

Army Regulation 135–210

Army National Guard and Reserve

**Order to
Active Duty as
Individuals for
Other than a
Presidential
Reserve Call-
up, Partial or
Full
Mobilization**

Headquarters
Department of the Army
Washington, DC
17 September 2019

UNCLASSIFIED

SUMMARY of CHANGE

AR 135–210

Order to Active Duty as Individuals for Other than a Presidential Reserve Call-up, Partial or Full Mobilization

This major revision, dated 17 September 2019—

- o Removes first duty station commander responsibilities for in-and-out processing and assigns them to U.S. Army Installation Management Command (para 1–4).
- o Adds Armywide policy on recordkeeping requirements (para 1–5).
- o Removes dual status for officers (formerly para 2–19).
- o Removes language for extended active duty and temporary tours of active duty. Adds language to reflect Public Law 108–375, Volume 11, U.S. Statute at Large (The Ronald W. Reagan 2005 National Defense Act for Fiscal Year 2005), which established operational support and its subcategories (throughout).
- o Incorporates the Total Force policy elements of Army Directive 2012–08 (throughout).

Effective 17 October 2019

Army National Guard and Reserve

**Order to Active Duty as Individuals for Other than a Presidential Reserve Call-up,
Partial or Full Mobilization**

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:


KATHLEEN S. MILLER
Administrative Assistant
to the Secretary of the Army

History. This publication is a major revision.

Summary. This regulation prescribes policies, responsibilities, and procedures for ordering Soldiers to active duty for other than a Presidential Selected Reserve call-up, partial or full mobilization. It implements changes in The Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005, Public Law 108–375, Volume 11, U.S. Statute at Large, p. 1811, which established active duty for operational support, as well as its subcategories, found in AR 135–200.

Applicability. This regulation applies to all Army National Guard of the United States and U.S. Army Reserve Soldiers except for those listed in paragraph 1–6. During full mobilization or Presidential call-up, chapters and policies contained in this regulation may be modified by the proponent.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulation. The proponent may delegate this authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy

proponent. Refer to AR 25–30 for specific guidance.

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

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

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

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

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose • 1–1, page 1

References and forms • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Records management (recordkeeping) requirements • 1–5, page 1

Applicability • 1–6, page 1

Order to active duty • 1–7, page 2

Ineligibility for active duty • 1–8, page 2

Chapter 2

Active Duty to Fill Regular Army Vacancies, page 2

*This regulation supersedes AR 135–210, dated 17 September 1999.

Contents—Continued

Section I

Personnel Procurement Requirements, page 2

Procurement programs • 2–1, *page 2*

Eligibility requirements • 2–2, *page 2*

Qualification requirements • 2–3, *page 2*

Medical examination • 2–4, *page 3*

Approving authority • 2–5, *page 3*

Active duty grade • 2–6, *page 4*

Period of active duty • 2–7, *page 4*

Section II

Former Cadets, page 4

General • 2–8, *page 4*

Policy • 2–9, *page 4*

Approving authority • 2–10, *page 4*

Period of active duty • 2–11, *page 4*

Individual notification • 2–12, *page 4*

Orders • 2–13, *page 5*

Processing procedures • 2–14, *page 5*

Section III

Submitting and Processing Active Duty Applications, page 5

Officer applicants • 2–15, *page 5*

Enlisted applicants • 2–16, *page 6*

Command processing • 2–17, *page 7*

Section IV

Ordering Individuals to Active Duty, page 8

Assignment • 2–18, *page 8*

Orders • 2–19, *page 8*

Accessions into the Regular Army • 2–20, *page 9*

Chapter 3

Active Duty When in a Captive Status, page 9

Section I

Introduction, page 9

General • 3–1, *page 9*

Description of active duty when in a captive status • 3–2, *page 10*

Active duty when in a captive status responsibilities • 3–3, *page 10*

Active duty when in a captive status policy • 3–4, *page 10*

Section II

Request for Active Duty When in a Captive Status, page 10

Processing requests for active duty when in a captive status • 3–5, *page 10*

Orders • 3–6, *page 11*

Appendixes

A. References, *page 12*

B. Internal Control Evaluation, *page 15*

Table List

Table 2–1: Flow of applications for active duty to fill Active Army vacancies, *page 7*

Table 2–2: Order distribution categories, *page 9*

Contents—Continued

Glossary

Chapter 1

Introduction

1–1. Purpose

This regulation prescribes policies, responsibilities, and procedures for ordering individual Soldiers of the Army National Guard of the United States (ARNGUS) and the U.S. Army Reserve (USAR) to active duty for other than a Presidential Reserve call-up, partial or full mobilization. This regulation incorporates the principles of Army Total Force Policy (see AD 2012–08).

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

Overall responsibilities are listed below. Specific responsibilities are given in each chapter.

- a.* The Deputy Chief of Staff, G–1 (DCS, G–1) will—
 - (1) Establish procurement programs related to this regulation.
 - (2) Have overall responsibility for policies and guidance for programs set forth in this regulation.
 - (3) On behalf of the DCS, G–1 the Commanding General (CG), U.S. Army Human Resources Command (HRC) will—
 - (*a*) Announce procurement programs, approve applications, and issue orders for fill of Regular Army vacancies by ARNGUS and USAR Soldiers.
 - (*b*) Issue all orders for active duty in a captive status (ADCS).
- b.* On behalf of U.S. Army Training and Doctrine Command, the CG, U.S. Army Cadet Command and the Superintendent, U.S. Military Academy (USMA) will order former cadets to active duty in lieu of recouping tuition or scholarship in accordance with their contracts.
- c.* The Commander, U.S. Army Installation Management Command will—
 - (1) In-process Soldiers upon arrival at the gaining installation in accordance with AR 600–8–101.
 - (2) Ensure personnel are administered the Regular Army (RA) Oath of Office to officers arriving to their first active duty assignment and send the DA Form 71 (Oath of Office - Military Personnel) is signed and updated to the officer's in the officer's Army Military Human Resource Record (AMHRR).

