

**Army Regulation 135–133**

**Army National Guard and Army Reserve**

**Ready Reserve  
Screening,  
Qualification  
Records  
System, and  
Change of  
Address  
Reports**

**Headquarters  
Department of the Army  
Washington, DC  
30 June 1989**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 135-133

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

This revision--

- o Change 7. This UPDATE printing publishes a reprint of this publication.
- o This publication was last printed on 30 June 1989.

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Army National Guard and Army Reserve

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

By Order of the Secretary of the Army:

CARL E. VUONO  
General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication was originally printed on 1 August 1984. Since that time, permanent Changes 1 through 7 (30 June 1989) have been issued. This electronic publication incorporates all the official changes in to the text, without any highlighting. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This regulation prescribes responsibilities and procedures for screening the Ready Reserve during peacetime and implements the provisions of DOD Directive 1200.7, 6 April 1984. It provides a

uniform System for administering and maintaining Ready Reserve Qualification Records and provides guidance for processing changes of address for ARNGUS and USAR members not on active duty.

**Applicability.** This regulation applies to members of the United States Army Reserve. It also applies to the Army National Guard.

**Proponent and exception authority.** Not applicable.

**Army management control process.** This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for Conducting internal control reviews. These checklists will be contained in a DA Circular 11-series.

**Supplementation.** Supplementation of this regulation and establishment of forms other than DA Forms are prohibited without prior approval from the Commander, U.S. Army Reserve Personnel Center, ATTN: DARP–ZPO, 9700 Page Boulevard, St. Louis, MO 63132–5200.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army.

Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Reserve Personnel Center, ATTN: DARP–ZPO, 9700 Page Boulevard, St. Louis, MO 63132–5200.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12–09–E, block number 2559, intended for command level B for Active Army, A for USAR, and A for ARNG.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation prescribes responsibility and procedures for screening the Ready Reserve during peacetime. It provides a uniform system for administering and maintaining the Ready Reserve qualification records. It includes guidance for processing changes of address for Army National Guard of the United States (ARNGUS) and United States Army Reserve (USAR) soldiers not on active duty.

### **1-2. References**

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

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

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

### **1-4. Responsibilities**

*a.* Chief, National Guard Bureau will implement and administer these procedures for the ARNGUS. An ARNGUS soldier will not be transferred to the Standby Reserve without proper consent. Consent must be granted by the Governor, or other appropriate authority of the State, District of Columbia, or Puerto Rico, whichever is concerned (10 USC 269(g)).

*b.* Commanding General, U S. Army Forces Command (CG, FORSCOM), and Commander, U.S. Army Reserve Personnel Center (ARPERCEN), will implement and administer these procedures for the USAR. These commanders are authorized to approve applications per this regulation, except those requiring Headquarters, Department of the Army (HQDA) approval. This authority may not be further delegated except to area commanders.

### **1-5. Reporting requirements**

All required reports in this regulation are exempt from control under AR 335-15, paragraph 5-2*b*(4).

## **Chapter 2 Reserve Screening**

### **Section I General**

#### **2-1. Scope**

*a.* This chapter outlines responsibility and prescribes procedures for screening the Ready Reserve during peacetime. It applies to ARNGUS and USAR when not on active duty.

*b.* The screening of Ready Reserve soldiers will cease when they have received alert orders or orders to active duty. (AR 601-25 governs exceptions.)

#### **2-2. Strength**

The number of Ready Reserve personnel within each area command will normally not exceed the total of—

*a.* The authorized troop program strength of all ARNGUS and USAR units organized or programmed under the latest authorized Reserve Components troop basis. (See AR 140-1, chap 2 for HQDA policy regarding authorized overstrength in USAR troop program units.)

*b.* Requirements for individual mobilization augmentees documented in The Army Authorization Documents System and allocated to commands and agencies by HQDA (DAPE-MOB).

*c.* The ceiling for the Individual Ready Reserve (IRR) as furnished by HQDA. This ceiling is the bulk authorization, to include grade and military occupational specialty (MOS) requirements.

#### **2-3. Retention in the Ready Reserve**

*a.* ARNGUS soldiers should consult NGR 600-2.

*b.* All Ready Reservists will be retained in the Ready Reserve for the entire period of their statutory or voluntary contract. Exceptions to this policy will be by regulations as the Secretary of the Army may prescribe.

*c.* Ready Reserve soldiers may not be transferred from the Ready Reserve solely because they are students, interns, residents, or fellows in the health care professions. On mobilization, these reservists will either be deferred or mobilized in a student, intern, resident, or fellow status until qualified in the appropriate military specialty as prescribed by the Secretary of the Army.

*d.* Ready Reserve soldiers will keep their employers informed of their Reserve obligation with the Army to train regularly. This includes going on active duty when called or ordered. Unit commanders are responsible for advising every soldier of this requirement.

#### **2-4. Disposition of members screened from the Ready Reserve**

Members will be transferred either to the USAR Control Group (Standby or Inactive) or to the Retired Reserve (AR 140-10, paras 6-1 and 8-1). They must be eligible and must request it. Members may also be discharged per AR 135-175, AR 135-178, NGR 600-200, or NGR 635-100, as appropriate.

#### **2-5. Objectives**

Units and soldiers, when not on active duty, will be screened at least once each year to ensure that—

- a.* Strength does not exceed authorization.
- b.* A proper balance of military skills and grades is maintained in the Ready Reserve.
- c.* Soldiers whose removal is mandatory from the Ready Reserve or those who must be screened (para 2-6) are not retained in the Ready Reserve.
- d.* Minimal attrition occurs during mobilization.

### **Section II**

#### **General Screening Procedures**

#### **2-6. Requirements for removal from the Ready Reserve**

Table 2-1 lists the requirements for removal of soldiers from the Ready Reserve. Options for soldiers so removed are provided in AR 140-10, NGR 600-200, and NGR 635-100.

#### **2-7. Removal for hardship or religious reasons**

Removal from the Ready Reserve for hardship or religious reasons is authorized on written request of the soldier. On occasion, the soldier may not be completely informed of the conditions under which he or she is qualified. When signs that screening action may be required, the area commander, State adjutant general, or Commander, ARPERCEN, will take the actions listed in a through c below. This will be after a review of information furnished by the soldier.

- a.* Contact and inform the soldier that he or she may be eligible for screening.
  - b.* Request that the soldier furnish more information and indicate the desire to remain in the Ready Reserve, or
  - c.* Be screened from the Ready Reserve, if eligible.
- (1) Hardship reasons. (See AR 601-25 for definition of hardship.)
- (a)* Soldiers requesting removal for personal hardship must furnish documentary evidence as prescribed in AR 135-178, chapter 4, section VI, or AR 601-25.
  - (b)* For extreme community hardship, soldiers must furnish documentary evidence. It must show that withdrawal from the community in a national emergency would adversely affect the health, safety, or welfare of the community.
  - (c)* Separate soldiers who validate hardship or dependency conditions under AR 135-175 or AR 135-178.
- (2) Religious reasons. The appropriate school or church official must document requests for removal.

#### **2-8. Removal for other reasons**

Forward requests for removal under table 2-1, rule 8, to HQDA(DAPE-MPR), WASH DC 20310-0300.

#### **2-9. Mobilization augmentees**

- a.* Ready Reserve soldiers who are also Department of Defense (DOD) employees may not hold mobilization assignments to the positions that they fill as civilian employees. These soldiers will be reassigned or transferred, as appropriate.
- b.* ARNGUS or USAR unit civilian technicians as unit soldiers are excluded from this provision.

### **Section III**

#### **Screening Procedures for Key Employees**

#### **2-10. Explanation of key employee and key position**

A key employee is any Federal employee who occupies a key position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively. Three categories of Federal key positions are outlined in a through c below. The categories at a and b below are, by definition, key positions. Only the final category requires a case-by-case determination and designation.

- a.* The Vice President of the United States, or any official specified in the order of presidential succession under 3 USC 19.
- b.* Members of Congress, heads of Federal agencies appointed by the President with the consent of the Senate, and

the Federal judiciary (District, Circuit, and Supreme Court judges and justices only. All other positions within the Federal judiciary will be considered under c below). For this paragraph, the term “heads of Federal agencies” does not include any person appointed by the President with the consent of the Senate to a Federal agency as a member of a multimember board or commission. Positions occupied by such persons may be designated as key positions only by application of the criteria in paragraph 2–12.

c. Other Federal positions determined by Federal agency heads, or their designees, to be key positions. Guidelines for determining key positions are provided in paragraph 2–12c

### **2–11. Reserve status request**

a. The DOD and the Federal Emergency Management Agency (FEMA) have requested the heads of Federal agencies or offices to—

(1) Conduct a continuous survey of all Federal employees who fill key positions under their jurisdiction and are Ready Reservists. This will serve to identify key employees per paragraph 2–10.

(2) Report to the appropriate armed force when hiring key employees or when a change of position occurs for these employees. Use the format shown in figure 2–1. Prepare and forward the letter to the address shown in figure 2–1.

b. ARPERCEN (DARP–PAT–RT) will forward these request to commanders for action.

c. Commanders concerned will remove soldiers from the Ready Reserve and notify the employer of the action taken. A cumulative record of screening actions will be maintained by fiscal year to include numbers of personnel screened from or retained in a Ready Reserve status and number of requests by requesting organization.

d. When the reason for screening no longer exists, a soldier may, on request, be considered for return to the Ready Reserve. Use regulations in effect at that time.

### **2–12. Key position guidelines**

a. Some Federal employees occupy key positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to effectively function. Because of the essential nature of these positions, the Federal agency head, or designee, may designate such positions as key positions. They may also require that these positions not be filled by Ready Reservists to preclude them being vacated during a mobilization.

b. All Ready Reserve soldiers occupying key positions will be transferred from the Ready Reserve to the Standby Reserve, the Retired Reserve if eligible, and so requested; or discharged. As an exception, Reserve officers with a remaining military service obligation at the time of their removal from the Ready Reserve may be transferred only to the Control Group (Active Standby) (10 USC 271(b) and 10 USC 1005).

c. In determining whether or not a position should be designated as a key position, the following questions should be considered by the Federal agency concerned:

(1) Can the position be filled in a reasonable time after mobilization?

(2) Does the position require technical or managerial skills that are uniquely possessed by the incumbent employee?

(3) Is the position associated directly with defense mobilization?

(4) Does the position include a mobilization or relocation assignment in an agency having emergency functions as listed in appendix B?

(5) Is the position directly associated with industrial or manpower mobilization as designated in EO 11490 (para (4) above) and EO 10480, “Further Providing for the Administration of the Defense Mobilization Program, August 14, 1953”?

(6) Are there other factors related to national defense, health, or safety that would make the incumbent of the position unavailable for mobilization?

### **2–13. Non-federal employee screening**

a. Non-federal employers of reservists, particularly in the fields of public health, safety and defense support industries, are encouraged to adopt personnel management procedures designed to preclude conflicts between emergency manpower needs of civilian activities and the military during a mobilization.

b. Employees should be encouraged to inform their employers of their screening responsibilities. Employers are encouraged to use the Federal key positions guidelines contained herein for making their own key position designations and, as applicable, recommending key employees for removal from the Ready Reserve.

