



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ARMY RESERVE
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WASHINGTON, DC 20310-2400

DAAR-ZA

23 December 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chief of Army Reserve Policy #20-02: Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Individual Ready Reserve (IRR)

1. References:

a. Memorandum, OCAR, DAAR-HR, 12 Jan 17, Subject: Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Individual Ready Reserve (IRR).

b. Memorandum, USARC, AFRC-PRM, 29 Jun 20, Subject: Focus Retention of U.S. Army Reserve (USAR) Troop Program Unit (TPU) Officers and Enlisted Soldiers and Aggressive Recovery of Unsatisfactory Participants – Update.

c. Army Regulation (AR) 140-10, Assignments, Attachments, Details, and Transfers, 25 Apr 18.

d. AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions, 14 Mar 16.

e. AR 140-111, U.S. Army Reenlistment Program, 2 Mar 20.

f. AR 135-175, Separation of Officers, 30 Mar 20.

g. AR 135-178, Enlisted Administrative Separations, 7 Nov 17.

2. This memorandum supersedes reference 1a and remains in effect until superseded, rescinded, or withdrawn.

3. Soldiers are expected to fulfill their statutory and contractual obligation to serve in the Selected Reserve (SELRES). Retaining as many Soldiers as possible remains one of my top priorities. Commanders will continue to employ aggressive measures to retain and care for our Soldiers. In the event retention is not possible, this policy provides guidance and direction to Army Reserve leaders at all levels on the reassignment of Soldiers to the IRR.

4. The approval authority for voluntary requests for reassignment to the IRR remains with the Major Subordinate Commands (MSCs), as outlined in reference 1c. The MSC

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Commanders may further delegate this authority to General Officer Command (GOCOM) Commanders. Although the command may delegate, the final approval must have the Commander's signature. Requests from commands not authorized a general officer (GO) and involuntary requests for reassignment to the IRR due to Soldier completing TPU Contractual Obligation Service (TCOS) or unsatisfactory participation will be submitted to the United States Army Reserve Command (USARC) Headquarters for final determination and action. Promotable colonels (COL(P)) slotted in a GO commander position are considered a GO. The following exceptions apply:

- a. Obligated Officers. Forward requests from obligated officers through the USARC Headquarters to Headquarters, Department of the Army G1 for final determination.
- b. Command Sergeants Major and Sergeants Major (CSM and SGMs). Forward all CSM and SGM requests to the Senior Leader Development Office (SLDO).
- c. Chaplains. Forward all Chaplain requests through USARC Headquarters (AFRC-PRP) to the USARC Chaplain's Office for final determination.

5. Enclosure three outlines the approval and disapproval authorities matrix by Soldier Type/Category.

- a. Commanders must sign and may not delegate their recommendation or approval authority.
- b. Reassignments to the IRR for Soldiers who reenlist to serve in the IRR or request reassignment upon completion of their TPU contractual service obligation must be processed in accordance with the terms of the Soldier's contract. These actions will be sent directly from unit commanders to the Readiness Divisions for issuance of orders.
- c. Reassignment to the IRR of Soldiers to serve on Active Duty for Operational Support (ADOS). Soldiers serving on ADOS remain mobilization assets and therefore, will be retained in their unit in an overstrength status rather than being transferred to the IRR. These Soldiers should be counseled on the requirement to maintain contact with their unit and that they remain subject to involuntary mobilization based on the needs of the Army. Commanders must weigh the needs of the Soldier (full time employment), needs of the Army and Army Reserve (mission of the ADOS tour), Soldier's contribution to the Army Reserve, and the potential impact on Soldier's retention/participation when making a decision on an ADOS request.
- d. Soldiers must provide specific reasons in accordance with AR 140-10, as to the reason for requesting reassignment to the IRR and provide strong justification with

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substantiating documentation. Soldiers must also have future mobilization potential. Commanders or Human Resources representatives may not use "miscellaneous" or "general" as a reason for requesting reassignment to the IRR. Orders publishing authorities will not use reason code "ND" within RLAS to generate the order for reassignment to the IRR. Commanders will limit the use of "cogent personal reasons" to circumstances not clearly covered in AR 140-10. Examples of "cogent personal reasons" include going through a divorce while finalizing child custody, primary caregiver of family member, specialized civilian training, schools for limited timeframe, etc.

6. Soldiers who request reassignment to the IRR will receive counseling of the requirements to serve in the IRR and acknowledge their obligations. Soldiers with no future mobilization potential, to include those who have been non-deployable for over six months, will be processed for separation. Enclosure two provides further guidance.

7. For additional information, contact Mr. Randy Tiikkala, USARC G-1, Enlisted Personnel Management Branch, at (910) 570-9079 or usarmy.usarc.usarc-hq.mbx.pmd-emb@mail.mil.

