

Active Duty for Operational Support-Reserve Component (ADOS-RC)
PROCEDURES AND REQUIREMENTS

1. RESPONSIBILITIES:

a. MSC Commands will:

1) Utilize TOD to manage ADOS-RC (except for medical ADOS-RC) for all tours that are more than 7 days in tour length.

2) Any tour seven (7) days or less does not require a TOD entry. The intent to this exception is to allow Commanders flexibility to utilize Soldiers on short term notice to perform short periods of duty without the administrative process that normally accompanies TOD. Commands will refrain from using this authority to place Soldiers on consecutive seven day tours.

3) Soldiers performing duty, regardless of length, must meet all Soldier readiness and qualification standards contained within this policy. MSC commands will establish proper internal controls to account for all packets not entered into TOD. MSC commands maintain ultimate responsibility for maintaining records showing duty validation, approval, and Soldier qualification. All records associated with this process are subject to audit.

4) Appoint a Primary and Alternate ADOS-RC point of contact/ Permissions Manager for TOD.

5) Ensure management procedures comply with this policy.

6) Ensure all Soldiers on orders for 90 days or more properly in/out process through the nearest military installation to obtain a DD Form 214 prior to release from active duty (*Some installations will provide DD Form 220 for Soldiers on duty for less than 90 days*).

b. The AR G1 will:

1) Manage ADOS-RC.

2) Maintain administrative controls within TOD permissions.

3) Process, validate, and staff actions to obtain approval from DCG-O/S and CoS.

4) Provide ADOS-RC policy and guidance to the Army Reserve for orders and admin actions at the MSC and individual Soldier level. Coordinate with USARC G-38 for funding distribution to the MSC level.

2. GENERAL CRITERIA:

a. Policy, procedures, and updates for ADOS-RC are located at:
<https://arg1web/personnelpolicy/Pages/ADOSRC.aspx>.

b. Communication with MSC CMDs for all ADOS-RC actions will be via TOD (except for medical ADOS-RC). This includes requests for information, approvals, and disapprovals.

c. Inquiries on the status of ADOS-RC tour requests are provided to the MSC

primary or alternate point of contact, not the Soldier requesting the tour.

d. Start dates for ADOS-RC tours over 181 must be no less than 45 days after the date the packet is submitted in TOD. Late requests require a letter of lateness, start dates will be adjusted 30 days upon receipt of request.

e. Packets must comply with TOD automated Soldier readiness requirements.

f. All MSC ADOS-RC tour requests are force requester funded. The MSC CMDs will not submit an unfunded ADOS-RC request to USARC.

g. MSC CMDs are responsible for publishing ADOS-RC orders and are responsible for ensuring appropriate entitlements and restrictions IAW the Joint Travel Regulations (JTR) chapter 7, part k and all other policies.

h. All ADOS-RC requests for duty in the USARC HQ, regardless of the number of days, will be submitted through the USARC G1, (AFRC-PRA) for processing.

i. USARC Internal Review will conduct audits of commands to verify compliance with ADOS-RC Policy.

3. DUTY JUSTIFICATION:

a. Full-time staffing shortfalls and command and control duties are not justifiable reasons for ADOS-RC requests. Army Reserve leadership, civilian and military, are responsible for ensuring ADOS-RC tour requests and duties performed are consistent with established guidance and regulations.

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

c. An Exception to Policy (ETP) is required to backdate an ADOS-RC order. Submit your request through this office (AFRC-PRA-S) to Army G1 (DAPE-MP) for consideration.

d. ADOS-RC funding will not be used to fund duty that meets the requirements for ADT. ADOS-RC will be utilized in accordance with AR 135-200, Chapter 6.

e. Soldiers are not authorized to participate in battle assembly or annual training with the parent unit while performing ADOS-RC duty with another unit or headquarters.

f. For medical ADOS-RC requests, the plan of care is used to justify the need for a medical ADOS-RC tour. For additional information regarding medical ADOS-RC, see paragraph 8.