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in ARIMS/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Applicability

- a.* This regulation applies to all ARNGUS and USAR Soldiers except—
 - (1) Officers ordered to initial active duty or initial active duty for training (IADT) who were appointed from the Reserve Officers' Training Corps (ROTC) Program.
 - (2) Officers participating in Officer Procurement Programs of the Army Medical Department (AMEDD) to include the following:
 - (*a*) Army First Year Graduate Medical Education Program.
 - (*b*) Advanced Education Program in General Dentistry (1 year).
 - (*c*) AMEDD Early Commissioning Program.
 - (*d*) Army Medical Specialist Corps Officer Procurement Programs.
 - (*e*) School of Medicine, Uniformed Services University of the Health Sciences.
 - (*f*) AMEDD Clinical Psychology Internship Program.
 - (3) U.S. Army Health Professions Scholarship Program participants.

(4) Soldiers performing full-time active duty in Active Guard Reserve (AGR) , full-time National Guard duty in AGR status, or operational support (OS) status, except for direct appointment as a commissioned officer or warrant officer with concurrent call to active duty to fill RA vacancies under chapter 2.

(5) Commissioned officers called to active duty in the Judge Advocate General's Corps.

b. It also applies to RA headquarters and commands responsible for Reserve of the Army (ARNGUS and/or USAR) Soldiers on active duty.

1-7. Order to active duty

Under guidance prescribed by this regulation, Soldiers will be ordered to peacetime active duty as follows:

- a. Voluntarily to fill actual or anticipated vacancies in the Active Army (see chap 2).
- b. Involuntarily when a cadet breaches the terms of his or her contract (see chap 2, sec II).
- c. Involuntarily when in a captive status (see chap 3).
- d. Policy for ordering members of the Retired Reserve to active duty can be found in AR 601-10, Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations.

1-8. Ineligibility for active duty

Soldiers ordered to active duty to attend initial entry training or whose first duty assignment is to be initial entry training are not eligible for this duty if they are confirmed to have human immunodeficiency virus (HIV) (see AR 40-501 and AR 600-110).

Chapter 2

Active Duty to Fill Regular Army Vacancies

Section I

Personnel Procurement Requirements

2-1. Procurement programs

- a. HRC will announce, through military personnel (MILPER) messages, programs to procure personnel to fill actual and anticipated active duty vacancies. Procurement programs will be canceled when requirements no longer exist.
- b. Qualified and interested personnel should apply as soon as possible after a program is announced. Applications received after requirements have been filled will be returned without further processing.
- c. Personnel who fail either the Health Professional Scholarship Program or Uniformed Services University of the Health Science, should refer to AR 601-141 and other applicable Department of Defense issuances and Army policies for follow-on actions.

2-2. Eligibility requirements

Persons in the categories listed below may apply for active duty if they meet the qualification requirements in paragraph 2-3 and the medical examination requirements in paragraph 2-4.

- a. Applicants for direct appointment as USAR officers under AR 135-100 and/or AR 135-101.
- b. ARNGUS and USAR officers, including warrant officers (WO), attending aviator training courses.
- c. ARNGUS and USAR enlisted personnel whose awarded primary military occupational specialty (MOS) is not classified as over strength as announced by HRC.
- d. ARNGUS and USAR enlisted personnel attending training courses leading to appointment as a warrant officer.
- e. USAR personnel attending officer candidate courses.

2-3. Qualification requirements

- a. *All applicants.*
 - (1) An applicant must—
 - (a) Meet the Army body composition standards of AR 600-9.
 - (b) Meet the medical fitness standards of AR 40-501.
 - (c) Meet the specific requirements contained in the announcement concerning the program under which they are applying for active duty.
 - (d) Not be pregnant.
 - (2) Normally, Soldiers cannot apply for active duty if they have been previously turned down. Soldiers may reapply if—

