



Headquarters
Department of the Army
Washington, DC
17 January 2024

***Army Regulation 135–200**

Effective 17 February 2024

Army National Guard and Reserve

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

By Order of the Secretary of the Army:

RANDY A. GEORGE
General, United States Army
Chief of Staff

Official:


MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

History. This regulation is a major revision. The portions affected by this major revision are listed in the summary of change.

Authorities. This regulation implements Public Law 117–81, Section 415 and establishes the policy for management of Reserve Component Soldiers on active duty for operational support, full-time National Guard duty for operational support, and other duty training.

Applicability. This regulation applies to Soldiers of the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve not on active duty under AR 135–210 and not in an Active Guard Reserve status (see AR 135–18). It applies to National Guard Soldiers on duty (other than active duty or Active Guard Reserve) under both Title 10 and Title 32 of the United States Code. It also applies to Regular Army headquarters, commands, and agencies responsible for Soldiers on orders under the provisions of this regulation.

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 approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the 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 requirements.

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

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–MP), 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This publication 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.

*This publication supersedes AR 135–200, dated 20 October 2020.

SUMMARY of CHANGE

AR 135–200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

This major revision, dated 17 January 2024—

- Updates the waiver authority for active duty for operational support–Active Component tour lengths (para 1–4*b*(1)).
- Updates the final approval authority for operational support tours (para 1–4*b*(3)).
- Updates responsibilities for the Chief, National Guard Bureau (para 1–4*d*).
- Updates the strength accounting (para 1–6).
- Updates the reporting requirements (para 1–7*b*).
- Updates the Army fitness test (para 1–12).
- Clarifies the authorization of extensions for release from duty date (para 2–4).
- Updates the selection of Soldiers (para 4–2).
- Updates information for the Chaplain Candidate Program (para 4–6*b*(2)).
- Clarifies the 1,825 rule and active federal service requirements for General Officers (para 6–1*j*).
- Updates the number of active duty for operational support days requiring an exception to policy (para 6–5*d*).
- Updates the active federal service years which require an exception to policy (para 6–7*c*).
- Clarifies the funding capabilities of active duty for operational support–Active Component (para 6–18).
- Clarifies the utilization of active duty for operational support–Reserve Component (para 6–26*b*(4)).
- Updates the approval authorities for backdating active duty for operational support–Reserve Component orders (para 6–27*c*).
- Updates the approval authority for full-time National Guard Duty for operational support (6–36*g*).
- Updates the notification of sanctuary status (para 9–2*a*).
- Updates the actions while on a sanctuary order (para 9–6*a*).

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Chapter 1

Introduction

1–1. Purpose

This regulation prescribes policies and procedures for ordering Army National Guard (ARNG), Army National Guard of the United States (ARNGUS), and U.S. Army Reserve (USAR) Soldiers to other training duty (OTD), annual training (AT), initial active duty for training (IADT), active duty for operational support–Reserve Component (ADOS–RC), active duty for operational support–Active Component (ADOS–AC), contingency operations–active duty operational support (CO–ADOS), administrative–active duty for operational support (ADMIN–ADOS), operational active duty for operational support (OP–ADOS) and full-time National Guard duty for operational support (FTNGD–OS).

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

1–3. Associated publications

This section contains no entries.

1–4. Responsibilities

a. The Secretary of the Army (SECARMY) is the approval authority for the actions listed in paragraphs 6–16a, 6–21b(1), 7–8d, and 9–1.

b. The Deputy Chief of Staff (DCS), G–1 will—

(1) Act as waiver authority for ADOS–AC requests when the Soldier will exceed 1,825 days of active duty (AD) under Section 12301(d), Title 10, United States Code (10 USC 12301(d)) during the previous 2,190 days.

(2) Serve as final approval authority for active duty for operational support (ADOS) tour requests exceeding 5 years (1,825 days) or more funded by the military personnel, Army (MPA) funds.

(3) Serve as final approval authority for all operational support (OS) tour requests (except for FTNGD–OS) where the Soldier will reach 17 years active federal service (AFS) during the requested tour (see para 6–16b).

(4) Establish accounting procedures for all Soldiers on ADOS orders who count against the Regular Army (RA) and Active Guard Reserve (AGR) end strengths.

(5) Through the Commanding General (CG), U.S. Army Human Resources Command (HRC) will—

(a) Issue all ADOS and CO–ADOS orders that are funded by MPA.

(b) Coordinate with DCS, G–1 (DAPE–MP) before issuing ADOS or CO–ADOS orders, extensions, or amendments.

(c) Establish management and tracking procedures for all USAR Soldiers on ADOS orders.

(d) Implement accounting procedures for Soldiers on ADOS orders that count against the RA and USAR AGR end strengths.

(e) Compile and submit ADOS reports as identified in paragraph 1–7 to the DCS, G–1 (DAPE–MP).

(f) Perform the additional duties identified paragraphs 3–4b and 6–16c.

(g) Screen and validate individual Soldier requests for fill against validated OS requirements that are funded by MPA.

c. The DCS, G–3/5/7 will—

(1) Validate CO–ADOS requirements which are funded by MPA and defined in 10 USC 101a(13).

(2) Approve individual Soldier requests for fill against validated CO–ADOS requirements.

(3) Revalidate and approve extensions of all CO–ADOS tours.

d. The Chief, National Guard Bureau (CNGB), or the Director, ARNG, if so delegated, will—

(1) Be the final approval authority for any FTNGD–OS tour by an ARNGUS Soldier when the tour counts against the National Guard AGR end strength.

(2) Fill approved positions and issue FTNGD–OS or ADOS–RC orders. This authority may be delegated to state adjutants general (AGs).

(3) Establish and implement accounting procedures for ARNGUS Soldiers on FTNGD–OS who count against the National Guard AGR end strength.

(4) Serve as final approval authority for all FTNGD–OS tour requests where the Soldier will reach 18 years of AFS during the requested tour (see para 6–36g).

(5) Issue FTNGD–OS and ADOS–RC orders for ARNGUS Soldiers that are funded by National Guard personnel appropriations (NGPA). This authority may be delegated to the state AG.

(6) Compile and submit ADOS reports as identified in paragraph 1–7 to the DCS, G–1 (DAPE–MP).

(7) Complete the additional duties as listed in paragraphs 6–9c(1) through 6–9c(4) and 6–16d.

e. The Chief, Army Reserve (CAR), through the Commander (CDR), U.S. Army Reserve Command (USARC) will—

(1) Be final approval authority for any ADOS–RC tour by a USAR Soldier when the tour counts against the USAR AGR end strength.

(2) Fill approved positions and issue ADOS–RC orders. This authority may be delegated to area CDRs.

(3) Establish and implement accounting procedures for USAR Soldiers on ADOS–RC who count against the USAR AGR end strength.

(4) Issue orders for USAR Soldiers that are funded by Reserve personnel appropriations (RPA).

(5) Compile and submit ADOS reports as identified in paragraph 1–7 to the DCS, G–1 (DAPE–MP).

(6) Perform the additional duties listed in paragraphs 6–9b(1) through 6–9b(4).

f. The Surgeon General, through the CDR, U.S. Army Recruiting Command, will select personnel to participate in the Health Professions Scholarship Program (HPSP) and furnish CG, HRC individual assignment instructions.

g. CDRs of Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs) will perform the responsibilities listed in paragraph 6–16e.

h. The CG, U.S. Army Training and Doctrine Command (TRADOC) performs the duties described in paragraph 3–4a.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (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. Strength accounting

Soldiers performing OS duties will count toward either RA or AGR end strength limits if their OS orders specify a period greater than 5 years, or if their OS service exceeds 5 cumulative years within the previous 6-year period (1,825 cumulative days out of the previous 2,190 days). Soldiers performing OS duties will always count against OS strength limits. This method of strength accounting is effective for all OS orders, amendments, or extensions.

1–7. Reporting requirements

a. HRC, National Guard Bureau (NGB), and USARC each submit a monthly OS report to the DCS, G–1 (DAPE–PR and DAPE–MP). The OS report is submitted on the 15th of every month and reports OS personnel numbers as of the last day of the previous month.

(1) The HRC OS report identifies the total number of Reserve Component (RC) Soldiers:

(a) Serving on ADOS orders and not counted against RA end strength.

(b) Serving on ADOS orders and counted against RA end strength.

(c) Serving on CO–ADOS orders and not counted against RA end strength.

(d) Serving on CO–ADOS orders and counted against RA end strength.

(e) Serving on ADOS or CO–ADOS orders who have qualified for sanctuary protection under the provisions of 10 USC 12686.

(f) Serving on ADOS–RC orders and not counted against AGR end strength.

(g) Serving on ADOS–RC orders and counted against AGR end strength.

(2) The NGB OS report identifies the total number of ARNG/ARNGUS Soldiers:

(a) Serving on ADOS–RC orders and not counted against AGR end strength.

- (b) Serving on ADOS–RC orders and counted against AGR end strength.
- (c) Serving on FTNGD–OS orders and not counted against AGR end strength.
- (d) Serving on FTNGD–OS orders and counted against AGR end strength.
- (3) The USARC OS report identifies the total number of USAR troop program unit (TPU) Soldiers:
 - (a) Serving on ADOS–RC orders and not counted against AGR end strength.
 - (b) Serving on ADOS–RC orders and counted against AGR end strength.
- b. In addition to the data submitted in paragraphs 1–7a(1) through 1–7a(3), HRC, NGB, and USARC will provide DCS, G–1 (DAPE–PR) with the following data for each Soldier on OS orders:
 - (1) DoD identification number and component of record.
 - (2) Start and end date of current OS orders.
 - (3) Indication of whether the OS orders are for more than 1,825 days, such that the “5-year rule” applies.
 - (4) If the OS orders are for 1,825 days or less, the total number of completed OS days that count toward the “5 out of 6 year rule.”
 - (5) Indication of whether the OS orders were issued as a sanctuary or retiree recall.

1–8. Training delays or exemptions and initial active duty for training for Reserve Officers’ Training Corps graduates

- a. To order Reserve Officers’ Training Corps (ROTC) graduates to IADT, follow the procedures in AR 140–9.
- b. To delay or exempt personnel from entry on OTD or IADT, follow the procedures in AR 601–25.

1–9. Coordination of training

- a. The CNGB, or the Director, ARNG, if so delegated, will coordinate with State AGs concerning allocations, report dates, and other administrative matters relating to OTD, IADT, and ADOS.
- b. Before issuing OTD or IADT orders for formal courses of instruction, the authorizing command will assure that the proper allocation for such training is approved.
- c. Before issuing OTD orders for other than formal courses of instruction, the authorizing CDR will receive approval of the element sponsoring training for the Soldier concerned.

1–10. Orders

Orders for USAR Soldiers will be prepared in accordance with this regulation and AR 600–8–105. Orders for ARNGUS Soldiers will be prepared in accordance with NGR 310–10, NGR 600–100, NGR 600–200, and this regulation.

- a. The authorities in paragraphs 1–10a(1) through 1–10a(5), will issue OTD orders for ARNGUS and USAR Soldiers under their jurisdiction and within funds-availability priority limits.
 - (1) Area CDRs.
 - (2) State AGs.
 - (3) CG, HRC.
 - (4) Military Entrance Processing Station CDRs.
 - (5) Subordinate CDRs specifically delegated authority by the authorities noted in paragraphs 1–10a(1) through 1–10a(4), above.
- b. OTD may be performed by ARNGUS and USAR Soldiers with pay and allowances provided by law, or with specific consent of the Soldier concerned without pay when circumstances of paragraph 4–4 exist. Duty without pay is considered for all purposes other than pay, as if it were duty with pay. Orders for Soldiers to perform OTD without pay may be issued by HRC for Individual Ready Reserve (IRR) and individual mobilization augmentee (IMA) Soldiers; the appropriate ACOM, ASCC, or DRU for TPU Soldiers; or the state AG for ARNGUS Soldiers.

Note. OTD without pay is OTD without basic pay. Travel pay and allowances are authorized except for key personnel assigned to the Standby Reserve (Active Status List).

- c. At the request of the CNGB, or the Director, ARNG if so delegated, state AGs may issue FTNGD–OS orders.
- d. CDRs (for TPU Soldiers) and CG, HRC (for IRR and IMA Soldiers) may issue ADOS orders for USAR Soldiers under their jurisdiction.

e. OTD, IADT, and ADOS orders will clearly cite 10 USC 12301(d) as the authority for ordering a Soldier to AD.

f. AT orders for USAR units will clearly cite 10 USC 12301(b) as the authority for periods of AT.

g. AT orders for ARNGUS units will cite 32 USC 502(a) as the authority for periods of AT within the United States or its territories. AT orders for ARNGUS units performing training outside the United States or its territories will cite 10 USC 12301(b) as the authority.

h. AT orders for individual USAR Soldiers will clearly cite 10 USC 10147 as the authority for periods of AT.

i. Tours governed by this regulation are typically of short duration. Orders which place a Soldier on AD specify that release will occur at the end of the tour. None of the following provisions will apply to Soldiers who come within 2 years of retirement eligibility during a period of OTD or AT:

(1) The “sanctuary” provisions of 10 USC 12686.

(2) Release procedures contained in AR 600–8–24.

(3) Any other requirements for retention.

j. The permanent home address (home of record) is the actual place where the Soldier lives. This is different from a temporary address or the address of a person or institution used for forwarding purposes only. The place listed as the permanent home address will constitute the “home” or “home of record” as used in Joint Travel Regulations (JTR) and DoD 7000.14–R. Orders-issuing agencies may correct a home of record by amendment if such amendment will be published before the Soldier enters on duty. Orders will not be amended to correct home of record after the Soldier enters on duty unless approved by the CNGB or the Director, ARNG, if so delegated, or CG, HRC, as applicable.