**Table 2-1**  
**Reasons for removal from Ready Reserve**

Rule	A If the soldier	B then removal is		C and he or she must apply	
		Mandatory	Optional	Yes	No
1	Is the Vice President of the United States or any official occupying a position specified in the order of Presidential succession set forth in section 19, title 3 USC (Note 1).	X			X
2	Is designated as "Key Employee" according to paragraph 2-10.	X			X
3	Has completed his Ready Reserve obligation (AR 135-91), is eligible and requests transfer. See paragraphs 2-3 and 2-4.		X	X	
4	Is preparing for the ministry in a recognized theological or divinity school (Note 2).	X		Either	Either
5	Incurs a temporary religious missionary obligation.		X	X	
6	Whose mobilization will result in extreme personal or community hardship. See paragraph 2-7.		X	X	
7	Is temporarily medically disqualified because of prolonged illness or medical defects remediable within 1 year.	X			X
8	Is not immediately available for active duty as determined by HQDA for reasons not otherwise specified herein.	X			X

Notes:

<sup>1</sup> The Assistant Secretary of Defense (Reserve Affairs) will arrange for the screening and transfer to Active Standby, transfer to the Inactive Standby, Retired Reserve, or discharge.

<sup>2</sup> Soldiers (other than Chaplain Candidates or Theological Students) will be transferred to the Active Standby for the duration of their ministerial studies at accredited theological or divinity schools. Soldiers in a Chaplain Candidate or Theological Student Program may continue in the Ready Reserve and engage in active duty and inactive duty training.

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(Date)

Subject: Request for Employee to be Removed From the Ready Reserve

From: (Employer-Agency or Company)

TO: Commander, U.S. Army Reserve  
Personnel Center (ARPERCEN)  
ATTN: DARP-PAT-RT  
9700 Page Boulevard  
St. Louis, MO 63132-5200

This is to certify that the employee identified below is vital to the nation's defense efforts in (*his or her*) civilian job and cannot be mobilized with the Military Services in an emergency for the following reasons:

(List reason(s))

Therefore, I request that (*he or she*) be removed from the Ready Reserve and that you advise me accordingly when this action has been completed.

The employee is:

Name of employee (*last, first, MI*):  
Military grade and reserve component:  
Social security number:  
Current home address (*street, city, state, ZIP code*):  
Military unit to which assigned (*location and unit number*):  
Title of employee's civilian position:  
Grade or salary level of civilian position:  
Date (YYMMDD) hired or assigned to position:

(Signature and title of agency or company official)

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Figure 2-1. Letter format for requesting that employees be removed from the Ready Reserve

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## Chapter 3 Ready Reserve Qualification Records System

### Section I General

#### 3-1. Introduction

a. This chapter prescribes a uniform system to administer and to maintain Ready Reserve qualification records for USAR soldiers which consists of—

- (1) The official military personnel file (OMPF) and the Military Personnel Records Jacket, U.S. Army(MPRJ).
- (2) Computer personnel master file records.

b. The procedures in this chapter apply to all USAR soldiers except those who are—

- (1) On active duty.
- (2) Assigned to USAR Control Group (Officer Active Duty Obligor, ROTC, Delayed Entry, and Delayed).

c. This system provides a method to assemble, verify, and record information pertaining to a soldier. It is information that will influence a soldier's qualification for retention in the Ready Reserve or mobilization potential. The information includes but is not limited to the following:

- (1) Basic identification data.

- (2) Military qualifications.
- (3) Occupational and educational qualifications.
- (4) Medical fitness.
- (5) Dependency status.

*d.* The information is gathered initially from basic qualification records on appointment, enlistment, or transfer to the USAR from active duty. (Specialty classification evaluation procedures are in AR 140–158, AR 611–101, and AR 611–112.) Once established, the data will be reevaluated per AR 140–158 and chapter 1 of this regulation from information furnished by the soldier on—

- (1) DA Form 4213 (Supplemental Data Army Medical Service Reserve Officers).
- (2) DA Form 3725 (Army Reserve Status and Address Verification).
- (3) DA Form 2A, 2B, or 2C (USAR) (Personnel Qualification Record).

### **3–2. Objectives**

The objectives of the system are to—

- a.* Determine eligibility of each soldier for retention in the Ready Reserve (chap 1).
- b.* Secure detailed data on the overall qualifications of each soldier to aid in proper specialty classification (AR 140–158, AR 611–101, and AR 611–112).
- c.* Furnish essential data on soldier's qualifications and availability for active duty to HQDA agencies and subordinate commands. They will use the data for classification, assignment, and mobilization planning purposes.

### **3–3. Responsibilities**

Area commanders and Commander, ARPERCEN, are responsible for the overall effectiveness of the system for soldiers under their administrative control.

### **3–4. Security investigation**

Commanders will ensure that where soldiers' SSI/MOS require it, security clearance data will be in evidence by DA Form 873 (Certification of Clearance and/or Security Determination), indicating security level specified in AR 611–101, AR 611–112, and AR 611–201, as appropriate.

### **3–5. Periodic medical examinations**

These examinations are an integral part of the system. Therefore, soldiers will undergo medical fitness examinations as prescribed in AR 40–501. Between such examinations, unit soldiers will attest to their medical fitness on DA Form 2A, 2B, or 2C (USAR). Nonunit soldiers will use DA Form 3725 for this purpose.

### **3–6. Failure to complete forms or questionnaires**

- a.* Commanders will ensure that forms distributed to soldiers are completed and returned promptly.
- b.* If completed forms or questionnaires are not received from the soldier by the suspense date, the commander will send another questionnaire. It will be identified as a follow-up and sent to the verified address.
- c.* Failure to complete and return forms or questionnaires identifies the soldier as an unsatisfactory participant. It also makes the soldier liable to the procedures prescribed in AR 135–91.

### **3–7. Retention of DA Form 4213**

*a.* Commanders will retain the most recent verified DA Form 4213 in the MPRJ as a permanent document. A copy of the DA Form 4213 submitted to ARPERCEN for verification will be filed as a temporary document. (See para 3–13*b.*)

- b.* Gaining commanders will ensure that the DA Form 4213 is on file.

## **Section II**

### **Nonunit Soldiers**

#### **3–8. Scope**

This section applies to soldiers assigned to the IRR under the control of the CG, ARPERCEN.

#### **3–9. Distributing forms**

*a.* *DA Form 4213.* ARPERCEN will distribute three copies to AMEDD officers each year, 30 to 60 days before the retirement year anniversary date.

*b.* *DA Form 3725.* ARPERCEN will distribute DA Form 3725 annually to each IRR soldier 6 months after the individual's birth month.

### **3-10. Completing and processing forms**

#### *a. DA Form 4213.*

(1) AMEDD officers will prepare DA Form 4213 each year according to the instructions on the form. They will retain one copy; the original and one copy of the completed form will be sent to the Commander, ARPERCEN, ATTN: DARP-OPS, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(2) The ARPERCEN surgeon will review the form and process it for classification.

(3) One copy of the form will be retained on file in the Officer Personnel Management Directorate (DARP-OP), ARPERCEN. The original will be forwarded for filing in the MPRJ. Prior forms may be destroyed.

#### *b. DA Form 3725.*

(1) Soldier will prepare DA Form 3725 according to the instructions on the form. After completing the form, they will return it to the appropriate commander for auditing and processing.

(2) ARPERCEN will destroy the DA Form 3725 after processing if it contains no data that would affect a change in a soldier's status (e.g., medical fitness, SSI).

## **Section III**

### **Unit Soldiers**

### **3-11. Responsibility**

*a.* Each month, area commanders will furnish unit commanders the following:

(1) (Rescinded.)

(2) Roster of soldiers whose expiration of term of service (ETS) date, basic date for mandatory removal (BDMR), or date of last physical examination (DLPE) is 4 months from the processing month.

(3) Roster of soldiers with expired dates on ETS, DLPE, and BDMR.

*b.* Unit commanders will ensure that—

(1) Data on DA Form 2A, 2B, or 2C (USAR) is audited and reconciled with unit soldiers per AR 640-2-1, chapter 7 upon receipt from ARPERCEN.

(2) AMEDD officers complete DA Form 4213. (Stock of DA Form 4213 will be maintained by units.)

(3) Soldiers on a medical examination roster are given an examination within 120 days.

(4) The roster cited in *a*(2) above is properly annotated and sent to the MUSARC within 30 days.

### **3-12. Processing change of address**

Process completed forms received which indicate a change in a soldier's address. (See chap 3 of this regulation and AR 140-10, para 2-15, for guidance.)

### **3-13. Completing and processing forms**

Forms may be completed during drill assemblies provided no interference with training will result.

#### *a. (Rescinded.)*

#### *b. DA Form 4213.*

(1) AMEDD officers will prepare this form in triplicate.

(2) Send the original and one copy of the completed DA Form 4213 to Commander, ARPERCEN, ATTN: DARP-OPS, 9700 Page Boulevard, St. Louis, Mo 63132-5200. The remaining copy will be retained in the individual's MPRJ pending return of the verified copy from ARPERCEN. During processing, the form will be reviewed by the ARPERCEN surgeon. The original will be returned to the unit to provide verification of the officer's SSI. Upon receipt, the unit will remove all previous DA Forms 4213 and insert the newly verified form in the MPRJ. Documents removed will be forwarded to the officer and SSI changes made to records if required.

## **Section IV**

### **Recording Form Changes**

### **3-14. Recording changes on DA Form 2A, 2B, or 2C (USAR) or DA Form 2-1 (Personnel Qualification Record)**

If changes in a soldier's status occur as a result of audit/reconciliation, they will be recorded on DA Form 2A, 2B, or 2C (USAR) or DA Form 2-1, as appropriate.

### **3-15. Data processing implications for forms**

Use copies of completed forms received by the area commander to update the computer master record and issue orders when appropriate.

## Chapter 4 Change of Address Reports

### 4-1. General

This chapter sets forth procedures for reporting and processing changes of address for ARNGUS and USAR soldiers when—

- a. Soldiers are not on active duty.
- b. At time of entry into active duty, their permanent home address was listed incorrectly in official records.

### 4-2. Address categories

Specific address categories are listed below.

a. Permanent home address (home of record). The permanent home address is the place of a soldier's established residence. This address will constitute the "home" and "home of record." It is defined in Joint Travel Regulations, paragraph M1150-3a. The definition also appears in Department of Defense Military Pay and Allowances Entitlement Manual, paragraph 10243a.

b. Temporary address. The address of the place where the soldier is or will be temporarily located while away from "home of record." c. Foreign address. The address in a foreign country in which the soldier will be residing or traveling.

### 4-3. Reporting changes of address

a. Soldiers who are out of the country for a month or more must furnish their immediate commander with a foreign address. This includes soldiers who reside or travel in a foreign country for that length of time. The soldier will also provide a mailing address in the United States through which mail would be forwarded. (See AR 340-25 for forwarding official mail to soldiers in foreign countries.)

b. Each soldier must furnish a permanent home address (home of record). When away from that permanent address for more than a month, the soldier will provide a temporary one as follows:

- (1) For ARNGUS personnel—to unit commander.
- (2) For USAR personnel—on appointment, enlistment, reenlistment after break in service, or on transfer to the USAR by the use of any official forms. A letter to the unit commander or to the Commander, ARPERCEN, as appropriate, will satisfy this requirement.