- (a) One year has elapsed since the last application.
- (b) They are more qualified now than when they were not selected.
- (c) A different program is announced for which they were not considered.
- (3) Applicants who are ARNGUS Soldiers must have the approval of their State Adjutant General.
- (4) Applicants who are USAR Soldiers must have approval of their major subordinate command CG.
- b. *Officers.* To apply for active duty as an officer, applicants must follow the procedures below.
 - (1) Officers must not—
 - (a) Have failed to be selected for RA or Reserve of the Army promotion. As an exception, a Reserve of the Army officer non-selected for promotion under one of the following circumstances is eligible to apply:
 - 1. Officer did not complete the required military education prior to the convening date of the promotion board but has subsequently completed this requirement.
 - 2. Officer is presently enrolled in the military education courses required for promotion.
 - 3. Officer did not complete the required civilian education prior to the convening date of the promotion board but has subsequently completed this requirement.
 - 4. An RA officer that was non-selected for promotion and subsequently promoted as a member of the Reserve of the Army.
 - (b) Be drawing retired pay for service with any of the Armed Forces. As an exception, officers drawing retired pay may apply for recall to fill critical shortages in specific specialty skill identifiers (SSIs) (also known as areas of concentration (AOCs)) and MOS announced by MILPER message under this program. Policy for ordering members of the Retired Reserve to active duty can be found in AR 601–10.
 - (c) Have been released from active duty (AD) under AR 600–8–24 for maximum age or maximum service.
 - (d) Have been released from AD as the result of any board action. However, officers released under AR 600–8–24, such as quantitative reduction in force who remain eligible may apply if otherwise qualified.
 - (2) Commissioned officers, in addition to (1) above, must be able to complete 10 years active federal commissioned service before completing 20 total years of active Federal service (AFS).
 - (3) WOs, in addition to (1) above, must be able to complete 20 years AFS before reaching age 62.
- c. *Enlisted personnel.* To apply for AD in an enlisted status, applicants must—
 - (1) Meet the requirements for enlistment in the RA (see AR 601–210). The terms of AR 601–280 must be met at the end of the tour of AD if the applicant wants to join the RA. The application for AD will contain the following statement: “I understand that if accepted for active duty I will be precluded from enlistment in the RA at the end of my tour if I do not meet the age requirements of AR 601–280.”
 - (2) Have enough time remaining in current enlistment or obligation to complete the requested AD period.
 - (3) Be qualified in their MOS. Applications from persons not MOS qualified will be disapproved locally.

2–4. Medical examination

- a. Persons must undergo a medical examination per AR 40–501.
 - (1) Persons scheduled for flight training or continued aviation duty must meet the medical fitness standards of AR 40–501. The following standards apply.
 - (a) Class 1—flight training.
 - (b) Class 2—continued aviation duty; persons selected for aeronautical rating by reason of equivalent civilian experience (see AR 600–105).
 - (c) Class 3—persons who are not engaged in the actual control of aircraft.
 - (2) All other persons must meet medical fitness standards prescribed in AR 40–501.
 - b. To request a waiver of medical fitness standards, follow procedures in AR 40–501, as appropriate.
 - c. Special reviews are required for all medical examinations given to persons scheduled for flight training or aviation duty.
 - d. HIV testing is required prior to reporting for AD under this regulation in accordance with AR 600–110. AR 600–110 also provides the statement that must be entered on AD orders when testing cannot be accomplished within the prescribed timeframe.

2–5. Approving authority

The Headquarters, Department of the Army (HQDA) office (AHRC–ORD–A) is approval authority for all officer applications for AD under this chapter.

2-6. Active duty grade

- a.* Officers will be ordered to AD in their reserve grade unless additional service credit is authorized by Section 689, Title 10, United States Code (10 USC 689). Date of rank adjustments may be required under 10 USC 741.
- b.* Enlisted persons will be ordered to AD in their reserve grade unless they volunteer to accept a grade reduction to meet grade limitations.

2-7. Period of active duty

- a.* Unless otherwise directed by HQDA, Soldiers will be ordered to AD for the following periods:
 - (1) Commissioned officers—3 years.
 - (2) Warrant officers—5 years.
 - (3) Enlisted Soldiers—3 years.
- b.* AMEDD officers may be ordered to AD by The Surgeon General for periods other than that shown above in subparagraph 2-7*a*.

Section II

Former Cadets

2-8. General

This section provides guidance on ordering former cadets to AD in accordance with the terms of their contract with the Army. It applies to USAR personnel who are—

- a.* Enrolled in an advanced course or scholarship program of the ROTC (see AR 145-1).
- b.* Appointed to cadet status at the United States Military Academy (USMA) (see AR 150-1).

2-9. Policy

Cadets who breach the terms of their contracts with the Army may be—

- a.* Dis-enrolled from the ROTC and ordered to AD.
- b.* Separated from the Academy and ordered to AD.
- c.* If ordered to AD the individual must meet the qualifications for enlistment into the RA according to AR 601-210.

2-10. Approving authority

Authority to order a cadet to AD is assigned as follows:

- a.* ROTC cadets—CG, U.S. Army Cadet Command (USACC). Cases will be prepared and processed per AR 145-1.
- b.* USMA cadets—Superintendent, USMA. Prior approval of Assistant Secretary of the Army for Manpower and Reserve Affairs is required.

2-11. Period of active duty

The period of AD to which a cadet is ordered will be as follows:

- a.* Up to 24 months for ROTC cadets (non-scholarship) enrolled in the advanced course (10 USC 2105).
- b.* Up to 36 months for USMA cadets whose separation is based on an action that occurred after the start of the third academic year (10 USC 4348(b)).
- c.* Up to 48 months for—
 - (1) ROTC scholarship cadets (10 USC 2107(f)).
 - (2) ROTC and USMA cadets who complete the course but refuse to accept a commission when offered (10 USC 2107(f); 10 USC 4348(b)).

2-12. Individual notification

All cadets will be notified of impending order to AD. They will be advised that they are allowed a period of time as listed below, in subparagraphs 2-12*a* through 2-12*c*, to arrange their personal affairs before entering on AD. Cadets may forego these periods if they desire.

- a.* A former USMA cadet will be allowed 30-45 days, less any days spent concurrently in a leave without pay status awaiting a final decision from the Department of the Army. The period begins on the date he or she departs USMA.
- b.* Former cadets will normally be allowed 60 days from the disenrollment date (see exceptions below in subparagraphs 2-12*c* and 2-12*d*).

- c. A former ROTC cadet who continues to pursue a baccalaureate degree as a full-time student at the same institution will be ordered to AD 60 days after the date he or she would normally complete the degree requirements.
- d. A former ROTC cadet who is a graduate student will be ordered to AD 60 days after completion of the current academic year.