1–11. Personnel Security Clearance

All Soldiers must obtain and maintain a minimum of a favorably adjudicated National Agency Check with Local Agency Checks and Credit Check (now known as a Tier 3 (Secret level)) background investigation.

1–12. Army fitness test

The Army’s physical readiness training and testing policy for all ARNGUS and USAR Soldiers is prescribed by FM 7–22.

1–13. Uniform Code of Military Justice

a. All Soldiers reporting for AT, OTD, or ADOS in federal status are subject to the Uniform Code of Military Justice (UCMJ) jurisdiction (10 USC 12301).

b. ARNGUS Soldiers on AT orders under 32 USC are not subject to UCMJ; however, they are subject to the military code of the state or territory of their National Guard unit.

c. UCMJ training is required for all enlisted personnel in accordance with UCMJ, Art. 137.

1–14. Hospitalization or medical care of Soldiers serving on annual training, other training duty, or active duty for operational support

All RC Soldiers serving on AT, OTD, or ADOS who require medical treatment/evaluation (inpatient or outpatient) fall under the rules and regulations specified in AR 600–8–4.

1–15. Human immunodeficiency virus testing before reporting for active duty or other training duty

Frequency and details of human immunodeficiency virus (HIV) testing will be accomplished in accordance with AR 600–110. AR 600–110 also provides the required statement that must be entered on orders when the testing cannot be accomplished within the prescribed timeframe.

1–16. Conflicts of interest

a. All Soldiers reporting for AD, AT, OTD, and ADOS are required to comply with the requirements of DoDD 5500.07 and DoD 5500.07–R, which establish standards of conduct and ethical principles for DoD employees.

b. All Soldiers must disclose information regarding potential conflicts of interest to superiors and assignment personnel, preferably prior to commencement of orders. If necessary the Soldier can take steps to ensure that no conflict exists between his or her proposed duty assignment and his or her private interests, and/or make it clear to supervisors that no such conflict exists. This includes possible conflicts

between the interests of the Army and the Soldier's civilian employer. If there is concern regarding a potential conflict of interest, the appropriate staff judge advocate's office or ethics counselor should be contacted for assistance.

Chapter 2

Travel Time and Dates of Entry and Release from Duty

2-1. Authorized and unauthorized travel time

Travel time will be determined in accordance with the JTR.

2-2. Entry on duty date

a. The date of entry on AD will not be shown on orders. Entry date is determined by the installation or activity CDR at the initial station of assignment or attachment as stated in this regulation and DoD 7000.14-R. The first day of training is on AT orders to help installation CDRs compute the number of days the Soldier is required to train. Orders will establish a report date.

b. Unless residing within reasonable commuting distance, the date of entry on duty is the date the Soldier officially begins travel by authorized mode.

c. For a Soldier residing within reasonable commuting distance, the date of entry on duty will be the same as the report date shown on the orders. The Soldier is not authorized to report for duty earlier than the report date shown on his or her orders.

d. For a Soldier residing outside the established reasonable commuting distance who chooses to commute daily, the same rules apply as in paragraph 2-2c.

2-3. Report date

The report date will be specified in orders and will not be amended after the Soldier begins travel en route to the duty station. Deviations will be treated as follows:

a. A Soldier who is absent after the directed report date will be considered absent without leave, unless excused as unavoidable by the appropriate CDR or gaining unit or activity.

b. A Soldier reporting earlier than the directed reporting date, and in excess of authorized travel time, will be in a nonduty, nonpaid status. The Soldier will not be accepted for duty unless the orders-issuing authority agrees to amend the orders to show an earlier report date.

2-4. Release from duty date

The date of release from duty will not be shown on mobilization orders. The release date will be determined at the last duty station based on travel time allowed for returning home. A Soldier residing within reasonable commuting distance will be relieved from duty on the final day of mobilization. Soldiers will always leave the duty station early enough to accomplish the travel before end of the tour of duty. Extensions past this time for use of leave accrued, out-processing, or other tasks which should have been concluded during the tour will not be authorized.

2-5. Release from active duty

Except as provided in paragraphs 2-5a and 2-5b, the provisions of AR 600-8-24 for officers and AR 635-200 for enlisted Soldiers apply.

a. *From annual training or initial active duty for training.* A Soldier may be released early from AT when required by a Family or other emergency as determined/authorized by unit of assignment. The release and rescheduling of mandatory training will be coordinated with the orders-issuing agency. Soldiers that are on IADT may be released, instead of discharged, and later rescheduled for training.

b. *Involuntary and voluntary release.* A Soldier released involuntarily or voluntarily from OTD or ADOS is governed by AR 600-8-24 and AR 635-200. NGR 600-5 prescribes voluntary and involuntary release and discharge for ARNG Soldiers serving on FTNGD-OS.

2-6. Extension of other training duty tours

a. Enlisted personnel serving on IADT may have their tour of duty extended. The training activity CDR will coordinate with the Soldier's parent unit and the original orders-issuing authority for publication of mandatory orders extending IADT for the period required to complete the course of training. Training

installation CDRs will report all training extensions to proper Army area CDRs. When extension is warranted, the training activity CDR will report the need for a training extension to the proper area CDR and the orders-issuing authority prior to the extension so that funding can be provided.

b. An officer awaiting final approval of an application for appointment in the RA may be retained on IADT pending outcome of the final action.

c. Extensions to complete line of duty determinations for continuation of hospitalization, medical care, physical disability processing in accordance with AR 635–40, or continuation of pay and allowances, will be accomplished per the guidance of DoDI 1241.01 and 10 USC 1074a.

d. Enlisted Soldiers serving on OTD as participants in the Prior Service Training Program may have their tours of duty extended. The training activity CDR, after coordination with the U.S. Army Forces Command, will amend the orders extending OTD to complete the course of training.

e. A Soldier's OTD tour, when necessary and proper, can be extended to permit him or her to fulfill the purpose of the tour. When an extension is warranted, the training activity CDR will report the need for a training extension to the proper area CDR and the orders-issuing authority prior to the extension so that funding can be provided due to:

- (1) Personal injury.
- (2) Illness.
- (3) A Family crisis.
- (4) When recycling is justified to enable the Soldier to successfully complete a training course.

Chapter 3

Annual Training

3–1. General

10 USC 10147 requires Ready Reserve Soldiers to perform training each year. DoD-required periods of training are specified in this chapter. DoDI 1215.13 identifies certain areas for AT requirements and exceptions.

3–2. Unit annual training

a. *Army National Guard of the United States.*

- (1) ARNGUS Soldiers are required to attend at least 15 days of AT each year.
- (2) ARNGUS Soldiers ordered to AT will have unit orders prepared according to NGR 310–10.
- (3) ARNGUS unit AT orders will clearly cite 32 USC 502(a) as the authority for periods of AT to be performed inside the United States or its territories.
- (4) ARNGUS unit AT orders will clearly cite 10 USC 12301(b) as the authority for periods of AT to be performed outside the United States or its territories.

b. *U.S. Army Reserve.*

- (1) USAR Soldiers are required to attend not less than 14 days of AT (excluding travel time) each year.
- (2) USAR Soldiers ordered to AT will have unit orders prepared in accordance with AR 600–8–105.
- (3) USAR unit AT orders will clearly cite 10 USC 12301(b) as the authority for periods of AT. Orders for USAR Soldiers to perform AT as individuals will cite 10 USC 10147(b) as the authority.

3–3. Health Professions Scholarship Program

a. Each participant in the HPSP will perform 45 days of OTD at a military installation during each 12-month period. If an officer's schedule prevents him or her from leaving school, the OTD period may be performed at the professional school. In addition, the officer is required to participate in military training as prescribed by The Surgeon General.

b. Participants will be assigned to USAR control group (officer active duty obligor (OADO)).

c. Annual OTD will be performed in the pay grade of O–1, wearing the rank of second lieutenant. While performing OTD, the officer is entitled to full pay and allowances as a second lieutenant.

d. Military service performed while a participant of the HPSP will only be counted in determining eligibility for retirement by reason of a physical disability incurred while on AD as a participant of HPSP. Computation of service creditable for pay under 37 USC 205.

e. Commander, U.S. Army Recruiting Command, 1307 3rd Avenue, Fort Knox, KY 40160–0121, will select personnel to participate in the HPSP and furnish CG, HRC, individual assignment instructions.

- f. CG, HRC maintains personnel records and issues annual OTD orders.

3–4. Annual training of U.S. Army Reserve control group Soldiers

AT for USAR control group Soldiers (IRR Soldiers) is authorized for Soldiers with skills that require periodic refresher training to remain current and where the skill is necessary during the first 30 days of mobilization. Such duty will be performed on AT orders for a period of duty no more than 15 consecutive days in any fiscal year (FY).

- a. The CG, TRADOC will identify those skills requiring refresher training to retain proficiency.
- b. The CG, HRC will identify and select IRR Soldiers for involuntary AT as necessary to assure skill proficiency.
- c. Orders for IRR Soldiers to perform AT as individuals will cite 10 USC 10147(b) as the authority.

3–5. Muster duty

IRR Soldiers not scheduled for training may be required to perform a minimum of 2 hours of muster duty per 10 USC 12319 each FY to accomplish annual screening requirements. Round-trip travel to and from the location of muster duty may not total more than 1 day each calendar year.

Chapter 4

Other Training Duty

4–1. General

This chapter covers training, other than IADT or AT, that provides all other structured training to include on-the-job training for individuals or units to enhance proficiency. OTD is authorized to provide full-time attendance at organized and planned specialized skill training, refresher and proficiency training, and professional development education programs. It provides RC members with necessary skills and disciplines supporting Army missions. It should provide primary training content to the recipient. The primary purpose of OTD is to provide individual and/or unit readiness training, but OTD may support RA missions and requirements such as OS, thereby adding substance to the total force. OTD is excluded from end strength accounting, strength in grade limitations, placement on the active duty list (ADL), and entitlement to retirement “sanctuary” under 10 USC 12686.

- a. This chapter applies to ARNGUS and USAR Soldiers who volunteer for OTD. ARNGUS Soldiers who seek to participate in full-time training sponsored by the RA or an USAR unit, training center, school, or activity will be ordered to a period of OTD to complete such training. The procedures in this chapter do not apply to HPSP students or Reserve of the Army Medical, Osteopathic, Dental, or Veterinary Student Commissioning Program participants on OTD.
- b. The primary purpose and content of OTD is training. Benefit to the organization conducting the training is incidental. OTD will not be used to meet real or perceived manpower shortages to perform organizational missions or administration, or to augment the RA. Chapter 6 provides further clarification of when a tour of ADOS may be more appropriate.
- c. OTD is authorized for full-time attendance at organized and planned training approved by the Department of the Army (DA) and/or delegated to the ACOMs, ASCCs, and DRUs level (see para 4–2c regarding selection of Soldiers performing OTD). OTD is authorized for:
 - (1) Specialized skill training to receive a skill identifier.
 - (2) Flight training.
 - (3) Combat crew training.
 - (4) Unit conversion, new or displaced equipment training, and new systems training.
 - (5) Refresher and proficiency training.
 - (6) Officer acquisition training.
 - (7) Professional development and education programs.
 - (8) Planning, preparation, and execution of collective training missions to include AT and premobilization certification training.
 - (9) Functional training, nonadditional skill identification producing.
 - (10) Support to ACOMs, ASCCs, DRUs, and multi-component unit training.
 - (11) IRR annual screening.

(12) Supply and equipment maintenance support, staff assistance, the Organization Inspection Program, and command and control functions.

d. A Soldier is not normally permitted to perform more than 180 cumulative days of OTD per FY. (This 180-day restriction does not apply to OTD as a resident student.)

e. Training orders will be sent to the Soldier at least 30 days before the report date. Orders-issuing authorities distribute per AR 600–8–105.

4–2. Selection of Soldiers

a. When OTD quotas or spaces are limited, priority for selecting Soldiers will be given to the best qualified, by grade, military occupational specialty (MOS) and those who have the most Ready Reserve service obligation remaining. This selection determination is made by the force requestor who must also consider whether the Soldier can derive increased benefits from the training in skill enhancement and advancement.

b. The requested OTD should directly contribute to maintaining or improving proficiency in a Soldier's primary MOS, secondary MOS, duty MOS, specialty skill identifier, area of concentration (AOC), or a designated military skill.

c. State AGs; the CDR, USARC; and the CG, HRC have the authority to determine if the requested training will benefit the Army for the Soldiers under their control. They also have the authority to delegate this authority to their staff. Unit members selected for OTD tours are retained in their unit of assignment. They will not be required to perform scheduled inactive duty training (IDT) or AT with their assigned unit during the OTD period.

4–3. Use of other training duty tours

a. OTD tours are planned and organized for development of the individual Soldier through—

(1) Readiness training (for IRR Soldiers only). These tours provide specialty related training. The Soldier is attached to an RA, ARNGUS, or USAR unit for specific career enhancing duty in a specialty required for mobilization. Readiness training with an ARNGUS or USAR unit is limited to one period of OTD in a FY. The Soldier is attached to the ARNGUS or USAR unit to participate with the unit on AT.

(2) Training as a resident student at DA-approved or TRADOC-approved regular, associate, and Service schools (refresher courses); area schools; unit schools; officer candidate schools; noncommissioned officer academies; and other installations that provide training applicable to the Soldier's assignment. There is no restriction on a Soldier's participation in a course of instruction due to course length.