4. QUALIFICATION CRITERIA:

a. If a Soldier is performing duty outside of his/her parent unit, the parent unit must provide a comment in TOD describing the impact on the unit as a result of the Soldier performing ADOS-RC duty outside the parent unit.

b. Commanders, First Sergeants, and Command Sergeants Major must perform ADOS-RC duty in support of their assigned position. If performing duty in any other capacity, he/she must be reassigned prior to the start of their ADOS-RC tour or have approval from the OFT&S commander.

c. DA Civilians (DACs) and Military Technicians (MT) are authorized to perform ADOS-RC, provided they meet all other criteria as outlined in this policy and AR 135-200. DACs and MTs will not perform duty in an ADOS-RC capacity to fulfill their full-time staff requirements. In accordance with DoD policy, Commanders will consider the impact ADOS-RC duty may have to other organizations in the AR when selecting a Soldier who serves as a DAC/MT. The losing organization is encouraged to hire a temporary or term employee to backfill behind the DAC/MT while on orders. MTs remain a mobilization asset to the parent unit while performing ADOS-RC duty.

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

e. Comply with the Joint Travel Regulations (JTR); any duty performed for 180 days or more requires a permanent change of station, and per diem is not authorized.

5. SOLDIER READINESS CRITERIA:

a. Individual Medical Readiness (IMR) must be current and contain no RED codes based on MEDPROS/MODS review, including PHA, HIV, Medical, Dental, Vision, Hearing, Immunizations and Women's Readiness.

b. Amber codes in vision and hearing are authorized. Amber codes in other IMR areas must be addressed in the commander's comments in TOD.

c. HIV test date must be within 2 years of the tour start date. See AR 600-110.

d. MMRB/MEB adjudication is required when a Soldier has a permanent P3 or P4 profile. If MEDPROS is not updated to reflect board adjudication, upload a copy of the board determination memorandum as appropriate to USARC G1 ADOS-RC Program Manager.

e. Soldiers must take and pass the APFT within one year of the ADOS-RC tour start date.

f. Soldiers will meet established standards for medical and dental readiness, APFT, height and weight, military education, and personnel security. Upload DA Forms 5500/5501 in TOD as appropriate. Any failure to meet established standards must be addressed in the commander's comments in TOD.

g. Officers in the grade of MAJ and below must not have failed to be selected by a mandatory selection board for promotion to the next higher grade. This is regardless of any appeal action which may be pending.

h. A flag, properly imposed IAW AR 600-8-2, prohibits entry on active duty. This includes ADOS-RC.

i. Professional Military Education (PME) requirements for NCOs and officers are depicted below. PME requirements will be completed prior to seeking an ADOS-RC tour. For initial tour lengths up to 29 days, PME completion is not required.

Training Requirements	Targets for completion
Warrior Leader Course	Within 15 months Time-in-Grade as SGT
Advanced Leaders Course	Within 21 months Time-in-Grade as SSG
Senior Leader Course (SLC)	Within 24 months Time-in-Grade as SFC
Sergeants Major Course	Selected for SGM, trained then promoted
Basic Officer Leadership Course Phases B	Within two years of commission to Lieutenant
Captains Career Course	Within three years of promotion to CPT
Intermediate Level Education – CC	Within three years of promotion to MAJ

j. If conditionally promoted, NCOs must complete all NCOES requirements in order to perform ADOS-RC for tours 30 or more days in length.

k. Soldiers will not attend PME while performing ADOS-RC.

l. Soldiers must have served fewer than 17 years of Active Federal Service (AFS). If a Reserve component Soldier has completed 17 or more years of AFS, approval of the Deputy Chief of Staff for Personnel (DAPE-MP) is required. All ETP requests will be sent thru the USARC G1, AFRC-PRA via TOD.

m. The start date of the ADOS-RC tour must be no later than 6 months prior to the Expiration Term of Service (ETS) or the Soldier's Mandatory Removal Date (MRD). This requirement may be waived IAW 1a, Army Reserve Policy for Management of ADOS-RC and ADT where exceptional military need exists and the Soldier can complete his/her tour before their ETS or MRD. Submit ETPs to USARC G1, AFRC-PRA via TOD.