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Lieutenant General, U.S. Army
Chief of Army Reserve

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OCAR Directors & Deputies
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Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Individual Ready Reserve (IRR) – Enclosure 1

Definitions

1. Statutory Military Service Obligation (SMSO) - The statutory MSO is incurred on initial entry to the Armed Forces whether by induction, enlistment, or appointment. On or after 1 June 1984, all Soldiers incur an 8-year statutory MSO. A contractual obligation is acquired when an individual voluntarily enters into an agreement to serve in a military status for a specific period of time. See AR 135-91, Chapter 2.
2. TPU Contractual Obligation Service (TCOS) date - The date at which a first-term Soldier completes their contractual obligation to satisfactorily participate in a TPU. The most common TPU contractual obligation is 6 of 8 years (6x2); however, Soldiers may serve on a 4x4 or 3x5 contract, etc.
3. Expiration Term of Service (ETS) - The scheduled date on which a Soldier's statutory or contractual (whichever is later) term of military service will end. A First-Term Soldier's ETS date is their SMSO date.
4. Ready Reserve (RR) obligation - Part of the statutory and/or contractual obligation, in which a Soldier is required to satisfactorily participate in a TPU or RR Control Group. Includes the SELRES and IRR Control Groups.
5. Selected Reserve (SELRES) - TPU, Individual Mobilization Augmentation (IMA), and AGR.
6. IRR Control Groups - Control Group (Annual training), Control Group (Reinforcement), Control Group (Officer Active Duty Obligor), and Control Group (Dual Component).
7. First-Term Soldier - Soldier who is on their initial contract with remaining SMSO.
8. Career Soldier - Soldiers who have completed their SMSO and reenlisted for continued service.
9. Mobilization Asset - Soldiers that are currently available to their reporting units for deployment/employment to accomplish/provide their core functions or designed capabilities.

Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Individual Ready Reserve (IRR) – Enclosure 2

Processing Procedures

1. The following procedures provide specific guidance regarding the reassignment of Army Reserve Soldiers from the Selected Reserve (SELRES) to the Individual Ready Reserve (IRR).

2. The approval authority for voluntary requests for reassignment to the IRR remains with the Major Subordinate Commands (MSC), as outlined in AR140-10. The MSC Commander may further delegate this authority to General Officer Command (GOCOM) Commanders. Requests from commands not authorized a General Officer (GO) and all involuntary requests for reassignment to the IRR due to completion of TPU contractual obligation will be processed to Headquarters, United States Army Reserve Command (USARC) for final determination. Promotable colonels (COL(P)) who are slotted in a GO commander position are considered a GO. The following exceptions apply:
 - a. Obligated Officers. Forward requests from obligated officers through the USARC Headquarters to Headquarters, Department of the Army G1 for final determination.

 - b. Command Sergeants Major and Sergeants Major (CSM and SGMs). Forward all CSM and SGM requests to the Senior Leader Development Office (SLDO) at usarmy.usarc.ocar.mbx.sldo-e9@mail.mil.

 - c. Chaplains. Forward all Chaplain requests through USARC Headquarters (AFRC-PRP) to the USARC Chaplain's Office at usarmy.usarc.usarc-hq.mbx.command-chaplains-office@mail.mil.

3. Requests will include at a minimum the following documents and will be processed through the Electronic Personnel Actions Tracker (ePAT):
 - a. A completed DA Form 4651, Request for Reserve Component Assignment or Attachment, signed by the unit commander and the Soldier.

 - b. Soldier's statement of justification and substantiating documentation (unless reassignment is due to completion of TPU contractual obligation).

 - c. The Soldier's chain of command's recommendations (unless reassignment is due to completion of TPU contractual obligation).

 - d. DA Form 4856, Developmental Counseling Form, completed and signed by the Army Reserve Career Counselor (ARCC). Counseling will include any potential consequences, (incentives and health care termination and/or bonus recoupment) resulting from a reassignment to the IRR.

4. Unit commanders/NCO Chain of Command will:

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a. Counsel their Soldiers regarding their obligation to the Army Reserve and the benefits of remaining in the SELRES. Leaders should work with the Soldier to resolve those issues which caused the request for reassignment, by providing alternatives such as: RST policy, reassignment to another TPU, reclassification, or Lodging In-Kind (LIK).

b. Advise the Soldier they are required to attend training until their request for reassignment is approved and orders are received.

c. Forward those complete and fully substantiated requests with favorable recommendations through the chain of command for review/final determination.

d. Commanders will assign Duty Appointed Retention NCOs (DARNs) to assist Army Reserve Career Counselors (ARCC) with retention efforts.