(3) Unit Soldier operational training (for unit Soldiers only). These tours are prescribed to provide the Soldier with training in his or her assigned duty MOS or specialty.

b. Applicants residing outside the United States and applying for duty with a U.S. military element located more than 300 miles from their residence must be approved by the CNGB, or the Director, ARNG, if so delegated, or CG, HRC, as appropriate. The application for training must contain a statement from the training activity indicating that training in the applicant's specific military skill will be provided.

c. Applications for readiness training from Soldiers who are DoD employees will not be approved under the following conditions unless an exception is authorized by CG, HRC:

(1) Training in their own civilian positions.

(2) Training in the same office organization or functional area in which currently employed as a government civilian or contractor.

4–4. Other training duty without pay

a. A consenting Soldier may be ordered to OTD without pay to attend required ARNGUS or USAR training when training funds are not available and adequate participation would not otherwise be possible. Entries regarding OTD without pay will be made on DA Form 1058 (Application for Active Duty for Training, Active Duty for Operational Support, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve) in the remarks section as stated in paragraph 4–7b(2). Retirement point credits will be reported on DA Form 1380 (Record of Individual Performance of Reserve Duty Training). The letter "N" will be entered in item 9c, preceding the retirement point credit entry, to indicate the report is for retirement point credit only.

b. The entitlements and benefits of Soldiers performing duty without pay are in accordance with controlling laws and regulations.

c. Orders for Soldiers to perform OTD without pay will be issued by CG, HRC for IRR and IMA Soldiers, the appropriate office designated by USARC for TPU Soldiers, or the state AG for ARNGUS Soldiers.

d. Travel pay and allowance are authorized in accordance with the JTR.

4–5. Other training duty requirements for tours and courses

To qualify for OTD tours, all applicants must meet the general requirements in paragraph 4–5a and specific requirements of the tour for which applying. In addition, personnel applying for a course of instruction at an Army area command or Service school must meet the requirements in paragraph 4–5b.

a. *General requirements.* Applicants must—

- (1) Be an ARNGUS or USAR Soldier in an active status.
- (2) Be able to complete the tour of duty before removal from an active status is mandatory.
- (3) Not be assigned to the control group (the OADO), unless an exception is granted by Headquarters, Department of the Army (HQDA), as explained in paragraph 4–6.
- (4) Satisfy the Army body composition standards of AR 600–9. (See para 4–7b(1) for required entry on DA Form 1058.)

(5) Not be on AD at the time of application.

(6) Be laterally appointed to sergeant major before entrance on OTD if the training tour is not related to the function of a command sergeant major (CSM).

(7) Not be under a suspension of favorable personnel action under AR 600–8–2, with the following two exceptions:

(a) Soldiers who are flagged for failure to meet height and weight standards to attend an MOS producing military school while on AD or OTD. The Soldier may be on AD while in this status but must meet the Army body composition standards in accordance with AR 600–9 before graduation. This exception does not apply to attendance at Noncommissioned Officer Education System training, initial military training, advanced individual training (AIT) inserts, or the MOS-specific portion of one station unit training. Exceptions to the height and weight standards may also be made for Soldiers being trained for deployment. These exceptions can be made for individuals or blanket exceptions can be published by HQDA.

(b) Soldiers who are flagged for HQDA use only—elimination or removal from selection list Flag Code X, reference AR 600–8–2.

(8) Meet the height and weight standards and pass the physical fitness requirements per AR 600–9 and FM 7–22 when reporting for OTD with exceptions as stated in paragraph 4–5a(7)(a).

b. *Special requirements for school courses.*

(1) Officer personnel must meet the following criteria:

(a) Meet the school prerequisites for selection. Requests for waivers will be handled in accordance with AR 350–1.

(b) Be able to complete the obligated service requirements in accordance with AR 135–91 before being mandatorily removed from active status because of age or service length. State AGs, area CDRs, or the CG, HRC may waive the obligated service requirements in AR 135–91 if training is a condition for retention until mandatory removal. ARNGUS Soldiers must also meet the service remaining requirements in accordance with NGR 351–1.

(c) Be able to complete the resident or nonresident school course and meet the educational requirements for promotion to captain, major, or lieutenant colonel (LTC) before a second promotion consideration to that grade is mandatory. (This requirement will not be waived.)

(d) Be able to complete a school course that meets the educational requirements for promotion to colonel (COL) and complete any obligated service requirements before removal from an active status is mandatory. An application for an OTD tour will not be approved if an officer's mandatory removal date will occur before the date the next scheduled board convenes to consider officers for promotion to COL.

(2) Enlisted personnel must be able to complete the required course of instruction and have a remaining service obligation in accordance with AR 350–1. ARNGUS Soldiers must also meet remaining service obligation requirements in accordance with NGR 351–1.

4–6. Exceptions to general requirements

a. A Soldier in a control group (the OADO Soldier) is required to attend 45 days of OTD for each 12-month period of participation in the HPSP.

b. HQDA may authorize training before entry on IADT for the following Soldiers of OADO:

(1) Medical student officers participating in the Medical Department Commissioning Program and ROTC officers studying medicine. Student officers may apply for clinical clerkship training programs conducted at U.S. Army hospitals and medical facilities. Submit applications to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

(2) Chaplain Candidate Program Officer participants. Chaplain candidates must apply for Chaplain Basic Officer Leadership Course (CHBOLC) conducted at the U.S. Army Institute of Religious Leadership at Fort Jackson, SC. Upon successful completion of CHBOLC, the candidate may apply for a practicum. USAR chaplain candidates may apply to Department of Army Chaplain, Reserve Components Integration, 10098 Lee Road, Fort Jackson, SC 29207. They may also apply via email to usarmy.pentagon.hqda-occh.mbx.dach-rci-operations@army.mil. ARNGUS candidates apply to their assigned state area command.

c. Participants in the Reserve of the Army Medical, Osteopathic, Dental, and Veterinary Student Commissioning Program may request one tour of up to 45 days of OTD per 12-month period of participation in the program. This OTD will be performed between academic sessions. Participants may apply for selected clinical clerkship training programs and courses of instruction. Training requests will be sent to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

4–7. Applying for other training duty

USAR and ARNGUS applicants applying for OTD will prepare and submit DA Form 1058 as outlined in this paragraph. An order will not be issued without the signatures of the applicant and the unit CDR (for TPU Soldiers) on the DA Form 1058.

a. *Preparation of DA Form 1058.* The form will be prepared in duplicate and submitted to the appropriate CDR, along with the following:

(1) Date of last physical examination. A Soldier's current periodic medical examination will suffice for most OTD tours. A more recent medical examination may be required for attendance at Special Forces training, diving school, and flight training.

(2) A written statement signed by the applicant stating his or her civilian employer is aware of the requested training. If Soldier is self-employed or unemployed, a statement to this effect is acceptable.

b. *Additional DA Form 1058 requirements.*

(1) Applications from Soldiers whose weight exceeds the maximum shown in AR 600–9 will be disapproved unless accompanied by a completed DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Female)) verifying the Soldier is in compliance with Army body composition standards.

(2) An applicant assigned to the Standby Reserve (Active List) will enter the following statement in the remarks section of DA Form 1058: "Duty will be performed for retirement points credit only (no pay, travel pay, or other allowances authorized)."

(3) A non-unit Soldier selected to participate in rifle or pistol marksmanship competition must submit a DA Form 1058 to the area command headquarters having jurisdiction over the Soldier's state of residence. The area CDR will specify the funds to cover the cost of OTD.

(4) A Soldier applying for OTD to be performed in a location other than the United States, its territories, Germany, the Republic of Korea, or the Republic of Panama must obtain a statement from the training activity. A statement will be entered in the remarks section of DA Form 1058 indicating that training will be conducted in the Soldier's specific military skill.

(5) Officers applying for courses of instruction of more than 15 consecutive days of OTD will enter the following statement in the remarks section of DA Form 1058: "I understand that I must stay in the Ready Reserve for at least 2 years after I complete this course." Officers assigned to USAR control group reinforcement will also enter: "I will accept assignment to a TPU or IMA position, if offered."

(6) The unit CDR will certify the accuracy of the tour history provided by a TPU Soldier by signing item 32b of the DA Form 1058. The purpose of this requirement is to ensure the accuracy of the number of days of AD a Soldier accumulates. OTD tour day totals will not exceed limits established by this regulation.

(7) Submit DA Form 1058 to the order issuing headquarters to arrive at least 45 days before the tour start date to ensure timely issuance of orders. Other orders-issuing authorities may establish their own time limits for late applications.

Chapter 5

Initial Active Duty for Training

5-1. General

This chapter prescribes policies and procedures governing IADT. It includes:

- a. Nonprior service (NPS) enlisted personnel.
- b. Soldiers who are completing phase II (AIT) as alternate training personnel (also known as split option).
- c. Officer trainees enlisted in the ROTC Simultaneous Membership Program (SMP) in accordance with AR 601-210.
- d. Personnel who, on entry into the ARNGUS or USAR, separated from any component of the U.S. Armed Forces with fewer than 180 days and not awarded an MOS on AD. These are "glossary NPS" personnel, as defined in AR 601-210 and NGR 600-200.

5-2. Initial active duty for training quotas

- a. HQDA will allocate all quotas for IADT of NPS ARNGUS and USAR enlistees.
- b. Management of NPS quotas will be accomplished by HRC through the Recruit Quota System in coordination with respective components.
- c. IADT for ROTC graduates is governed by AR 140-9.

5-3. Personnel ordered to initial active duty for training

NPS males under age 26 are ordered to IADT for the period to qualify in a selected MOS, or 12 weeks, whichever is longer (see 10 USC 12103(d)). All other NPS are ordered to IADT for the period required to qualify in a selected MOS, or training sufficient to be assigned overseas, whichever is longer (see AR 614-30).

5-4. Reserve Officers' Training Corps cadets

a. ROTC cadets are enlisted under 10 USC 12103(a). Completion of training in one of the categories listed in paragraphs 5-4a(1) through 5-4a(5) is required for entry into the ROTC advanced course in accordance with AR 145-1. Since the officer trainee will be required to complete Basic Officer Leaders Course (BOLC) on commissioning, basic training (BT) will not be required. However, if the officer trainee is not commissioned, is retained in service, and has not previously completed an IADT period of more than 12 weeks or its equivalent, this period of IADT or its equivalent is required.

(1) Completed BT during prior military service.

(2) Successfully completed 3 or more years of Junior ROTC. (Based on a letter of acceptance from the professor of military science at the college or university attended as credit placement for advanced ROTC.)

(3) Attended a service academy for 1 year.

(4) Successfully completed Military Science II.

(5) Successfully completed ROTC Basic Camp.

b. Officer trainees in the following categories will be ordered to OTD for the period required to qualify in an MOS on the automated unit vacancy list:

(1) A Soldier enlisted directly for participation in the SMP and who does not apply for enrollment in the advanced ROTC course within 1 year following enlistment.

(2) An officer trainee who is disenrolled or fails to complete advanced ROTC. This includes officer trainees listed in paragraphs 5-4b(2)(a) through 5-4b(2)(c). These officers will be treated in the same manner as ROTC and SMP participants who fail to complete advanced ROTC, per AR 601-210.

(a) Officer trainees who agreed to volunteer for the Early Commissioning Program and do not volunteer.

(b) Officer trainees who refuse to accept a commission when tendered.

(c) Officer trainees who are not tendered a commission.

5-5. Nonprior service enlistees

a. NPS enlistees in ARNGUS or USAR units are normally ordered to IADT within 270 days of enlistment. NPS direct enlistees in the IRR must enter IADT within 180 days after date of enlistment. NPS enlistees may be authorized an additional period of delay from reporting as provided in AR 601-25.

b. Under AR 612-201, an enlisted Soldier who cannot satisfactorily complete the MOS training for which selected will be required to accept training to qualify for an alternate MOS as determined by the ARNGUS or USAR unit CDR. The training installation CDR will coordinate through the appropriate RC liaison noncommissioned officer with the state AG or USAR unit CDR to determine an alternative MOS. Soldiers will be reported in accordance with AR 612-201.

5-6. Orders and related details

a. Orders for ARNGUS enlistees are issued in accordance with NGR 310-10.

b. Orders for USAR enlistees will be prepared by the Military Entrance Processing Station in accordance with AR 600-8-105.

c. The TPU CDR or designated representative will notify the U.S. Army Recruiting Command guidance counselor no later than 4 months before phase II movement of any enlistee who has been promoted since completion of phase I training.

Chapter 6

Active Duty for Operational Support

Section I

Service Requirements—Active Duty for Operational Support

6-1. General

This guidance applies to all RC Soldiers who are currently serving or who will volunteer to serve on all OS tours. In addition, this guidance applies to members of the Retired Reserve serving on ADOS pursuant to 10 USC 12301(d) (gray area retiree recalls), but it does not apply to members of the Retired Reserve serving on AD pursuant to 10 USC 688.

a. OS is a category of voluntary duty that includes ADOS (with several subcategories) and FTNGD-OS.

b. ADOS is an authorized voluntary tour of AD performed pursuant to 10 USC 12301(d) which is other than AGR duty. It includes OTD performed at the request of an organizational or operational CDR, AD or OTD performed as a result of reimbursable funding, funeral honors duty performed in an AD status, and AD performed by members of the Retired Reserve not receiving regular retired pay.

c. The purpose of ADOS is to provide the necessary skilled manpower assets to support existing or emerging requirements. Following are the types of ADOS:

(1) ADOS in support of the RCs is known as ADOS-RC. ADOS-RC is paid from RPA or NGPA funds.

