentative	Enter in last name, first name, and middle initial sequence. ⁶
14c	Pay grade	Examples: E-7, 0-3, CW2.
14d	Unit/command name	Enter service representative's unit of assignment.
		Example: 425 PERS SVC CO
		Before signing, the service representative will verify correctness of entries and explain all applicable paragraphs of the reenlistment document to the applicant. The individual identified in item 14b above will sign in first, middle, and last name sequence (initials and last name are accepta-
14e	Signature	ble).
14f	Date signed	Enter in numerical year, month, and day sequence (example 20131212).
14g	Unit/command address	Example: PATRICK AFB FL 32925
15	Enlistment/reenlistment other than in the National Guard	Immediately following "I" in space provided, enter reenlistee's full name in first, middle, and last name sequence.
16	Enlistment/reenlistment in the National Guard	Not applicable to the U.S. Army Reserve. No entries required.
17	Enlistment/reenlistment in the National Guard	Not applicable to the USAR. No entries required.
		Reenlistee will sign full name in first, middle, and last name sequence.
18a	Signature	Example: John Middle Doe

Table 5–1
Instructions for completion of DD Form 4 for reenlistment—Continued

Section/		
ltem	Title/description	Explanation and/or entry for DD Form 4 (front) ^{1,2,3,4,5}
		Enter the date the oath was administered. Enter in numerical year, month, and day sequence
18b	Date signed	(example 20131212).
		Enter name of commissioned officer (in last name, first name, and middle initial sequence) who
19b	Name	administered oath of enlistment.
19c	Pay grade	Enter grade. Example: O3
19d	Unit/command name	Example: 425 PERS SVC CO
19e	Signature	Officer identified in item 19b above will sign his or her name in first, middle, and last name sequence (initials and last name are acceptable).
		Enter the date the oath was administered. Enter in numerical year, month, and day sequence.
19f	Date signed	Example: 20131212
19g	Unit/command address	Example: INDIANAPOLIS IN 46224

Notes:

5-7. DD Form 4 preparation instructions

- a. DD Form 4. Follow the instructions in table 5–1 for all entries.
- b. The form will be prepared electronically (or in RMS for TPU Soldiers). All required signatures will be made using common access card (digital signature), wet (hand written signatures in blue or black ink), or biometric signatures. Capital letters are to be used throughout. Do not use punctuation of any sort, including periods, commas, and/or dashes. An apostrophe or hyphen contained within a name is not to be shown, and spaces are not to be inserted between sections of names nor used as substitutes for apostrophes or hyphens. (EXAMPLES: Smith John Q is shown as SMITH JOHN Q; Jones John Allen Jr is shown as JONES JAMES ALLEN JR; Smith-Jones is shown as SMITHJONES.)
- c. Care will be taken to ensure that all items are correctly completed without mistakes. No erasures or corrections will be initialed by the reenlistee and the reenlistment official. Errors in any items may not be erased or corrected. Such errors will require starting over with a new document.
 - (1) Item 5 (Date of Enl/Reenl), DD Form 4.
 - (2) Item 8 (Service, period, and pay grade), DD Form 4.
 - (3) Section E, (Confirmation of Enlistment or Reenlistment), DD Form 4.
- d. The official who accepts an applicant for reenlistment will, before signing the completed form, verify typed entries for correctness and explain all applicable parts of the document.
 - e. Before the applicant signs the confirmation of oath for enlistment, the enlisting officer will—
- (1) Ensure the applicant understands the terms of the agreement and that his or her questions relating to the reenlistment have been resolved.
 - (2) Give the orientation required by section III of this chapter.
- (3) Ensure that no promises have been made to the applicant, either direct or implied, that cannot be substantiated by proper regulations. When an applicant has any misunderstanding about the extent of the full enlistment commitment, the enlisting officer will explain in detail.
 - f. Administer the oath of enlistment (sec III of this chapter).

5-8. Disposition instructions

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

- a. Chapter 6 for reenlistment in TPUs of the Selected Reserve.
- b. Chapter 7 for reenlistment of IMA, IRR, and Standby Reserve Soldiers.
- c. Chapter 8 for reenlistment of AGR participants.

¹ The form will be prepared electronically (or in RMS for TPU Soldiers). All required signatures will be made using common access card (digital signature), wet (hand written signatures in blue or black ink), or biometric signatures.

² If errors are made anywhere on the document, prepare a new form.

³ Across the top, in the upper right margin, type or print the applicant's nine digit PMOS code as follows "PMOSC (followed by the code)."

⁴ The USAR representative will, prior to signing the completed form, review entries (including pay grade in which enlisting and the enlisted period) for accuracy and ensure that the applicant understands the meaning and intent of the reenlistment document.

⁵ This form will not be used for USAR reenlistment

⁶ The Service representative will not be the Soldier who is reenlisting.

5-9. Correction of errors on DD Form 4

- a. It may be discovered that an error has been made in processing a USAR reenlistment so that the term of reenlistment or the execution date (block 5) of the DD Form 4 is not what was intended by the Soldier or the USAR. The commander will submit a request for correction through ARCD channels to Deputy Chief of Staff, G–1 (DAPE–MPE–PD), 300 Army Pentagon Washington, DC 20310–0300. The request will contain the following:
- (1) Sworn statements by the Soldier and other persons involved in the reenlistment. The statements will give the circumstances causing the error. Include in the Soldier's statement that he/she agrees to correction of the term of reenlistment or execution date (block 5) shown on the DD Form 4.
 - (2) Copies of the DD Form 4 and supporting documents.
 - b. Once DCS, G-1 approves the request for correction, the following procedures apply:
- (1) ARCD will prepare a new DD Form 4, correcting all previous errors. Use the same dates as used on the DD Form 4 being corrected with the exception of item 19f, see (3), below.
 - (2) Complete the revised DD Form 4 in its entirety, including the confirmation of reenlistment.
- (3) Note that the date entered in item 19f, DD Form 4, by the enlisting officer will show the actual date. This will be the date the oath on the revised DD Form 4 is administered.
 - (4) Type in block letters at the top and bottom of each page of the DD Form 4, "CORRECTED COPY."
- (5) Distribute the revised DD Form 4 in the same manner as the previous DD Form 4. Attach a memorandum of transmittal explaining the reason for the revised issue and the DA, G–1 approval memorandum.
- c. Cases involving bonus payments, in which the Service representative erred and the Soldier was not paid a bonus to which entitled or was paid the wrong amount, will be forwarded to Deputy Chief of Staff, G-1 (DAPE-MPE-PD), 300 Army Pentagon, Washington, DC 20310–0300, with recommendations for resolution.

5-10. Claims of erroneous entries

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

5-11. Certificate of appreciation for the spouses of Soldiers reenlisting in the U.S. Army Reserve

DA Form 5612 (Certificate of Appreciation for Army Spouse (of Reenlistees)) is to be presented to the spouse of a USAR Soldier who reenlists, per this regulation. This applies to all TPU, IMA, AGR, and IRR Soldiers.

- a. Servicing reenlistment officials will obtain the name of the reenlistee's spouse and ensure the document is completed during the preparation of the reenlistment documents.
 - b. The signature block will be left blank when published. The certificate will be signed by—
 - (1) The CG, HRC may delegate to a division chief for IRR and IMA Soldiers.
 - (2) Installation, battalion, or brigade commander at the user location for AGR Soldiers.
- (3) Commanders of a battalion or higher, as appropriate within the Soldiers assigned level of command, for TPU Soldiers.
- c. The issuance of the certificate will not be predicated on either a reenlistment ceremony or the spouse's presence. It will be the reenlistee's responsibility for delivery to his or her spouse.
 - d. Certificates will not be filed in the AMHRR.
 - e. The replacement of "missed" certificates is not authorized.
 - f. Certificates will not be issued retroactively or for the extension of an enlistment or reenlistment.
 - g. Certificates will not be issued for Soldiers who are discharged on appointment as commissioned or warrant officers.
 - h. DA Form 5612 is available through the normal forms supply channel.

5-12. DA Form 5689

DA Form 5689 (Oath of Reenlistment) is available through normal adjutant general publication distribution channels. Units with an Army publication account through the Army Publishing Directorate (APD) at http://www.apd.army.mil can request DA Form 5689 (an electronic version is not available or authorized). The DA Form 5689 will be prepared with the reenlistment packet by the ARCC. The DA Form 5689 may be used by the administering officer to recite the oath and then presented to the Soldier on the occasion of his or her reenlistment.

- a. Servicing reenlistment official will obtain the name of the administering officer and ensure the document is completed during the preparation of the reenlistment documents.
- b. The signature blocks will be left blank when published. This DA Form 5689 will be signed by the reenlisting Soldier and the administering officer.

- c. DA Forms 5689 will not be filed in the Soldier's AMHRR or included in the packet uploaded by the ARCC in RMS.
- d. The replacement of "missing" DA Forms 5689 is not authorized.
- e. DA Forms 5689 will not be issued retroactively or for the extension of an enlistment or reenlistment.

Section III

Administration of Oath of Enlistment and Related Matters

5-13. Orientation prior to administration of oath

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

5-14. Administration of oath of enlistment

- a. The oath of enlistment or extension will be administered by a commissioned officer or commissioned warrant officer. Suitable arrangements will be made to ensure that the oath is administered in a dignified manner and in appropriate surroundings. The ceremony should be personalized and made meaningful to the individual reenlisting. The United States flag will be displayed prominently near the individual administering the oath. The words "So help me God" may be omitted and the individual may also choose to affirm rather than swear to the oath.
- b. Reenlistment will be made an occasion of official ceremony. It will not be sensationalized to publicize the event (that is, parachuting, climbing utility poles, and other similar activities which are clearly not in keeping with the solemnity and seriousness associated with the oath of enlistment). When appropriate, the reenlistee's spouse and other members of the immediate Family should be invited to the ceremony. The DA Form 5612 should be presented to the reenlistee's spouse (para 5–11). The DA Form 5689 will be presented to the reenlistee. The officer administering the oath of enlistment should be the individual's commanding officer or an officer of the reenlistee's choosing, when possible. Appropriate photographic coverage should be provided.

5-15. Date of reenlistment

Except as indicated in paragraph 5–16, the date of reenlistment is the date on which the oath of enlistment is administered. The date will be shown on the enlistment record (block 19f, DD Form 4).

5-16. Antedating reenlistment

An enlisted Soldier may not be held in service beyond the normal ETS unless the ETS is extended by law (AR 135–178). When through administrative error, or for the convenience of the Government, the reenlistment of a Soldier has been delayed through no fault of the Soldier, then the Commander, HRC, HQDA, DCS, G–1, USARC G–1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit) may authorize the reenlistment agreement to be antedated. No reenlistment will be antedated without the prior approval of Commander, HRC, HQDA, DCS, G–1, USARC G–1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit).