### 4-4. Processing status changes

a. For unit soldiers. Unit commanders will enter status changes on the DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training). They will send the DA Form 1379 to the area commander who will—

- (1) Take action as required in AR 135-91 or AR 140-10.
- (2) Update computer master files.

b. For nonunit soldiers. CG, ARPERCEN will take action as shown in *a* above.

### 4-5. Foreign travel of ARNGUS and USAR soldiers

a. Instruct ARNGUS soldiers planning to travel to a foreign country to—

- (1) Report to the Army attache or oversea area commander according to *c*(2) below.
- (2) Furnish HQDA(DAMI-AOC), WASH DC 20310, the dates of departure, foreign address, and expected date of return when the absence is to exceed 1 month.

b. USAR soldiers must submit a report that includes the following information to the custodian of their MPRJ:

- (1) Foreign address.
- (2) Address in the United States through which mail will be forwarded.
- (3) Estimated date of return to the United States.
- (4) Purpose of foreign travel or residence. If for business purposes, indicate occupation and name of employer.

c. If a USAR soldier indicates travel for more than 1 but less than 6 months within the area of jurisdiction of an oversea area command, the following actions are taken:

(1) The CONUS area commander will notify the oversea area commander by letter (fig 4-1) of the soldier's intent to travel in that area. Furnish a copy of the letter to HQDA(DAMI-AOC), WASH DC 20310.

(2) The soldier's commander will—

(a) Instruct the soldier, in writing, to report his or her presence and address (in person or by letter) to the U.S. Army attache or to the oversea area commander.

(b) Furnish the soldier with the address of the appropriate attaché or commander.

(c) Further instruct the soldier to report his or her address immediately on return to the United States.

d. When USAR soldiers plan to reside or visit in a foreign country for 6 months or more, they will be processed per AR 135-91, chapter 5, section III and AR 140-10, chapter 2, section IV.

#### 4-6. Requests for change of home of record

a. After entry on active duty, the permanent home address (home of record) of Reserve Component personnel may not be changed. The only exception is when an administrative error was made in designating the permanent home address at the time active duty orders were prepared.

b. When an administrative error has occurred, the soldier must submit a request for corrective action. The soldier will send the request through channels to Commander, ARPERCEN, ATTN: DARP-PAT-I, 9700 Page Boulevard, St. Louis, MO 63132-5200. The request will include justification and proof that the place requested was the soldier's actual home at time of entry on active duty. Documentation in support of the request will include such items as—

- (1) Copies of DD Form 398 (Statement of Personal History).
- (2) DA Form 61 (Application for Appointment).
- (3) Initial travel voucher.
- (4) Change of address notices.

c. The Commander, ARPERCEN will determine if corrective action may be taken and will issue necessary orders if appropriate.

---

MEMORANDUM FOR: *(Oversea Area Commander)*  
SUBJECT: Foreign Address of USAR Soldier

The individual named below, a soldier of this command, has reported his/her intention to travel within the area of your responsibility for a period of less than 6 months. The following information taken from available records in this office is submitted for your information:

- a. Name of soldier:
- b. Social security number:
- c. Grade:
- d. Branch (officers only):
- e. Foreign mailing address:
- f. Permanent home address:
- g. Purpose of travel:
- h. Expected date of departure for overseas:
- i. Expected date of return to U.S.:
- j. Status (Ready, Standby, Retired Reserve):
- k. Reserve assignment:

-----  
-----  
-----

CF:  
HQDA(DAMI-AOC)

Figure 4-1. Notification of foreign travel

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## **Appendix A References**

### **Section I Required Publications**

#### **AR 40-501**

Standards of Medical Fitness. (Cited in para 3-5.)

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in table 2-1, rule 4, para 3-6c, 4-4a(1), and 4-5d.)

#### **AR 135-175**

Separation of Officers. (Cited in paras 2-4 and 2-7c(1).)

#### **AR 135-178**

Separation of Enlisted Personnel. (Cited in paras 2-4 and 2-7c(1).)

#### **AR 140-10**

Assignments, Attachments, Details, and Transfers. (Cited in paras 2-6, 3-12, 4-4a(1), and 4-5d.)

#### **AR 140-158**

Enlisted Personnel Classification, Promotion and Reduction. (Cited in paras 3-1d, and 3-2b.)

#### **AR 340-25**

Mailing Procedures for Certain U.S. Army Activities and U.S. Citizens Overseas. (Cited in para 4-3a.)

#### **AR 601-25**

Delay in Reporting for and Exemption from Active Duty and Active Duty Training. (Cited in paras 2-1b and 2-7c(1).)

#### **AR 611-101**

Commissioned Officer Specialty Classification System. (Cited in paras 3-1d and 3-2b.)

#### **AR 611-112**

Manual of Warrant Officer Military Occupational Specialties. (Cited in paras 3-1d and 3-2b.)

#### **NGR 600-2**

Army National Guard Screening. (Cited in para 2-3a.)

#### **NGR 600-200**

Enlisted Personnel Management. (Cited in paras 2-4 and 2-6.)

#### **NGR 635-100**

Termination of Appointment and Withdrawal of Federal Recognition. (Cited in paras 2-4 and 2-6.)

### **Section II Related Publications**

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

#### **AR 140-111**

Enlistment and Reenlistment.

#### **AR 335-15**

Management Information Control System.

### **Section III Prescribed Forms**

**DA Form 2A (USAR)**

(Personnel Qualification Record-Enlisted). (Prescribed in paragraphs 3-1d(3), 3-5, 3-11b(1), and 3-14.)

**DA Form 2B (USAR)**

(Personnel Qualification Record-Commissioned Officer). (Prescribed in paragraphs 3-1d(3), 3-5, 3-11b(1), and 3-14.)

**DA Form 2C (USAR)**

(Personnel Qualification Record-Warrant Officer). (Prescribed in paragraphs 3-1d(3), 3-5, 3-11b(1), and 3-14.)

**DA Form 3725**

(Army Reserve Status and Address Verification). (Prescribed in paras 3-1d(2), 3-5, 3-9b, and 3-10b.)

**Section IV**

**Referenced Forms**

**DA Form 2**

(Personnel Qualification Record).

**DA Form 2-1**

(Personnel Qualification Record).

**DA Form 61**

(Application for Appointment).

**DA Form 873**

(Certification of Clearance and/or Security Determination).

**DA Form 1379**

(U.S. Army Reserve Components Unit Record of Reserve Training).

**DA Form 3540**

(Certificate and Acknowledgement of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring Into Troop Program Units of the U.S. Army Reserve).

**DA Form 4213**

(Supplemental Data Army Medical Service Reserve Officers).

**DA Form 4688**

(Certificate and Acknowledgement of Service Requirements for Individuals Enlisting or Reenlisting in the Individual Ready Reserve).

**DD Form 398**

(Statement of Personal History).

## **Appendix B**

### **Agencies Having Emergency Functions**

#### **B-1. Agencies Having Emergency Functions**

Department of State  
Department of the Treasury  
Department of Defense  
Department of Justice  
Post Office Department (U.S. Postal Service)  
Department of the Interior  
Department of Agriculture  
Department of Commerce  
Department of Labor  
Department of Health, Education, and Welfare (Department of Health and Human Services) Department of Education)  
Department of Housing and Urban Development  
Department of Transportation  
Atomic Energy Commission (Energy Research and Development Administration) Nuclear Regulatory Commission)  
Civil Aeronautics Board (Department of Transportation)  
Export-Import Bank of the United States  
Federal Bank Supervisory Agencies  
Federal Communications Commission  
Federal Power Commission (Department of Energy)  
General Services Administration  
Interstate Commerce Commission  
National Aeronautics and Space Administration  
National Science Foundation  
Railroad Retirement Board  
Securities and Exchange Commission  
Small Business Administration  
Tennessee Valley Authority  
United States Civil Service Commission (Office of Personnel Management)  
Veterans Administration

#### **B-2. Not used**

Not used.