2-13. Orders

a. AD orders for former cadets will be issued using format 172 (see AR 600-8-105). The following procedures apply:

(1) The CG, USACC will issue orders for former ROTC cadets. Enter the following response to the lead lines of the orders:

- (a) Authority: 10 USC 2105 for periods up to 24 months; 10 USC 2107 for periods up to 48 months.
- (b) Report to: U.S. Army Recruiting Command.
- (c) Purpose: To undergo medical examination per AR 612-201, Armed Services Vocational Aptitude Battery (ASVAB) testing, and processing for involuntary AD for breach of DA Form 597 (Army Senior Reserve Officers' Training Corps ROTC Non-scholarship Cadet Contract) or DA Form 597-3 (Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract).

(2) The USMA Superintendent will issue orders for former USMA cadets. Orders will assign cadets to the training center or unit as determined by HRC assignment instructions. Order format 405 will be issued for this purpose (see AR 600-8-105).

b. Former ROTC cadets will be ordered to AD in grade E1, except those who have had prior RA military service. A grade determination will be made by HRC for former ROTC cadets with prior RA service before ordered to AD. Former USMA cadets will be ordered to AD in an appropriate grade according to AR 150-1.

c. Orders will be sent by certified mail, restricted delivery, with return receipt requested.

2-14. Processing procedures

The following procedures apply when a former cadet is ordered to AD:

a. *Reserve Officer Training Corps cadets.*

(1) The CG, USACC uploads orders to the AMHRR in the Interactive Personnel Electronic Records Management System (iPERMS) and sends a copy to the appropriate gaining unit and the Soldier.

(2) The U.S. Army Recruiting Command—

- (a) Processes cadets for enlistment in the U.S. Army in accordance with qualifications and needs of the Army.
- (b) Ensures the original DD Forms 4 Series (Enlistment/Reenlistment Document Armed Forces of the United States), DA Form 597 (or DA Form 597-3), and any other contractual documents required for filing in the permanent record by AR 600-8-104, have been uploaded to the AMHRR in the Interactive Personnel Electronic Records Management System (iPERMS).

(c) Uploads a copy of the order and any other required documents not already filed in the AMHRR or iPERMS.

(d) Ensures conduct of medical examination per AR 612-201. Soldiers not meeting the accession standards will be discharged.

(e) Processes the action—for any scholarship cadet—through local Finance Office for recoupment of scholarship funds, as appropriate.

(f) Coordinates the ASVAB and any required testing if not a matter of record in the Soldier's AMHRR.

b. *United States Military Academy cadets.* The USMA processes cadets for enlistment in the U.S. Army in accordance with qualifications and needs of the Army.

Section III

Submitting and Processing Active Duty Applications

2-15. Officer applicants

a. Persons applying for AD as officers will complete DA Form 160 (Application for Active Duty). The data listed in (1) through (4) below will be entered in the remarks section of DA Form 160. If there is not enough space, a separate sheet will be attached.

(1) List in chronological order:

(a) Military experience while on AD, or in an active Reserve status. Include duty position, SSI (area of concentration) and title, type of unit.

(b) Military and civilian schooling.

(c) Inactive duty training, active duty for training (ADT), or instructor duties performed in current grade and retirement points earned. The listing will begin on the date last promoted or date of receipt of the latest statement of retirement points, whichever is later.

(2) State if currently taking part or planning to take part in training or instruction before being ordered to AD.

(3) When applicable, enter the following information:

(a) Qualified Army aviators will indicate whether they desire AD flying status orders concurrent with AD orders.

(b) Former Peace Corps members will give the name of the country in which they served.

(c) Members of the U.S. Congress and those appointed to U.S. civil offices by the President with the advice and consent of the Senate will show the title and term of their office.

(d) WOs with more than 15 years of AFS must include the following statement: "I, ..., hereby volunteer to remain on active duty for a minimum period of 6 years. I understand that retention on active duty during this period is subject to the normal release provisions outlined in AR 600–8–24. I further understand that I may not be voluntarily retired before completing this service obligation."

(4) Show current height and weight measured as prescribed in AR 600–9. Soldiers exceeding the standards of AR 600–9 will include a current Body Fat Content Worksheet, DA Form 5500 (Male), or DA Form 5501 (Female).

b. The following documents must be attached to the application:

(1) DD Form 2808 (Report of Medical Examination) and DD Form 2807–1 (Report of Medical History).

(2) Copy of college transcripts.

(3) SF 86 (Questionnaire for National Security Positions) and e-QIP Electronic Questionnaire for Investigative Processing (EPSQ). The following categories of personnel need not complete this form if one is on file in the AMHRR:

(a) ROTC graduates serving less than 6 months ADT.

(b) Soldiers attending Officer Candidate School courses.

(c) Soldiers attending rotary or fixed wing aviator courses.

(4) A copy of the latest National Guard Bureau (NGB) Form 23 (Retirement Credits Record) for ARNGUS Soldiers or DA Form 5016 (Chronological Statement of Retirement Points). This includes the latest annual or terminal statement of retirement points.

(5) For AD with AMEDD—

(a) Evidence of professional qualification in the specialty for which applying, and

(b) If applying for appointment with concurrent AD, additional documentation required by AR 135–101.

(6) Additional documentation required by the HQDA announcement under which applying.