- a. A request to antedate a reenlistment with a report of a well-founded claim will be prepared and sent to the Commander, HRC, HQDA, DCS, G-1, USARC G-1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit) for review and consideration. Approval or disapproval will be based on the merits of the case as outlined in the report.
- (1) A request initiated on behalf of a Soldier assigned to a TPU must be submitted with all of the relevant facts and pertinent documentation (DA Form 4187 signed by the commander or representative, last reenlistment contract, discharge orders,) including a detailed explanation concerning the reason the Soldier's reenlistment was delayed beyond his or her expiration date. The request must be submitted through and endorsed by each level in the chain of command to the MSC/DRU. Endorsing commands must provide an appropriate recommendation.
- (2) A request initiated on behalf of an IRR or IMA Soldier must include a detailed explanation of why the Soldier's reenlistment was delayed in excess of 120 days beyond ETS. Each case must be considered individually; therefore, the facts must be individually presented. Each case must also contain the Soldier's official military personnel records and a copy of the discharge orders, if discharge action has been accomplished.
- (3) A request initiated on behalf of a Soldier serving on AD in an AGR status must include a detailed explanation of why the Soldier's reenlistment was delayed and how the Soldier was retained on AD beyond the ETS date. The request must also contain the Soldier's official military records and copies of all AD orders.

- b. When it is evident that an individual was not afforded the opportunity to reenlist for continued IRR assignment, the CG, HRC (AHRC–L), may automatically antedate the reenlistment up to 120 days. This will prevent the individual from incurring a break in military service.
- c. When the Commander, HRC, HQDA, DCS, G-1, USARC G-1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit) has authorized a reenlistment to be antedated, the authorized date will be entered in blocks 5 of DD Form 4, and 13c and 14f of DD Form 4. The actual date on which the oath is administered will be entered in block 19f, DD Form 4. Enter the following statement in block 8b (Remarks) on DD Form 4: "This reenl antedated with approval of Commander, Commander HRC, HQDA, DCS, G-1, USARC G-1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit), on (date of HRC, HQDA, DCS, G-1, USARC G-1 or commanders of MSC/DRUs to USARC (OFTS commands, ARCD, USARC Augmentation Unit) approval)." A copy of the memorandum signed by the commander or their authorized representative must accompany the antedated reenlistment documents. The period of the antedated reenlistment will not exceed 6 years.

5-17. Postdating reenlistment

Under no circumstances will a reenlistment be postdated.

5-18. Reconstructing reenlistment documentation

- a. It may be discovered that a DD Form 4 cannot be located by the Soldier and unit and all attempts to obtain the missing reenlistment have been exhausted. The commander will submit a request for reconstruction through command channels to the first LTC who, if approved, will forward the request to ARCD for review and approval. Upon approval ARCD will forward the request to Deputy Chief of Staff, G–1 (DAPE–MPE–PD), 300 Army Pentagon Washington, DC 20310–0300.
- b. A request to reconstruct the reenlistment with a report of a well-founded claim will be prepared and sent through ARCD for review, consideration, and forwarding to DCS, G–1. Approval or disapproval will be based on the merits of the case as outlined in the report and rests solely with DCS, G–1. The request will contain the following:
- (1) A request initiated on behalf of a Soldier assigned to a TPU must be submitted with all of the relevant facts and pertinent documentation (such as, sworn statements, last reenlistment contract, endorsement memorandum from Soldier's commander, and so forth). The request must be submitted through and endorsed by the first LTC in the Soldier's chain of command to ARCD for review, consideration, and forwarding to DCS, G–1. Endorsing command LTC must provide an appropriate recommendation.
- (2) A request initiated on behalf of an IRR or IMA Soldier wishing to transfer to a SELRES unit must include an explanation concerning the reason the Soldier's reenlistment was not retained. Each case must be considered individually; therefore, the facts must be individually presented. Each case must also contain a copy of the transfer orders and pertinent documentation, if transfer action has been accomplished. The supporting ARCD battalion commander will provide the approval and endorsement memorandum. The request must be submitted through the supporting ARCD battalion commander and endorsed by ARCD for review, consideration, and forwarding to DCS, G–1.
- (3) A request initiated on behalf of a Soldier serving on AD in an AGR status must include a detailed explanation concerning the reason the Soldier's reenlistment was not retained. The request must also contain the Soldier's pertinent documentation and copies of all AD orders. The request must be submitted through and endorsed by the first LTC in the Soldier's chain of command. Endorsing command LTC must provide an appropriate recommendation and endorsement and submit to HRC.
- (4) Sworn statements by the Soldier and other persons involved in the reenlistment. The statements will give the circumstances causing the loss of the document. Include in the Soldier's statement that he/she agrees to correction of the term of reenlistment or execution date (block 5) shown on the DD Form 4.
 - (a) Copies of the previous reenlistment or extension and supporting documents.
 - (b) Endorsement memorandum from Soldier's commander.
 - (c) Endorsement memorandum from the first LTC in the Soldier's chain of command.
- (d) Army Reserve systems data screen prints, for example PERNET N10 and N20 screen prints and the IWS "Personal Actions" screen print.
 - c. Once DCS, G-1 approves the request for reconstruction, the following procedures apply:
- (1) Prepare a new reconstructed reenlistment, recording all previous data. Use the same dates as used on the missing reenlistment being reconstructed with the exception of block 19f, see (3), below.
 - (2) Complete the reconstructed reenlistment in its entirety, including the confirmation of reenlistment.
- (3) Note that the date entered in block 19f, DD Form 4/2, by the enlisting officer will show the actual date. This will be the date the oath on the revised DD Form 4 series is administered.
 - (4) Print or type in block letters at the top and bottom of each page of the DD Form 4 series, "RECONSTRUCTED".

- (5) Print or type in the remarks section of the DD Form 4 in block letters "THIS REENLISTMENT RECONSTRUCTED BY THE AUTHORITY OF DCS, G-1 MEMORANDUM DATED (insert memorandum date)."
 - (6) Distribute the reconstructed reenlistment in the same manner as a reenlistment document.
- d. Cases involving bonus payments, in which the Soldier was not paid a bonus to which entitled or was paid the wrong amount, will be forwarded to Deputy Chief of Staff, G-1 (DAPE-MPE-PD), 300 Army Pentagon, Washington, DC 20310-0300, with recommendations for resolution.

Chapter 6

Selected Reserve-Administrative Procedures

Section I

General

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

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

6-2. Scope

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

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

Section II

Selected Reserve Processing

6–3. Processing Selected Reserve unit Soldiers for reenlistment and continued membership in Selected Reserve units

- a. Processing a Soldier for reenlistment, with continued membership in a unit of the Selective Reserve, requires the completion and distribution of 2 forms—
 - (1) DD Form 4 (see para 5–6*a*).
 - (2) DA Form 3540 (see para 5–6c).
- *b.* The DD Form 4 will be completed according to table 5–1. The following entry must be entered on DD Form 4, in block 8b, REMARKS: "REENL TPU IN ACCORDANCE WITH AR 140–111, CHAP 6."
- c. After completing the above forms, affixing of signatures, and administration of the oath, the forms must be distributed immediately as follows:
- (1) The original DD Form 4, the original DA Form 3540, and any addenda thereto will be scanned and the digital copy will be uploaded into RMS by the supporting ARCC. The unit is responsible for uploading DD Form, DA Form 3540, and any addenda into the Soldier's AMHRR.
- (2) Securely fasten together a copy of the DD Form 4, a copy of the DA Form 3540, and any addenda thereto and insert in the Soldier's local file. The records manager will make the appropriate entries in the Soldier's automated records to show the reenlistment and the revised expiration date of the new reenlistment agreement.
- (3) Provide the Soldier with a copy of the DD Form 4, a copy of the DA Form 3540, and any addenda thereto. A copy of the DD Form 4, a copy of the DA Form 3540, and any addenda thereto should be retained by the activity completing the reenlistment for at least 1 year. After that, these copies may be destroyed, or otherwise disposed of, according to local policy.
- (4) Provide a copy of the DD Form 4 to the appropriate servicing Defense Finance and Accounting Service input station if an Affiliation Bonus is part of the reenlistment transaction.

6-4. Processing Selected Reserve unit Soldiers for reenlistment in the U.S. Army Reserve with concurrent transfer to the Individual Ready Reserve

This procedure applies to all Selected Reserve Soldiers who are within 12 months of their current statutory or contractual service obligation (whichever is the later) and desire continuous membership in the USAR, only assigned to the IRR. The losing unit will effect the reenlistment to prevent a break in service. The Soldier must be qualified for reenlistment. He, or she, will reenlist as a TPU Soldier, and it will be stipulated that reassignment to the IRR will be on the date requested by the Soldier.

- a. Processing will require the completion of three forms and one military order—
- (1) DD Form 4, which will be completed according to table 5–1 (in RMS). The following entry must be entered on DD Form 4, in block 8b, REMARKS: "REENL TPU W/SUBSEQUENT REASG TO THE CON GP (REINF) IN ACCORDANCE WITH AR 140–111, CHAP 6."
 - (2) DA Form 3540 (in RMS).
 - (3) DA Form 4651.
 - (4) Orders format 450 (see AR 600-8-105).
- b. After completing the above forms (not the order), affixing of signatures, and administering of the oath, the forms must be distributed immediately as follows:
- (1) The unit will make a packet with the top document being the original DA Form 4651, securely fasten to the original DD Form 4, the original DA Form 3540, and any addenda thereto and immediately forward to the appropriate MSC. This packet will not go through command channels.
 - (a) The MSC will—
- 1. Review the documents for quality (originality, legibility, authorized term of service, and completed oath of enlistment) and forward to have the reassignment order published.
- 2. The MSC forwards the approved packet to the designated regional personnel service center. The regional personnel service center will issue the reassignment order (orders format 450, per AR 600–8–105) once the packet is received.
 - (b) The unit administrator will—
 - 1. Distribute copies of the completed reenlistment copies to update appropriate personnel database.
- 2. Provide the Soldier with a copy of the DD Form 4, a copy of the DA Form 3540, any addenda thereto, and a copy of the reassignment order.
- 3. Provide ARCD ARCC with a copy of the reassignment order. ARCD will digitally scan and upload into RMS as a historical document with the DD Form 4.
- c. A Soldier may change his or her mind and elect to remain assigned to a unit. Should this occur after the Soldier has been processed for reenlistment and reassignment to the IRR, the following procedures apply:
- (1) A letter from the Soldier and the commander's endorsement memorandum will be sent through ARCD command channels to DCS, G-1, requesting the reenlistment be deemed void. Upon receiving DA approval memorandum, the following steps will be taken—
 - (a) Ensure that no other copies of the documents exist.
 - (b) Line through each document and write "Void" across the face of each document.
 - (c) Destroy the documents deemed void.
- (d) Reprocess the Soldier for reenlistment in the unit according to paragraph 6–4. The reenlistment date will be the same as that used on the voided documents.
- (2) When the reenlistment documents and the transfer requests have been sent to the MSC and the transfer order has not been issued—
- (a) Contact the MSC or regional personnel service center responsible for processing the transfer and request the return of all copies of the reenlistment documents.
- (b) When the documents have been returned and the reenlistment activity is sure no other copies of the documents exist, the transaction may be voided by following the procedures in (1)(b) through (1)(d), above.
 - (3) The unit must request transfer of the Soldier from the IRR to the unit (according to AR 140–10) when—
 - (a) The transfer order has been published, or
 - (b) The reenlistment activity is not sure that all copies of the documents have been recovered.
- (4) Reenlistment in the unit will not be reprocessed until the documents in (1) or (2) above have first been voided. Reenlistment activities must take special care to ensure no copies of a voided transaction still exist.