## **Glossary**

### **Section I Abbreviations**

**AANT**

additional assembly for nuclear training

**AAPART**

Aviator Annual Proficiency and Readiness Test

**AAUTA**

additional airborne unit training assembly

**ABA**

American Bar Association

**ABCMR**

Army Board for Correction of Military Records

**ACH**

Army community hospital

**ACB**

Army Classification Battery

**ACIP**

aviation career incentive pay

**ACOA(F&A)**

Assistant Comptroller of the Army for Finance and Accounting

**ACS**

Army community service

**ACT**

American College Test

**AD**

active duty

**ADA**

air defense artillery, additional drill assembly

**ADAPCP**

Alcohol and Drug Abuse Prevention and Control Program

**ADL**

active duty list

**ADRB**

Army Discharge Review Board

**ADSW**

active duty for special work

**ADT**

active duty for training

**AEC**

Army extension courses

**AER**

academic evaluation report

**AFA**

Army Flight Activity

**AFQT**

Armed Forces Qualification Test

**AFS**

a Federal service

**AFTP**

additional flight training periods

**AG**

Adjutant General

**AGR**

Active Guard Reserve

**AHS**

Academy of Health Sciences

**AIDS**

acquired immunity deficiency syndrome

**AIM**

Airman's Information Manual

**AIMA**

aviation individual mobilization augmentee

**AIT**

advanced individual training

**ALEDC**

Associate Logistics Executive Development Course

**ALO**

authorized level of equipment

**ALSE**

aviation life support equipment

**AMC**

Army Medical Center

**AMEDD**

Army Medical Department

**AMEDD/ECP**

Army Medical Department/Early Commissioning Program

**AMOS**

additional military occupational specialty

**AMSA**

Area Maintenance Support Activity

**AMSC**

Army Medical Specialist Corps

**AMTP**

Aviation Mobilization Training Program

**ANC**

Army Nurse Corps

**ANCOC**

Advanced Noncommissioned Officers Course

**AOC**

area of concentration

**APART**

annual proficiency and readiness test

**APCEC**

Army Precommissioning Extension Course

**APFT**

Army Physical Fitness Test

**APL**

Army promotion list

**APO**

Army post office

**AR**

armor

**ARCOM**

Army Reserve Command

**ARFPC**

Army Reserve Forces Policy Committee

**ARG**

Aviation Readiness Group

**ARM**

Army Reserve Marksman

**ARMS**

Aviation Resource Management Survey

**ARMR**

Army Readiness and Mobilization Region

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ARPERCEN**

U.S. Army Reserve Personnel Center

**ARRTC**

U.S. Army Reserve Readiness Training Center

**ARSTAF**

Army Staff

**Art**

Article

**ARTEP**

Army Training and Evaluation Program

**ASA**

Assistant Secretary of the Army

**ASA (M&RA)**

Assistant Secretary of the Army for Manpower and Reserve Affairs

**ASF**

aviation support facility

**ASI**

additional skill identifier

**ASMRO**

Armed Services Medical Regulatory Office

**ASVAB**

Armed Services Vocational Aptitude Battery

**AT**

annual training

**ATA**

additional training assemblies

**ATC**

air traffic control

**ATCAR**

Active Transition/Conversion Army Reserve (ATCAR) Program

**ATM**

aircrew training manual

**ATP**

Aircrew Training Program, alternate training phase

**ATPU**

aviation troop program units

**ATM**

aviation training manual

**ATTN**

attention

**AUG**

augmentation

**AUS**

Army of the United States

**AUSA**

Association of the United States Army

**AUVS**

automated unit vacancy system

**AVIM**

aviation intermediate maintenance

**AVUM**

aviation unit maintenance

**AWOL**

absent without leave

**BAMC**

Brooke Army Medical Center

**BAQ**

basic allowance for quarters

**BASD**

basic active service date

**bde**

brigade

**BFITC**

Battle Focused Instructor Training Course

**BG**

brigadier general

**BI**

background investigation

**BNCOC**

Basic Noncommissioned Officers Course

**BOAC**

Branch Officer Advanced Course

**BP**

basic pay

**BPED**

basic pay entry date

**br**

branch

**BT**

basic training

**CA**

Civil Affairs

**CAC**

casualty area commander

**CAR**

Chief, Army Reserve

**CART**

Centralized aviation readiness training

**CAS<sup>3</sup>**

Combined Arms and Services Staff School

**CC**

Cadet Command

**CCF**

Central Personnel Security Clearance Facility

**CCSP**

Commissioning of Completion Students Program

**CDAP**

career development aviator program

**Cdr**

commander

**CDT**

cadet

**CE**

Corps of Engineers

**CEWI**

combat electronics warfare intelligence

**CG**

commanding general

**CGSOC**

Command and General Staff Officers Course

**CH**

Chaplain

**CHAMPUS**

Civilian Health and Medical Program of the Uniformed Services

**CHAMPVA**

Civilian Health and Medical Program of the VA

**CINC**

commander-in-chief

**CID**

Criminal Investigation Division

**CINCUSAREUR**

Commander in Chief, U.S. Army, Europe and Seventh Army

**CL**  
Clerical Aptitude Area

**CLP**  
Consolidated Loan Program

**CMF**  
career management field

**CMIF**  
career management information file

**CNGB**  
Chief, National Guard Bureau

**CO**  
combat operations, commanding officer

**COE**  
Chief of Engineers

**COL**  
colonel

**con**  
control

**CONUS**  
continental United States

**CONUSA**  
the numbered armies in the continental United States

**CPL**  
corporal

**CPMOS**  
Career progression military occupational speciality

**CPT**  
captain

**CRCGSC**  
Chaplain Reserve Component General Staff Course

**CRNA**  
Certified Registered Nurse Anesthetist

**CSA**  
Chief of Staff, Army

**CSC**  
Command and Staff College

**CSM**  
command sergeant major

**CVSP**  
cardiovascular screening program

**CWO**

chief warrant officer

**DA**

Department of the Army

**DAMPL**

Department of the Army Master Priority List

**DC**

Dental Corps

**DCSPA**

Deputy Chief of Staff for Personnel and Administration

**DCSPER**

Deputy Chief of Staff for Personnel

**DD/EFT**

direct deposit/electronic fund transfer

**DEERS**

Defense Enrollment Eligibility Reporting

**DENTAC**

U.S. Army Dental Activity

**DEP**

Delayed Entry Program

**DEROS**

date eligible for return from overseas

**DFAS**

Defense Finance and Accounting Service

**DFR**

dropped from the rolls

**DIC**

Dependency and Indemnity Compensation

**DIMA**

drilling individual mobilization augmentee, Drilling Individual Augmentation Program

**DLPE**

date of last physical examination

**DMOS**

duty military occupational specialty

**DNACI**

DOD National Agency Check Plus Written Inquiries

**DOB**

date of birth

**DOD**

Department of Defense

**DODPM**

Department of Defense Military Pay and Allowances Entitlements Manual

**DOR**

date of rank

**DROS**

date returned from overseas

**DS**

drill sergeant/direct support

**DSM**

Diagnostic and Statistical Manual of Mental Disorders

**DSN**

Defense Switched Network

**ECG**

Electrocardiogram

**ECP**

Early Commissioning Program

**EIC**

excellence-in-competition

**EL**

electronics aptitude area

**ENTNAC**

Entrance National Agency Check

**EOM**

end of month

**EPTS**

existed prior to entry service

**ET**

equivalent training

**ETS**

expiration term of service

**FA**

field artillery

**FAA**

Federal Aviation Administration

**FAO**

finance and accounting office

**FEB**

flight evaluation board

**FEMA**

Federal Emergency Management Agency

**FHP**

Flying Hour Program

**FICA**

Federal Insurance Contribution Act

**FISL**

Federal Insured Student Loan

**FLIP**

flight information publications

**FOA**

field operating agency

**FORSCOM**

United States Forces Command

**FTNGD**

Full-time National Guard duty

**FTTD**

full-time training duty

**FTUS**

full-time unit support

**FW**

fixed wing

**FY**

fiscal year

**FYME**

Army First-Year Graduate Education Program

**G1**

Assistant Chief of Staff, G1 (Personnel)

**G2**

Assistant Chief of Staff, G2 (Intelligence)

**G3**

Assistant Chief of Staff, G3 (Operations and Plans)

**G4**

Assistant Chief of Staff, G4 (Logistics)