(2) ADOS in support of the Active Component (AC) (RA units or commands) is known as ADOS-AC. ADOS-AC is paid from MPA funds. There are three types of ADOS-AC: ADMIN-ADOS, OP-ADOS, and CO-ADOS.

(a) ADMIN-ADOS is voluntary AD performed by ARNGUS and USAR Soldiers who possess special expertise needed for short-term support or completion of an essential active force mission. Soldiers performing ADMIN-ADOS must occupy a vacant position on a unit manning document. The purpose of this type of ADOS is to support unit mission in the absence of full-time personnel for an AC position that HRC cannot currently fill.

(b) OP-ADOS is voluntary AD performed by ARNGUS and USAR Soldiers supporting noncontingency operational missions above and beyond the RA unit's normal mission. Funding is designated by OP-ADOS G-1 or OP-ADOS G-3. Unlike ADMIN-ADOS, OP-ADOS does not require a position on a table of distribution and allowances (TDA) to assign a Soldier.

(c) CO-ADOS is voluntary AD performed by ARNGUS and USAR Soldiers supporting contingency missions. All CO-ADOS requirements must be validated by DCS, G-3/5/7 (DAMO-OD).

d. FTNGD-OS is an authorized voluntary tour of full-time National Guard duty (FTNGD) performed pursuant to 32 USC 502(f)(2), and it includes FTNGD for training performed at the request of an

organizational or operational CDR, FTNGD performed as a result of reimbursable funding, and funeral honors duty performed in an AD status. FTNGD–OS is paid from NGPA funds.

e. ADOS–RC and ADOS–AC are not interchangeable. ADOS–AC will not be used for support of RC missions, and ADOS–RC will not be used to accomplish AC missions.

f. ADOS tours must be fully documented. Approving authorities will retain tour documentation and justification for the current and previous FY.

g. Tour lengths will not include travel time and will not begin or end on a Saturday (unless reporting to Continental United States Replacement Center), Sunday, or holiday unless justified with the request.

h. Soldiers on OS orders will be released at their orders termination date unless otherwise extended. Soldiers on CO–ADOS orders may be released from duty within 90 days after the official termination date of the contingency operation. Soldiers on ADOS, ADOS–RC, or FTNGD–OS orders may be released before their orders termination date based on the needs of the Army.

i. Soldiers who serve on ADOS (either RC or RA) and who reach 1,825 cumulative days of ADOS within any 2,190 day period will be counted against RA end strength. If the Soldier is serving on an ADOS–RC order when the 1,825th day is reached, they will be counted against AGR end strength. If the Soldier is serving on an ADOS–AC order when the 1,825th day is reached, they will be counted against RA end strength. This is commonly referred to as the “1,825 rule” and requires an exception to policy (ETP). Because personnel on ADOS–RC orders will count against AGR end strength, the ETP approval authority is the CG, USARC or CNGB. Because personnel on ADOS–AC orders will count against RA end strength, the approval authority for 1,825 ETPs for ADOS–AC rests with DCS, G–1 (DAPE–MP) per ETP requirements found in paragraph 6–5.

j. General officers are exempt from the “1,825 rule” and AFS requirements. For general officer tours of AD refer to AR 135–156.

k. All Soldiers must have an accurate accounting for all AD service prior to submitting for an OS tour. This information will be used to accurately calculate active service.

6–2. Status while on active duty for operational support

a. Soldiers performing ADOS—

(1) Are retained on the Reserve Active Status List and in RC personnel systems for management, regardless of the duration of ADOS.

(2) Will move to the ADL only if they apply, and are approved for, accession into the RA.

(3) Are ordered to AD in their current reserve grade.

(4) Are subject to the UCMJ as administered by the organization to which they are attached for ADOS duty.

(5) Will be retained in their current assignment for purposes of strength accounting and may be subject to counting against the RA end strength when 1,825 days within a 2,190 day period (5 years out of 6) have been served on AD.

b. All ADOS and CO–ADOS orders pertaining to officers will include the statement, “Officer will not be placed on the ADL during this period of AD, regardless of its duration.” This statement is pursuant to Under Secretary of Defense (Personnel and Readiness) guidance (Memorandum, Under Secretary of Defense (Personnel and Readiness), dated 29 Jan 07, Operational Support Duty–update) that states, “Reserve Component officers and warrant officers performing operational support duty shall not be placed on an ADL, regardless of the duration of the ADOS. They shall remain on the Reserve Active Status List and compete for promotion with other Reserve Component officers/warrant officers.”

c. ADOS will not be used for training, to include attendance at professional military education (PME) or other training and development courses.

d. Soldiers performing ADOS will not attend IDT or AT with their unit of assignment (see DoDI 1215.06).

6–3. Eligibility for promotion

Soldiers performing ADOS tours remain eligible for promotion under the following provisions:

a. ARNGUS and USAR officers per 10 USC 14101(a).

b. ARNGUS warrant officers per 32 USC 307 and NGR 600–101.

c. USAR warrant officers per 10 USC 12242 and AR 135–55.

d. Enlisted ARNGUS and USAR Soldiers per AR 600–8–19. The states remain the promotion and orders-issuing authority for ARNGUS enlisted Soldiers.

Note. When the Soldier has been recommended for unit or position vacancy promotion the request will include paragraph and line number information and it will also be noted in the remarks section of the orders.

6-4. Eligible Soldiers

The following Soldiers may serve on ADOS:

- a. ARNGUS Soldiers who are federally recognized and in an Active Reserve status.
- b. USAR Soldiers assigned to the Ready Reserve, to include:
 - (1) IMA Soldiers.
 - (2) TPU Soldiers.
 - (3) IRR Soldiers.
- c. Soldiers assigned to the Standby Reserve (Active List).
- d. Retired Reserve Soldiers may serve on ADOS only when approved by the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)).

6-5. Qualifications of applicant

- a. An applicant for an ADOS tour must, at a minimum—
 - (1) Meet the medical fitness standards in AR 40-501 and be coded medical readiness classification (MRC) 1 or MRC 2 in accordance with AR 40-502. RC pregnant Soldiers are eligible to apply and compete for ADOS tours with an MRC 3 medically ready/non-deployable status.
 - (2) Meet the Army weight control standards and body composition standards in AR 600-9.
 - (3) Meet the physical fitness requirements in FM 7-22.
 - (4) Have a current periodic health evaluation. Exceptions to this requirement are possible when the Soldier has not had access to a military physician. When the Soldier is clear for all other requirements, he or she may be put on AD for 29 days and if he or she can pass the physical (to include the HIV screening requirements of AR 600-110) the tour can be extended to the full approved length.
 - (5) Have or be able to obtain and retain the required security clearance.
 - (6) Meet grade and skill requirements.
 - (7) Not have a suspension of favorable personnel action (Flag) per AR 600-8-2. An exception to this is for Soldiers who are flagged for HQDA use only—elimination or removal from selection list (F).
- b. All requests for ADOS-AC or RC orders (except for FTNGD-OS), to include extensions of current orders, which will cause an RC Soldier to serve any number of days in excess of 17 years of AFS will require an ETP from DCS, G-1 (DAPE-MP). To justify an ETP, there must be compelling evidence for an individual to perform the requested duties. ETPs are not required for personnel requesting ADOS who have already achieved over 20 AFS. All Soldiers applying for ADOS must have a clear and accurate accounting of all AFS time. To assist in clarification of AFS, HRC may require documents such as DD Form 214 (Certificate of Uniformed Service), DD Form 215 (Correction to DD Form 214/214-1, Certificate of Uniformed Service), or DA Form 1506 (Statement of Service). Clear indication of AFS will ensure expedient processing of packet. Soldiers must ensure DA Form 1506 is accurate before applying their signature, as it may be used as a source document for future pay and retirement calculations.
- c. DCS, G-1 (DAPE-MP) is the approval authority for all ADOS-AC requests which will cause an RC Soldier to exceed 1,825 days of ADOS within any 2,190 day period. To justify an ETP, there must be compelling evidence for an individual to perform the requested duties. Quantifiable evidence (unique additional skill identifiers, education, training), lack of MOS density, and documented attempts to seek alternative volunteers in the Tour of Duty Portal (TOD Portal) assist in chances of ETP approval. ETPs will not be approved based on desire for continuity of operations, general comments of unique qualification (without evidence) or desire for more time to find a replacement. Orders for CO-ADOS will be for a period not less than 31 days and will not exceed 730 days. Exceptions to tour lengths and extension procedures for each contingency operation will be announced by DCS, G-1.
- d. ETPs must be requested by commands and endorsed by a minimum of O-7 (or SES equivalent) and must be received by DCS, G-1 (DAPE-MP) in the TOD Portal no later than 30 days from requested start date of orders. Start dates may be moved to the right (in other words, delayed) if packet is received with less than 30 days to requested start date. Commands must ensure that Soldiers and leadership are prepared for any break in service that may result as a result of start date movement or the ETP being denied. Backdating of orders is not authorized. If a Soldier is currently on orders, sufficient time must be

given to Soldiers to take any accrued leave and out-process in the cases when ETPs are not approved. Extensions will not be granted for the purposes of taking leave or out-processing.

6-6. Tour justification

a. Requests for approval of an ADOS tour to work on a project or mission will be initiated in the TOD Portal (or any system replacing it) by the organization or agency which requires support. The request, including extension requests after the original request, should be submitted through the TOD Portal no later than 60 days from the start date. Extension requests up to 60 days must be submitted within 14 days and will include a request signed by a COL, GS equivalent, or higher in the requesting unit chain of command. All extension requests in excess of 60 total days and those extensions requiring an ETP for AFS or 1,825 must be submitted as a new request. For medical officers requiring verification of credentials, submit requests for OS through the TOD Portal no later than 30 days from the start date.

b. The request will provide:

(1) A description of the project or mission and the action or directive which created the need for the tour. The request must also include a statement explaining why the project or mission is important and why currently assigned personnel cannot perform or complete it.

(2) Name and location of the headquarters, staff agency, or office to which the Soldier belongs+. Requesting activity will provide a complete reporting address to include building number (if appropriate), street address, city, state, ZIP code, and the unit identification code of the unit where the Soldier is to report.

6-7. Issues relating to long-term use of voluntary Soldiers

a. ADOS is not a career accession or progression program.

b. ADOS tours that will cumulatively exceed 5 years (1,825 days) in the previous 6 years (2,190 days) are not authorized without approval of the appropriate authority:

(1) The ADOS-RC approval authorities are the CAR and CNGB or designated representatives to include USAR engagement cell and USAR engagement team directors.

(2) The FTNGD-OS approval authorities are the CNGB or designated representative.

(3) The approval authorities for ADOS-AC, to include CO-ADOS and OP-ADOS, is the DCS, G-1.

c. If any OS tour request (except for FTNGD-OS) has a Soldier who will exceed 17 years of AD during the requested tour, this requires DCS, G-1 (DAPE-MP) approval.

6-8. Release from additional active duty for operational support tours

a. All ADOS orders are self-terminating and such termination does not constitute involuntary separation. While Soldiers may serve consecutive ADOS tours, acceptance of these tours are based on the needs of the Army. Soldiers may serve on consecutive ADOS tours as long as all qualifications are met. Each supported unit/agency ADOS tour justification and each individual Soldier's ADOS application are separate and distinct processes and actions based on Army requirements and needs. They are independent of previous occurrences.

b. To demonstrate that the Soldier is volunteering unconditionally, which is a requirement for ADOS tours, the Soldier must apply for all announcements, regardless of duty location, for which he or she is qualified, by grade and skill. Volunteering for a specific tour, or multiple tours, and receiving a rejection notice for any specific tour does constitute a denial of AD; however, does not qualify as an involuntary separation.

c. RC pregnant Soldiers will not be immediately released from AD when becoming pregnant. The restrictions of the profile for an RC Soldier who becomes pregnant while on an ADOS tour will be taken into consideration before a decision to release from active duty (REFRAD) is initiated.

Section II

Duties and Roles

6-9. General

a. CDRs of major subordinate commands (MSCs)—

(1) Use the TOD Portal to manage ADOS-RC or FTNGD-OS.

(2) Appoint a primary and alternate point of contact/permissions manager for the TOD Portal.

(3) Ensure all Soldiers on orders for 90 days or more properly in-process and out-process through the nearest military installation to obtain a DD Form 214 prior to release from AD. Some installations will provide DD Form 220 (Active Duty Report) for Soldiers on duty for less than 90 days.

b. The CG, USARC—

- (1) Manages ADOS–RC.
- (2) Maintains administrative controls within TOD Portal permissions.
- (3) Processes, validates, and staffs actions.
- (4) Provides ADOS–RC policy and guidance to the USAR.

c. The CNGB—

- (1) Manages ADOS–RC and FTNGD–OS.
- (2) Maintains administrative controls within the TOD Portal permissions.
- (3) Processes, validates, and staffs actions.
- (4) Provides ADOS–RC and FTNGD–OS policy and guidance to the National Guard.
- (5) Coordinates use of the TOD Portal with National Guard divisions.

d. Soldiers are responsible for ensuring packets comply with TOD Portal automated Soldier readiness requirements.

e. All MSC and division command ADOS–RC tour requests are force-requester funded. The MSCs and National Guard division commands will not submit an unfunded ADOS–RC request to USARC or NGB.

f. MSCs and National Guard division commands publish ADOS orders and ensure appropriate entitlements and restrictions according to the JTR and all other policies.

g. All ADOS–RC requests for duty in the USARC headquarters, regardless of the number of days, are submitted through the USARC G–1 (AFRC–PRA) for processing.

h. The USARC G–1 and Army installations with mobilization and demobilization capability provide mobilization and demobilization guidance, as well as administrative and human resource support, to ADOS–RC Soldiers.

i. The USARC Internal Review office conducts audits of commands to verify compliance with ADOS–RC policy.