Chapter 7

Individual Ready Reserve, Individual Mobilization Augmentation, and Standby Reserve (active list) Administrative Procedures

7-1. General

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

7-2. Scope

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

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

7-3. Expiration term of service

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

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

7–4. Processing Individual Mobilization Augmentation, Individual Ready Reserve, and Standby Reserve (Active List) Soldiers for reenlistment and retention

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

- a. When the Soldier is to be processed for reenlistment by the Enlisted Services Division, Enlisted Personnel Management Directorate, HRC:
 - (1) The Soldier will be supplied with the following partially completed documents:
 - (a) DD Form 4. For Standby Reserve (active list) Soldiers, see table 5–1, block 8b, "Remarks."
 - (b) DA Form 3540, except for Soldiers assigned to Standby Reserve (active list).
- (c) A detailed letter of instruction explaining to the Soldier the requirements that must be completed for reenlistment. The letter will also explain the requirements to the activity that will assist in the reenlistment processing.
- (2) Upon receiving the partially completed documents, the Soldier will follow the letter of instruction. An officer will be needed to administer the oath of enlistment. This officer and assistance in the reenlistment processing may be found—
 - (a) At the nearest USAR training center.
 - (b) At any U.S. Armed Forces activity or installation.
 - (c) As directed by the letter of instruction.
 - (3) The activity (ARCD ARCC) that assists in the reenlistment processing will—
 - (a) Complete the required areas on the DD Form 4.
 - (b) Complete and certify the DA Form 3540, except for Standby Reserve (active list) Soldiers.
 - (c) Have a commissioned officer administer the oath of enlistment.
 - (d) Dispose of the completed forms according to the instructions in c, below.
 - (4) CG, HRC will submit reenlistment and transactions to the appropriate personnel database.
- b. When the Soldier is to be processed for reenlistment by an activity other than HRC, the following procedures will apply:
- (1) During a preliminary interview with the Soldier, the activity will try to determine the individual's reenlistment eligibility under table 2–1. If the individual's eligibility is in doubt, the reenlistment will be denied. If desired, the Soldier or the reenlistment activity may submit the case for review to Commander, U.S. Army Human Resources Command (AHRC–EP), 1600 Spearhead Division Ave, Fort Knox, KY 40122–5001. If the individual seems otherwise qualified, continue the reenlistment processing.
- (2) Specific information will be needed to complete the reenlistment processing. Contact the Enlisted Personnel Management Directorate, HRC, (502) 613–5928, and request the following:
 - (a) Confirmation of the Soldier's IMA or IRR assignment.
 - (b) Current pay grade.
 - (c) ETS date.
 - (d) The total of all previous active and inactive military service.
 - (e) A review of the Soldier's records to assure reenlistment eligibility.
- (3) Reenlistment qualification can only be determined upon telephonic receipt of the information in paragraph (2), above. If the individual is found qualified, the activity may process the Soldier for reenlistment in the USAR. Processing will require the completion of 2 forms—
 - (a) DD Form 4.
 - (b) DA Form 3540.

- (4) Prepare the DD Form 4 according to table 5–1. The following entry must be made in block 8b, REMARKS, DD Form 4: "REENL (IRR) (IMA) IN ACCORDANCE WITH AR 140–111, CHAP 7."
 - (5) Complete and certify DA Form 3540.
 - (6) Have a commissioned officer administer the oath of enlistment.
 - c. Distribute the reenlistment forms as follows:
 - (1) Securely fasten together the original DD Form 4 and the original DA Form 3540.
 - (2) Securely fasten together a copy of the DD Form 4 and the DA Form 3540.
- (3) Place the forms assembled in (1) and (2), above in one packet and forward immediately to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Ave., Fort Knox, KY 40122–5001.
 - (4) Provide the Soldier with a copy of DD Form 4 and DA Form 3540.
- (5) Retain one copy of DD Form 4 and DA Form 3540 at the reenlistment activity for a period of 6 months. They may then be destroyed.

7–5. Processing Individual Mobilization Augmentation, Individual Ready Reserve, or Standby Reserve (Active List) Soldiers for reenlistment with concurrent transfer to a Selected Reserve unit

An IMA, IRR, or Standby Reserve (Active List) Soldier within 6 months of ETS may reenlist, or extend in accordance with table 3–1, using rule HH, to meet service remaining requirements with a concurrent transfer to a unit of the Selective Reserve. This is provided the Standby Reserve (active list) Soldier is eligible for transfer from the Standby Reserve per AR 140–10. Such Soldiers will be processed as follows:

- a. The gaining unit commander or the reenlistment activity, acting on behalf of the unit commander, will—
- (1) Conduct a preliminary interview with the Soldier to determine the Soldier's reenlistment eligibility under table 2–1 and eligibility for transfer from the Standby Reserve, if applicable. If the Soldier's eligibility is in doubt, the reenlistment will be denied. If desired, the Soldier, or the reenlistment activity, may submit the case for review to Commander, U.S. Army Human Resources Command (AHRC–EP), 1600 Spearhead Division Ave., Fort Knox, KY 40122–5001. If the individual seems otherwise qualified, continue the reenlistment processing.
- (2) Specific information will be needed to complete the reenlistment processing. Contact the Enlisted Personnel Management Directorate, HRC at (502) 613–5928, and request—
 - (a) Confirmation of the Soldier's IRR assignment or eligibility for transfer from the Standby Reserve, if appropriate.
 - (b) Current pay grade.
 - (c) ETS date.
 - (d) The total of all previous active and inactive military service.
 - (e) A review of the Soldier's records to assure reenlistment eligibility.
- (3) If the individual is found qualified, a reenlistment control number will be issued for entry in block 8b of the DD Form 4. This will be determined upon telephonic receipt of the information requested in paragraph (2), above. The activity may then process the Soldier for reenlistment. Processing will require the completion of three forms:
- (a) Prepare the DD Form 4 according to table 5–1. The following entry must be made in block 8b, REMARKS, DD Form 4: "REENL (IRR) (IMA) (STANDBY RESERVE) W/CONCURRENT REASG TO (specify gaining unit designation) IN ACCORDANCE WITH AR 140–111, CHAP 7."
 - (b) Complete and certify DA Form 3540.
- (c) Complete DA Form 4651 according to AR 140–10. The effective date of assignment to the unit (block 4d, DA Form 4651) must be the day following the date the reenlistment was executed. (For example, a member was reenlisted on 13 November 2001. The request for assignment would be for an effective date of 14 November 2001.)
 - (4) Have a commissioned officer administer the oath of enlistment.
 - b. Distribute the reenlistment forms as follows:
 - (1) Securely fasten together the original DD Form 4 and the original DA Form 3540.
 - (2) Securely fasten together one copy DD Form 4 and 1 copy DA Form 3540.
- (3) With the original DA Form 4651 as the top document, place the forms assembled in (1) and (2), above in 1 packet and forward directly to Commander, U.S. Army Human Resources Command (AHRC–EP), 1600 Spearhead Division Ave., Fort Knox, KY 40122–5001.
 - (4) Provide the Soldier with 1 copy of DD Form 4 and DA Form 3540.
- (5) Retain a copy of DD Form 4, a copy of DA Form 3540 and a copy of DA Form 4651. The unit will retain these forms.
- (6) On receipt of the packet described in (3), above, the CG, HRC, will submit two transactions to the non-unit automated system. One transaction will reenlist the IRR Soldier in the USAR. The second transaction will reassign the Soldier to the unit-automated system.

Chapter 8

Active Guard/Reserve Administrative Procedures

Section I

Introduction

8-1. General

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

8-2. Reenlistment of Active Guard Reserve personnel

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

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

8-3. Objectives of U.S. Army Reserve-Active Guard Reserve-reenlistment procedures

The objectives of this chapter are to-

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

8-4. Active Guard Reserve reenlistment responsibilities

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

8-5. Reenlistment interviews and counseling

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

8-6. Bar to continued service

The bar to continued service procedures, outlined in paragraph 1–24 of this regulation, applies to AGR Soldiers.

8-7. Qualifications for reenlistment

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

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

5 years

8-8. Retention control points

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

Table 8-1 Retention control points **Active service** Grade CSM/SGM1 30 years 1SG/MSG (promotable) 30 years 1SG/MSG 26 years SFC (including those promotable) 24 years SSG (including those promotable) 20 years SGT (including those promotable) 14 years CPL/SPC (including those promotable) 8 years

Note:

PVT/PFC

- d. AS is defined as service on active duty.
- e. CSMs and sergeants major (SGMs) (at Headquarters, Department of the Army and Army Commands) serving in nominative positions where the CSM/SGM are rated by a general officer, member of the Senior Executive Service, or equivalent, or is serving as CSM at the U.S. Army Sergeants Major Academy or as Executive Officer to the Sergeant Major of the Army are authorized to serve beyond 30 years of total AS while serving in the position. The Vice Chief of Staff of the Army must approve exceptions for operational reasons. Upon leaving a position which authorizes service beyond 30 years, NCOs who have not applied for retirement will be classified using special reporting code 09U (see g, below).
- f. "Promotable" refers to RA and USAR only. The ARNG AGR title 10 program has no "promotable" status; those RCPs are established at the "nonpromotable" grade.
 - g. The RCP for Soldiers classified in special reporting code 09U is 9 months from the effective date of classification.
- h. Effective 1 October 2016, senior NCOs are selected by a Headquarters, Department of the Army centralized promotion board that convened before.
- *i*. In computing the years of service to determine the RCP the total years of AS will consist of all service performed on AD or ADT.
- *j.* Soldiers (SSG and above) who have attained official Department of the Army (DA) promotion list status will be considered for reenlistment or extension according to table 8–1.
- k. A Soldier who reaches an RCP and has attained 18, but less than, 20 years of AS, will be extended for continued service on AD in an AGR status under table 3–1, rule K.1 (see para 1–30).
- l. A Soldier who is beyond the RCP for his or her grade on the publication date of this change will be so notified by the appropriate authorities.

¹ Select nominative SGM/CSMs may serve beyond 30 years.

Section II

Active Duty in an Active Guard Reserve Status

8-9. Periods of active duty

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

- a. For initial entry on AGR status, the orders will cite 3 years of AD (military orders format 174, per AR 600–8–105).
- b. For continuation on AGR status, under a current enlistment or reenlistment agreement the orders will cite the specified period of AD. The period will be specified in days, months, or years, but will not exceed 3 years (orders format 700, per AR 600–8–105). This order will be used when—
- (1) Insufficient time remains to satisfy service requirements and the Soldier's enlistment or reenlistment agreement is being extended under table 3–1; or
- (2) The Soldier is to continue on AD for the remaining term of service of the current enlistment or reenlistment agreement.