6. GENERAL OFFICERS:

a. All requests for GO ADOS-RC duty will be submitted to USARC G1, (AFRC-PRA). The requests will be reviewed for administrative compliance and staffed with USARC G3/5/7 for mission validation and AR GOMO to verify AFS; track duty days performed and process ETPs.

b. All requests for GO ADOS-RC duty over 179 days, consecutive or cumulative, in a fiscal year, require CG USARC/CAR approval. Packets are forwarded through USARC G1 to AR GOMO for staffing prior to final adjudication by Sec Army.

c. GO requests for duty within the same location with no break in service will be considered a continuation from the previous tour per the JTR. However, if there is a short break in service prior to performing the additional tour within the same location, will not be in violation of the JTR, chapter 2, part C, paragraph 2230(b)(3).

d. GO requests will outline duties to be performed; specific duty dates and location for each portion of the tour. GOs can submit multiple duty periods in one packet to include non-consecutive periods of orders.

e. GOs are not subject to the restrictions set forth by the 1095 day threshold policy (reference 10f below).

7. IRR ADOS-RC:

a. ADOS-RC requests for Soldiers assigned to the Individual Ready Reserve (IRR) performing duty in support of the AR require the approval of Commander, US Army Human Resources Command (HRC). Requests will be sent to USARC G1, AFRC-PRA for processing. The USARC G1 will send a "hard copy" packet to HRC for final approval and publishing of orders. Currently HRC does not utilize TOD systems.

b. IRR Soldiers must coordinate with the requesting unit to submit an ADOS-RC "hard copy" packet.

c. Documents required:

- 1) ADT/ADOS-RC Tour Checklist (including any information/ documents listed on the checklist).
- 2) DA Form 1058.
- 3) Memorandum / Letter justification signed by OFT&S (signed by O6 or higher).
- 4) Funding Memorandum.

d. The requesting unit approves the ADOS-RC IRR request through their chain of command to their MSC in TOD.

e. The MSC CMD forwards the packet to USARC in TOD or validation and transmittal to HRC for processing. HRC will process and publish the orders upon approval.

f. Soldiers requesting transfer to the IRR from their unit of assignment must do so through their parent unit. The unit commander will make the final determination on whether the Soldier is reassigned to the IRR or is allowed to remain in the unit IAW reference 1a, Army Reserve Policy for Management of ADOS-RC and ADT. The USARC G1, AFRC-PRA will not process such requests.

8. MEDICAL ADOS-RC

a. Medical ADOS-RC orders (30 days or less) are used to provide a method which allows a Soldier injured in the line of duty to obtain continuous care when medically directed. At the end of the period of active duty, the Soldier will return to an inactive duty status, request continued care through a warrior transition unit (WTU), or process a claim for incapacitation pay. Request for orders will be processed through the Soldier's chain of command for approval.

b. Types of Medical ADOS-RC:

1) Soldier injured while in a duty status that requires continued care may be placed on medical ADOS-RC. A line of duty determination must be initiated using DA Form 2173 before units/commanders can request orders.

2) Soldier attendance at command directed medical (physical or behavioral health) evaluations.

3) Attendance at other command directed medical evaluations/treatments (excluding PHA and DHA).

4) Medical care in response to behavioral health emergencies including suicidal ideations and attempts, IAW DoDD 6490.14.

c. Exclusions:

1) Medical ADOS-RC will not be used to support attendance at any Department of Veteran Affairs (VA) Compensation and Pension (Comp and Pen) examination.

2) Treatment for any illness, injury, or disease not in the line of duty including medical treatment that was determined to have been caused by the Soldier's own misconduct or gross negligence.

3) Soldiers requiring care for PHA/DHA events will attend in a Readiness Management Assembly (RMA) status in accordance with AR 140-1, Chapter 3-14.1.

d. Additional documents required:

1) Treatment plan from doctor/medical provider stating justification for continuous medical treatment, length of treatment, and expected outcome.

2) Letter from unit commander endorsing the request for orders, in lieu of O-6 memorandum.

e. MSC CMDs will send the request to USARC Health Promotions Branch (HQ, USARC, ATTN: AFRC-PRS) for review for request for orders more than 30 days in length. Soldiers/Commanders requesting orders over 30 days in length may be directed to complete a request to continue care via the WTU as part of the approval process.

f. MSC CMDs may not process orders for the last 30 days of the FY followed by an additional 30 day order at the beginning of a new FY totaling 60 consecutive days without written approval from the USARC G1.

g. A Soldier requiring intermittent care (e.g. immunizations, weekly therapy sessions) should maximize use of limited one day orders or other duty statuses (such as rescheduled IDT periods).