5. The MSC or GOCOM G-1 will:

a. Review the request for completeness and compliance with the provisions of reference 1c and this policy.

b. Ensure all efforts to retain the Soldier in the SELRES have been made (RST policy, reassignment to another TPU, reclassification, or LIK).

(1) Upon approval, forward the action to the appropriate Readiness Division (RD) for issuance of orders.

(2) For disapproved actions, ensure the Soldier is advised through the chain of command.

6. The RD will, upon review for administrative completion, issue reassignment orders, make the appropriate distributions, and update personnel databases. If the request is not administratively correct, return for corrections.

7. Reassignment of Soldiers to the IRR who reach TPU Contractual Obligation Service (TCOS) date.

a. First-Term Enlisted Soldiers who have completed the SELRES portion of their contract (i.e. 6x2, 5x3, etc.), and have no intention of continued TPU service, must request voluntary reassignment to the IRR prior to their TCOS date. Voluntary requests for reassignment will be completed utilizing PAG action, T-1-A-1, Request for Reassignment to the Individual Ready Reserve (IRR) checklist in the Personnel Actions Guide (PAG) and submitted 45 days prior to TCOS. As noted on the checklist, these actions will not go through the chain of command, but will be forwarded directly from the unit to the RD for issuance of orders. The effective date of this reassignment will be the day following TCOS.

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b. Soldiers who fail to request reassignment to the IRR upon reaching their TCOS date will be involuntarily reassigned to the IRR utilizing PAG action, T-1-E-2, Reassignment to the IRR (Involuntary-Completion of Contractual Obligation). Packets will contain the checklist, the DA Form 4651 (signed by the unit commander), the most recent DA Form 3540, Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment, and a DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States. Requests will be entered in ePAT and routed from the unit directly to the USARC G-1. Upon approval, USARC G-1 will publish reassignment orders and return completed case back to the unit for order distribution. The effective date of this reassignment will be the day following the TCOS date. Note: In accordance with AR 140-111, Soldiers have up to 24 hours following their TCOS to execute the DA Form 3540 to remain in TPU status, at which time, the unit will contact USARC G1 requesting the revocation of the reassignment order.

c. Soldiers who wish to continue serving in the SELRES upon completion of their TPU Contractual Obligation must coordinate with their DARN and/or ARCC to execute a reenlistment or extension. Soldiers are encouraged to discuss their options as early as possible upon entering the reenlistment window (12 months from TCOS). Early coordination with the DARN and ARCC will reduce administrative delays. The ARCCs and DARNs using Commanders Strength Management Module (CSMM) reports will provide unit commanders with a roster of Soldiers within 18 months of TCOS with the status of the Soldier's intentions for reenlistment.

8. Army Reserve Careers Group responsibilities.

a. Counsel all Soldiers upon entering the reenlistment window on options and intent of continued service in a TPU following TCOS.

b. The ARCCs will ensure new ETS date is correctly annotated in appropriate personnel data systems, if applicable.

c. Soldiers requesting to transfer into the IRR will be counseled of their requirements to serve in the IRR and acknowledge their obligations.

d. Coordinate with unit DARNs to identify Soldiers within 18 months of TCOS and within their reenlistment window.

9. The following additional guidance is provided regarding IRR reassignments.

a. Enlisted Soldiers on their initial contract who have completed the SELRES portion of their contract will not be discharged. If a Soldier chooses not to remain in the SELRES upon reaching TCOS, they will be processed for reassignment (voluntary or involuntary) to the IRR.

Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Individual Ready Reserve (IRR) – Enclosure 2

b. Approve only those requests which fall under the purview of AR 140-10. Requests for reassignment to the Retired Reserve, missionary duty, unsatisfactory participation, discharge, conditional release, or Soldiers with medical issues should not be reassigned to the IRR. Commanders must take action to resolve these personnel matters through the appropriate procedures.

c. Soldiers will be screened against the mobilization asset requirements listed below. Soldiers with no future mobilization potential, to include those who have been non deployable for over six months, will be processed for separation. They will be processed for involuntary separation and afforded the rights and options authorized for their rank, years of service, and reason for separation in accordance with AR 135-178 and AR 135-175.

(1) Possess a valid MOS/AOC (other than Soldiers awaiting Initial Military Training).

(2) Meet medical and dental retention standards. Soldiers with disqualifying medical or dental conditions must be adjudicated prior to transfer in to the IRR.

(3) Have at least a National Agency Check with Local Agency and Credit Check (NACLC)/Tier 3 investigation or higher.

(4) Must not have a revoked or final denial of security clearance eligibility.

(5) Must not have a non-transferable suspension of favorable action (Flag).

(6) Must not possess any of the following disqualifying adverse actions:

(a) Sexual conviction that requires initiation of separation.