8-10. Issuing orders

The CG, HRC will issue AD orders for enlisted USAR Soldiers-

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

Section III

Procedures to Establish Simultaneous Expiration Term of Service and Release from Active Duty Dates

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

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

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

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

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

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

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

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

- (4) Current REFRAD date is: 31 January 1985.
- (5) Since ETS will occur after REFRAD, reenlistment or extension is not authorized.
- b. If ETS date occurs before the REFRAD date, procedures will begin immediately to extend the current enlistment (table 3–1, rule P), to the REFRAD date. If the Soldier cannot be extended, process a reenlistment to coincide with the REFRAD date. For example—
 - (1) Soldier enlisted in the USAR for 6 years: 11 July 1978.
 - (2) Current ETS is: 10 July 1984.
 - (3) Ordered to AD for 3 years: 1 April 1982.
 - (4) Current REFRAD date is: 31 March 1985.
- (5) Since ETS will occur before REFRAD, the Soldier will be processed for an extension or reenlistment for a period of 22 days and 8 months.
 - (6) The revised ETS will now be the same as the REFRAD date: 31 March 1985.
- c. For the preparation and disposition of forms used in processing reenlistment, see section V of this chapter. For the preparation and disposition of extension forms, see chapter 3.

8-14. Processing personnel currently on active duty

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

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

Section IV

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

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

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

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

8-16. Procedures for continuation on active duty

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

- a. The Soldier will submit DA Form 4187 (Personnel Action) through normal command channels to the Personnel Service Activity, indicating their reenlistment intentions, and request a DA Form 3340. This form is available at http://www.apd.army.mil.
- b. The Soldier prepares DA Form 3340 per paragraph 8–20, below; attaches DA Form 4187, Enlisted Record Brief, DA Form 705 (Army Physical Fitness Test Scorecard) (must be within 9 months of reenlistment), and physical (must be within 5 years); and sends the packet to the local commander. The commander will indicate approval or disapproval on the DA Form 3340 and send the packet to the servicing reenlistment activity. The Personnel Service Activity will simultaneously send the documents to Commander, U.S. Army Human Resources Command (AHRC–ARL–M), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5001.
- c. The servicing reenlistment activity will support the commander's recommendation, determine the Soldier's reenlistment eligibility, and ensure the Soldier meets the basic requirements for a subsequent AGR tour per AR 135–18.

- d. If it is determined that the Soldier is not eligible for a subsequent AGR tour, HRC denies reenlistment and immediately notifies the Soldier's unit S–1 or POC of reenlistment eligibility telephonically and electronically (email) of the Soldier's ineligibility for reenlistment. This will render the Soldier ineligible for AGR tour renewal. The Soldier will be processed for discharge at ETS, per AR 635–200.
- e. If the Soldier is eligible for reenlistment, but does not meet the requirements for a subsequent AGR tour, or does not desire to continue on AGR status, the servicing reenlistment activity immediately notifies the Personnel Service Activity telephonically. The Personnel Service Activity will, in turn, telephonically notify CG, HRC (AHRC–ARL–M) telephonically at (502) 613–5928 and electronically at usarmy.knox.hrc.mbx.epmd-agr-retention@mail.mil.
- f. After guidance has been received, if the Soldier is otherwise eligible to reenlist in the USAR, the servicing reenlistment activity—
- (1) Counsels the Soldier on the available options for continuation in the USAR (concurrent assignment to a TPU or the IRR), when released from AGR status (see para 8–17, below).
- (2) Notifies the Reserve Component Career Counseling activity located at the out-processing site. To find the nearest servicing Reserve Component Career Counseling activity, call (502) 613–4200. The career counseling activity will process the Soldier for unit assignment upon arrival at the out-processing site when the TPU option is selected.
 - (3) Notifies the Personnel Service Activity of the Soldier's decision.
 - g. The Personnel Service Activity—
 - (1) Notifies the reenlistment activity of decisions and guidance received from CG, HRC.
- (2) Notifies CG, HRC (AHRC-ARL-M) telephonically and electronically at usarmy.knox.hrc.mbx.epmd-agr-retention@mail.mil of the Soldier's decision.
 - h. The CG, HRC (AHRC-ARL-M)—
 - (1) Confirms the Soldier's eligibility or ineligibility for continuation in the AGR program.
 - (2) Indicates allowance for a waiver or exception to policy.
 - (3) Provides guidance on the Soldier's alternatives.
 - i. If it is determined that the Soldier is eligible for a subsequent AGR tour—
 - (1) When the Soldier is within 12 months of ETS, the servicing reenlistment activity—
 - (a) Coordinates with the appropriate Personnel Service Activity to prepare the DD Form 4 and all required attachments.
- (b) Contacts the servicing Personnel Service Activity not more than 1 month prior to the desired reenlistment date, and requests the Personnel Service Activity obtain an AGR reenlistment control number from HRC. If necessary, the Personnel Service Activity is contacted again on the day before the desired reenlistment date, to obtain the AGR reenlistment control number.
- (c) Completes the reenlistment agreement, on receipt of the control number, according to table 5–1, above; administers the oath; and completes any reenlistment related documents. The number will be entered on DD Form 4, block 8B, REMARKS, as follows: "AGR Reenlistment Control Number."
 - (d) Assembles the reenlistment packets.
 - (e) Distributes the completed DD Form 4, after completion of the above actions, according to paragraph 8–20, below.
 - (2) The Personnel Service Activity—
- (a) Assists the reenlistment activity with the timely preparation of the reenlistment documents and provide general administrative guidance.
- (b) Serves as the primary point of contact for the reenlistment process (that is, verification of data, coordination with HRC, and so forth).
- (c) Sends, on initial receipt of the Soldier's reenlistment intent, DA Form 4187, DA Form 705 (must be within 9 months of reenlistment), and physical (must be within 5 years) to Commander, U.S. Army Human Resources Command (AHRC–ARL–M), 1600 Spearhead Division Ave, Fort Knox, KY 40122–5001.
- (d) Obtains, electronically, not more than 1 duty day prior to the desired reenlistment date, an AGR reenlistment control number from CG, HRC (AHRC-ARL-M). Receipt of the AGR reenlistment control number from CG, HRC constitutes final approval authority for the administration and execution of the reenlistment.
 - (e) Maintains a reenlistment control number log.
- (f) Receives the completed reenlistment agreement from the reenlistment activity, verifies and confirms the reenlistment; and checks for administrative correctness.
 - (g) Posts the required entries in the Soldier's AMHRR.
 - (3) The CG, HRC (AHRC-ARL-M), on receipt of a valid DD Form 4—
- (a) Issues orders to AD in an AGR status for a period of years that coincide with the term of service of the reenlistment (AR 600–8–105, Format 174) effective the day after the expiration of the current contract agreement.
 - (b) Updates the Soldier's ETS and REFRAD dates in the personnel database.

(c) Forwards the original DD Form 4 for insertion in the Soldier's AMHRR. A copy may be retained in the Soldier's local unit file.

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

- a. If a Soldier is not reenlisted or extended in the USAR before REFRAD, the Soldier will be discharged at REFRAD. This could cause a break in continuous military service (para 1–10 above). Therefore, an eligible Soldier must be offered the opportunity for continued USAR service upon REFRAD. Such USAR service can be as an assigned IRR or TPU Soldier.
- *b.* A Soldier approaching REFRAD and not processed for continuation on AD will be counseled on this matter. This counseling is required by paragraphs 1–32 and 1–33.
 - c. Should a Soldier desire to continue USAR service, the ARCC will—
 - (1) Determine the Soldier's eligibility for reenlistment according to table 2–1, above.
- (2) Process a reenlistment within 12 months before ETS. The term of service of such a reenlistment will be for 3, 4, 5, or 6 years or for an indefinite period in accordance with paragraph 2–3, above. A formal request to reenlist (DA Form 3340) is not required.
- d. If the Soldier's eligibility is in doubt, the local commander will deny the reenlistment. If desired, the case may be submitted for review to Commander, U.S. Army Human Resources Command (AHRC–CC–B), 1600 Spearhead Division Ave, Fort Knox, KY 40122–5001. If the Soldier is eligible, the ARCC will—
- (1) Prepare DD Form 4 according to table 5–1, above. Enter one of the following remarks in block 10b, REMARKS, DD Form 4: "REENL IRR IN ACCORDANCE WITH AR 140–111, CHAP 7" or "REENL TPU IN ACCORDANCE WITH AR 140–111, CHAP 6."
 - (2) Complete and certify DA Form 3540 (see para 5–6b).
 - (3) Administer the oath of enlistment.
 - (4) Dispose of the completed forms as follows:
- (a) Original copy DD Form 4 and the original DA Form 3540 will be securely fastened together. Send this packet directly to Commander, U.S. Army Human Resources Command–St. Louis (AHRC–CC–B), 1600 Spearhead Division Ave, Fort Knox, KY 40122–5001.
 - (b) One copy of DD Form 4 and DA Form 3540 will be inserted in the Soldier's AMHRR.
 - (c) One copy of DD Form 4 and DA Form 3540 will be given to the Soldier.
- (d) One copy of DD Form 4 and DA Form 3540 will be retained at the reenlistment activity. After 6 months, they may be destroyed.

Section V

Forms Preparation and Disposition

8-18. Required forms

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

8-19. DA Form 3340

- a. DA Form 3340 will be initiated for each AGR Soldier, as early as possible, within 15 months of ETS. It will only be initiated for a Soldier who volunteers for continued service on AD. The Personnel Service Activity will send the form to the Soldier's appropriate commander or supervisor. The commander will make a determination based on the individual's desire to reenlist in the USAR and remain on AD (see para 8–16).
 - (1) If the commander approves the Soldier's request, the DA Form 3340 will be distributed per paragraph 8–16.
- (2) If the commander disapproves the Soldier's request, disapproval must be based on an existing bar to continued service (chap 1). It may also be based on a disqualification for reenlistment under chapter 4. In such cases, the DA Form 3340 will be held in the Soldier's AMHRR until discharge and then be destroyed by the Personnel Service Activity.

- b. Prepare the DA Form 3340 as follows:
- (1) The manager of the member's AMHRR must verify the information entered on the form.
- (2) Enter all of the data requested in block 3.
- (3) Military correspondence can be sent via email and Soldiers should be encouraged to provide current email address and to use Safe Access File Exchange (SAFE) to reduce costs of postage/ink and paper.