9. APPROVAL AUTHORITY:

- a. Battalion Commanders (O5) can approve tours up to 29 days, cumulative, per FY.
- b. Brigade Commanders (O6) can approve tours of 30-90 days, cumulative, per FY.
- c. MSC CMDs can approve tours of 91-365 days, cumulative, per FY.
- d. All General Officer tour requests, regardless of length, COL (O6), and SGM (E9) tour requests exceeding 181 days are submitted to USARC for DCG-O/S approval.
- e. A-C above are the maximum days allowed for the respective authority level for the FY for ADOS-RC/ADT combined. For example, a Battalion Commander has authority to approve a maximum of 29 days per Soldier per FY for any combination of ADOS-RC and ADT tours.
- f. All requests for more than 7 days must be approved in TOD.
- g. MSC CMDs will retain all tour documentation for two fiscal years.

10. EXCEPTIONS TO POLICY:

a. The following ETPs must be submitted through USARC G1, AFRC-PRA in memorandum format, endorsed by the CG, MSC CMDs to USARC with recommendation, and uploaded in TOD, NLT 45 days prior to the desired mission start date, and can only be approved by the CG, USARC:

- 1) 17 years of Active Federal Service (AFS).
- 2) 1095 Threshold.
- 3) Mandatory Removal Date (MRD).
- 4) Professional Military Education (Required for tours 30 days or more, reference 5i).

b. MSC Commanders who have the authority to approve ADOS-RC from 91-365 days may also exercise jurisdiction over all other ETPs not referenced in 10a.

c. ETP justifications must be clear and concise.

d. Soldiers may not perform the duty until the ETP is adjudicated and returned to the unit approved in writing.

e. Under Title 10, United States Code, Section 12301(d), ETPs for 1095 will be

submitted for Soldiers who perform more than 1095 days of active duty within 1460 days (3 out of 4 years). Annual Training (AT), Initial Active Duty for Training (IADT), Inactive Duty Training (IDT), and Active Duty Training School (ADTS) are not counted against the 1095-day threshold.

11. SOLDIERS SERVING IN EXCESS OF 180 DAYS:

a. The Army will PCS RC Soldiers to perform validated contingency operation (CONOPS) requirements when performing duty outside of a designated hazardous duty; hostile fire or imminent danger pay area IAW DOD FMR 7000.14R.

b. Soldiers will no longer be authorized the option of CONOPS flat rate per diem (TCS-55%) tours. PCS travel and transportation allowances must be paid to all RC Soldiers and retiree recall Soldiers on voluntary duty for more than 180 days at any one location.

c. Soldiers issued a TDY order for 179 consecutive days, followed by the return to their Primary Duty Station (PDS), followed by another TDY order for return to the same location is in violation of the 180 consecutive day rule if this was previously known or reasonably anticipated from when the initial order was issued IAW the JTR.

d. Contingency operations are either designated by the Secretary of Defense as CONOPS or become a contingency operation as a matter of law (10 USC 101(a)(13)). CONOPS exist if a military operation results in the:

1) Call up to (or retention on) active duty of members of the uniformed Services under certain Enumerated Statutes (10 USC Sections 688, 12301(a), 12302, 12304, 12305, 12406, or 331-335).

2) Call up to (or retention on) active duty of members of the uniformed Services under other (non-enumerated) statutes during war or national emergency declared by the President or Congress.

e. Exceptions to this PCS Policy rest solely with the Office of the ASA (M&RA) (DASA-MP) and exceptions will be limited. Requests must be submitted NLT 120 days prior to tour start date through USARC G1, AFRC-PRA for processing. See ALARACT 384/2011 for detailed information.

12. SOLDIERS PERFORMING DUTY WITHIN THE USARC HQs:

a. USARC CoS is the approval authority for all tours, regardless of tour length, for Soldiers performing duty within the USARC headquarters.

b. All requests must be processed through USARC G1 for staffing to the final approval authority as outlined in this policy. Individual Soldier admin actions will be processed in accordance with MSC internal policy and procedures and USARC G-1 published guidance for Tour of Duty (TOD).