(b) Disqualifying conviction under the Lautenberg Amendment.

(c) Two or more alcohol or drug incidents that require initiation of initial separation, but has not been completed by the command.

(d) Felony Conviction.

(7) Unsatisfactory Participation.

d. Soldiers determined to be “AC/IRR/TPU No-Shows” will be reassigned to the IRR utilizing the PAG action, T-1-A-6, Request for Reassignment to include TPU/AC/IRR No-Shows (Involuntary). Any duty paid from the time that Soldier was assigned to TPU removes this reassignment option and requires Soldier to be processed as an Unsat. USARC G1 will validate tour history.

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e. Assign Soldiers who are discharged for appointment or to accept a commission to the IRR effective the day prior to the Soldier's acceptance of their oath of office. Although this is a discharge, it creates a transfer transaction that places the Soldier in the IRR enabling HRC to input the appointment.

f. Additional documentation is required prior to approval for the following requests for reassignment to the IRR: Cogent Personal Reasons (justification memo from the Soldier); Commuting Distance/Relocation (justification memo from the commander explaining what attempts have been made to find Soldier a unit closer to home); Job Conflict (requires a letter from the employer); Dependency/Hardship (justification memorandum from the Soldier); and failure to become MOSQ within 24 months of assignment to the duty position (ATRRS records showing attempts made to schedule Soldier for training, justification memorandum from the commander addressing any no-shows, cancellations, rescheduling of training, as well as what actions taken to assist the Soldier in general). Consider reassigning these Soldiers to the Standby Ready Reserve in accordance with AR 140-10 as appropriate.

g. Requests for reassignment to the IRR by enlisted TPU Soldiers with a service remaining or position promotion obligation will be reviewed in accordance with AR 600-8-19, Enlisted Promotions and Reductions, to determine if any reassignment will affect the Soldier's service obligation.

10. Soldiers who undergoing processing for administrative separations, to include Soldiers with ongoing medical issues such as a medical evaluation board, will not be reassigned to the IRR. Soldiers who have no viable family care plan will not be reassigned to the IRR; they are not a mobilization asset and will be processed in accordance with AR 135-178, Chapter 6, for enlisted Soldiers (Voluntary discharge due to hardship/dependency), or AR 135-175, Chapter 6, for officers.

11. Soldiers requesting reassignment to the Individual Mobilization Augmentation (IMA) Control Group will not be reassigned to the IRR. Soldiers will contact their servicing ARCC for information regarding positions and reassignment to the IMA Control Group. Army Reserve Careers Group Soldiers may contact the HRC ARCG Team at (502) 613-4702/4703/4704 or email at usarmy.knox.hrc.mbx.arcd-lno-team@mail.mil for more information.

Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Individual Ready Reserve (IRR) – Enclosure 3

Authority Matrix

Reassignments to the IRR			
Soldier Type/Category	Approval Authority	Disapproval Authority	Remarks
Enlisted Soldiers (First Term) - Completion of Initial TPU Service Obligation (Voluntary)	Unit Commander	N/A	Unit submits directly to Readiness Division (RD).
Enlisted Soldiers (Under Initial or Subsequent Contract) (Voluntary)	GOCOM Commander	GOCOM Commander	Must have CoC endorsement signed by GOCOM Commander.
Nonobligated Officers (Voluntary)	GOCOM Commander	GOCOM Commander	Must have CoC endorsement signed by GOCOM Commander.
USAR Chaplains	Chaplain's Office	Chaplain's Office	Must have CoC endorsement signed by MSC Commander.
Enlisted Soldiers and Nonobligated Officers - ONLY Unit Inactivation/Reorganization and No-Shows (Involuntary)	MSC Commander	MSC Commander	May not be delegated. Must have CoC endorsement.
Enlisted Soldiers and Nonobligated Officers - Unsatisfactory Participation (Involuntary)	USARC G-1 Personnel Management Division (PMD)	USARC G-1 (PMD)	Must have CoC endorsement signed by MSC Commander.
Enlisted Soldiers - Completion of TPU Service Obligation (Involuntary)	USARC G-1 (PMD)	USARC G-1 (PMD)	Must have CoC endorsement signed by MSC Commander.
Enlisted Soldiers - Reenlistment into the IRR	Unit Commander	N/A	Must have Unit Commander's signature. Unit submits directly to RD.
Command Sergeants Major and Sergeants Major (CSM/SGM)	Senior Leader Development Office (SLDO)	SLDO	Must have CoC endorsement signed by MSC Commander.
Obligated Officers (Voluntary and Involuntary)	HQDA G-1	HQDA G-1	Must have CoC endorsement signed by MSC Commander through USARC G-1.