8-20. Disposition instructions—DD Form 4 (Request for Regular Army Reenlistment or Extension)

- a. The appropriate reenlistment activity will prepare the DD Form 4 in accordance with paragraph 5–8 and table 5–1, above.
 - b. The servicing reenlistment activity will distribute the form as follows:
- (1) The original will be forwarded directly to Commander, U.S. Army Human Resources Command (AHRC–CC–B), 1600 Spearhead Division Ave., Fort Knox, KY 40122–5001. Upon receipt, the CG, HRC will issue AD orders (AR 600–8–105, app A, Format 198) and update the Soldier's ETS on the Reserve Personnel Master File. This copy will then be filed in the Soldier's AMHRR.
- (2) One copy will be filed in the Soldier's AMHRR. The Soldier's personnel records will be updated to reflect the new ETS.
 - (3) One copy will be given to the Soldier for his or her personal records.
- (4) One copy will be retained by the reenlistment activity for 6 months and may then be destroyed. Only when the full term of a reenlistment is for continuation on AGR status will a copy of the completed DD Form 4 series with the AGR control number entered in block 8B be provided to the servicing Finance and Accounting Office to update the Joint Uniform Military Pay System (JUMPS) Army master pay file. The term of the reenlistment agreement will establish the Soldier's ETS on the leave and earning statement.

Chapter 9

Reenlistment or Extension for Entitlement Under the Montgomery GI Bill

9-1. The Montgomery GI Bill

- a. Congress enacted the Montgomery GI Bill, 10 USC 1606 (Educational Assistance for Members of the Selected Reserve) to encourage membership in the Selected Reserve. It provides educational assistance to qualifying Selected Reserve Soldiers who enlist, reenlist, or extend for 6 years in the Selected Reserve. This chapter does not apply to Soldiers with no previous military service who enlisted in the USAR on or after 1 July 1985. Additional requirements, procedures, and entitlements under the Montgomery GI Bill are contained in AR 135–7 and at http://www.benefits.va.gov/gibill/.
- b. This chapter governs the administration of the reenlistment and extensions authorized for entitlement under the Montgomery GI Bill.
- c. Throughout this chapter, the term "total USAR service" is used to identify the term of service indicated on DD Form 4, item 8. This service may encompass both selected and Ready Reserve membership. Extensions authorized under this chapter refer to the extension of the total USAR term of service indicated on DD Form 4, block 8.

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

- a. To qualify under the Montgomery GI Bill, current Selected Reserve Soldiers must reenlist or extend. The reenlistment term of service must be for at least 6 years and equal to, or greater than, an existing contract, by whole years. The extension must extend the current contract and provide for a remaining 6-year Selected Reserve obligation. Applicants (except Soldiers with no previous military service who enlisted on or after 1 July 1985) are authorized to reenlist or extend at any time without regard to the term of service remaining on a current contract or the current ETS date.
- b. Reenlistment officials must ensure the Soldier is aware that eligibility for a reenlistment bonus under the SRIP requires reenlistment within 12 months of a current ETS. Early reenlistment or extension for Montgomery GI Bill entitlement may preclude eligibility under the SRIP.

9-3. Reenlistment and extension provisions

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

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

- b. Has more than 3 but less than 6 years total USAR service remaining on a current enlistment or reenlistment agreement (DD Form 4, block 8), the Soldier must extend the agreement. The period of the extension may be up to 3 years to provide for a remaining term of total USAR service of at least 6 years (see table 3–1, rule R).
- c. Has more than 6 years total USAR service remaining on a current enlistment or reenlistment agreement (DD Form 4, block 8), the Soldier must extend the agreement for 1 year (see table 3–1, rule S).
- d. Is currently serving under an extension of an existing agreement, the Soldier must reenlist for 6 years, if otherwise eligible (see table 2–3, line 4).

9-4. Instructions when extending for Montgomery GI Bill eligibility

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

- a. A Soldier with no previous military service who enlisted in the USAR on or after 1 July 1985 requires no extension of his or her term of service. If the Soldier was erroneously enlisted on or after 1 July 85 under a 3x5, 4x4, or 5x3 option, the contract must be corrected and not extended (see para 9–5).
- b. A Soldier with no previous military service who enlisted in the USAR on or after 1 July 1985 under the 6x2 option requires no extension of his or her service.
- c. An extension required under paragraph 9–3 will extend the total USAR term of service shown on DD Form 4, block 8. It will *not* extend Selected Reserve service incurred under a 3x5, 4x4, 5x3, or 6x2 option.
 - d. The extension will be processed on DA Form 4836 and prepared according to the instruction in table 3-2.
- (1) In DA Form 4836, block 9, cite the specific subparagraph of paragraph 9-3 as the reason and authority for the extension (that is, para 9-3a, b, c, or d).
- (2) In the space below the oath of extension, add the following statement: "I am extending my term of service so that I may complete 6 years in the Selected Reserve and to qualify for entitlement under the Montgomery GI Bill." This statement will establish the Soldier's contractual agreement to serve 6 years in the Selected Reserve during the remaining Ready Reserve term of service.

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

- a. This paragraph applies only to Soldiers with no previous military service who enlisted in the USAR on or after 1 July 1985 under a 3x5, 4x4, or 5x3 option. The purpose is to permit Soldiers to qualify for Montgomery GI Bill entitlement by incurring a 6-year Selected Reserve obligation by changing the terms of their option.
- b. If a Soldier enlisted on or after 1 July 1985 under an erroneous 3x5, 4x4, or 5x3 option which denies Montgomery GI Bill eligibility and has at least 6 or more years remaining under the 8-year enlistment, the contract may be corrected as follows:
- (1) The appropriate official will prepare a memorandum for record (MFR) which states: "To qualify for Montgomery GI Bill entitlement, I voluntarily agree to change my enlistment option (3x5, 4x4, 5x3, 6x2) to an option (6x2 or 8x0) that will permit me to serve the next 6 years or more of my remaining obligated service as a member of the Selected Reserve."
- (2) The Soldier will affix his or her signature on the MFR. An Army official will serve as a witness to the contract change by placing his or her signature block, signature, and date, on the MFR.
- (3) A copy of the MFR will be filed with each copy of the original enlistment packet in the AMHRR and any local files. A copy will also be given to the Soldier. The personnel database will be updated to reflect the Selected Reserve obligation.

Appendix A

References

Section I

Required Publications

AR 40-501

Standards of Medical Fitness (Cited in para 1–14b.)

AR 135-205

Enlisted Personnel Management (Cited in para 2–1h.)

AR 140-10

Assignments, Attachments, Details, and Transfers (Cited in para 1–10c.)

AR 600-8-104

Army Military Human Resource Records Management (Cited in para 5–10.)

AR 600-9

The Army Body Composition Program (Cited in para 1–14a.)

AR 601-210

Active and Reserve Components Enlistment Program (Cited in para 1–13.)

AR 601-280

Army Retention Program (Cited in para 2–3a.)

AR 635-200

Active Duty Enlisted Administrative Separations (Cited in para 1-30b(1).)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AD 2016-19

Retaining a Quality Noncommissioned Officer Corps

AR 1–201

Army Inspection Policy

AR 11-2

Managers' Internal Control Program

AR 15-185

Army Board for Correction of Military Records

AR 25-30

Army Publishing Program

AR 27-10

Military Justice

AR 135-5

Army Reserve Forces Policy Committee

AR 135-7

Incentive Programs

AR 135-18

The Active Guard Reserve (AGR) Program

AR 135-91

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

AR 135-133

Ready Reserve Screening, Qualification Records System, and Change of Address Reporting

AR 135-155

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

AR 135-175

Separation of Officers

AR 135-178

Enlisted Administrative Separations

AR 135-180

Retirement for Non-Regular Service

AR 135-200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers (reprinted w/basic incl C1-5)

AR 140-1

Mission, Organization, and Training

AR 140-50

Officer Candidate School, Army Reserve

AR 145-1

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

AR 600-8-2

Suspension of Favorable Personnel Actions (Flag)

AR 600-8-19

Enlisted Promotions and Reductions

AR 600-8-105

Military Orders

AR 600-20

Army Command Policy

AR 600-37

Unfavorable Information

AR 612-205

Appointment and Separation of Service Academy Attendees

AR 614-30

Overseas Service

AR 614-200

Enlisted Assignments and Utilization Management

AR 621-202

Army Educational Incentives and Entitlements

DA Pam 611-21

Military Occupational Classification and Structure

DODI-1304.25

Fulfilling the Military Service Obligation (MSO)

UCMJ, Art. 15

Commanding Officer's Non-Judicial Punishment

UCMJ, Art. 83

Fraudulent enlistment, appointment, or separation

UCMJ, Art. 84

Effecting unlawful enlistment, appointment, or separation

5 USC 552

Public information; agency rules, opinions, orders, records, and proceedings

10 USC 101

Definitions

10 USC 509

Voluntary extension of enlistments: periods and benefits

10 USC 513

Enlistments: Delayed Entry Program

10 USC 651

Members: required service

10 USC 671

Members not to be assigned outside United States before completing training

10 USC 1051c

Multilateral, bilateral, or regional cooperation programs: assignments to improve education and training in information security

10 USC 1176

Enlisted members: retention after completion of 18 or more, but less than 20, years of service

10 USC 1209

Transfer to inactive status list instead of separation

10 USC 1606

Educational Assistance for Members of the Selected Reserve

10 USC 2104

Advanced training; eligibility for

10 USC 2107

Financial assistance program for specially selected members

10 USC 3914

Twenty to thirty years: enlisted members

10 USC 12301

Reserve components generally

10 USC 12302

Ready Reserve

10 USC 12305

Authority of President to suspend certain laws relating to promotion, retirement, and separation

10 USC 12306

Standby Reserve

10 USC 12686

Reserves on active duty within two years of retirement eligibility: limitation on release from active duty

10 USC 12731

Age and service requirements

10 USC 12732

Entitlement to retired pay: computation of years of service

32 USC 502

Required drills and field exercises

Section III

Prescribed Forms

Except where otherwise indicated below, the following DA forms are available on the APD website (http://www.apd.army.mil); DD Forms are available on the OSD website (http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

DA Form 4651

Request for Reserve Component Assignment or Attachment (Prescribed in para 5-6e.)

DA Form 5689

Oath of Reenlistment (Prescribed in para 5–12.)

DA Form 7776

Army Reserve Reenlistment Eligibility Worksheet (Prescribed in para 1–26a.)

DA Form 8028-R

U.S. Army Reserve Bar to Continued Service Certificate (LRA) (Prescribed in para 1–29e(2).)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD website (http://www.apd.army.mil).

DA Form 2

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

DA Form 2-1

Personnel Qualification Record

DA Form 11-2

Internal Control Evaluation Certification

DA Form 705

Army Physical Fitness Test Scorecard

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3340

Request for Reenlistment or Extension in the Regular Army

DA Form 3540

Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment

DA Form 4187

Personnel Action

DA Form 4836

Oath of Extension of Enlistment or Reenlistment

DA Form 4856

Developmental Counseling Form

DA Form 4941

Statement of Options, Qualitative Management Program (QMP)

DA Form 5612

Certificate of Appreciation for Army Spouse (of Reenlistees)

(Available through normal forms supply channels)

DD Form 4

Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 2384-1

Notice of Basic Eligibility

Appendix B

Army Reserve Reenlistment Options

B-1. Ensure eligibility

To serve the interests of both the Army Reserve and the Soldier, ensure that a Soldier is eligible for reenlistment and the option chosen as well.