6–10. Types of orders

a. *Orders for active duty for operational support or contingency operations—active duty operational support.*

(1) Soldiers on ADOS or CO–ADOS orders will always be counted against the OS strength limit for their respective RC (USAR or ARNG).

(2) A Soldier on ADOS or CO–ADOS orders specifying a period less than 5 years will be counted against AD end strength effective the date on which the Soldier's cumulative period of OS service exceeds 5 cumulative years within the previous 6-year period (1,825 cumulative days out of the previous 2,190 days).

b. *Orders for active duty for operational support—Reserve Component or full-time National Guard duty for operational support.*

(1) Soldiers on ADOS–RC or FTNGD–OS orders will always be counted against the OS strength limit for their respective RC (USAR or ARNG).

(2) A Soldier on ADOS–RC or FTNGD–OS orders will be counted against AGR end strength effective the date on which the Soldier's cumulative period of OS service exceeds 5 cumulative years within the previous 6-year period (1,825 days out of the previous 2,190 days).

c. *Combinations of operational support orders.* Soldiers who serve on different types of OS orders and whose cumulative OS service exceeds 5 cumulative years within the previous 6-year period (1,825 cumulative days out of the previous 2,190 days) will be counted against RA end strength if currently serving on ADOS or CO–ADOS orders and will be counted against AGR end strength if currently serving on ADOS–RC or FTNGD–FTNGD–OS orders.

6–11. Separation documents

a. DD Form 214 will be issued on release from ADOS of 90 days or more.

b. DD Form 220 will be issued on release from ADOS of 89 days or less.

Section III

Active Duty for Operational Support–Active Component

6–12. General

- a. ADOS–AC is authorized for support of an active force mission of the RA, a unified or specified command, Office of the Joint Chiefs of Staff, or Office of the Secretary of Defense (OSD).
- b. ADOS–AC will not be used—
 - (1) As a career accession program.
 - (2) For long-term staff augmentation or to evade manpower ceilings.
 - (3) For a task or mission within peacetime duties of military or civilian personnel attending long-term schools or long-term hospitalization.
 - (4) As a mode of training to include attendance at professional development training courses.
- c. Soldier's mobilization readiness is not a deciding consideration in determining whether ADOS–AC is warranted, although training may occur in the conduct of ADOS–AC.
- d. HQDA accounting and reporting requirements will be met as defined in paragraph 1–7.
- e. The DCS, G–1 validates ADOS requirements for noncontingency OS missions that are funded by MPA. The DCS, G–1 also approves specific Soldiers for fill against validated ADOS requirements.
- f. The DCS, G–1 revalidates and approves extensions of all ADOS requirements.

6–13. Proper use of active duty for operational support: Active Component tours

- a. The ADOS–AC program is designed to meet short-term needs for the Army. The requester must justify the tour as in the best interest of the organization and the Army rather than the interests of the Soldier.
- b. Tour requests will be submitted in the TOD Portal.
- c. ADOS–AC participants will be released from tour (all out-processing and accumulated leave must be accounted for by usage, cashed, or banked for a future tour) on the end date of the approved tour request unless extended or released early by proper authority. Release will be in accordance with AR 635–200 for enlisted or AR 600–8–24 for officers. Only HRC can amend orders to extend or terminate an ADOS–AC tour.
- d. For procedures on whether a Soldier qualifies for retention on AD due to a line of duty injury, illness, or disease, refer to AR 135–381.
- e. AR 600–8–24 and AR 635–200 govern the release or discharge of Soldiers while on ADOS–AC.

6–14. Tour criteria

- a. All Soldiers on ADOS–AC orders must be assigned to a valid position with corresponding AOC/MOS on their unit manning report (UMR).
- b. Soldiers remain a mobilization asset to the parent unit while performing ADOS–AC duty.
- c. Duties must exceed the scope of those performed by the RA in support of the ADOS–AC duty.
- d. Duty must comply with the JTR; any duty performed for 181 days or more requires a permanent change of station (PCS) and per diem is not authorized without proper ETP by the DCS, G–1 (DAPE–PR).

6–15. Individual Ready Reserve/individual mobilization augmentee tour request

ADOS–AC requests for Soldiers assigned to the IRR/IMA performing duty in support of the Active Reserve require the approval of CG, HRC. IRR and IMA Soldiers will submit tour requests in the TOD Portal or appropriate system.

6–16. Tour approval authorities

- a. The SECARMY delegates to the ASA (M&RA) final approval authority for ADOS–AC to be performed by Retired Reserve Soldiers.
- b. The DCS, G–1 (DAPE–MP) is the final approval authority for Soldiers volunteering for ADOS–AC whose total federal service will exceed 17 years but less than 20 years of AFS during the requested tour.
- c. The CG, HRC—
 - (1) Acts as the point of contact and implements procedures for the ADOS–AC program as formulated by HQDA.

- (2) Maintains authority to waive procedural requirements (time sensitive requirements for ADOS–AC in support of contingency missions that do not allow routine processing).
- (3) Conducts an audit of man-days used each FY, and furnishes this data to DCS, G–1 (DAPE–PR).
- (4) Serves as the final approval authority for waivers or ETPs associated with this program, except for matters specifically reserved for HQDA.
- (5) Establishes ADOS–AC reporting and termination dates in coordination with the requesting command or agency.
- (6) Establishes and maintains a personnel selection system for the ADOS–AC program.
- (7) Identifies USAR Soldiers with required qualifications for tours approved by HRC.
- (8) Publishes all ADOS–AC and CO–ADOS orders in accordance with AR 600–8–105 and HQDA policy, to include orders curtailing or extending a tour which are funded by MPA.
- (9) Establishes and implements accounting procedures for Soldiers on ADOS–AC who count against the RA end strength.
- d. The CNGB, directly or by delegation to the Director, ARNG will—
 - (1) Serve as ADOS–AC point of contact for the AGs.
 - (2) Nominate ARNGUS Soldiers for ADOS–AC who are approved by the AGs.
 - (3) Ensure transfer of the official military personnel record (OMPR) per AR 600–8–104 for ARNGUS Soldiers ordered to ADOS–AC.
- e. CDRs of ACOMs, ASCCs, and DRUs—
 - (1) Serve as ADOS–AC points of contact for subordinate units.
 - (2) Disapprove tour requests and notify the requesting agency when an ADOS–AC tour is not justified according to this chapter.
 - (3) Review applications for ADOS–AC to determine an applicant's eligibility and qualifications when a by-name request is submitted. Applications from Soldiers determined to be ineligible or not qualified are disapproved and returned. Applicants determined to be eligible are forwarded to CG, HRC for approval and processing.
 - (4) Ensure disposition of OMPR per AR 600–8–104 for assigned USAR Soldiers ordered to ADOS–AC.

6–17. Requests for tours

- a. The agency or command needing support from an RC Soldier may request approval of an ADOS–AC tour.
- b. Tour requests are sent through the TOD Portal. This program contains the requirements needed to advertise a position for fill.
- c. The TOD Portal is the repository for Soldiers to search and apply for AD tours for which they are qualified.

6–18. Orders

HRC must issue ADOS–AC orders in the order formats prescribed in AR 600–8–105. ADOS–AC orders under the funded reimbursable authority may cross the FY. The following instructions also apply:

- a. Orders must state one of the following authorities:
 - (1) 10 USC 12301(d) for Soldiers other than those in paragraph 6–18a(2).
 - (2) 10 USC 688 or 688(a) as appropriate for Retired Reserve Soldiers who have completed 20 years or more of AFS.
- b. The AD commitment or period of AD will be expressed as a period of time (such as 11 days, 3 months).
- c. The specified reporting date and ending date prescribed by HRC will be shown; however, the effective date of entry on AD will not be shown.
- d. If a deoxyribonucleic acid (DNA) sample has not been submitted, specify that a DNA sample or standard form (SF) 600 (Chronological Record of Medical Care) is required.
- e. Distribution is explained in AR 600–8–105.

Section IV

Contingency Operations—Active Duty for Operational Support

6–19. General

a. Contingency operations are designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or results in the call or order to, or retention on, AD of members of the uniformed services under 10 USC 688, 10 USC 12301(a), 10 USC 12302, 10 USC 12304, 10 USC 12305, 10 USC 12406, or any other provision of law during a war or during a national emergency declared by the President or Congress.

b. For the purpose of this regulation, instructions in this section will be implemented when the Secretary of Defense declares that a situation exists as outlined in paragraph 6–19a, which requires the services of individual ARNGUS or USAR members in support of contingency operations without the involuntary call-up of RC forces or military operations under the Presidential Reserve Call-up authority (see 10 USC 12304).

6–20. Proper use of contingency operations—active duty for operational support tours

a. CO–ADOS is voluntary. Only CO–ADOS may be used to order RC Soldiers to AD for a crisis or contingency mission of the RA, OSD, Office of the Joint Chiefs of Staff, or Joint Command when the mission requires specialized experience or knowledge which the RC Soldier possesses and which is unavailable in the RA.

b. Soldiers may serve on CO–ADOS as replacements for personnel in RA units. Except as specifically addressed in this section, the administrative procedures of chapter 6, sections I through III, also apply to CO–ADOS authorized for contingency operations.

c. When a contingency operation is authorized, the DCS, G–3/5/7 will determine the fund cite for approved tours.

d. Tour lengths associated with orders for CO–ADOS requests will be determined by DCS, G–3/5/7 based on combatant command requirements, boots on the ground guidance, and fiscal guidance as published by the Assistant Secretary of the Army (Finance and Management and Comptroller) in conjunction with the Army Budget Office. CO–ADOS orders are in direct support of named operations. These operations can change suddenly thus the exercise of contingency orders will be viewed as temporary in nature. DCS, G–3/5/7 will publish tour length guidance in an Army Execution Order and will institutionalize these tour lengths in the Mobilization Common Operating Picture (MOBCOP) System when force requestors are requesting support or augmentation.

e. DCS, G–3/5/7 (DAMO–ODO) validates CO–ADOS requirements in support of contingency operations, which are funded by MPA and defined in 10 USC 101(a)(13).

f. The DCS, G–3/5/7 also approves specific Soldiers for fill against validated CO–ADOS requirements.

g. The DCS, G–3/5/7 validates and approves extensions of all CO–ADOS requirements. The DCS, G–3/5/7 uses the Department of the Army Mobilization Processing System (DAMPS) in validating CO–ADOS requirements and approving Soldiers for fill against CO–ADOS requirements, and DAMPS information will be made available to HRC program managers to ensure there is an authoritative and reconcilable record of all CO–ADOS Soldiers.

h. All RC Soldiers on CO–ADOS tours will demobilize in accordance with HQDA Execution Order 140–17 at an RA Mobilization Force Generation Installation. The DCS, G–3/5/7 is the approving authority for any exceptions.

6–21. Tour criteria

a. Priority consideration as volunteers for CO–ADOS tours will be in the order listed in paragraphs 6–21a(1) through 6–21a(4). IMAs and TPU Soldiers may be utilized as volunteers outside their assigned unit/organization only with approval of the DCS, G–1 and DCS, G–3/5/7 when required skills are not available from any other source. Volunteers described in paragraph 6–21a(1) may be ordered to CO–ADOS under the authority of 10 USC 688(a). The authority for CO–ADOS performed by Soldiers described in paragraphs 6–21a(2) through 6–21a(4) is 10 USC 12301(d).

(1) Retired Reserve Soldiers who were retired under 10 USC 1293, 10 USC 7311, or 10 USC 7314.

(2) Retired Reserve Soldiers not covered in paragraph 6–21a(1).

- (3) IRR Soldiers.
- (4) IMA Soldiers.
- (5) ARNGUS and USAR unit Soldiers.

b. Availability of specific categories of Soldiers and requirements prior to acceptance for CO–ADOS missions are as follows:

(1) *Retired Reserve Soldiers*. Approval of the SECARMY or designee is required prior to issuance of orders.

(2) *Individual Ready Reserve Soldiers*. Volunteers must be screened and certified as skill qualified by HRC. The gaining unit must confirm the Soldier's qualifications. Individuals who have not been awarded an MOS will not be accepted as volunteers. If an IRR Soldier is serving on CO–ADOS orders when a partial mobilization is authorized, those orders will terminate and the Soldier will be ordered to AD per 10 USC 12302(a).

(3) *Individual mobilization augmentee Soldiers*. IMAs who volunteer for CO–ADOS missions which do not require the involuntary call-up of IMAs must obtain approval from their unit or organization of assignment and be certified as skill qualified by their unit or organization CDR.

6–22. Individual Ready Reserve/individual mobilization augmentee tour request

CO–ADOS requests for Soldiers assigned to the IRR/IMA performing duty in support of the USAR require the approval of CG, HRC. HRC submits the tour requests in the TOD Portal.

6–23. Tour approval requirements

- a. The DCS, G–3/5/7 is the approval authority for TOD Portal tour requirements for CO–ADOS orders.
- b. The DCS, G–1 (DAPE–MP) is the approval authority for ETPs concerning any tour request where a Soldier will exceed 18 years of AD during the requested tour.

6–24. Requests for tours

- a. An agency or command needing support from an RC Soldier may request approval of a CO–ADOS tour.
- b. Tour requests are sent through the TOD Portal. This program contains the requirements to advertise a position for fill.
- c. The TOD Portal is the repository for Soldiers to search and apply for AD tours for which they are qualified.