**GCMCA**

general court-martial convening authority

**GED**

general education development

**GM**

general-mechanics

**GO**

general officer

**GOCOM**

United States Army Reserve General Officer Command

**Gp**

Group

**GPO**

U.S. Government Printing Office

**GS**

general staff, or general support

**GSL**

Guaranteed Student Loan

**GT**

general technical aptitude area

**HDL**

High Density Lipoprotein

**HHB**

headquarters and headquarters battery

**HHC**

headquarters and headquarters company

**HHD**

headquarters and headquarters detachment

**HIV**

human immunodeficiency virus

**HPLR**

Health Professionals Loan Repayment

**HPSP**

U.S. Army Health Professions Scholarship Program

**HQDA**

Headquarters, Department of the Army

**HREC**

health record

**HSA**

health service area

**HSC**

U.S. Army Health Services Command

**HSG**

high school graduate

**HSDG**

high school diploma graduate

**HSR**

health services region

**IADT**

initial active duty for training

**IAFT**

individual aircrew flight training

**IATF**

individual aircrew training folders

**IDT**

inactive duty training

**IET**

initial entry training

**ILD**

in line of duty

**IMA**

individual mobilization augmentee, Individual Mobilization Augmentation

**IMFL**

Intensive Management Force List

**inf**

infantry

**ING**

Inactive Army National Guard

**IRR**

Individual Ready Reserve

**ISN**

input station number

**ISR**

In-service recruiter, Individual Soldier Report

**ITC**

Instructor Training Course

**JAG**

judge advocate general

**JAGC**

Judge Advocate General Service Organization

**JD**

juris doctor

**JFTR**

Joint Federal Travel Regulations

**JTR**

Joint Travel Regulations

**JUMPS**

Joint Uniform Military Pay System

**JUMPS-RC**

Joint Uniform Military Pay System-Reserve Components

**LD**

line of duty

**LEDC**

Logistics Executive Development Course

**LLB**

Bachelor of Laws

**LTC**

lieutenant colonel

**M&RA**

Manpower and Reserve Affairs

**MAC**

Military Airlift Command

**MACOM**

major Army command

**MAJ**

major

**MARC**

manpower requirements criteria

**MC**

Medical Corps

**MCM**

Manual for Courts-Martial

**MDW**

United States Army Military District of Washington

**MEB**

Medical Evaluation Board

**MEDCEN**

U.S. Army Medical Center

**MEDDAC**

U.S. Army medical department activity

**MEDEVAC**

medical evaluation

**MEDETS**

Army medical detachments

**MEPCOM**

Military Entrance Processing Command

**MEPS**

Military entrance processing stations

**MG**

major general

**MI**

Military Intelligence, middle initial

**mil**

military

**MJC**

military junior college

**MM**

motor mechanics

**MOBTD**

mobilization table of distribution and allowances

**MOI**

memorandum of instruction

**MOS**

military occupational specialty

**MOSC**

military occupational specialty code

**MOU**

memorandum of understanding

**MP**

military police

**MPA**

Military Personnel-Army

**MPC**

military personnel code

**MPRJ**

Military Personnel Records Jacket, U.S. Army

**MPV**

military pay voucher

**MRD**

mandatory removal date

**MSC**

Medical Service Corps

**MSG**

master sergeant

**MSO**

military service obligation

**MTDA**

modification table of distribution and allowances

**MTF**

medical treatment facility

**MTOE**

modification table of organization and equipment

**MUSARC**

Major United States Army Reserve Command

**MUTA**

Multiple Unit Training Assembly

**NA**

not applicable

**NAC**

National Agency Check

**NBPRP**

National Board for the Promotion of Rifle Practice

**NCO**

noncommissioned officer

**NCO-ER**

Noncommissioned officer evaluation report

**NCOES**

Noncommissioned Officer Education System

**NDSL**

National Direct Student Loan

**NGB**

National Guard Bureau

**NGPA**

National Guard Personnel, Army

**NGPEC**

National Guard Professional Education Center

**NGR**

National Guard regulation

**NLD**

not in line of duty

**No.**

number

**NOAA**

National Oceanic and Atmospheric Administration

**NOK**

next of kin

**NPS**

nonprior service, no prior service

**NRA**

National Rifle Association

**OADO**

office active duty obligor

**OBC**

officer basic course

**OC**

outpatient clinic

**OCAR**

Office of the Chief, Army Reserve

**OCOA**

Office of the Comptroller of the Army

**OCONUS**

outside continental United States

**OCRC**

Officer Candidate Reserve Component Course

**OCS**

Officer Candidate School

**OCSA**

Office of the Chief of Staff, U.S. Army

**ODCSOPS**

Office of the Deputy Chief of Staff for Operations and Plans

**ODCSPER**

Office of the Duty Chief of Staff for Personnel

**OER**

officer evaluation report

**OJT**

on-the-job-training

**OLB**

officer leadership board

**OLBI**

officer leadership board interview

**OMAR**

operations and maintenance, Army Reserve

**OMB**

Office of Management and Budget

**OML**

order of merit list

**OMPF**

official military personnel file

**OPMS-USAR**

Officer Personnel Management System-U.S. Army Reserve

**OPS**

operations

**OSB**

Officer Selection Battery

**OSD**

Office of the Secretary of Defense

**OSGLI**

Office of Servicemen's Group Life Insurance

**OSUT**

one station unit training

**OTJAG**

Office of the Judge Advocate General

**OTSG**

Office of the Surgeon General

**PA**

physician assistant

**PAD**

patient administration division

**PCS**

permanent change of station

**PE**

physical examination

**PEB**

Physical Evaluation Board

**PEBD**

pay entry basic date

**PEBLO**

physical evaluation board liaison officer

**PED**

promotion eligibility date

**PERSCOM**

U.S. Total Army Personnel Command

**PFC**

private first class

**PFR**

personal financial record

**PHS**

Public Health Service

**PL**

public law

**PLDC**

Primary Leadership Development Course

**PMNCO**

personnel management noncommissioned officer

**PMO**

personnel management officer

**PMOS**

primary military occupational specialty

**PMOSC**

primary military occupational specialty code

**PMS**

professor of military science

**POV**

privately owned vehicle

**PP**

proficiency pay

**PS**

prior service

**PSG**

platoon sergeant

**PTCA**

percutaneous transluminal coronary angioplasty

**PV1&2**

Private E-1 & E-2

**PW**

prisoner of war

**PZ**

primary zone

**QMC**

Quartermaster Corps

**QRP**

Qualitative Retention Program

**R&D**

research and development

**RA**

Regular Army

**RC**

Reserve components

**RC-SBP**

Reserve Component-Survivor Benefit Plan

**RCC**

Reserve Component Category

**RCCPDS**

Reserve Components Common Personnel Data System

**RCMPF**

Reserve Component Master Pay File

**RCRPL**

Reserve Components Resource Priority List

**RCS**

requirements control symbol

**RCS-CSRES**

reports control symbol; control symbol Army Reserve

**RCTB**

Reserve Components Troop Basis

**RCTI**

Reserve Component Training Institute

**RCTMF**

Reserve Component Tax Master File

**RCUMF**

Reserve Component Unit Master File

**reasg**

reassign

**RE-code**

reenlistment eligibility code

**reenl**

reenlist

**REFRAD**

release from active duty

**regt**

regiment

**reinf**

reinforcement

**RFD**

Reserve forces duty

**RMA**

readiness management assembly

**ROA**

Reserve Officers Association

**ROTC**

Reserve Officers' Training Corps

**ROTC/SMP**

Reserve Officers' Training Corps/Simultaneous Membership Program

**RPA**

Reserve Personnel Army

**RPMF**

Reserve Personnel Master File

**RRC**

United States Army Region Recruiting Command

**RST**

rescheduled training

**RSUTA**

regularly scheduled unit training assembly

**RT**

readiness training, refresher training, reinforcement training

**RTU**

Reinforcement Training Unit

**RY**

retirement year

**RYE**

retirement year ending

**S2**

intelligence officer (U.S. Army)

**S3**

operations and training officer (U.S. Army)

**S4**

supply officer (U.S. Army)

**SA**

Secretary of the Army

**SADT**

special active duty for training

**SAP**

supervisory aircraft pilot

**SBI**

Special Background Investigation

**SBP**

Survivor Benefit Plan

**SC**

surveillance-communications

**SDAP**

special duty assignment pay

**SECDEF**

Secretary of Defense

**SF**

standard form

**SFC**

sergeant first class

**SFTS**

synthetic flight training systems

**SGLI**

Servicemen's Group Life Insurance

**SGM**

sergeant major

**SGT**

sergeant

**SIDPERS**

Standard Installation/Division Personnel System

**SIDPERS-USAR**

Standard Installation/Division Personnel System United States Army Reserve

**SLRP**

Student Loan Repayment Program

**SMOS**

secondary military occupational specialty

**SMP**

simultaneous membership program

**SMSO/LNCO**

State Military Support Office/Liaison NCO

**SOF**

special operations forces

**SOJT**

supervised on-the-job training

**SOS**

statement(s) of service

**SOUTHCOM**

United States Army Southern Command

**SPC**

specialist

**SPCMCA**

special court-martial convening authority

**SPD**

separation program designator

**SQI**

special qualifications identifiers

**SQT**

skill qualification test

**SRC**

Standard requirement code

**SRIP**

Selected Reserve Incentive Program

**SS**

staff specialist

**SSC**

Senior Service College

**SSG**

staff sergeant

**SSI**

specialty skill identifier

**SSN**

social security number

**SSS**

Selective Service System

**ST**

skilled technical service

**STA**

split training assembly

**Stat**

statute

**STRAP**

Special Training Assistance Program

**svc**

service

**SZ**

secondary zone

**TAADS**

The Army Authorization Documents System

**TAG**

The Adjutant General

**TDA**

table of distribution and allowances

**TDPFO**

temporary duty pending further orders

**TDRL**

temporary disability retired list

**TDY**

temporary duty

**temp**

temporary

**TIMIG**

Time in grade

**TIS**

time in service

**TJAG**

The Judge Advocate General

**TO**

transportation officer

**TOE**

table of organization and equipment

**TPC**

training pay category

**TPU**

troop program unit

**TR**

transportation request

**TRADOC**

United States Army Training and Doctrine Command

**TRC**

Training Retirement Category

**TSG**

The Surgeon General

**TTAD**

temporary tour of active duty

**UCMJ**

Uniform Code of Military Justice

**UIC**

unit identification code

**USACE**

United States Army Corps of Engineers

**USACGSC**

United States Army Command and General Staff College

**USAREC**

United States Army Enlisted Records and Evaluation Center

**USAHPSA**

United States Army Health Professional Support Agency

**USAHSC**

United States Army Health Services Command

**USAIRR**

United States Army Investigative Records Repository

**USAIS**

United States Army Infantry School

**USAPDA**

United States Army Physical Disability Agency

**USAR**

United States Army Reserve

**USARAE**

United States Army Reserve Affairs, Europe

**USAR-AGR**

United States Army Reserve Active Guard Reserve

**USARB**

United States Army recruiting battalion

**USARC**

United States Army Reserve Command

**USAREC**

United States Army Recruiting Command

**USAREUR**

United States Army, Europe

**USARF**

United States Army Reserve Forces

**USAROTCC**

United States Army Reserve Officer Training Corps Cadet Command

**USARPAC**

United States Army Pacific Command

**USASMA**

United States Army Sergeants Major Academy

**USASOC**

United States Army Special Operations Command

**USASSC**

United States Army Soldier Support Center

**USC**

United States Code

**USCG**

U.S. Coast Guard

**USESSA**

United States Environmental Science Services Administration

**USF**

uniformed services facility

**USMA**

United States Military Academy

**USMAPS**

United States Military Academy Preparatory School

**USMEPC**

United States Military Enlistment Processing Center

**USPFO**

United States property and fiscal officer

**USPHS**

United States Public Health Service

**UTA**

unit training assemblies

**VA**

Veterans' Affairs

**VC**

Veterinary Corps

**vol**

voluntary

**WO**

warrant officer

**WOCS/WOCS-RC**

Warrant Officer Candidate School (Reserve Components)

**WOTS**

Warrant Officer Training System

**YTP**

yearly training program

**1SG**

first sergeant

**1LT**

first lieutenant

**2LT**

second lieutenant

## **Section II**

### **Terms**

(The following terms have been tailored to fit specific regulations as indicated and as such may not be completely applicable to other regulations. AR 310–25 is the official Dictionary of Army Terms.)

#### **Active Army**

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

*b.* Excluded are soldiers serving on (1) active duty for training (ADT); (2) Active Guard Reserve (AGR) status; (3) active duty for special work (ADSW); (4) temporary tours of active duty (TTAD) for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 673b).

#### **Active duty**

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

#### **Active duty list (ADL)**

An order of seniority list (required by 10 USC 620) of commissioned officers on active duty in the U.S. Army other than those listed below (10 USC 641).

- a.* Reserve officers.
  - (1) On active duty for training.
  - (2) On active duty under 10 USC 175, 265, 3015, 3019, 3033, 3496, or 32 USC 708.
  - (3) On active duty under 10 USC 672(d) or 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components.
  - (4) On active duty to pursue special work.
  - (5) Ordered to active duty under 10 USC 673 b, or
  - (6) On active duty under 50 USC App 460(b)2 for the administration of the Selective Service System.
- b.* The Director of Admission, Dean, and permanent professors at the United States Military Academy. The Registrar, Dean, and permanent professors at the United States Air Force Academy.
- c.* Warrant officers
- d.* Retired officers on active duty.
- e.* Students at the Uniformed Services University of the Health Sciences. (AR 135–155)

#### **Active duty credit**

Soldiers who are credited with completing 2, 3 or 4 years of active duty when they serve to within 90 days of the 2-, 3- or 4-year periods. (AR 140–10)

#### **Active Guard Reserve (AGR)**

Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) personnel serving on active duty (AD) under Title 10, U.S. Code, section 672(d) and Army National Guard (ARNG) personnel serving on full-time National Guard duty (FTNGD) under Title 32, U.S. Code, section 502(f). These personnel are on FTNGD or AD (other than for training or AD in the Active Army) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components and are paid from National Guard Personnel, Army or Reserve Personnel, Army or Reserve Personnel Army appropriations. Exceptions are personnel ordered to AD as

- a.* General officers
- b.* United States Property and Fiscal Officers under 32 USC 708.
- c.* Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act, (50 USC App 460(b)(2)).
- d.* Members of the Reserve Forces Policy Board serving under 10 USC 175.
- e.* Members of Reserve components on active duty to pursue special work (10 USC 115(b)(1)(B)(vi) and 10 USC 641(I)(D)).

#### **Active status**

The status of an Army National Guard of the United States or U.S. Army Reserve commissioned officer, other than a

commissioned warrant officer, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

### **Active service**

Service on active duty or full time National Guard duty. (AR 135–18.)

### **Administrative board procedure**

An administrative separation action wherein the respondent will have a right to a hearing before a board of commissioned, warrant, or noncommissioned officers. It is initiated in the same manner as the Notification Procedure. (AR 135–178)

### **Administrative separation**

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

### **Administrative separation board**

A board of officers, or officers and NCO's, appointed to make findings and to recommend retention in or separation from the service. The board states the reason and recommends the type of separation or discharge certificate to be furnished. (AR 135–178)

### **Applicant**

*a.* A person who applies voluntarily for reenlistment in the USAR and is found eligible. A participant in the USAR AGR Program is considered an applicant on signing a completed DA Form 3340. (AR 140–111)

*b.* A member of the RA, ARNG, ARNGUS, or USAR who applies voluntarily for order to active duty or full-time National Guard duty in the Active Guard Reserve Program. (AR 135–18.)

### **Appointed counsel for consultation**

Can be defined as either *a* or *b*.