B-2. Know what is expected

It is important that the Soldier be familiar with what is expected of him or her when selecting a certain option. The tables below describe the types of reenlistment options.

Table B-1

Army Reserve regular reenlistment option

Line: 1

Item: Name of option

Comment: Army Reserve regular reenlistment option

Line: 2

Item: Description of option

Comment: Reenlistment for continued service in current unit of assignment

Line: 3 Item: Eligibility

Comment: Army training reenlistment option

Line: 4

Item: Reenlistment period

Comment: Qualified Soldiers may reenlist for 3, 4, 5, or 6 years, regardless of grade or amount of service completed. Soldiers in the rank of staff sergeant or higher who have 12 or more years of service on the date of reenlistment will be restricted to an indefinite term of service under the Career Status program unless prohibited by other provisions of this regulation.

Line: 5

Item: Prerequisites

Comment: Meet basic eligibility criteria and reenlist in the reenlistment window, with or without waiver(s) of disqualification(s).

Line: 6

Item: Option information

Comment: This option carries no guarantee of length of assignment or stabilization. Soldiers may be reassigned due to promotion or utilized according to the needs of the Army Reserve.

Line: 7

Item: Option processing procedures

Comment: Normal processing procedures prescribed by AR 140-111.

Line: 8

Item: Statements required for reenlistment

Comment: DD Form 4 (in remarks section) for all Soldiers. "REENL IAW AR 140–111 Chap 6, Army Reserve Reenlistment Option C-1, Current unit of assignment." Additional comment for career status Soldiers to read: "Reenlisting IAW the Career Status Program."

Table B-2

Army Reserve training reenlistment option

Line: 1

Item: Name of option

Comment: Army Reserve training reenlistment option.

Line: 2

Item: Description of option

Comment: Guarantees to qualified Soldiers attendance at an available service school of choice for PMOS, skill qualification identifier, or additional skill identifier.

Table B-2

Army Reserve training reenlistment option—Continued

Line: 3 Item: Eligibility

Comments: Army Reserve Training Reenlistment Option:

- Must meet eligibility criteria and reenlist in the reenlistment window prescribed in chapter 2 of AR 140–111 with or without waiver(s) of disqualification(s).
- Possess a physical profile equal to or higher than (all factors) the physical profile for the desired MOS per DA Pam 611–21.
- Career counselors must ensure that Soldiers reenlisted for C–2 meet all prerequisites in accordance with the REQUEST minimum qualification, DA Pam 611–21, and the ATRRS course catalog at http://www.atrrs.army.mil/atrrscc/.
- In a pay grade that does not exceed the authorized pay grade for the requested three-character MOS per DA Pam 611–21.
- Have required security clearances before departing the losing installation. If the required security clearance is not awarded, the Soldier will not leave the losing unit. Notify Commander, ARCD immediately and they will issue further instructions. Failure to qualify for required clearances is cause for cancellation of the option, even if discovered after the Soldier's reenlistment. (In cases where the selected training requires a higher security clearance then the Soldier holds, use caution when requesting a class start date to ensure enough time to secure the required clearance before the Soldier's departure from the losing command.)
- Meet any other special requirements for the school course selected.
- Soldiers who possess an overage MOS may request retraining in one of the MOSs listed on the MOS IN/OUT call on the current SRIP list.

Line: 4

Item: Reenlistment period

Comment: Qualified and authorized Soldiers as determined by HQDA, at staff sergeant and below, with less than 12 years of service on date of reenlistment may reenlist for 4, 5, or 6 years. Soldiers in the rank of staff sergeant or higher who have 12 or more years of service on the date of reenlistment will be restricted to an indefinite term of reenlistment under the Career Status program unless prohibited by other provisions of this regulation.

Line: 5

Item: Prerequisites

Comment: Complete all prerequisites identified in DA Pam 611-21 prior to attending training.

Line: 6

Item: Option information

Comments: Soldier must understand-

- The requested course purpose, scope, and prerequisites for training and a review of the MOS description, as outlined in DA Pam 611–21.
- If relieved from the school course for academic deficiency, disciplinary reasons, or failure to retain the required security clearance, he or she will be reassigned according to the needs of the Army Reserve and must complete the term for which reenlisted.
- If the Soldier becomes disqualified after reenlistment and before starting the course for which reenlisted, he or she will be reassigned according to the needs of the Army Reserve.
- If a change in the Soldier's rank or PMOS occurs before start of the course, confirmation of attendance must be made. If the Soldier is no longer eligible for course attendance because of change in rank or PMOS, the Soldier will be assigned according to the needs of the Army Reserve.
- If the course for which the Soldier reenlisted is discontinued before, or during attendance, or the Soldier is later medically disqualified for the course, the Soldier will be given a chance to select another course for which he or she is qualified and for which quotas are available.
- Reenlistment will be accomplished and all required personnel records updated before the Soldier departs the unit where the Soldier reenlisted
- Agrees to attend and complete training within 24 months of assignment. If they fail to complete the training, they may be involuntarily reassigned based on the needs of the Army Reserve.

Line: 7

Item: Option processing procedures

Comment: Requests for MOS producing school will be made by selecting a will-train vacancy in REQUEST and loading Soldier into school via ATRRS.

Line: 8

Item: Statements required for reenlistment

Comment: (DD Form 4 in remarks section) for all Soldiers. "REENL IAW AR 140–111 Chap 6, Army Reserve Reenlistment Training Option."

Table B-3

Army Reserve priority unit of choice reenlistment option

I ine: 1

Item: Name of option

Comment: Priority unit of choice assignment reenlistment option.

Line: 2

Item: Description of option

Comment: Guarantees assignment to a priority unit of choice.

Line: 3 Item: Eligibility

Comment: Soldier must possess a PMOS or SMOS for a valid vacancy in a Priority Unit of Choice. Soldiers must reside within reasonable commuting distance of unit as described in AR 140–10. This can be waived if agreed upon in advance by Soldier and gaining command.

Line: 4

Item: Reenlistment period

Comment: First term or career Soldiers, who are staff sergeant or below may reenlist for 3, 4, 5, or 6 years, if otherwise qualified and authorized. Soldiers in the rank of staff sergeant or higher who have 12 or more years of service on the date of reenlistment will be restricted to an indefinite term of reenlistment under the Career Status program unless prohibited by other provisions of this regulation.

Line: 5

Item: Prerequisites

Comments:

- -Must meet basic eligibility criteria and select a unit of assignment that has a valid vacancy for Soldiers current PMOS or SMOS.
- -Soldiers must reside within reasonable commuting distance of unit as described in AR 140–10. This can be waived if agreed upon in advance by Soldier and gaining command.

Line: 6

Item: Option info Comment: NA

Line: 7

Item: Option processing

Comment: NA

Line: 8

Item: Statement requirements

Comment: (DD Form 4 in remarks section) for all Soldiers: "REENL IAW AR 140-111 Chap 6, Army Reserve Priority Unit of Choice

Reenlistment Option."

Table B-4

USAR drill sergeant option-

Line: 1

Item: Name of option

Comment: USAR drill sergeant reenlistment option

Line: 2

Item: Description of option

Comment: The need exists on a continuing basis for assignment of Soldiers interested in becoming skill qualification identifier "X" qualified drill sergeants. This option provides for the assignment of Soldiers as drill sergeants candidates into USAR unit by career counselors.

Line: 3 Item: Eligibility

Comment: Qualifications and eligibility for this option will be in accordance with the provisions of AR 614–200. Interview and coordination with the 108th Training Command is required in advance of reenlisting a Soldier for this option. Soldiers must reside within reasonable commuting distance of unit as described in AR 140–10. This can be waived if agreed upon in advance by Soldier and gaining command.

Line: 4

Item: Reenlistment period

Comment: First term or career Soldiers, who are staff sergeant or below will reenlist for 4, 5, or 6 years, if otherwise qualified and authorized. Soldiers in the rank of staff sergeant or higher who have 12 or more years of service on the date of reenlistment will be restricted to an indefinite term of reenlistment under the Career Status Program unless prohibited by other provisions of this regulation.

Line: 5

Item: Prerequisites

Comment: Meet basic eligibility criteria and reenlist in the reenlistment window with or without waiver(s) of disqualification(s).

Line: 6

Item: Option info

Comment: Agrees to complete training to complete DS school within 24 months and serve in a DMOS Q "X" position for an additional 2 years or a minimum of 48 months, whichever is greater.

Table B-4

USAR drill sergeant option—Continued

Line: 7

Item: Option Processing

Comment: A letter of acceptance (LOA) will be required from the 108th Training command prior to promising a Soldier this option. Soldiers interested in this option will be processed in accordance with AR 140–111 and current policy guidance. For those Soldiers not skill qualification identifier "X" qualified, the gaining USAR unit is responsible for coordination of the Soldier's training. REQUEST: A request for orders (RFO) will be initiated by the servicing Army Reserve career counselor for reassignment to the gaining drill sergeant unit.

Line: 8

Item: Statement Requirements:

Comment: (DD Form 4 in remarks section) for all Soldiers: "REENL IAW AR 140–111 Chap 6, Army Reserve Drill Sergeant Reenlistment Option."

Table B-5

USAR instructor option

Line: 1

Item: Name of option

Comment: USAR instructor reenlistment option

Line: 2

Item: Description of option

Comment: The need exists on a continuing basis for assignment of Soldiers interested in becoming skill qualification identifier "8" qualified instructors. This option provides for the assignment of Soldiers as instructor candidates into USAR unit by career counselors.

Line: 3 Item: Eligibility

Comment: Qualifications and eligibility for this option will be in accordance with the provisions of AR 614–200, para 6–9. Interview and coordination with the appropriate training commands is required in advance of reenlisting a Soldier for this option.

Line: 4

Item: Reenlistment period

Comment: First term or career Soldiers, who are staff sergeant or below will reenlist for 4, 5, or 6 years, if otherwise qualified and authorized. Soldiers in the rank of staff sergeant or higher who have 12 or more years of service on their current ETS date will be restricted to an indefinite term of reenlistment under the Career Status program unless prohibited by other provisions of this regulation.

Line: 5

Item: Prerequisites

Comment: Meet basic eligibility criteria in accordance with the provisions of AR 614–200 para 6–9, and reenlist in the reenlistment window with or without waiver(s) of disqualification(s).

Line: 6

Item: Option info

Comment: Agrees to complete training to obtain instructor certification within 24 months and serve in a DMOS Q "8" position for an additional 2 years, or a minimum of 48 months, whichever is greater.

Line: 7

Item: Option processing

Comment: A letter of acceptance from the gaining command is required prior to promising a Soldier this option. Soldiers interested in this option will be processed in accordance with AR 140–111 and current policy guidance. For those Soldiers not skill qualification identifier "8" qualified, coordination for training will be made at the time of reenlistment by identifying a valid vacancy and making a reservation in REQUEST. A request for orders (RFO) will be initiated by the servicing Army Reserve career counselor for reassignment to the gaining instructor unit. Coordination for SQI "8" training will be made by the gaining Instructor unit.