6–25. Orders

HRC will issue CO–ADOS orders in the order formats prescribed in AR 600–8–105. The following instructions also apply:

- a. Orders will state one of the following authorities:
 - (1) 10 USC 12301(d) for Soldiers other than those in paragraph 6–25a(2).
 - (2) 10 USC 688 or 10 USC 688(a) as appropriate for Retired Reserve Soldiers who have completed 20 years of AFS.
- b. The AD commitment or period of AD will be expressed as a period of time (such as 11 days, 3 months).
- c. The specified reporting date and ending date prescribed by HRC will be shown; however, the effective date of entry on AD will not be shown.
- d. If a DNA sample has not been acquired, specify that a DNA sample or SF 600 is required.
- e. Distribution is prescribed in AR 600–8–105.
- f. Paragraphs 6–25a through 6–25e apply to the early REFRAD of Soldiers supporting contingency operations and those approaching completion of initial CO–ADOS period. If a Soldier is no longer operationally required (such as when the mission is complete), the supported command will request an early REFRAD through the first COL/O–6 or civilian equivalent in the chain of command to the Soldier, and will submit the request to HRC (the orders publication authority). HRC will amend the CO–ADOS REFRAD. When a Soldier's duty is determined as no longer operationally required, a replacement for that specific mission is not authorized.

Section V

Active Duty for Operational Support–Reserve Component

6–26. General

a. ADOS–RC is authorized for RC Soldiers supporting RC operational missions above and beyond the RC unit's normal mission (such as exercises, projects, conferences, and so forth). These are limited to non-contingency missions.

b. ADOS–RC will not be used:

- (1) As a career accession program.
- (2) For long-term staff augmentation or to evade manpower ceilings.
- (3) For a task or mission within peacetime duties of military or civilian personnel attending long-term schools or long-term hospitalization.
- (4) ADOS–RC should not be utilized for the sole purpose of attending training, such as PME. PME attendance while serving on ADOS–RC is authorized and all PME course requirements must be funded by the assigned unit. Experience gained or enhancement of a Soldier's mobilization readiness is not a deciding consideration in determining whether ADOS–RC is warranted, although training may occur in the conduct of ADOS–RC.

c. HQDA accounting and reporting requirements will be met as defined in paragraph 1–7.

d. The appropriate USAR or ARNG office validates ADOS–RC requirements for OS missions that are funded by RPA or NGPA, respectively. These same RC officials approve specific Soldiers for fill against validated ADOS–RC or requirements, and they revalidate and approve extensions of all ADOS–RC requirements.

6–27. Proper use of active duty for operational support–Reserve Component tours

a. Full-time staffing shortfalls and command and control duties are not justifiable reasons for ADOS–RC requests.

b. The ADOS–RC duty period must cover the entire duration of the project or training, including weekends and holidays.

c. An ETP is required to backdate an ADOS–RC order. Requests are submitted through the G–1 office for USARC (AFRC–PRA) to the USARC ADOS–RC manager or National Guard (ARNG–HRH) to the CNGB for consideration.

d. ADOS–RC funds will not be used to fund duty that meets the requirements for OTD.

e. Soldiers are not authorized to participate in battle assembly or AT with the parent unit while performing ADOS–RC duty with another unit or headquarters. However, Soldiers are required to provide administrative information, such as DA Form 705 (Army Physical Fitness Test Scorecard) and DD Form 2795 (Pre-Deployment Health Assessment), to the parent unit upon request.

6–28. Tour criteria

a. All Soldiers must be assigned to a valid position with corresponding AOC/MOS on their UMR.

Note. This requirement does not apply to RC Soldiers assigned to the RA TDA.

b. CDRs, first sergeants (1SGs), and CSMs should perform ADOS–RC duty in support of their assigned position. If performing duty in any other capacity, he or she must be reassigned prior to start of ADOS–RC tour with approval from the MSC CDR.

c. Department of the Army Civilians (DACs) and military technicians (MILTECHs) are authorized to perform ADOS–RC. DACs and MILTECHs will not perform duty in an ADOS–RC capacity to fulfill their full-time position requirements.

d. Soldiers remain a mobilization asset to the parent unit while performing ADOS–RC duty.

e. To comply with the JTR, any duty performed for 180 days or more requires a PCS and per diem is not authorized without a proper ETP by the DCS, G–1 (DAPE–PR).

6–29. Individual Ready Reserve/individual mobilization augmentee tour request

ADOS–RC requests for Soldiers assigned to the IRR/IMA performing duty in support of the RC require the approval of CG, HRC. Refer to <https://www.hrc.army.mil> for processing procedures.

6–30. Tour approval authorities

- a. Battalion CDRs (LTC/O–5) can approve tours up to 29 days, cumulative, except in circumstances of paragraph 6–30g.
- b. Brigade CDRs (COL/O–6 level) can approve tours of 30 to 90 days, cumulative, except in circumstances of paragraph 6–30g.
- c. MSC and division commands can approve tours of 91 to 365 days, cumulative, except in circumstances of paragraph 6–30g.
- d. Paragraphs 6–30a through 6–30c contain the maximum days allowed for the respective authority level for the FY for ADOS–RC. For example, a battalion CDR has authority to approve a maximum of 29 days per Soldier per FY for ADOS–RC tours.
- e. All requests, regardless of length, must be approved in the TOD Portal.
- f. MSCs will retain all tour documentation for two FYs.
- g. If any tour request has a Soldier who will reach 18 years but less than 20 years of AFS during the requested tour, the request must have the approval of the DCS, G–1 (DAPE–MP).

6–31. Requests for tours

- a. The agency or command needing support from an RC Soldier may request approval of an ADOS–RC tour.
- b. Tour requests are sent through the TOD Portal. This program contains the requirements in order to advertise a position for fill.
- c. The TOD Portal also is the repository for Soldiers to search for AD tours for which they are qualified to apply.

6–32. Orders

- a. ADOS–RC orders will be published in the formats prescribed in AR 600–8–105. ADOS–RC orders under the funded reimbursable authority will not cross the FY.
- b. Orders must state 10 USC 12301(d) as the authority.
- c. The AD commitment or period of AD will be expressed as a period of time (such as 11 days, 3 months).
- d. The specified report date and end date prescribed by the publishing authority will be shown; however, the effective date of entry on AD will not be shown.
- e. If a DNA sample has not been acquired, specify that a DNA sample or SF 600 is required.
- f. Distribution is prescribed in AR 600–8–105.

Section VI

Full-Time National Guard Duty for Operational Support

6–33. General

The CNGB will implement FTNGD–OS when individuals are in 32 USC (also known as Title 32) status, and must consider the following:

- a. FTNGD–OS is authorized for ARNG Soldiers supporting ARNG operational missions above and beyond the ARNG unit's normal mission (such as exercises, projects, conferences, and so forth). This is limited to noncontingency missions.
- b. FTNGD–OS will not be used:
 - (1) As a career accession program.
 - (2) For long-term staff augmentation or to evade manpower ceilings.
 - (3) For a task or mission within peacetime duties of military or civilian personnel attending long-term schools or long-term hospitalization.
 - (4) As a mode of training to include attendance at professional development training courses unless approved by the CNGB or designated representative.
- c. HQDA accounting and reporting requirements will be met as defined in paragraph 1–7.
- d. The appropriate National Guard office validates FTNGD–OS requirements for OS missions that are funded by NGPA and approve specific Soldiers for fill against validated or FTNGD–OS requirements and they revalidate and approve extensions of all FTNGD–OS requirements.

6-34. Proper use of full-time National Guard duty for operational support tours

- a. Full-time staffing shortfalls and command and control duties are not justifiable reasons for FTNGD-OS requests. National Guard leadership, civilian and military, will ensure FTNGD-OS tour requests and duties performed are consistent with established guidance and regulations.
- b. The FTNGD-OS duty period must cover the entire duration of the project or training including week-ends and holidays.
- c. An ETP is required to backdate an FTNGD-OS order. Requests are submitted through the G-1 of- fice NGB (ARNG-HRH) to the CNGB for consideration.
- d. FTNGD-OS funding will not be used to fund duty that meets the requirements for OTD.
- e. Soldiers may participate in battle assembly (IDT) or AT with the parent unit while performing FTNGD-OS duty with another unit or headquarters only when the following apply:
 - (1) The FTNGD-OS mission the Soldier is ordered to is directed by the President of the United States or Congress, and authorized by the Secretary of Defense.
 - (2) As determined by the CNGB, the Soldier's FTNGD-OS is of such duration that absence from train- ing would negatively impact the readiness of the individual and/or their unit of assignment.
 - (3) If travel is necessary, the resources are certified as available by the CNGB's Chief, Property and Fiscal Operations for travel and per diem to and from duty locations.
 - (4) The organization responsible for funding the FTNGD-OS mission supports the Soldier's absence in order to return to the unit of assignment for IDT and/or AT.
 - (5) Soldiers on FTNGD-OS will not be released from that duty for the purpose of attending training only to be placed back on FTNGD-OS once complete.

6-35. Tour criteria

- a. All Soldiers must be assigned to a valid position with corresponding AOC/MOS on their UMR.
- b. CDRs, 1SGs, and CSMs should perform FTNGD-OS duty in support of their assigned position. If performing duty in any other capacity, he or she must be reassigned prior to start of FTNGD-OS tour with approval from the state AG or a designated representative.
- c. DACs and MILTECHs are authorized to perform FTNGD-OS. DACs and MILTECHs will not perform duty in an FTNGD-OS capacity to fulfill their full-time staff requirements.
- d. Soldiers remain a mobilization asset to the parent unit while performing FTNGD-OS duty.
- e. To comply with the JTR, any duty performed for 180 days or more requires a PCS and per diem is not authorized without proper ETP by the DCS, G-1 (DAPE-PR).

6-36. Tour approval authorities

- a. Battalion CDRs (at the LTC/O-5 level) can approve tours up to 29 days, cumulative, except in cir- cumstances of paragraph 6-36g.
- b. Brigade CDRs (at the COL/O-6 level) can approve tours of 30 to 90 days, cumulative, except in cir- cumstances of paragraph 6-36g.
- c. Division CDRs can approve tours of 91 to 365 days, cumulative, except in circumstances of para- graph 6-36g.
- d. Paragraphs 6-36a through 6-36c are the maximum days allowed for the respective authority level for the FY for FTNGD-OS. For example, a battalion CDR has authority to approve a maximum of 29 days per Soldier, per FY, for FTNGD-OS tours.
- e. All requests, regardless of length, must be approved in the TOD Portal.
- f. States and territories will retain all tour documentation for two FYs.
- g. If any tour request has a Soldier who will reach 18 years of AD but less than 20 years of AFS during the requested tour, the CNGB is the final approval authority.

6-37. Requests for tours

- a. The agency or command needing support from a National Guard Soldier may request approval of an FTNGD-OS tour.
- b. Tour requests are sent through the TOD Portal. This program contains the requirements in order to advertise a position for fill.
- c. The TOD Portal also is the repository for Soldiers to search for AD tours for which they are qualified to apply.

Chapter 7

Involuntary Active Duty and Active Duty for Training to Administer the Uniform Code of Military Justice

Section I

Administering the Uniform Code of Military Justice for the Army National Guard of the United States and the U.S. Army Reserve

7-1. General

a. AR 27-10 pertains to the involuntary extension or order to AD of ARNGUS and USAR personnel for administration of the UCMJ.

b. This regulation provides guidance to CDRs in implementing AR 27-10 for ARNGUS and USAR Soldiers who commit offenses punishable under UCMJ while on AD in an active federal status.

c. Involuntary AD is defined as an order to duty without the consent of the member (Soldier) under 10 USC 12301(a), 10 USC 12301(g), 10 USC 12302, or 10 USC 12304, or order to FTNGD-OS under 32 USC 502(f)(1).

d. Listed are the main reasons for bringing a Soldier to AD involuntarily. Reasons include, but are not limited to:

- (1) AD for administration of the UCMJ.
- (2) AD for participation in an investigation or court-martial.
- (3) AD while in captive status.
- (4) AD for full screening for an ROTC cadet who has committed a breach of contract and is to be accessed into the RA in accordance with AR 140-9.

e. The following are reasons for involuntary duty not covered by this regulation (list is not all-inclusive):

- (1) Mobilization covered by AR 600-8-101, AR 690-11, and the Personnel Policy Guidance which is published separately for each contingency or operation.
- (2) AD for U.S. Military Academy cadets who have committed a breach of contract as they are processed at the school and assessed onto AD without the need for other AD programs.

7-2. Scope

a. This chapter applies exclusively to ARNGUS and USAR Soldiers who are charged with offenses allegedly committed while on the following types of duty:

- (1) ADOS-AC (ADMIN, OP, and CO), ADOS-RC.
- (2) OTD.
- (3) IDT (USAR only).

b. These procedures apply to ARNGUS Soldiers only when serving under authority of 10 USC. The majority of duty performed by ARNGUS Soldiers involves participation in required drills, field exercises, professional development training, and full-time manning of units. This duty is ordinarily performed in an inactive duty or FTNGD-OS status under 32 USC. While on 32 USC duty, Soldiers are not subject to the provisions of UCMJ but are subject to state authority. (The order to duty will identify whether the ARNGUS Soldier is performing duty under 10 USC or 32 USC.)

c. For USAR Soldiers, 10 USC duty status includes required drills, field exercises, professional development training, AT, and so forth.