*a.* A qualified counsel who is a commissioned officer of the Judge Advocate General's Corps who is appointed to consult with and advise, at the outset of any initiated involuntary separation proceedings, an individual being processed for separation under chapter 2, section II. This officer will advise the individual concerning the basis for his or her contemplated separation and its effect, the rights available to him or her, and the effect of any action taken in waiving such rights. The consulting counsel may advise the individual regarding the merits of the contemplated separation action when, in his or her professional judgement, such advice is appropriate. The consulting counsel should, however, inform the individual that he or she cannot represent him or her before a board of officers unless he or she is also appointed as counsel for representation. Communications between the individual and consulting counsel regarding the merits of the separation action are privileged communications between the attorney and client. (AR 135–175)

*b.* A qualified counsel who is a commissioned officer of the Judge Advocate General's Corps who is appointed to consult with and advise, at the outset of any initiated involuntary separation proceedings, and individual being processed for separation under this regulation. Nonlawyer counsel may be appointed when the soldier's place of assignment is more than 250 miles from sufficient judge advocate resources. When a nonlawyer counsel is appointed, appropriated authority will certify in a permanent record that a lawyer with these qualifications is not available and state the qualifications of the substituted nonlawyer counsel, who must be a commissioned officer in the grade of first lieutenant or higher. Such counseling may be accomplished face-to-face, by mail, or by telephone, as appropriate. This officer will advise the individual concerning the basis of the contemplated separation and its effect, the rights available to the soldier, and the effect of any action taken by the soldier in waiving such rights. The soldier will also be advised that the enlistment may be voided if he or she is being considered for separation for fraudulent entry (desertion from another military service). Consulting counsel may also advise the soldier regarding the merits of the contemplated separation when counsel believes such advice is proper. The soldier should be informed that the counsel cannot represent the soldier before an administrative board unless appointed as counsel for representation. Consulting counsel will advise the soldier that if he or she receives a discharge certificate which is less than an honorable discharge certificate, there is no automatic upgrading nor review by any Government agency. Upgrading is considered only on application to the Army Board for Correction of Military Records of the Army Discharge Review Board. Consideration by either of these boards does not guarantee upgrading of a discharge certificate that is less than an honorable discharge certificate. Communications between the soldier and consulting counsel regarding the merits of the separation action are privileged communications between the attorney and his or her client. If one of the basis for separation includes a continuous unauthorized absence of 180 days or more, the counsel

will inform the soldier that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Veterans Administration, notwithstanding any action by a Discharge Review Board. (AR 135–178)

### **Appointed counsel for representation**

Can be defined as either *a* or *b*.

*a.* A counsel appointed to represent an individual who is being processed for separation during the course of any hearing before a board of officers. This counsel will possess the qualifications in (1) or (2) below, as applicable. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual.

(1) The appointed counsel for an individual being processed for separation, which could result in issuance of a discharge under other than honorable conditions (chap 2), is a lawyer within the meaning of the Uniform Code of Military Justice, Article 27(b)(1), unless an appropriate authority certifies in the permanent record that a lawyer with these qualifications is not available and states the qualifications of the substitute nonlawyer counsel. (See fig 1–1 for an example of a statement of nonavailability and appointment of counsel.)

(2) The appointed counsel for an individual being processed for separation for cause, where only separation with an Honorable Discharge Certificate may be effected (para 2–11), should be a lawyer if one is reasonably available. This lawyer need not be qualified under Article 27(b)(1), UCMJ. If a lawyer is not reasonably available, the appointed counsel must be a commissioned officer in the grade of first lieutenant or higher. (AR 135–175)

*b.* A military counsel designated per AR 27–10, chapter 6, or a civilian counsel retained by the soldier at no expense to the Government, to represent the soldier in a hearing before an administrative separation board. Such military counsel will be a lawyer per Article 27B91), Uniform Code of Military Justice. The convening authority may designate a nonlawyer as assistant counsel. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual (AR 135–178).

### **Approved applicant**

A USAR soldier selected to attend an officer candidate course. (AR 140–50)

### **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. (AR 140–1)

### **Area commands**

The following are defined as area commands:

- a.* (Rescinded.)
- b.* United States Army, Europe (USAEUR)
- c.* United States Army Pacific Command USARPAC
- d.* United States Army Southern Command (SOUTHCOM)
- e.* United States Army Special Operations Command (USASOC)
- f.* United States Army Reserve Personnel Center (ARPERCEN)
- g.* United States Army Reserve Command (USARC)

### **Area commanders**

Commanders of area commands.

### **Area Maintenance Support Activity (AMSA)**

A USAR activity established to provide, on an area basis, technical assistance and organizational maintenance support beyond the supported units' capability to accomplish during scheduled training assemblies. (AR 140–1)

### **Armed Forces (Interservice) Championships**

Annual matches held at the interservice level. Pistol championships are held in Nashville, Tennessee, and are conducted by the National Guard. Service rifle championships are conducted at Quantico, Virginia, by the U.S. Marine Corps prior to the National Matches. International matches are conducted by the U.S. Army at Fort Benning, Georgia.

### **Army**

The Regular Army, Army of the United States Army National Guard of the United States, and the United States Army Reserve (AR 140–111).

**Army promotion list (APL)**

A promotion list of officers under consideration which includes all branches except AMEDD and CH. The AMEDD promotion list includes all its branches. These branches are MD, DC, VC, ANC, MSC, and AMSC. (AR 135–155 And AR 140–10)

**Army Reserve Command (ARCOM)**

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 (AIT). (AR 135–178)

**Candidate**

An approved applicant who is actually attending an officer candidate school. (AR 140–45)

**Character of service for administrative separation**

A determination reflecting a soldier's military behavior and performance of duty during a specific period of service. The three characters are: Honorable, General (Under Honorable Conditions); and under Other Than Honorable Conditions. This service of soldiers in entry level status is normally described as uncharacterized.

**Civilian-sponsored distance**

The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders. (AR 135–200)

**Commuting distance**

The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders. (AR 135–200).

**Competition**

Any firing of arms in which scores are kept and official bulletins published or awards given. The match may or may not require entry fees.

**Contractually obligated member**

A soldier who has completed his or her statutory service obligation and is serving on a contractual obligation or a member enlisted or appointed under circumstances in which a statutory obligation was not incurred (AR 135–92)

**Contractual term of service**

The military service obligation incurred by completion of the oath of enlistment on an enlistment, of reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation which is to be served in a unit of the Selected Reserve. Example. The 3X3 enlistment option requires that 3 years be served in a unit of the Selected Reserve and the remaining 3 years be served in the Individual Ready Reserve (IRR). (AR 135–7 and AR 140–111)

**Convening authority**

Can be defined as either *a* or *b*.

*a.* The separation authority.

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

**Deactivate**

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

**Defense support industry**

Any business or corporation so determined by the Federal Emergency Management Agency (FEMA). (AR 135–133)

**Delayed Entry Program (DEP)**

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

## **Dependent**

The following definition does not apply for purposes of pay and allowance, medical care, exchange privileges, or other benefits. For the purpose of this regulation, to determine eligibility for voluntary order to active military service, dependent means

*a. A spouse.* This definition does not include a common law spouse unless the marriage has been recognized by a civil court.

*b. An unmarried natural or adopted child.* Any unmarried natural (legitimate or illegitimate) or adopted child, under 18 years of age, of an applicant. The term "natural child" includes any illegitimate child determined to be the applicant's natural or adopted child is not a dependent if

(1) The child has been adopted by another person (final adoption court order or decree issues and effective), or

(2) Custody has been terminated by court order (final court order issued and effective) or as provided by State law.

*c. Stepchild.* A stepchild under 18 years of age living with the applicant.

*d. Another supported person.* Any other person who, in fact, depends on the applicant for over over-half of their support, (AR 134-18)

## **Distinguished Designation**

Award of the Distinguished Pistol Shot or Distinguished Rifleman Badge. These awards are made to individuals who have earned 30 credit points while firing a service rifle or a service pistol and service ammunition in Excellence in Competition Matches.

## **Education levels**

*a. High School Diploma Graduate credentials.*

(1) *High school diploma graduate (HSDG).* A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction. The diploma must be issued from the school where the individual completed all of the program requirements. The following are included in the high school diploma category:

(a) Is attending high school in the senior year, is entering the senior year, or has achieved senior status and at the time of enlistment presents the documentation that he or she has met all requirements to graduate. Documentation will be one of the following:

1. A certificate of graduation.

2. An official school transcript.

3. A statement of completion from and appropriate school official.

4. A letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.

5. A statement from and appropriate school official that the applicant is a high school graduate.

(b) Is attending high school in the senior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the first phase of initial active duty for training (IADT) within 270 days of enlistment. The applicant must submit proof of graduation (see (a) above) before entering on IADT.

(c) Is attending high school in the junior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the first phase of IADT within 280 days of enlistment. The applicant must have received a high school diploma, or submit proof of graduating (see (a) above), before entering the second phase of IADT. The bonus or SLRP addendum's to the reenlistment contract are void where the soldier enters the second phase of IADT without proof of graduation.

(d) The applicant has lost the original diploma issued by the high school and submits proof of graduation per (a) 1 through 4 above.

(2) *High school diploma graduate via adult education diploma (ADUL).* A secondary school diploma awarded on the basis of attending and completing an adult education or external diploma program, regardless of whether the diploma was issued by a secondary or post secondary institution. Diploma must have been issued as a result of attendance and not issued solely on the basis of a test.

(3) *High school diploma graduate via college credit (HSDC).* An individual who has attended a college or university and successfully completed at least 12 semester hours or 22 quarter hours of college level credit. Credit that is earned through testing or for the pursuit of high school equivalency is not acceptance under this definition. Credits

will only be accepted from schools which are accredited by one of the following agencies (for foreign credentials, evaluated per para g below):

- (a) New England Association of Colleges and Secondary Schools.
- (b) Middle States Association of Colleges and Secondary Schools.
- (c) North Central Association of Colleges and Secondary Schools.
- (d) Northwest Association of Colleges and Secondary Schools.
- (e) Southern Association of Colleges and Secondary Schools.
- (f) Western Association of Colleges and Secondary Schools.

*b. Alternate High School credentials.*

(1) *Test Based Equivalency Diploma (GEDH)*. A diploma or certificate of General Education Development (GED) or other Test-Based High School Equivalency Diploma. This includes state-wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a High School Diploma.

(2) *Occupational Program Certificate of Attendance (VOCT)*. A certificate awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. The individual must also have completed 11 years of regular day school.

(3) *Correspondence School Diploma (CORR)*. A secondary school diploma or certificate awarded on completion of correspondence school work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or post-secondary educational institution.

(4) *Home Study Diploma (HOME)*. A secondary school diploma or certificate, typically by a parent or guardian that an individual completed their secondary education at home.

(5) *High School Certificate of Attendance (ATTN)*. An attendance-based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as the GED or CHSPE. A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma.

*c. Less than a High School Diploma, Non-High School Graduate (NHSG)*. An individual who has not graduated from high school or has not received an alternate credential listed in *b* above.

*d. High School Senior (HSSR)*. An individual who is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 356 days.

*e. Currently in High School (CIHS)*. A high school student, other than a senior, who has completed the 10th grade.

*f. Degree credentials.*

(1) *Associate Degree*. A certificate conferred on completion of a 2-year program at a junior college, university, or degree producing technical institute.

(2) *Professional Nursing Diploma*. A certificate conferred on completion of a 3-year hospital school of nursing program.

(3) *Baccalaureate Degree*. A certificate conferred on completion of a 4-year college program other than a First Professional Degree.

(4) *First Professional Degree*. A certificate conferred on completion of the academic requirement for the first degrees awarded in selected professions: Architecture, Certified Public Accountant, Chiropractic or Podiatry (D.S.C or

POD.D), Dentistry (D.D.S. or D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathy (D.O.), Pharmacy, Veterinary Medicine, Law (L.L.B. or J.D.), and Theology (B.D.), Rabbi, or other First Professional Degree.

(5) *Master's Degree*. A certificate conferred on completion of additional academic requirements beyond the Baccalaureate or First Professional Degree but below the Doctorate level.

(6) *Post Master's Degree*. A certificate conferred on completion of additional academic requirements beyond the Master's Degree but below the Doctorate level.