Line: 8

Item: Statement requirements

Comment: (DD Form 4 in remarks section) for all Soldiers: "REENL IAW AR 140–111 Chap 6, Army Reserve Instructor Reenlistment Option."

Table B-6

USAR IMA, IRR, and Standby Reserve (active status) personnel may reenlist to continue membership as an IMA, in the IRR or in the Standby Reserves

Line: 1

Item: USAR IMA, IRR, and Standby Reserve Comment: USAR instructor reenlistment option.

Line: 2

Item: Description of option

Comment: IMA, IRR, and Standby Reserve (active status) personnel may reenlist to continue membership as an IMA, in the IRR or in the Standby Reserve. Reenlistment for continued service in current unit of assignment.

Line: 3 Item: Eligibility

Comment: Army training reenlistment option

Table B-6

USAR IMA, IRR, and Standby Reserve (active status) personnel may reenlist to continue membership as an IMA, in the IRR or in the Standby Reserves—Continued

Line: 4

Item: Reenlistment period

Comment: Qualified Soldiers may reenlist for 3, 4, 5, or 6 years, regardless of grade or amount of service completed. Soldiers in the rank of staff sergeant or higher who have 12 or more years of service on the date of reenlistment will be restricted to an indefinite term of service under the Career Status program unless prohibited by other provisions of this regulation.

Line: 5

Item: Prerequisites

Comment: Meet basic eligibility criteria and reenlist in the reenlistment window with or without waiver(s) of disqualification(s).

Line: 6

Item: Option information

Comment: This option carries no guarantee of length of assignment or stabilization. Soldiers may be reassigned due to promotion or utilized according to the needs of the Army Reserve.

Line: 7

Item: Option processing procedures

Comment: Normal processing procedures prescribed by AR 140-111.

Line: 8

Item: Statements required for reenlistment

Comment: (DD Form 4 in remarks section) for all Soldiers: "REENL IAW AR 140–111 Chap 7, Army Reserve Reenlistment Option, C–6, current unit of assignment." Additional comment for career status Soldiers to read: "Reenlisting IAW the Career Status Program."

Appendix C

Internal Control Evaluations

C-1. Function

The function covered by this evaluation is the management of a Retention Program.

C-2. Purpose

The purpose of this evaluation is to assist commanders, command career counselors, and senior career counselors in evaluating a unit's Retention Program.

C-3. Instructions

Answers must be based on the actual testing of key controls (for example, document analysis, direct observation, interviewing, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These controls must be evaluated at all levels below ACOMs, ASCCs, and DRUs. These internal controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification). These internal controls should be evaluated at the Area and unit level semi-annually and at the battalion level at least annually.

C-4. Test questions

- a. Army Reserve Career Counselor USAR Center level. Is the retention office identified by signs located throughout the area?
 - (1) Is the retention office centrally located and privacy provided for conducting interviews and counseling Soldiers?
 - (2) Is there a TPU ARCC?
 - (3) Do the supported units in the Center have the appropriate numbers of DARNs assigned?
 - (4) Are the DARNs additional duty appointment orders on file?
 - (5) Has the area established an incentive and awards program in writing?
 - (6) Does the ARCC maintain eligibility rosters for current and previous year?
 - (7) Does the ARCC have an approved special operating procedure?
 - (8) Does the ARCC have previous inspections on file for current fiscal year and previous year?
 - (9) Does the ARCC have an established system to track bars to continued service?
- (10) Does the ARCC conduct and record required career counseling interviews on DA Form 4856, per AR 140–111, paragraph 1–28?

- (11) Does the ARCC conduct reenlistment counseling and provide incentive program and benefit counseling on DA Form 4856, per AR 140–111, paragraph 1–28?
- (12) Does the ARCC assist Soldiers in preparation and submission of Selected Reserve Incentive Program (SRIP) exceptions to policy, requests for antedated reenlistments, erroneous reenlistments, and extensions, per AR 140–111, chapters 3 and 5?
 - (13) Does the ARCC have a copy of the current SRIP?
- (14) Does the ARCC brief incentives to Soldiers and have knowledge of procedures for the incentive payments as well as associated documents? (Current SRIP, AR 601–210, AR 140–111.)
 - (15) Does the ARCC ensure Reenlisting Soldiers receive Reenlistment Awareness Items if available?
 - (16) Does the ARCC have a copy of AR 140-111 and AR 601-210?
 - (17) Does the ARCC have knowledge of navigating through Reenlistment module at ARCC level proficiently?
 - (18) Does the ARCC review and verify all documents uploaded in RMS.V3.
 - b. Area leader level, battalion level.
 - (1) Does the battalion have an AGR sergeant major PMOS 79V career counselor assigned?
 - (2) Does the Operations section have a copy of the current SRIP?
 - (3) Does the battalion have an approved memorandum of instruction or special operating procedure?
- (4) Does the battalion conduct inspections of subordinate programs and keep copies on file for current and previous fiscal year?
- (5) Does the senior operations NCO monitor SRIP exceptions to policy, requests for antedated reenlistments, erroneous reenlistments, and extensions? (See AR 140–111.)
- (6) Does the Operations section brief incentives to ALs and have knowledge of procedures for the incentive payments as well as associated documents? (Current SRIP, AR 601–210, AR 140–111.)
- (7) Is the battalion keeping in compliance by conducting inspections, per command and staff inspection programs? (See AR 1–201.)
- (8) Does Battalion Operations have knowledge of navigating through the reenlistment module at the Operations Level, Area Leader level, and ARCC Level proficiency?
 - (9) Does Battalion Operations perform quality control on source documents from area leaders in RMS.V3?

C-5. Supersession

This evaluation does not replace any previous evaluation.

C-6. Comments

To help improve this review tool submit comments to DCS, G-1 (DAPE-MPE-PD), 300 Army Pentagon, Washington, DC 20310-0300.

Glossary

Section I

Abbreviations

AD

active duty

ADAPCP

Alcohol and Drug Abuse Prevention and Control Program

ADSW

active duty for special work

ADT

active duty for training

\mathbf{AG}

Adjutant General

AGR

Active Guard Reserve

AMHRR

Army Military Human Resource Record

APFT

Army Physical Fitness Test

ARBA

Army Review Boards Agency

ARCC

Army Reserve career counselor

ARCD

Army Reserve Careers Division

ARCOM

Army Reserve Command

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

AS

active service

ΑT

annual training

CAR

Chief, Army Reserve

$\mathbf{C}\mathbf{G}$

commanding general

CPL

corporal

CSM

command sergeant major

$\mathbf{D}\mathbf{A}$

Department of the Army

DARN

duty appointed reenlistment NCO

DCS, G-1

Deputy Chief of Staff, G-1

DEP

Delayed Entry Program

DOD

Department of Defense

ETS

expiration term of service

FTNGD

full-time National Guard duty

FTUS

full-time unit support

GCMCA

general court-martial convening authority

GED

general equivalency development

GOCOM

United States Army Reserve General Officer Command

HODA

Headquarters, Department of the Army

HRC

Human Resources Command

IADT

initial active duty for training

IDT

inactive duty training

IMA

Individual Mobilization Augmentation

IRR

Individual Ready Reserve

LTC

lieutenant colonel

MEPS

military entrance processing stations

MFR

memorandum for record

MOS

military occupational specialty

MSC

major subordinate command

MSG

master sergeant

MSO

military service obligation

MUTA

multiple unit training assembly

MYOS

maximum years of service

NA

not applicable

NCO

noncommissioned officer

OCONUS

outside the continental United States

OFTS

operational, functional, training, and support

OPAT

Occupational Physical Assessment Test

PCS

permanent change of station

PFC

private first class

PHA

periodic health assessment

PMOS

primary military occupational specialty

PMOSC

primary military occupational specialty code

PVT

private

$\mathbf{R}\mathbf{A}$

Regular Army

RC

Reserve Components

RCP

retention control point

REFRAD

release from active duty

RMS

retention-management software

ROTC

Reserve Officers' Training Corps

RSC

regional support command

SECARMY

Secretary of the Army

SELRES

Selected Reserve

SFC

sergeant first class

SGM

sergeant major

SGT

sergeant

SPC

specialist

SRIP

Selected Reserve Incentive Program

SSG

staff sergeant

SSN

Social Security number

SVC

service

TDA

table of distribution and allowances

TEB

transfer education benefits

TOE

table of organization and equipment

TPU

troop program unit

UCMJ

Uniform Code of Military Justice

UIC

unit identification code

UP

under provision of

USAR

U.S. Army Reserve

USAR-AGR

U.S. Army Reserve-Active Guard Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USC

United States Code

UTA

unit training assembly

1SG

first sergeant

Section II

Terms

Active duty

Full-time duty in the active military service of the United States. As used in this regulation, the term is applied to all ARNGUS and USAR Soldiers ordered to duty under 10 USC, other than for training. It does not include AGR personnel in a full-time National Guard duty status under 32 USC (see AR 135–18).

Active Guard Reserve

Army National Guard of the United States and USAR personnel serving on AD under 10 USC 12301(d) and ARNG personnel serving on FTNGD under 32 USC 502(f). These personnel are on FTNGD or AD (other than for training or AD in the Active Army) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components and are paid from National Guard Personnel, Army or Reserve Personnel, Army or Reserve Personnel Army appropriations (see 10 USC 101(d)(6) and AR 135–18).

Active service

Service on AD or full-time National Guard duty (see AR 135–18).

Administrative separation

Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by DA or by law. If one of the basis for separation includes a continuous unauthorized absence of 180 days or more, the consulting counsel will advise the Soldier that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Veterans Administration, notwithstanding any action by a Discharge Review Board. Separation by sentence of a general or special court-martial is not an administrative separation (see AR 135–178).

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.
- b. A member of the RA, ARNG, ARNGUS, or USAR who applies voluntarily for order to AD or full-time National Guard duty in the AGR Program (see AR 135–18 and AR 601–210).

ARCOM

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

Area command

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

Army Reserve Command

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

Basic training

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

Battle Training Assembly

Training time treated as a unit training assembly (UTA) or multiple unit training assembly (MUTA) for which pay and retirement point credit are authorized (see AR 140–1).

Candidate

An approved applicant who is actually attending an officer candidate school (see AR 140–50).

Cause

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

Character of service for administrative separation

A determination reflecting a Soldier's military behavior and performance of duty during a specific period of service. The three characters are—honorable, general (under honorable conditions), and other-than-honorable conditions. This service of Soldiers in entry level status is normally described as uncharacterized.

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 (see AR 135–200).

Contractual term of service

The military service obligation incurred by completion of the oath of enlistment on an enlistment, of reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation which is to be served in a unit of the Selected Reserve (for example, the 3x3 enlistment option requires that 3 years be served in a unit of the Selected Reserve and the remaining 3 years be served in the IRR. See AR 135–7 and AR 140–111).

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.

Convening authority

Can be defined as either a or b, below.