Section II

Retention on Active Duty or Active Duty for Training

7-3. Retention on active duty while on self-terminating orders

Self-terminating orders are those that, by their own terms, terminate on the specified effective date and return the Soldier to the place where he or she entered on duty. This section covers retention of ARNGUS and USAR Soldiers on AD or OTD beyond the expiration date of their self-terminating orders (see AR 27-10). For the purposes of this chapter, self-terminating orders cover periods of OTD or ADOS.

7-4. Reason for retention

a. ARNGUS and USAR Soldiers may be retained involuntarily on AD for the purpose of completing an action initiated with a view to trial by court-martial up to the date of completion of the disciplinary action. When this occurs, the order issuing authority will extend the order before the termination date or by taking action in accordance with AR 27-10.

b. Before taking retention action, the CDR of the installation where the Soldier is performing duty should coordinate with his or her staff judge advocate and notify the Soldier's parent unit.

c. On receipt of notification by the general court-martial convening authority (GCMCA) of intent to retain a Soldier, the order issuing authority will issue an amendatory order extending the expiration date of the original order.

d. Soldiers will not be involuntarily retained on AD or OTD for the purpose of completing a mission or training. Retention for those reasons will be voluntary.

7-5. Orders

Soldiers retained on AD or OTD by the extension of an order are entitled to pay and allowances. While on extended orders, the Soldier continues to be subject to military law for additional offenses which he or she may commit. The Soldier will remain or be attached to an RA unit until completion of the investigation and any resulting disciplinary action.

7-6. Disposition of Soldiers following court adjournment

One of the following actions will take place following court-martial adjournment:

a. If the Soldier is found not guilty, or no sentence of restriction, hard labor without confinement, or confinement is given, or the charges are dismissed and no further UCMJ proceedings are permitted or contemplated, the Soldier will be released from AD or OTD and returned to previous Reserve status.

b. If a sentence to confinement is adjudged:

(1) The order issuing authority will terminate the OTD or ADOS order effective the day prior to the Soldier's order to AD for purposes of serving a sentence to confinement.

(2) The appropriate RA GCMCA will issue an involuntary AD order per AR 600-8-105 and assign the Soldier to the appropriate RA installation.

(3) Court-martial promulgating orders will be issued in accordance with AR 27-10.

(4) Confinement will be served in accordance with AR 190-47.

c. If a sentence to restriction or hard labor without confinement is adjudged, the GCMCA will determine whether the Soldier will be retained on AD at the appropriate RA installation until completion of the sentence or returned to his previous Reserve status to complete the sentence, if practical.

Section III

Order to Active Duty for Administration of Uniform Code of Military Justice

7-7. Involuntary order to active duty

a. An ARNGUS or USAR Soldier not serving on AD or OTD may be involuntarily ordered to AD as provided in AR 27-10. Involuntary orders may be issued for the purpose of:

(1) Investigation pursuant to UCMJ, Art. 32;

(2) Trial by courts-martial; or

(3) UCMJ, Art. 15 proceedings.

b. Activation for the sole purpose of pretrial confinement is not authorized. The Soldier may be involuntarily ordered to AD for offenses allegedly committed while he or she was in federal duty status. This includes all AD or OTD under 10 USC as well as IDT authorized by appropriate authority.

c. Prior to referral of charges and order to AD, CDRs will consult with their supporting staff judge advocate personnel and notify the Soldier's parent unit.

7-8. Involuntary active duty orders

a. The appropriate RA GCMCA will issue an involuntary AD order in accordance with AR 600-8-105 and assign the Soldier to the appropriate RA installation.

b. The order will cite 10 USC 802(d) as the authority.

c. Request for involuntary order to AD will be initiated in accordance with AR 27–10. State AGs will discharge ARNGUS enlisted members from their ARNGUS status, but not their Reserve of the Army status, under the provisions of NGR 600–200, effective the day prior to the report date specified in the AD orders. ARNG officers will maintain their Federal recognition, pursuant to NGR 635–100, unless an approved court-martial sentence directs dismissal.

d. The SECARMY or designee must approve the involuntary AD order before an ARNGUS or USAR Soldier may be confined or deprived of liberty (to include pretrial confinement or restriction). Procedures for obtaining secretarial approval are contained in AR 27–10.

e. The following outlines procedures for delivery of orders:

(1) The AD order will be forwarded to the CDR having jurisdiction over the Soldier being ordered to involuntary AD. The CG, HRC will issue orders for Soldiers of the IRR.

(a) The order will be delivered in person by the unit CDR or representative when practicable. A statement indicating delivery and receipt by the Soldier will be signed by the Soldier and filed in the Soldier's Army Military Human Resources Record (AMHRR).

(b) The CG, HRC may request assistance from area CDRs for delivery of orders to Soldiers of the IRR. Lateral coordination will also be accomplished between area CDRs, as required.

(c) If the order cannot be delivered by personal contact, the order will be sent by certified mail, restricted delivery, with return receipt requested. The individual who mails the orders will prepare and include sworn affidavit of service.

(d) The delivery of the order will be coordinated with the GCMCA for the installation to which the Soldier is ordered to AD.

(2) One of the following will be filed in the Soldier's AMHRR:

(a) A statement indicating personal delivery and receipt of the orders by the Soldier or a sworn affidavit of service by mail, and

(b) A post office receipt confirming delivery, or

(c) The returned unopened envelope indicating orders were not delivered. Undeliverable mail will be compared with the latest address of record to ensure that it was correctly addressed. When an envelope is marked "not at this address" the CDR or designated representative will submit a statement to show that the address to which the orders were mailed was, in fact, the latest address furnished by the Soldier.

(3) Provided orders were mailed to the latest address in the AMHRR, absence of proof of delivery does not change the fact that the Soldier was properly ordered to AD.

7–9. Failure to report for active duty

When a Soldier fails to report, the CDR of the installation to which the Soldier is ordered for AD will take appropriate action under AR 630–10.

7–10. Disposition of Soldiers following court adjournment

Follow the procedures outlined in paragraph 7–6.

7–11. Uniform Code of Military Justice jurisdiction

a. This chapter governs only the issuance of orders pursuant to exercise of UCMJ jurisdiction over USAR and ARNGUS Soldiers. Nothing in this chapter is intended to restrict or limit the proper exercise of such jurisdiction. The provisions of AR 27–10 and the Manual for Courts-Martial govern in the event of a conflict between this regulation and those references.

b. Soldiers ordered to AD for the administration of UCMJ actions are not exempt from the requirements under the provisions of 10 USC 115, 10 USC 523, 10 USC 582, and 10 USC 641, and as such will be accounted for in the AD end strength, strength in grade limitations, and/or AD list inclusion (for officers).

7–12. Active duty for participation in an investigation or court-martial

a. Soldiers called to AD to participate in an investigation, not as the subject of such investigation, or testify in a court-martial, will be retained on AD for as short a period as possible.

b. Only Soldiers whose testimony or participation is critical will be called to AD.

Chapter 8

Disposition of Individual Soldiers on Active Duty at Time of Mobilization

8-1. Purpose

- a. This chapter provides direction for the immediate disposition of ARNGUS and USAR Soldiers who are serving on tours of duty of OTD and ADOS under this regulation at time of mobilization.
- b. For the purposes of this chapter, the term “mobilization” includes the Presidential Selected Reserve call-up, selected mobilization, partial mobilization, and full mobilization.
- c. Personnel administrative action procedures effective on mobilization are prescribed by AR 600-8-6, DA Pam 600-8, and DA Pam 600-4.

8-2. Processing

At time of mobilization, CDRs of installations where OTD and ADOS are being performed will ensure that Soldiers under their administrative jurisdiction while on tour are processed according to this chapter.

8-3. Army National Guard of the United States and U.S. Army Reserve unit personnel on active duty for training or operational support

- a. Soldiers are not eligible for deployment until they have completed BT/AIT or BOLC. A Soldier may be attached to other organizations while serving on AD pursuant to the mobilization order; this may be the case if the Soldier is attending BT/AIT or BOLC. Assignment and mobilization instructions will be administered by the parent unit CDR at the completion of the Soldier's attendance at BT/AIT or BOLC.
- b. ARNGUS Soldiers will be ordered to AD with their ARNGUS unit of assignment regardless of their training tour status. Soldiers who are unable to return to their unit before the unit's deployment from mobilization station will report to the installation CDR (with UCMJ authority) who will coordinate appropriate disposition with the CG, HRC and the AG of their home state.
- c. USAR Soldiers assigned to RC units will report for mobilization with their parent unit. If the Soldier is serving on a tour with another organization, that Soldier may be reassigned to that unit or organization prior to any mobilization order; otherwise, that Soldier will be subject to AD with his or her parent unit. Where there is a question, the Soldier will report to the installation CDR (with UCMJ authority) who will coordinate appropriate disposition with the CG, HRC; the CDR of the unit where the Soldier is serving; and the parent unit.

8-4. Individual mobilization augmentees on annual training, other training duty, and active duty for operational support

- a. IMAs have a mobilization wartime mission assignment and will mobilize per AR 140-145. Each Soldier assigned to an IMA command or organization will mobilize at the direction of that command or organization.
- b. An IMA who is on AT, OTD, or ADOS at the time of mobilization will report to the installation CDR (with UCMJ authority) who will coordinate appropriate disposition with CG, HRC and the IMA command or organization.
- c. HRC must coordinate all AD (AT, OTD, and ADOS) with the IMA command or organization before ordering the Soldier to duty.

8-5. Individual Ready Reserve Soldiers on active duty for training or active duty for operational support

At time of mobilization, an IRR Soldier serving on OTD or ADOS orders will report to the installation CDR (with UCMJ authority) who will coordinate appropriate disposition with CG, HRC and the organization in which the Soldier is serving.

8-6. Soldiers in specialized medical training

- a. At time of mobilization, the decision to retain an IRR or unit Soldier to complete specialized medical training for critical wartime skills, as designated by The Surgeon General, will be coordinated by the Soldier's assigned organization and CG, HRC.
- b. If the needs of the Army determine training cannot be completed, the Soldier will continue in the course until graduation. The Soldier will be accessioned into AD status at the installation nearest the

student's training institution. Upon completion of training, he or she will be issued new assignment instructions per RA assignment policies in effect at that time.

Chapter 9

Sanctuary

9-1. General

10 USC 12686 provides that an RC Soldier on AD (except for training), including a member of the Retired Reserve recalled to AD, who, upon attaining 18 years, but less than 20 years, of AFS may not be involuntarily REFRAD before the Soldier attains 20 years of active service, unless the SECARMY or designee approves the release. Such Soldiers are considered to be in sanctuary and are subject to worldwide assignments based on the needs of the Army.

9-2. Notification of sanctuary status

a. An RC Soldier on AD (other than for training) who has attained, or will attain during the current tour, 18 years or more but less than 20 years of AFS may forward a sanctuary validation packet through his or her chain of command to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122, in order for HRC to substantiate that the Soldier is eligible for sanctuary no later than 120 days prior to the end date of their current order.

b. When the CG, HRC does not support the Soldier's retention on AD for sanctuary, the Soldier's notice must be forwarded with an HRC recommendation for REFRAD through the DCS, G-1 to the ASA (M&RA) for final approval or disapproval.

c. Soldiers applying for the Sanctuary Program will not be approved if they are pending any adverse action or previously convicted of a court-martial.

9-3. Assignments and orders

a. Each sanctuary Soldier will be placed on orders citing 10 USC 12301(d) (using format 156 for officers and format 172 for enlisted) by HRC and assigned/reassigned worldwide based upon the needs of the Army until the end of the month in which the Soldier completes 20 years AFS.

b. The Soldier will transition from the RC support office to the applicable HRC career management branch.

c. The reporting date of the sanctuary order will be the day after the expiration of the current order the Soldier is serving under so that no break in AD will occur for the Soldier.

d. The orders will cite 10 USC 12301(d) as the authority. Only if a Soldier in sanctuary status exceeds the 1,825th day threshold will he or she be counted against the RA end strength.

e. Sanctuary orders are not authorized to be amended to reflect a period beyond the end of the month in which the Soldier attains 20 years of active service. In cases of approved ADOS service beyond 20 years of active service, the Soldier will be placed on a new set of orders and the sanctuary provisions of 10 USC 12686 will no longer apply.

f. While not mandatory, a Soldier may be transferred from his or her current Selected Reserve unit assignment to the IRR before the sanctuary order start date. However, the transfer to the IRR must occur before the end of the Soldier's current orders and prior to the sanctuary order start date. This prevents the loss of entitlements due to a change in the Defense Enrollment Eligibility Reporting System (DEERS). Orders transferring the Soldier to the IRR cannot be backdated as this adversely impacts the Soldier's DEERS record.

9-4. Integration into the Regular Army

a. A Soldier in sanctuary status has the option to apply for integration into the RA provided the Soldier is qualified in accordance with AR 601-100 or AR 601-210.

(1) Officers in sanctuary status may apply for RA integration through the Call to Active Duty Program.

(2) Enlisted Soldiers may apply for RA enlistment through U.S. Army Recruiting Command.

b. A Soldier in sanctuary status who has applied for integration into the RA must continue processing for retirement, REFRAD, or release, as appropriate, in the event the request is disapproved.

c. If approved and accessed into the RA, the Soldier is subject to worldwide assignment based upon the needs of the Army. HRC will rescind the unexecuted portion of the sanctuary order and the

management of the Soldier will then transition from the RC support office to the applicable HRC career management branch.