2–16. Enlisted applicants

a. Enlisted personnel will complete DA Form 160 to apply for AD. The data listed in (1) through (4) below must be entered in the remarks section of DA Form 160. If there is not enough space, a separate sheet must be attached.

(1) A brief description of—

(a) Previous AD qualifications and experience. For the purpose of fully evaluating applications, the term "active duty" includes operational support (OS), AGR, IADT, ADT, annual training (AT), or any other periods of service which would support evaluation of the applicant.

(b) ARNGUS and USAR experience.

(c) Any civilian qualifications or experience that may better support the applicant's qualification for AD.

(2) Amount of time served on AD in present grade.

(3) Latest date the Soldier was—

(a) Released from AD.

(b) On AD overseas. Give the name of the command and the date of return to the United States.

(4) Current height and weight measured as prescribed in AR 600–9. Soldiers exceeding the standards of AR 600–9 will include a DA Form 5500 or DA Form 5501.

b. The following statement will be entered on the application: "I understand that if I am selected for active duty, I will be available for worldwide assignment to any duty required of my MOS and grade and that a specific assignment or location cannot be promised."

c. When applicable, enter the following information:

(1) Former Peace Corps members must give the name of the country in which they served.

(2) Members of the U.S. Congress and those appointed to U.S. civil offices by the President with the advice and consent of the Senate must show the title and term of their office.

d. The following documents will be attached to the application:

e. DD Form 2808 and DD Form 2807–1

(1) SF 86 and/or eQIP

- (2) An updated personnel qualification record.
- (3) A copy of the DD Form 214 (Certificate of Release or Discharge from Active Duty) for the last period of AD. Applicants with Active Army service should submit a copy of the DD Form 214 which reflects the reenlistment code for that Active Army service if available.
- (4) Any correspondence that adds to the applicant's qualifications for AD in any grade or MOS. (Examples include certificates of completion of Army extension courses, evidence of successful completion of civilian trade schools, letters of commendation, licenses, and similar documents.)

2-17. Command processing

- a. All commanders will—
 - (1) Ensure applications are complete and accurate.
 - (2) Ensure medical examinations are completed as prescribed in paragraph 2-4.
 - (3) If the applicant holds an elective or appointive position with the Federal or a State government, include a statement in the forwarding endorsement citing the office held.
 - (4) Recommend approval or disapproval of the application.
 - (5) Forward application as shown in table 2-1.
 - (6) Report, using the channels shown in table 2-1, any change in an applicant's status which might influence a decision concerning the person's application. This includes all unfavorable personnel actions.
- b. ARNGUS and USAR commanders will give a reason if disapproval is recommended.
- c. Active Army commanders will give the present status of USAR officers who are serving on AD in a WO or enlisted status. Commanders will give a reason if disapproval is recommended.
- d. School commandants will—
 - (1) Give a reason if recommending disapproval of the application.
 - (2) For ROTC graduates serving on IADT who are attending but who have not completed the basic branch school course, prepare an endorsement that will include the following:
 - (a) The officer's class standing.
 - (b) Demonstrated performance.
 - (c) The expected date he or she will complete the basic branch course.
 - (d) The date scheduled for release from ADT.
 - (e) SF 86 Electronic Personnel Security Questionnaire.
 - (3) For Soldiers attending Officer Candidate School courses, prepare an endorsement that will include the following:
 - (a) The Soldier's academic standing.
 - (b) Demonstrated ability to perform.
 - (c) The expected date of graduation.
 - (4) For Soldiers attending aviation courses, prepare an endorsement that will include the expected graduation date and date scheduled for release from ADT. The Soldier will be returned to his or her ARNGUS or USAR unit as scheduled pending final action on the application.
- e. State adjutants general will complete one of the following actions:
 - (1) Recommend approval of applications received and send to:
 - (a) For officers: Commander, U.S. Army Human Resources Command (AHRC-ORD-A), 1600 Spearhead Division Ave., Fort Knox, KY 40122-5204.
 - (b) For enlisted: Commander, U.S. Army Human Resources Command (AHRC-EPF-A), 1600 Spearhead Division Ave., Fort Knox, KY 40122-5306.
 - (2) Disapprove applications and return them through channels to the applicants.
- f. Area commanders and HRC, as appropriate, will perform the following actions:
 - (1) Review applications to determine eligibility and qualifications. Applications submitted by persons determined ineligible or not qualified will be returned.
 - (2) Send valid approved applications to appropriate headquarters as listed in table 2-1, on the next page. Include in forwarding endorsement the date the Soldier was promoted to his or her current grade. Also include any other information required by the procurement program announcement.

Table 2-1
Flow of applications for active duty to fill Active Army vacancies

Applicant	Processing command
-----------	--------------------

Table 2–1
Flow of applications for active duty to fill Active Army vacancies—Continued

ARNGUS	School ¹ COMDT	ARNGUS unit CDR	ARNGUS com- mand channels	State AG ²	HQDA HRC ³	HQDA ⁴
USAR unit Sol- dier AMEDD	School COMDT ¹	USAR unit CDR	USAR command channels	5		HQDA ⁴
USAR unit Sol- dier less AMEDD	School COMDT ¹	USAR unit CDR	USAR command channels	5	HQDA HRC ³	HQDA ⁴
USAR Soldier assigned to IRR, standby, or Retired Re- serve	School COMDT ¹				HQDA HRC ³	HQDA ⁴
USAR officer on AD in WO or enlisted sta- tus		Active unit CDR	Active com- mand channels		HQDA HRC³	HQDA⁴

Notes:

¹ Applications from USAR Officer Candidate School candidates, Officer Basic Course students, and Soldiers attending aviator courses will be sent through the proper school commandant.