(7) *Doctorate Degree*. A certificate conferred in recognition of the highest academic achievement within an academic field, excluding Honorary Degrees and First Professional Degrees.

*g. Foreign credentials.*

(1) A person completing high school or having college credits from foreign colleges or universities must have his or her documents evaluated and accredited by one of the following:

(a) A State Board of Education, a state university or recognized university or college listed in the Accredited Institutions of Post-secondary Education book published by the American Council on Education (ACE).

(b) International Education Research Foundation, P.O. BOX 66940, Los Angeles, CA 90066.

(c) World Education Services, Inc., Old Chelsea Station, P.O. Box 745, New York, NY 10011.

(d) International Consultants, Inc. (ICI), of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.

(e) Education Credentials Evaluation, Inc., (ECE), P.O. Box 17499, Milwaukee, WI 53217.

(f) Educational Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Suite 1000, Sacramento, CA 95814.

(2) The following countries, territories and nations are exempt from evaluation requirement and their education documents will be treated in the same manner as any U.S. school:

(a) Federated States of Micronesia.

(b) Republic of Marshall Islands.

(c) Commonwealth of the Northern Mariana Islands.

(d) Guam.

(e) American Samoa.

(f) Canada.

(g) Puerto Rico.

(h) Virgin Islands.

(i) Department of Defense Dependent School System.

(3) Evaluation of transcripts may require a fee to be paid by the individual.

(4) An evaluation of transcripts as outlined above for foreign transcripts, diplomas, etc., is in lieu of being listed in the Accredited Institutions of Postsecondary Education, published by the American Council of Education.

### **Enlisted Personnel Management System USAR**

A centralized personnel management system for the USAR enlisted force, beyond the MOS system, that affects all aspects of enlisted personnel management, including training, evaluation, classification, use and promotion. (AR 135-205)

### **Enlisted**

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

*b. USAR*. A voluntary enrollment in the USAR as an enlisted soldier. An enlistment is consummated by subscription to the prescribed oath of enlistment. The term "enlistment" includes enlistment of both nonprior service and prior service personnel with the latter category also including prior USAR personnel and personnel with prior service in any of the other U.S. Armed Forces. (AR 135-7)

### **Entry level status**

Status which begins on enlistment in the ARNG or USAR. It terminates

*a.* For soldiers ordered to IADT for one continuous period 180 days after beginning training.

*b.* For soldiers ordered to IADT for the split or alternate training option 90 days after beginning Phase II (AIT). (Soldiers completing Phase (BT or BCT) remain in entry level status until 90 days after beginning Phase II.)

*c.* (Rescinded.)

*d.* Service which is not creditable per DODPM, table 1-1-2, is excluded from the period of entry level status.

### **Entry on duty date**

The date travel officially begins (per compete orders). The official travel date is determined by the mode of

transportation authorized and actually used to comply with the reporting date shown on the order. (AR 135–200 and AR 124–210)

**Equipment concentration site**

An equipment storage area established by a MUSARC commander to support USAR units during MUTA, AT, and mobilization. (AR 140–1)

**Equivalent in hours**

Flexibility of the length of USAR school constructional assemblies for instructors and students (that is, 48 2-hour training assemblies, 24 unit training assemblies (UTA), or 12 multiple unit training assemblies (MUTA–2)). (AR 140–1)

**Equivalent training (ET)**

Can be defined as either *a* or *b*.

*a.* Training, instruction, or appropriate duty for individual members of a unit which is in lieu of regular scheduled unit training (RST) or regularly scheduled unit training assemblies (RSUTA), and for which pay and/or retirement point credit is authorized. (AR 135–91)

*b.* Training in lieu of RST or RSUTA. (See RST and RSUTA below and para 3–11.) (AR 140–1)

**Excellence-in-Competition Badge**

An award presented for placing in the top 10 percent of the eligible non-distinguished competitors in an Excellence-in-Competition Match.

**Excellence-in-Competition Match**

A match in which credit toward the Distinguished designation may be earned and bronze or silver Excellence-in-Competition badges awarded. Also referred to as a “Leg” match.

**Expiration term of service (ETS)**

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

**Extended active duty (EAD)**

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

**Extensions**

Can be defined as either *a* or *b*.

*a.* Are not new contracts or agreements but extensions of the terms of service of the existing, or current, USAR enlistment contracts or agreements. Such extensions never extend the statutory obligation of the individual (AR 135–7 and AR140–111).

*b.* The continuation of active ARNG service with the ARNG of the same State, Territory, or Commonwealth consummated by subscription to the oath of extension. This definition may be used with the term immediate reenlistment. (AR 135–7)

**Extreme community hardship**

A situation that may, because a reservist is mobilized, have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship shall be made by the reservist and must be supported by documentation as required by the Secretary of the Army. (AR 135–133).

**Extreme personal hardship**

An adverse impact on a reservist’s dependents resulting from his or her mobilization. Any request for a determination of such hardship will be made by the reservist and must be supported by documentation as required by the Secretary of the Army. (AR 135–133)

**Full-Time National Guard Duty (FTNGD)**

Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member’s status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 to Title 32, U.S. Code, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States. (AR 135–18.)

**Full-Time Support (FTS) Program**

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

**General Officer Command (GOCOM)**

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

**Immediate reenlistment**

Can be defined as either *a* or *b*.

*a.* A voluntary enrollment in the USAR as an enlisted soldier immediately on separation from service in the USAR. This term represents a concurrent action in which the separation documents are not given to the individual until the individual has been reenlisted. It differs from the term reenlistment since it implies that there will be no break in continuous USAR service. (AR 135–7 and 140–111)

*b.* This term represents concurrent action in which the separation/discharged documents are not given to the soldier until reenlistment (within 24 hours from date of separation/discharge) in the ARNG of the same or another state has been effected. When discharged documents have not been prepared, see the term “extension.” (AR 135–7)

**Inactivate**

Occurs when a Reserve unit stands down and the soldiers are reassigned, but the Colors and TDA/TOE are only temporarily retired.

**Individual Mobilization Augmentation (IMA) detachment**

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

**Individual Mobilization Augmentation (IMA) proponent**

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

**Individual Ready Reserve (IRR)**

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

**Initial entry training (IET)**

A term used to identify mandatory training each member of the U.S. Army must complete upon initial entry in the service to qualify in a military speciality or branch and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of basic training and speciality or branch qualification while serving on active duty or active duty for training. For ARNGUS and USAR soldiers it includes completion of initial active duty for training (IADT) the officer basic course (OBC), and the warrant officer basic course (WOBC).

**Involuntary separation**

Separation from commissioned or warrant status as a Reserve of the Army based on cause (i.e., substandard performance of duty, moral or professional dereliction, or for security reasons). (AR 135–175)

**Inservice personnel**

Personnel currently serving in USAR units of the Selected Reserve, or as Individual Ready Reserve or Standby Reserve soldiers. (AR 140–111).

**Installation championships**

Matches conducted at the installation level prior to the MACOM and continental U.S. Army championships.

**Instruction**

Includes teaching, assisting, preparing instruction, practicing, taking part as a student, or giving assistance either in a classroom or practical application. Also included as firing on ranges while training, but not in competition.

### **Joint AT-ADT-IDT training**

AT or ADT in conjunction with, but not concurrent with, IDT by subsections or by individual members of a unit to provide for travel away from the IDT site. (See AR 140–1, para 3–15.)

### **Juvenile offender**

A person judged guilty of an offense by a domestic court of the United States or its territorial possessions, or by a foreign court, without regard to whether a sentence has been imposed or suspended, or any other subsequent proceedings in the case. The law of the jurisdiction of the court will determine whether a given proceeding constitutes an adjudication of guilt. Adjudication as a juvenile offender includes adjudication as a juvenile delinquent, wayward minor, or youthful offender. (AR 135–178)

### **“Leg”**

A term derived from the stand or legs upon which a trophy cup is placed. In order to take which a trophy cup is placed. In order to take permanent possession of certain trophies, the trophy had to be won more than one time, and the winner took possession of one of the “Legs.” Previous regulations required that Army competitors win Excellence-in-Competition Badges in specific matches, coined “Leg” matches, prior to being awarded a Distinguished Designation Badge. The present system is based on a credit point system. Total credit points earned in any one match constitutes a “Leg.”

### **Major commands**

The following are defined as major commands:

- a. Major United States Army Reserve Commands (MUSARC).
- b. Army Reserve Commands (ARCOM).
- c. General Officer Commands (GOCOM).

### **Major U.S. Army Reserve Command (MUSARC)**

Any ARCOM/GOCOM that reports directly to the U.S. Army Reserve Command or any area command for the 7th and 9th ARCOMs 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. (AR 140–10)

### **Material error**

One or more errors of such a nature that in the judgement of the reviewing official (or body) caused an individual’s nonselection by a promotion board. Had such error(s) been corrected at the time the individual was considered, a reasonable chance would have resulted that the individual would have been recommended for promotion. (AR 135–155)

### **Members and former members**

A member of a Reserve component who holds a current status in the Army National Guard or the U.S. Army Reserve. Generally, for officers of the Army Reserve, and individual who accepted an indefinite term appointment under the provision of title 10, USC, chapter 337, and whose appointment has not been terminated, is current member. A former member is one who formerly held status in a Reserve component, but who does not hold a current status in any such component. (AR 135–180)

### **Military Intelligence (MI) combat electronic warfare intelligence (CEWI) units**

Integrated tactical intelligence units at corps and below. (Pending completion of activation of CEWI units, the term also refers to existing tactical signal intelligence electronic warfare, signal security, and MI units in support of corps and lower level units.) (AR 140–1)

### **Military record**

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

### **Minister of Religion**

A person classified as either a duly ordained minister of religion a regular minister of religion as follows:

- a. Duly ordained minister of religion. A person who has been ordained per the ceremonial ritual or discipline of a church, religious sect, or organization, established on the basis of the community’s doctrine and practices of a religious character, to preach and teach the doctrines of such church, sect, or organization and to administer the rites and ceremonies in public worship, and whom as regular customary vocations, preaches and teaches the principles of

religion and administers the ordinances of worship as embodied in the creed or principles of such church, sect, or organization.

*b.* Regular minister of religion. A person who as a customary vocation, preaches and teaches the principles of the religion of a church, a religious sect, or an organization of which he or she is a member, without having been formally ordained as a minister of religion but who is recognized by such church, sect, or organization as a regular minister.

**Minority group**

Any group distinguished from the general population in terms of race, color, religion, gender, or national origin. (See AR 600–20 DA Pam 600–26.)

**Moral or professional dereliction**

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

**Multiple Unit Training Assembly (MUTA)**

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

**National Board for the Promotion of Rifle Practice**

A Federal advisory committee consisting of prominent representatives from the military services and civilian marksmanship community. It provides recommendations and other advice to the Secretary of the Army.

**National matches**

The National Matches (AR 920–30) are part of the Civilian Marksmanship Program (AR 920–20) and include the National Trophy Matches, the NRA National Rifle and Pistol Championships, the Small Arms Firing School, and special events and ceremonies. The National Matches are conducted annually at Camp Perry, Ohio.