- a. The separation authority.
- b. A commanding officer who is authorized by this regulation to process the case, except for final action, and who otherwise has the qualifications to act as a separation authority (see AR 135–178).

Deactivate

When a Reserve unit stands down and the Soldiers are reassigned, the TDA/TOE is eliminated and the flag or colors are permanently retired.

Delayed Entry Program

A program where Soldiers may enlist and who are assigned to USAR Control Group (Delayed Entry) until they enlist in the RA (see AR 135–178).

Education levels

- a. High school diploma graduate credentials.
- (1) High school diploma graduate. A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction. The diploma must be issued from the school where the individual completed all of the program requirements. The following are included in the high school diploma category:
- (a) Is attending high school in the senior year, is entering the senior year, or has achieved senior status and at the time of enlistment presents the documentation that he or she has met all requirements to graduate. Documentation will be one of the following:
- 1. A certificate of graduation.
- 2. An official school transcript.
- 3. A statement of completion from and appropriate school official.
- 4. A letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.
- 5. A statement from an appropriate school official that the applicant is a high school graduate.
- (b) Is attending high school in the senior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the 1st phase of 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 1st phase of IADT within 280 days of enlistment. The applicant must have received a high school diploma, or submit proof of graduation (see (a), above), before entering the 2d phase of IADT. The bonus or Student Loan Repayment Program addendums to the reenlistment contract are void where the Soldier enters the 2d phase of IADT without proof of graduation.
- (d) The applicant has lost the original diploma issued by the high school and submits proof of graduation per (a) 1 through 4 above
- (2) High school diploma graduate vial adult education diploma (ADUL). A secondary school diploma awarded on the basis of attending and completing 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 GED diploma or certificate, or other test-based high school equivalency diploma. This includes statewide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examines 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. 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.
- (4) 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 that a test such as the GED or CHSPE. A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma.
- c. Less than a high school diploma, non-high school graduate (NHSG). An individual who has not graduated from high school or has not received an alternate credential listed in b, above.
- d. High school senior (HSSR). An individual who is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 365 days.
- e. Currently in high school (CIHS). A high school student, other than a senior, who has completed the 10th grade.
- f. Degree credentials.
- (1) Associate's degree. A certificate conferred on completion of a 2-year program at a junior college, university, or degree producing technical institute.
- (2) Professional nursing diploma. A certificate conferred on completion of a 3-year hospital school of nursing program.
- (3) Baccalaureate degree. A certificate conferred on completion of a 4-year college program other than a first professional degree.
- (4) First professional degree. A certificate conferred on completion of the academic requirement for the first degrees awarded in selected professions: architecture, certified public accountant, chiropody or podiatry (D.S.C. or POD.D), dentistry (D.D.S. or D.M.D.), medicine (M.D.), optometry (O.D.), osteopathy (D.O.), pharmacy, veterinary medicine, law (L.L.B. or J.D.), and theology (B.D.), rabbi, or other first professional degree.
- (5) Master's degree. A certificate conferred on completion of additional academic requirements beyond the baccalaureate or first professional degree but below the doctorate level.
- (6) Post master's degree. A certificate conferred on completion of additional academic requirements beyond the master's degree but below the doctorate level.
- (7) Doctorate degree. A certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary degrees and first professional degrees.
- g. Foreign credentials.
- (1) A person completing high school or having college credits from foreign colleges or universities must have his or her documents evaluated and accredited by one of the following:
- (a) A State Board of Education, a state university or recognized university or college listed in the Accredited Institutions of postsecondary education book published by the American Council on Education.
- (b) International Education Research Foundation, P.O. Box 66940, Los Angeles, CA 90066.
- (c) World Education Services, Inc., Old Chelsea Station, P.O. Box 745, New York, NY 10011.
- (d) International Consultants, Inc. (ICI), of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.
- (e) Education Credentials Evaluation, Inc., (ECE), P.O. Box 17499, Milwaukee, WI 53217.
- (f) Educational Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Suite 1000, Sacramento, CA 95814.

- (2) The following countries, territories, and nations are exempt from evaluation requirement and their education documents will be treated in the same manner as any U.S. school:
- (a) Federated States of Micronesia.
- (b) Republic of Marshall Islands.
- (c) Commonwealth of the Northern Mariana Islands.
- (d) Guam.
- (e) American Samoa.
- (f) Canada.
- (g) Puerto Rico.
- (h) Virgin Islands.
- (i) Department of Defense Dependent School System.
- (3) Evaluation of transcripts may require a fee to be paid by the individual.
- (4) An evaluation of transcripts as outlined above for foreign transcripts, diplomas, and so on, is in lieu of being listed in the Accredited Institutions of Postsecondary Education, published by the American Council of Education.

Enlisted Personnel Management System U.S. Army Reserve

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 (see AR 135–205).

Enlistment

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).

Expiration term of service

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

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 (see AR 135–7 and AR 140–111).
- b. The continuation of active ARNG service with the ARNG of the same State, territory, or commonwealth consummated by subscription to the oath of extension. This definition may be used with the term reenlistment (AR 135–7).

Full-Time Support Program

This program encompasses personnel assigned as a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the Army National Guard and the U.S. Army Reserve. These personnel include civilian personnel, members of the RA, and personnel serving on AGR status. The AGR Program is a component of the Full-Time Support Program (see AR 135–18).

General Officer Command

A USAR TPU other than an ARCOM, commanded by a general officer (see AR 140-1).

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 detachment

A functional non-TPU that consists of at least five Army mobilization designees, providing inactive duty training (IDT) for Soldiers in a nonpay status (see AR 140–1 and AR 140–10).

Individual Mobilization Augmentation proponent

Any DOD, DA, or other Federal agency whose mobilization TDA or TOE provides positions to be filled by preselected USAR Soldiers (see AR 140–1).

Individual Ready Reserve

Soldiers who are assigned to the following Ready Reserve USAR Control Groups: (AT), (Reinf), and (OADO) (see AR 135–91, AR 135–200, AR 140–10, and AR 140–50).

Initial entry training

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 specialty 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 specialty or branch qualification while serving on AD or ADT. For ARNGUS and USAR Soldiers it includes completion of IADT the officer basic course, and the warrant officer basic course (WOBC).

In-service personnel

Personnel currently serving in USAR units of the Selected Reserve, or as Individual Ready Reserve or Standby Reserve Soldiers.

Major commands

The following are defined as major commands: Any operational, functional, training, or OFTS command belonging to the U.S. Army Reserve.

Major U.S. Army Reserve Command

Any OFTS command that reports directly to the U.S. Army Reserve Command or any command of the 7th MSC and 9th MSC 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 140–10).

Military record

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

Moral or professional dereliction

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

Multiple unit training assembly

Two or more UTAs conducted consecutively (see AR 135–91).

No previous service

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.

Nominee

An ARNGUS or USAR Soldier in the zone of consideration for promotion to the next higher grade (see AR 135–155).

Nonlocatee

An enlisted Soldier who has failed to furnish an address through which personal contact is possible (see AR 135–178).

Nonobligated member

Soldiers who have completed their statutory military service obligation and are serving on a contractual obligation, or were enlisted or appointed under circumstances in which a statutory obligation was not incurred (see AR 140–10).

Obligated member

Soldier who have not completed their statutory military service obligation. The statutory military service obligation. The statutory obligation is incurred by law on initial entry into the service.

Overstength

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 (see AR 135–155).

Previous (prior) services

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.

Notes.

- 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 (that is, 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 (see AR 135–178).

Promotion eligibility date

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

Ready Reserve

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

Reasonable commuting distance

The longest distance a Soldier can be expected to travel involuntarily between his or her residence and a site where inactive duty training (IDT) will be conducted.

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

Reenlistment

- a. All voluntary enrollments after the initial enlistment/induction used to identify continuing military service.
- b. Reentry into the military service from one civilian status as a prior service applicant.

Reenlistment activity

Refers to individuals, offices, agencies, or commands, responsible for, or rendering, reenlistment administrative support to USAR enlisted personnel (see this regulation).

Reinforcement Training Unit

Provides training in a nonpay status (see AR 140–1).

Release from active duty

Termination of AD status and transfer or reversion to inactive duty status, including transfer to the IRR. Unit members of ARNGUS and USAR revert to their respective Reserve Component to complete unexpired enlistments and/or statutory obligations (see AR 135–178 or this regulation).

Rescheduled training

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

Reserve Components of the Army

The ARNGUS and the USAR.

Reserve of the Army

Enlisted members of the ARNGUS and the USAR (see AR 135–178).

Retired Pay

Pay granted members and former members of the RC under 10 USC 12731 after completion of 20 or more years of qualifying service and on attaining age 60. This pay is based on the highest grade satisfactorily held at any time during an individual's entire period of service, other than in an inactive section of a Reserve Component (see 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 (see AR 135–178).

ROTC program

The Senior Reserve Officers' Training Corps of the Army (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 (see AR 135–7 or AR 135–91).

Selected Reserve

Can be defined as follows:

Part of the Ready Reserve of each Reserve Component consisting of units and individuals who participate actively in paid training periods and serve on paid ADT each year (see AR 135–133).

- a. U.S. Army Reserve Selected Reserve units and individuals that comprise all TPUs, IMAs, and full-time AD support personnel.
- b. Officers, warrant officers, and enlisted Soldiers who are--
- (1) Members of the ARNGUS.
- (2) Assigned to troop program units of the USAR.
- (3) Serving on AD (10 USC 12301(d)) or full-time duty (32 USC 502f) in an AGR status.
- (4) Individual mobilization augmentees.

Self-terminating orders

Orders that direct ADT, ADSW, temporary tour of active duty, or AT for a specific time. When the orders expire, a Soldier is automatically released from such duty without further action (see AR 135–200 and 135–210).

Separation

An all-inclusive term which is applied to personnel actions resulting from REFRAD, discharge, retirement, dropped from the rolls, release from military control or personnel without a military status, death, or discharge from the Army National Guard of the United States with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the U.S. Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations (see AR 135–91 or AR 135–178).

Separation authority

An officer authorized to take final action on specified types of separations (see AR 135–178).

Standby Reserve

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

Statutorily obligated member

A Soldier who is serving by reason of law (see 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 this regulation).

Substandard performance of duty

Performance of duty, which has fallen below standards prescribed by the SA (see AR 135–175).

Temporary promotion

Promotion to a grade in which a Soldier holds a temporary appointment in the AUS (see AR 135–155).

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 (see AR 135–155).

U.S. Army Reserve

A Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individuals reservists to be ordered to AD in the event of a national emergency (AR 140–1 and this regulation).

U.S. Army Reserve Aviation Support Facility

A TDA activity of a major USAR command 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 (see AR 140–1).

Unit Training Assembly (UTA)

An authorized and scheduled training assembly of at least 4 hours. This assembly is mandatory for all troop program unit members (see 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 (see 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 (see AR 135–7 or AR 135–91).

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 (see AR 135–7).

Years for percentage purposes

Denotes total qualifying service converted to years for use as a multiplier in determining pay (see AR 135–180).

Section III

Special Abbreviations and Terms

This section contains no entries.