² The State adjutant general may disapprove applications and return through channels to individual; only applications for which approval is recommended will be sent to HQDA, Appointment Directorate, Attention: forward to HRC, (AHRC–OPD), 1600 Spearhead Division Road, Fort Knox, KY 40121.

³ Applications will be addressed to HQDA, Appointment Directorate, Attention: AHRC–EPRJ, 1600 Spearhead Division Road, Fort Knox, KY 40121.

⁴ Applications for active duty as officers in the basic branches will be sent to Commander, U.S. Army Human Resources Command (AHRC–ORD–A), 1600 Spearhead, Division Ave, Fort Knox, KY 40122–5204; in the AMEDD to Commander, HPSC (DASG–HCP), 5109 Leesburg Pike, Falls Church, VA 22041–3258; and in the Chaplain Corps, to HQDA (DACH–CHSA–ACC), Washington, DC 20310–2750. Applications for active duty in an enlisted status will be forwarded to HQDA (TAPC–EPR), 1600 Spearhead Division Road, Fort Knox, KY 40121.

⁵ Area commanders may disapprove applications and return them through channels to individual; only applications for which approval is recommended will be sent to HQDA.

Section IV

Ordering Individuals to Active Duty

2–18. Assignment

a. Officers. HRC will furnish assignment instructions. Army commanders may request the assignment of specific officers to their commands. Individual mobilization augmentees will be removed from their mobilization augmentation assignments when ordered to AD under this chapter.

b. Enlisted personnel. HRC will furnish assignment instructions for enlisted personnel.

2–19. Orders

a. Issuing authority. The Commander, HRC will issue AD orders except as shown below:

- (1) School commandants for ARNGUS or USAR officers attending branch officer basic courses (BOBC).
- (2) School commandants for ARNGUS or USAR officers attending warrant officer technical certification training.

b. Format. Orders will be issued in the format prescribed in AR 600–8–105. The following instructions also apply:

- (1) The AD commitment or period of AD will be expressed as a period of time (such as 12 months, 3 years).
- (2) The specific reporting date will be shown, however, do not show the effective date of entry on AD. Refer to AR 600–8–105.

(3) Title 10 USC 12301(g) will be cited in the authority lead line of the order.

c. Distribution. In addition to the distribution shown in AR 600–8–105, orders will be distributed as shown in table 2–2 below.

d. More information. Refer to the Joint Travel Regulation and Department of Defense Financial Management Regulation for additional policy for travel and pay entitlements.

2–20. Accessions into the Regular Army

In-processing will be accomplished by the gaining installation upon arrival at first AD station. In addition to meeting all requirements of AR 600–8–101, the local installation commander will—

- a. Administer the RA Oath of Office to officers arriving to their first AD assignment and send to the AMHRR along with other applicable documents created at in-processing.
- b. Ensure officer is arrived in eMILPO in order to ensure they are reflected on the AD list in the proper status.
- c. Ensure any additional sponsorship and indoctrination requirements are met to facilitate officers entering AD for the first time.
- d. Accomplish any other requirements that may be necessary to facilitate arrival at the very first AD station.
- e. If an officer does not arrive by the projected report date of a pending gain record reflected in the eMILPO database, notify HRC and process in accordance with AR 630–10 as applicable.

Table 2–2

Order distribution categories:

Personnel category: All

Number of copies: 2

Distribution: First duty organization commander.¹

Personnel category: ARNGUS

Number of copies: 4

Distribution: 2—Chief, National Guard Bureau, Attention: NGB–ARP–CO, 111 South George Mason Drive, Arlington, VA 22204–1382.

Personnel category: AMEDD commissioned and warrant officers.

Number of copies: 3

Distribution: 1–HQDA (SGPS–PD), 5109 Leesburg Pike, Falls Church, VA 22041–3258. 1–HQDA (TAPC–OPH—appropriate career activities office), Alexandria VA 22332–0417. 1–HQDA (DASG–PTM), 5109 Leesburg Pike, Falls Church VA 22041–3258

Personnel category: Judge Advocate General's Corps warrant officers.

Number of copies: 1

Distribution: HQDA (DAJA–PT), Washington DC 20310–2200

Personnel category: Chaplains

Number of copies: 2

Distribution: HQDA (DACH–HSA–ACC), Washington DC 20310–2750

Personnel category: All commissioned officers (less AMEDD and Chaplains Corps)

Number of copies: 3

Distribution: 1–HRC, 1600 Spearhead Division Road, Fort Knox, KY 40121

Personnel category: All enlisted personnel

Number of copies: 2

Distribution: HRC, 1600 Spearhead Division Road, Fort Knox, KY 40121²

Notes:

¹ For officers, attach a duplicate copy of the application for AD and allied papers.

² When orders are published by HRC, include with the orders the original application for AD and the orders and upload to the AMHRR in iPERMs.

Chapter 3

Active Duty When in a Captive Status

Section I

Introduction

3–1. General

- a. This chapter prescribes policy and procedures for ordering ARNGUS and USAR Soldiers to ADCS. It does not confer any authority or responsibility for the determination of captive status.

b. Captive status is defined under 10 USC 12301(g) and 37 USC 551(2) as the official status in which a Soldier is carried when determined to be absent in the status of missing; missing in action; interned in a foreign country; captured; beleaguered, or besieged by a hostile force; or detained in a foreign country against his or her will.

c. A Soldier is considered to be in a captive status only as a result of hostile action related to the Soldier's military status.

d. Notification and reporting of Soldiers in captive status is accomplished per AR 638–8.