**Nominee**

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

**Non-distinguished competitor**

An individual who has not earned 30 credit points for the weapon being used in an Excellence in Competition Match.

**Nonlocatee**

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

**Nonpay training status**

The status of individual members who, with their consent and when authorized by the CG, ARPERCEN, and ARCOM or GOCOM commander, OCONUS or OCONUS unit commander, take part in training or related activity, without pay, for retirement credit only. (AR 140–1)

**No previous (prior) service (NPS)**

This term is used to identify an applicant who, at the time of enlistment or appointment in the U.S. Army Reserve, has never previously served creditably in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

**Notification procedure**

The initiation of an administrative separation process in which the respondent is notified in writing of the proposed separation, the bases thereof, the results of separation, and his or her rights. This term is commonly used when the respondent does not have a right to a hearing before a board of officers. (AR 135–178)

**Nonobligated member**

Soldiers who have completed their statutory military service obligation and are serving on a contractual obligation, or were enlisted or appointed under circumstances in which a statutory obligation was not incurred. (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. (AR 140–19)

**Obligated officer**

An officer who has an obligation incurred by operation of law or by execution of a contractual agreement to serve in a Reserve status for a specified period of time. (AR 135–175)

**Officer**

Includes commissioned officers, warrant officers (W1–W5), and commissioned warrant officers (W2– W4), unless otherwise specified.

**Office active duty obligor**

An officer appointed in the USAR from the ROTC program, or under programs monitored by TSG, the Chief of Chaplains, or TJAG, who is obliged to serve on AD or ADT and does not enter on AD at the time of the appointment. (AR 135–91, AR 135–200, and AR 140–1)

**Officer Personnel Management System-USAR**

A centralized personnel management system for units and nonunit IRR USAR officers who are not on extended AD. (AR 140–1)

**One station unit training (OSUT)**

Initial entry training in which elements of BT and AIT are provided in the same unit, under one cadre throughout the total period of training. In OSUT, elements of BT and AIT are either integrated provided simultaneously, or are nonintegrated provided in distinct BT/AIT phases. (AR 135–178)

**Organizational maintenance shops**

The structures that house functional areas used to train organizational maintenance personnel and to perform organizational level maintenance on USAR unit equipment. (AR 140–1).

**Other approved EIC matches**

EIC matches approved by the Secretary of the Army or a designee and conducted in conjunction with NRA regional or state championships.

**Overstrength**

Assigned strength which exceeds that authorized by the TOE and TDA. Assignment of a soldier as overstrength may be the result of a unit reorganization, deactivation, or relocation. It may also be as a result of an assignment error, or as an authorized exception to policy to correct an injustice. (AR 135–155)

**Permanent promotion**

A promotion in the Regular Army or in a Reserve component of the Army. (AR 135–155)

**Preponderance of evidence**

Evidence which after a consideration of all the evidence presented, points to a certain conclusion as being more credible and probable than any other consistent with two or more opposing propositions, it is insufficient. (AR 135–178)

**Previous (prior) services (PS)**

This term is used to identify a soldier who, at the time he or she is accessed to the U.S. Army Reserve by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

*Note. 1. Soldiers classified as Glossary No Previous Service, or Glossary Nonprior Service for the purpose of enlistment in a Regular or Reserve component should be identified, processed, and administered as having previous military service on enlistment in the U.S. Army Reserve. 2. USAR soldiers being assigned between elements or commands within the USAR (i.e. from the IRR to a TPU) are classified as “in-service” personnel.*

**Prior enlistment or period of service**

Service in any component of the Armed Forces which culminates in the issuance of a discharge certificate or certificate of service. (AR 135–178)

**Professional development**

A function of individual training education and experience to sustain a combat ready force. (AR 135– 7).

**Promotion eligibility date (PED)**

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

**Promotion to fill officer position grade vacancies**

An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade. (AR 135–155).

**Readiness training**

Specialty related training for IRR soldiers, coordinated and administered by ARPERCEN. (AR 135– 200)

**Ready Reserve**

Units and individual reservists liable for active duty as outlined in 10 USC 672 and 673. (AR 135– 133)

**Reasonable commuting distance**

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

*a.* For officers, warrant officers, and enlisted soldiers, it is a distance within a 50–mile radius of the IDT site. It will not exceed 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 on-way by car under average traffic, weather, and road conditions. The alternative reasonable commuting distance may be applied only when the soldier is assigned to a unit that normally conducts multiple unit training assemblies (MUTA) on 2 connective days (MUTA-4) and Government-provided meals and quarters are furnished at the training site.

**Reenlistment**

*a.* A second or subsequent voluntary enrollment in the USAR. This term differs from the term “immediate reenlistment” since it is used to identify continuing military service or reentry into the military service from civilian status as a prior service applicant. (AR 135–7 or 140–111)

*b.* Reentry into the ARNG of an individual who has had a break in ARNG service or has been discharged from one State for the purpose of joining the ARNG of another State, regardless of a break in service, or is joining the ARNG from the Air National Guard (ANG). (AR 135–7)

**Reenlistment activity**

Refers to individuals, offices, agencies, or commands, responsible for, or rendering, reenlistment administrative support to USAR enlisted personnel. (AR 140–111)

**Regularly scheduled unit training assembly (RSUTA)**

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

**Release from active duty**

Termination of active duty status and transfer or reversion to inactive duty status, including transfer to the IRR. Unit members of ARNGUS and USAR revert to their respective Reserve component to complete unexpired enlistment’s and/or statutory obligations. (AR 135–178 or AR 140–111)

**Reinforcement Training Unit (RTU)**

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

**Required period of duty**

Period of active duty or active duty for training (ADT) that an officer is obligated to perform, either by law or by execution of a contractual agreement. (AR 135–175)

**Rescheduled training (RST)**

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

**Reserve Components of the Army**

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

**Reserve of the Army**

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

**Respondent**

An enlisted soldier who has been notified that action has been initiated to separate the soldier. (AR 135–178)

**Retired Pay**

Pay granted members and former members of the Reserve components under title 10, USC, section 1331, after completion of 20 or more years of qualifying service and on attaining age 60. This pay is based on the highest grade satisfactorily held at any time during an individual's entire period of service, other than in an inactive section of a Reserve component. (AR 135–180)

**ROTC cadet**

A student enrolled in the Senior Reserve Officers' Training Corps (SROTC) as a cadet under 10 USC 2104 or 10 USC 2107 (AR 135–178).

**ROTC program**

The Senior Reserve Officers' Training Corps of the Army. (AR 135–91, AR 135–178, and AR 135– 91)

**Satisfactory participation**

A level of performance where a soldier avoids incurring the condition of unsatisfactory participation as defined in AR 135–91 paras 3–1 and 3–2. (AR 135–7 or AR 135–91)

**Selected Reserve**

Can be defined as follows:

*a.* Part of the Ready Reserve of each Reserve component consisting of units and individuals who participate actively in paid training periods and serve on paid active duty for training each year. (AR 135–133)

*b.* USAR Selected Reserve units and individuals that comprise all TPU's, IMAs, and full-time AD support personnel. This term should not be confused with Selected Reserve Force(s) in JCS Pub 1. (The term Selected Reserve is included here to preclude a possible misinterpretation of the language used in 10 USC 268 which directly relates to this regulation.) (AR 140–1)

*c.* Officers, warrant officers, and enlisted soldiers who are:

- (1) Members of the Army National Guard of the United States (ARNGUS).
- (2) Assigned to troop program units of the USAR.
- (3) Serving on active duty (10 USC 672d or full-time duty (32 USC 502f) in an Active Guard Reserve (AGR) status.

- (4) Individual mobilization augmentees (IMA).

**Self-terminating orders**

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

**Separation**

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

**Separation authority**

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

**Standby Reserve**

Units or members of the Reserve Components, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty as provided in 10 USC 672 and 10 USC 674. (AR 135–133)

**Statutorily obligated member**

A soldier who is serving by reason of law. (AR 135–91 or 135–178)

**Statutory term of service**

The military service obligation incurred on initial entry into the Armed Forces under 10 USC 651. (AR 135–7 and AR 140–111)

**Substandard performance of duty**

Performance of duty which has fallen below standards prescribed by the Secretary of the Army. (AR 135–175)

**Temporary promotion**

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

**Temporary tours of active duty**

Voluntary active duty performed for a prescribed period of time by Army National Guard and U.S. Army Reserve soldiers in support of an Active Army mission. Normally, such tours will not exceed 139 days. (AR 140–158)

**Troop program unit (TPU)**

A TOE or TDA unit of the USAR organization which serves as a unit on mobilization or one that is assigned a mobilization or one that is assigned a mobilization mission. The “unit” in this case is the largest separate unit prescribed by the TOE or TDA. (AR 135–155)

**Unit Training Assembly (UTA)**

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

**Unit vacancy**

A position authorized by paragraph and line number of a TOE or TDA which is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength. (AR 135–155)

**Unsatisfactory participant**

A member of a unit or the USAR Control Group who fails to participate as outlined in AR 135–91, chapter 4, section III. (AR 135–7 or AR 135–91)

**U.S. Army Civil Preparedness Support Detachment**

A USAR unit which provides communication support to FEMA. (AR 140–1)

**U.S. Army Reserve (USAR)**

A Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individuals reservists to be ordered to active duty in the event of a national emergency. (AR 140–1 and AR 140–111)

**U.S. Army Reserve Army Flight Activity (AFA)**

A TDA activity of a MUSARC that has the same mission, responsibility, and degree of authority as an ASF, but supports fewer assets (for example, fewer than 20 aircraft assigned, and fewer than 30 aviators assigned or attached for training). (AR 140–1)

**U.S. Army Reserve Aviation Support Facility (ASF)**

A TDA activity of a MUSARC that assures the proper use and operation of USAR aviation assets. Provides aviation training and logistics support beyond the capability of supported units during training assemblies. (AR 140–1)

**U.S. Army Reserve Command (ARCOM)**

A TDA HQ of the USAR established to command a grouping of attached, nondivisional units of the USAR. (AR 140–1)

**U.S. Army Reserve Personnel Center (ARPERCEN)**

A field operating agency of the Chief, Army Reserve (CAR) which manages the professional career development of individual USAR soldiers to provide trained individual USAR soldiers for mobilization. This agency commands the IRR and Standby Reserve, and administers the USAR, AGR, and IMA programs. (AR 140–1)

**U.S. Army Small Arms Championships**

Annual rifle, pistol, and machine gun matches held at Fort Benning, Georgia.

**USAR Active Guard Reserve Management Program (USAR-AGR-MP)**

A centralized personnel management system that provides a program a career development for USAR personnel serving on active duty in an Active Guard Reserve status, not programmed against the Active Army end strength. Administered by CG, APERCEN, it provides a highly qualified corps of USAR projects ad programs. (AR 135–210 and AR 140–111)

**Warrant officers**

All USAR warrant officers not on active duty and Reserve warrant officers on active duty who are

- a.* On active duty for training.
- b.* On active duty under 10 USC 175M 265, 3015, 3019, 3033, 2496, or 32 USC 708, or
- c.* On active duty under 10 USC 672(d) or under 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components. (AR 135–155)

**Years for percentage purposes**

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

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

This section contains no entries.

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