9–5. Retirement

a. A Soldier will notify HRC at his or her 19th year of active service prior to the end of the sanctuary order of his or her intent to retire at the end of the sanctuary period. HRC will process the Soldier for retirement and will notify the Soldier of required actions.

b. A Soldier in sanctuary can continue to serve in an RC at the end of the sanctuary period instead of retiring. The Soldier must notify HRC 9 months prior to the end of the sanctuary order of his or her intent to remain in the Selected Reserve.

c. Soldiers who reach a retention control point or mandatory removal date while retained for sanctuary will be retired at the end of the sanctuary period.

9–6. Actions while on a sanctuary order

a. Soldiers on sanctuary orders—

(1) Must meet the Army weight control standards and body composition standards in AR 600–9.

(2) Are required to continue meet physical fitness requirements per FM 7–22.

(3) Can apply for consideration to attend Noncommissioned Officer Education System or Officer Development Courses. Each request is considered on a case-by-case basis.

(4) Are determined for promotion eligibility in accordance with the provisions of AR 600–8–19, as enlisted Soldiers.

(5) Receive the same pay entitlements as RA Soldiers.

b. A Soldier may request to REFRAD before the end of the sanctuary order by submitting a DA Form 4187 (Personnel Action) to HRC requesting REFRAD and reassignment to the IRR. The Soldier will take all accrued leave before the REFRAD date, unless the Soldier decides to sell his or her leave.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, DA publications are available on the Army Publishing Directorate, website (<https://armypubs.army.mil>), DoD publication are available on the Washington Headquarters Services website (<https://www.esd.whs.mil/dd/>), and NGB publications are available on the NGB website (<https://www.ngbpmc.ng.mil/>).

AR 27–10

Military Justice (Cited in para 7–1a.)

AR 40–501

Standards of Medical Fitness (Cited in para 6–5a(1).)

AR 135–91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in para 4–5b(1)(b).)

AR 135–156

Reserve Component General Officer Personnel Management (Cited in para 6–1j.)

AR 135–381

Incapacitation of Reserve Component Soldiers (Cited in para 6–13d.)

AR 140–9

Entry on Active Duty or Active Duty for Training (ROTC Officers) (Cited in para 1–8a.)

AR 140–145

Individual Mobilization Augmentation Program (Cited in para 8–4a.)

AR 145–1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training (Cited in para 5–4a.)

AR 190–47

The Army Corrections System (Cited in para 7–6b(4).)

AR 350–1

Army Training and Leader Development (Cited in para 4–5b(1)(a).)

AR 600–8–2

Suspension of Favorable Personnel Actions (FLAG) (Cited in para 4–5a(7).)

AR 600–8–6

Personnel Accounting and Strength Reporting (Cited in para 8–1c.)

AR 600–8–19

Enlisted Promotions and Reductions (Cited in para 6–3d.)

AR 600–8–24

Officer Transfers and Discharges (Cited in para 1–10i(2).)

AR 600–8–101

Personnel Processing (Cited in para 7–1e(1).)

AR 600–8–104

Army Military Human Resource Records Management (Cited in para 6–16d(3).)

AR 600–8–105

Military Orders (Cited in para 1–10.)

AR 600–9

The Army Body Composition Program (Cited in para 4–5a(4).)

AR 600–110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (Cited in para 1–15.)

AR 601–25

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty (Cited in para 1–8*b*.)

AR 601–100

Appointment of Commissioned and Warrant Officers in the Regular Army (Cited in para 9–4*a*.)

AR 601–210

Regular Army and Reserve Components Enlistment Program (Cited in para 5–1*c*.)

AR 612–201

Initial Entry/Prior Service Trainee Support (Cited in para 5–5*b*.)

AR 630–10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (Cited in para 7–9.)

AR 635–40

Disability Evaluation for Retention, Retirement, or Separation (Cited in para 2–6*c*.)

AR 635–200

Active Duty Enlisted Separations (Cited in para 2–5.)

AR 690–11

Department of the Army Expeditionary Civilian Workforce and Civilian Deployments in Support of Military Contingency and Emergency Operations (Cited in para 7–1*e*(1).)

DA Pam 600–4

Army Medical Department Officer Professional Development and Career Management (Cited in para 8–1*c*.)

DA Pam 600–8

Military Human Resources Management Administrative Procedures (Cited in para 8–1*c*.)

DoD 7000.14–R

Department of Defense Financial Management Policy (Cited in para 1–10*j*.)

DoDI 1215.13

Ready Reserve Member Participation Policy (Cited in para 3–1.)

DoDI 1241.01

Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements (Cited in para 2–6*c*.)

FM 7–22

Holistic Health and Fitness (Cited in para 1–12.)

JTR

Joint Travel Regulations (Cited in para 1–10*j*.) (Available at <https://www.defensetravel.dod.mil/site/travelreg.cfm>.)

NGR 310–10

Military Orders (Cited in para 1–10.)

NGR 351–1

Individual Military Education and Training (Cited in para 4–5*b*(1)(*b*).)

NGR 600–5

The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management (Cited in para 2–5*b*.)

NGR 600–100

Commissioned Officers—Federal Recognition and Related Personnel Actions (Cited in para 1–10.)

NGR 600–200

Enlisted Personnel Management (Cited in para 1–10.)

Public Law 117–81, Section 415

National Defense Authorization Act for Fiscal Year 2022; Accounting of reserve component members performing active duty or full-time National Guard duty towards authorized end strengths (cited in title page.)

Section II**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>).

DA Form 1058

Application for Active Duty for Training, Active Duty for Operational Support, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve (Prescribed in para 4–4a.)

Appendix B

Internal Control Evaluation

B-1. Function

The functions covered by this evaluation include conducting annual record reviews of ADOS, proper utilization, budgeting, and tour requests.

B-2. Purpose

The purpose of this checklist is to assist CDRs in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

B-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis direct observation, random sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These internal controls must be evaluated annually. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions

- a. Are CDRs requesting ADOS orders within the appropriate timelines?
- b. Are CDRs minimizing ETP, for example not authorizing Soldiers to pursue orders over 1,825 days?
- c. Are ETPs received prior to Soldiers being placed on orders?
- d. Did the unit develop a spending plan for their annual budget?
- e. Are Soldiers and CDRs ensuring all AD periods are correctly accounted for on the Soldier's AMHRR?

B-5. Supersession

This evaluation replaces the evaluation previously published in AR 135-200, dated 20 October 2020.

B-6. Comments

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

Glossary of Terms

Active duty

Full-time duty in the active military service of the United States. Includes full-time training duty, AT, and attendance while in the active military service at a school designated as a Service school by law or by the Secretary of the military department concerned. Such term does not include FTNGD.

Active duty for operational support

An authorized voluntary tour of AD performed pursuant to 10 USC 12301(d) (other than AGR duty), and includes OTD performed at the request of an organizational or operational CDR, AD or OTD performed as a result of reimbursable funding, funeral honors duty performed not in an AD status, and AD performed by members of the Retired Reserve not receiving regular retired pay. (The term ADOS replaces voluntary AD formerly known as extended AD and temporary tour of AD.)

Active Guard Reserve

A member of an RC (ARNGUS or USAR) who is on AD pursuant to 10 USC 12301(d) or, if a member of the ARNG or Air National Guard, is on FTNGD duty pursuant to 32 USC 502(f) and who is performing Active Guard and Reserve duty.

Active service

Service on AD, to include Soldiers on sanctuary, or FTNGD.

Active status

All National Guard and RC Servicemembers, except those members who are on an inactive status list, assigned to the Inactive National Guard or in the Retired Reserve. RC Servicemembers in an active status may train with or without pay, earn retirement points, and may earn credit and be considered for promotion and be promoted.

Basic training

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

Battle assembly

Two or more unit training assemblies conducted consecutively (see AR 135–91).

Commuting distance

The Secretary concerned or the Commandant of the U.S. Coast Guard may determine commuting area in accordance with the JTR, taking into consideration modes of travel, local traffic conditions, weather, and safety of the members (see DoDI 1215.13).

Contingency operations—active duty operational support

Replaces voluntary AD formerly known as contingency operations—extended AD and contingency operations—temporary tour of AD. Unless otherwise specified, the term ADOS as used in this regulation includes both ADOS and CO–ADOS.

Entry level status

Status which begins on enlistment in the ARNG or USAR.

- a. For Soldiers ordered to IADT for one continuous period of 180 days or more, entry level status terminates 365 days after beginning training.
- b. For Soldiers ordered to IADT for the split or alternate training option, entry level status terminates 180 days after beginning Phase II (AIT). (Soldiers completing Phase I (BT or Basic Combat Training) remain in entry level status until 180 days after beginning Phase II.)
- c. Service which is not creditable per DoD 7000.14–R, Volume 7A, is excluded from the period of entry level status.

Entry on duty date

The date travel officially begins (per complete 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 (see AR 135–200 and the JTR).

Extensions

a. Not new contracts or agreements but extensions of the terms of service of the existing or current USAR enlistment contracts or agreements. Such extensions never extend the statutory obligation of the individual (see AR 621–202 and AR 140–111), or;

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.

Federal status

Refers to ARNGUS and USAR Soldiers on CO–ADOS, ADOS–AC, ADOS–RC FTNGD–OS, OTD, or IDT (USAR only).

Full-time National Guard duty

Training or other duty, other than inactive duty, performed by a member of the ARNGUS 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 32 USC 316, 32 USC 502, 32 USC 503, 32 USC 504, or 32 USC 505 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States (see AR 135–18).

Full-time National Guard duty for operational support

An authorized voluntary tour of FTNGD performed pursuant to 32 USC 502(f)(2) (other than AGR, drug interdiction, and counter-drug duties) and includes FTNGD for training performed at the request of an organizational or operational CDR, FTNGD performed as a result of reimbursable funding, and funeral honors duty performed not in an inactive duty or AD status.

Individual Ready Reserve

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

Involuntary separation

Separation from commissioned or warrant status as a Reserve of the Army based on cause (such as substandard performance of duty, moral or professional dereliction, or for security reasons) (see AR 135–175). Also refers to separation from a tour, such as ADOS, without the consent of the Soldier.

Major subordinate commands

The following are defined as major commands:

- a. Geographical and functional commands.
- b. USARCs.
- c. General officer commands.

Mandatory training

That part of the military service obligation in which assignment to a unit or control group (AT) is mandatory (see AR 140–10).

Military personnel, Army

Appropriation pay and benefits for both AC Soldiers and RC Soldiers activated for current contingencies.

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 OTD and does not enter on AD at the time of the appointment (see AR 135–91, AR 135–200, and AR 140–1).

Operational support

A category of voluntary duty that includes ADOS (with several sub categories) and FTNGD–OS.

Previous (prior) service

Term used to identify a Soldier who, at the time he or she is accessed to the USAR by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular Component or RC, or without a component, as a member of an Armed Force of the United States. (Soldiers classified as “glossary no previous service” or “glossary NPS” for the purpose of enlistment in a Regular Component or RC should be identified, processed, and administered as having previous military

service on enlistment in the USAR. USAR Soldiers being assigned between elements or commands within the USAR, such as from the IRR to a TPU, are classified as “in service” personnel.)

Professional development

A function of individual training education and experience to sustain a combat-ready force.

Readiness training

Specialty related training for IRR Soldiers, coordinated and administered by HRC (see AR 135–200).

Ready Reserve

Units and individual reservists liable for AD as outlined in 10 USC 12301 and 12302 (see AR 135–133).

Reasonable commuting distance

The longest distance a USAR Soldier can be expected to travel involuntarily between his or her residence and site where IDT will be conducted (see DoDI 1215.13). Also see “commuting distance.”

Release from active duty

Termination of AD status and transfer or reversion to inactive duty status, including transfer to the IRR. Unit members of ARNGUS and USAR revert to their respective RC to complete unexpired enlistments and/or statutory obligations (see AR 135–178 or AR 140–111).

Reserve Components of the Army

The ARNGUS and the USAR.

Reserve Officers’ Training Corps

The Senior ROTC of the Army (see AR 135–91, AR 135–178, and AR 135– 91).

Reserve Officers’ Training Corps cadet

A student enrolled in the Senior ROTC as a cadet under 10 USC 2104 (see AR 135–178).

Self-terminating orders

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

Separation

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

Tour of Duty Portal

An unclassified, internet-based system to access RC manpower to support Army and DoD requirements. This is an integrated system that validates requirements, advertises opportunities, and manages the volunteer selection process for individual RC Soldier missions. Should the TOD Portal become obsolete, the same methods identified throughout this regulation for tours of duty will be applied to the Army system of choice. The TOD Portal is available via the DCS, G–3/5/7 portal (<https://g357.army.pentagon.mil/od/sitepages/home.aspx/>).

Troop program unit

A table of organization and equipment or TDA unit of the USAR 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 table of organization and equipment or TDA (see AR 135–155).

U.S. Army Human Resources Command

Provides human resources services to Soldiers, veterans, retirees, and Army Families. HRC manages Soldier schooling, promotions, awards, records, transfers, appointments, benefits, and retirement. One agency managing Soldiers’ entire careers.

U.S. Army Reserve

A statutory Federal Force which consists of the Ready Reserve, the Standby Reserve, and the Retired Reserve. Within the Ready Reserve, there is a Selected Reserve (see AR 140–1).

U.S. Army Reserve Command

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

1,825 rule

A member of the RC may serve on AD and be excluded from certain AD end strength authorizations if serving for a cumulative total of 1,825 days in the previous 2,190 days as outlined in 10 USC 115. A member of the RC requires an ETP if they exceed 1,825 days in the previous 2,190 days will be included in the RA end strength if serving on ADOS–AC or included in the AGR end strength if serving on ADOS–RC.

UNCLASSIFIED

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