3–2. Description of active duty when in a captive status

a. ADCS is involuntary AD. It is used only when an ARNGUS or USAR Soldier is in a captive status as defined in paragraph 3–1.

b. There is no maximum period of time a Soldier may be kept on ADCS. A Soldier ordered to AD under this section may not be retained on AD, without his or her consent, for more than 30 days after his or her captive status is terminated.

c. AD in a captive status is a temporary duty status.

d. AD in a captive status is funded by Military Personnel, Army appropriations. Operations and Maintenance, Army appropriations are used for temporary duty and travel costs.

3–3. Active duty when in a captive status responsibilities

a. The Commanding General, HRC will—

- (1) Act as point of contact for ADCS.
- (2) Plan, program, and budget funds to support ADCS.
- (3) Formulate implementing procedures for ADCS.
- (4) Establish ADCS effective and termination dates.
- (5) Issue ADCS orders per AR 600–8–105 and HQDA instructions.

b. The Director of Staff Management, Office of the Chief of Staff, Army (DACS–DMC) is the final approval authority for ADCS requests.

3–4. Active duty when in a captive status policy

a. Section 12301(g), Title 10, United States Code authorizes the Secretary of the Army to place captive Soldiers in a status that affords the Soldier's dependents with benefits and entitlements commensurate with the active force.

b. This policy applies to ARNGUS and USAR Soldiers taken captive as a result of hostile action while serving on the following types of duty (covered period includes travel to and from such duty):

- (1) All AD including:
 - (a) AD for operational support.
 - (b) ADT.
 - (c) AT.
- (2) Inactive duty training.
- (3) Invitational travel orders in a pay or nonpaid status.

c. Soldiers in ADCS are—

- (1) Ordered to AD in their current Reserve grade.
- (2) Subject to the Uniform Code of Military Justice.
- (3) To be released from ADCS within 30 days of release from captive status.

Section II

Request for Active Duty When in a Captive Status

3–5. Processing requests for active duty when in a captive status

a. The agency or command that has jurisdiction over the Soldier requests ADCS orders through command channels to HRC for approval by the Director of Staff Management (DACS–DMC). AD in a captive status for ARNGUS Soldiers does not require approval by the governor or other State or territorial authority but should be processed in the same manner as other ADCS actions.

b. The requesting agency will provide HRC the following information—

- (1) Description of the circumstances surrounding the request for placement of the Soldier in ADCS.
- (2) Identity of the unit if the Soldier concerned was assigned or attached to a unit when taken captive.

- (3) The Soldier's name, grade, Social Security number, home address, unit address, unit commander's name and phone number.
- (4) Notification when the Soldier is returned to duty.

3-6. Orders

- a.* Orders are issued in order formats according to AR 600-8-105.
- b.* Statutory authority for ADCS is 10 USC 12301(g).
- c.* Soldiers are ordered in their current grade.
- d.* The AD commitment is for an indefinite period. Orders terminate on release from captive status or no later than 30 days from release without the consent of the individual. If the Soldier is on an AD order of 30 days or more and acquires an injury, illness, or disease during the period after being taken captive, the Soldier may be retained on AD, and a new AD order issued in accordance with AR 135-381.
- e.* Effective date of the ADCS order is the date the Soldier is placed in a captive status.

Appendix A

References

Section I

Required Publications

AR 40–501

Standards of Medical Fitness (Cited in para 1–8.)

AR 135–100

Appointment of Commissioned and Warrant Officers of the Army (Cited in para 2–2*a*.)

AR 135–101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Cited in para 2–2*a*.)

AR 135–200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers (Cited in the title page.)

AR 135–381

Incapacitation of Reserve Component Soldiers (Cited in para 3–6*d*.)

AR 145–1

Senior Reserve Officers' Training Corps Program: Organization, Administration and Training (Cited in para 2–8*a*.)

AR 150–1

Organization, Administration, and Operation (Cited in para 2–8*b*.)

AR 600–8–104

Army Military Human Resource Records Management (Cited in para 2–14*a*(2)(*b*)).

AR 600–8–105

Military Orders (Cited in para 2–13*a*.)

AR 600–9

The Army Body Composition Program (Cited in para 2–3*a*(1)(*a*)).

AR 600–105

Aviation Service of Rated Army Officers (Cited in para 2–4*a*(1)(*b*)).

AR 600–110

Identification, Surveillance, and Administration of Personnel Infected With Human Immunodeficiency Virus (HIV) (Cited in para 1–8.)

AR 601–210

Regular Army and Reserve Components Enlistment Program (Cited in para 2–3*c*(1)).

10 USC 689

Retired members: grade in which ordered to active duty and upon release from active duty (Cited in para 2–6*a*.)

10 USC 741

Rank: commissioned officers of the armed forces (Cited in para 2–6*a*.)

10 USC 2105

Advanced training; failure to complete or to accept commission (Cited in para 2–11*a*.)

10 USC 2107(f)

Financial assistance program for specially selected members (Cited in para 2–11*c*(2)).

10 USC 4348(b)

Cadets: agreement to serve as officer (Cited in para 2–11*b*.)

10 USC 12301(g)

Reserve components generally (Cited in para 2–19*b*(3)).

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. Unless otherwise stated, publications are available on the Army Publishing Directorate website, at <https://armypubs.army.mil/>. DOD publications are available at <https://www.esd.whs.mil/>. NGB publications are available at <https://ngbpd.ngb.army.mil/>. The United States Code and Public Laws are available at <https://www.govinfo.gov/>.

AD 2012–08

Army Total Force Policy

AR 11–2

Managers' Internal Control Program

AR 25–30

Army Publishing Program

AR 135–133

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

AR 600–8–6

Personnel Accounting and Strength Reporting

AR 600–8–24

Officer Transfers and Discharges

AR 600–8–101

Personnel Readiness Processing

AR 601–10

Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

AR 601–141

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

AR 601–280

Army Retention Program

AR 612–201

Initial Entry/Prior Service Trainee Support

AR 630–10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

AR 638–8

Army Casualty Program

DOD FMR

Department of Defense Financial Management Regulation

JTR

Joint Travel Regulations

PL 108–375, Vol. 11, U.S. Statute at Large, p. 1811

The Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005

Section III

Prescribed Forms

Unless otherwise stated, DA forms are available on the APD website (<https://armypubs.army.mil/>).

DA Form 160

Application for Active Duty (Cited in para 2–15a.)

Section IV

Referenced Forms

Unless otherwise stated, DA forms and Standard Forms are available on the APD website (<https://armypubs.army.mil>). DD forms are available on the DOD website (<https://www.esd.whs.mil>). NGB forms are available on the National Guard Bureau website (<https://ngbpdc.ngb.army.mil>).

DA Form 71

Oath of Office - Military Personnel

DA Form 597

Army Senior Reserve Officers' Training Corps (ROTC) Nonscholarship Cadet Contract

DA Form 597-3

Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 5016

Chronological Statement of Retirement Points

DA Form 5500

Body Fat Content Worksheet (Male)

DA Form 5501

Body Fat Content Worksheet (Female)

DD Form 4 Series

Enlistment/Reenlistment Document—Armed Forces of the United States

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 215

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

DD Form 2807-1

Report of Medical History

DD Form 2808

Report of Medical Examination

NGB Form 23A

ARNG Current Annual Statement

SF 86

Questionnaire for National Security Positions

Appendix B

Internal Control Evaluation

B-1. Function

The function covered by this checklist is to maintain and report on the process to access Reserve Component Soldiers into the Regular Army.

B-2. Purpose

The purpose of this checklist is to assist intended users in evaluation of their key management. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of controls (for example, document analysis, direct observation, interviewing, sampling, and simulation). Answers indicating control problems must be explained (and corrective action indicated) in supporting documentation. These controls must be evaluated in accordance with the schedule in the management control plan.

B-4. Test questions

- a.* Are commands and Soldiers reviewing qualification requirements and minimizing the exceptions to the current Army accessions program announcements?
- b.* Does HQDA through HRC announce the program for RA accession policy at the beginning of each fiscal year?
- c.* Do commanders follow the requirements in paragraph 2-17, ensuring only complete accessions packets are received by HRC?
- d.* Is HRC publishing orders for Soldiers in a captive status in a timely manner?
- e.* Are new officers entering the AD list properly sworn in and integrated with the Army human resources database in accordance with principles of personnel accountability, according to FM 1-0 and AR 600-8-6.

B-5. Comments

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

Glossary

Section I

Abbreviations

AD

active duty

ADCS

active duty in a captive status

ADT

active duty for training

AFS

active Federal service

AGR

active Guard Reserve

AMEDD

Army Medical Department

AMHRR

Army Military Human Resource Record

AR

Army regulation

ARNGUS

Army National Guard of the United States

ASVAB

Armed Services Vocational Aptitude Battery

AT

annual training

BOBC

branch officer basic courses

CDR

commander

CG

commanding general

COMDT

commandant

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff, G-1

DOD

Department of Defense

EPSQ

e-QIP Electronic Questionnaire for Investigative Processing

HIV

human immunodeficiency virus

HQDA

Headquarters, Department of the Army

HRC

U.S. Army Human Resources Command

IADT

initial active duty for training

IRR

individual ready reserve

MILPER

military personnel

MOS

military occupational specialty

NGB

National Guard Bureau

NGR

National Guard regulation

OS

operational support

RA

Regular Army

ROTC

Reserve Officers Training Corps

SSI

specialty skill identifier

USACC

U.S. Army Cadet Command

USAR

U.S. Army Reserve

USC

United States Code

USMA

United States Military Academy

WO

warrant officers

Section II**Terms****Active duty list (ADL)**

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

a. Reserve officers.

(1) On AD for training.

(2) On AD under 10 USC 175, 265, 3015, 3019, 3033, 3496, or 32 USC 708.

(3) On AD 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 AD to pursue special work.

(5) Ordered to AD under 10 USC 673b, or

(6) On AD under 50 USC App 460(b)2 for the administration of the Selective Service System.

b. The Director of Admission, the Dean, and permanent professors at the United States Military Academy. The Registrar, the Dean, and permanent professors at the United States Air Force Academy.

c. Warrant officers

d. Retired officers on AD.

e. Students at the Uniformed Services University of the Health Sciences (AR 135–155).

Officer active duty obligor

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

Regular Army

The term “regular,” with respect to an enlistment, appointment, grade, or office, means enlistment, appointment, grade, or office in a regular component of an armed force.

Release from active duty (REFRAD)

Termination of AD status and transfer or reversion to inactive duty status, including transfer to the IRR.

Reserve Components of the Army

The ARNGUS and the USAR.

Reserve of the Army

A member of the ARNGUS or the USAR.

UNCLASSIFIED

PIN 002147-000