

**Army Reserve
ENLISTED AND OFFICER PERSONNEL MANAGEMENT**

History. This is the initial publication of USARC Regulation 140-4.

Summary. This regulation prescribes responsibilities, guidelines, and procedures for management of enlisted and officer actions.

Applicability. This regulation applies to Headquarters, U.S. Army Reserve Command (USARC); all Major U.S. Army Reserve Commands and USAR units assigned to the USARC; Army Reserve Readiness Training Center; and National AMEDD Augmentation Detachment. This regulation impacts on unit readiness and mobilization. Local reproduction is authorized.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, Personnel (DCSPER). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division chief under their supervision within the proponent agency in the grade of colonel or the civilian equivalent.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Commander, USARC, ATTN: AFRC-PRR-S, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

DISTRIBUTION: A

Interim changes. Interim changes to this regulation are not official unless authenticated by the Deputy Chief of Staff, Information Management (DCSIM). Users will destroy interim changes on their expiration date unless superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Army Reserve Command, ATTN: AFRC-PRR-S, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

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Chapter 1

Introduction

1-1. Purpose

This regulation prescribes responsibilities and policies, and implements procedures and standardized instructions for processing personnel actions.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The USARC will--

(1) As explained throughout this regulation, manage, monitor, and approve/disapprove various officer and enlisted personnel actions, to include specific types of requests for transfer or resignation, assignment or discharge, promotion boards, and award recommendations.

(2) Use SIDPERS to monitor timeliness of all OERs/NCOERs processed by MUSARCs.

(3) Approve/disapprove requests for OCONUS travel and leave.

b. The MUSARCs/direct reporting activities/USAR units will--

(1) Follow procedures outlined in chapter 2 in the management and processing of officer personnel actions, to include promotions, transfers, discharges, and retirements.

(2) Follow procedures outlined in chapter 3 in the management and processing of enlisted personnel actions, to include retention, discharges, transfers, and assignments.

(3) Manage and process award recommendations, OER/NCOER submissions, OCONUS travel and leave, and regimental affiliation in accordance with chapter 4 of this regulation.

Chapter 2

Officer Personnel Management

2-1. Mandatory promotions

a. Mandatory promotions are from captain through colonel, and chief warrant officer three through chief warrant officer five. Promotions to chief warrant officer five are centralized at HQDA.

b. Prior to conducting a promotion board, TAPC will produce a list of eligible officers for the upcoming board and mail it to the USARC for further distribution to each MUSARC.

c. The MUSARCs will ensure the list includes all assigned and eligible officers. The MUSARCs must return the annotated lists with additions, deletions or changes to the USARC prior to the established suspense date. Additionally, the list will include a cover memorandum that will alert all officers on the list to assemble promotion packets.

d. The MUSARCs will forward promotion packets directly to Total Army Personnel Command (TAPC).

(1) The MUSARCs will provide each board an updated and verified copy of the DA Form 2-1 for each officer within the zone of consideration. The MUSARC will not further delegate this responsibility. The MUSARCs may allow assigned officers to forward their DA Forms 2-1 directly to TAPC on a case-by-case basis. Ordinarily, the DA Forms 2-1 will be consolidated by the MUSARC and assembled in alphabetical order, within competitive category: APL, CH, MC, VC, DE, MS, SP, and AN. The MUSARC will forward the DA Forms 2-1 to Commander, TAPC, ATTN: TAPC-MSL-PM, 9700 Page Boulevard, St. Louis, MO 63132-5200, not later than 60 days prior to the convening date of the board.

(2) The custodian of the officer's Military Personnel Records Jacket will identify officers within the zone of consideration for each board.

(3) Officers will comply with all guidance received and are responsible for providing required documentation.

(4) Commanders will ensure that all OERs have been prepared and submitted as required by AR 623-105.

e. After the board has been conducted, and the Secretary of the Army has approved the results, TAPC will forward the promotion list to the USARC and each MUSARC. The USARC will also receive the selection and nonselection memorandums from TAPC.

f. Selection memorandums.

(1) The USARC will receive selection memorandums from TAPC.

(2) The USARC will suspense and forward selection memorandums to each officer's MUSARC 120 days prior to each officer's promotion eligibility date.

(3) Selection memorandums will require action within the imposed suspense. The MUSARCs will ensure each officer completes the Promotion Qualification Statement (PQS), USARC Form 56-R, and that he/she makes one of the following elections: *(For instructions on completing the PQS, see para 2-2 below.)*

(a) Officer accepts promotion in a valid position.

(b) Officer declines promotion (submit declination in accordance with AR 135-155).

(c) Officer elects transfer to the IRR for promotion (forward MPRJ with completed DA Form 4651-R).

g. Nonselection memorandums.

(1) The USARC will forward all nonselection memorandums to MUSARCs upon receipt from TAPC.

(2) The MUSARCs must ensure that imposed suspense dates for all second nonselection for promotion memorandums are met. Suspense dates are based on removal dates as specified in Title 10 U.S. Code.

(3) The MUSARCs will ensure that officers receiving second nonselection notifications elect to do one of the following:

(a) Request discharge (MPRJ must be submitted with action).

(b) Request transfer to Retired Reserve, if eligible (MPRJ and DA Form 4651-R must be submitted with action).

(c) Request approval to remain in an active reserve status based on having more than 18, but less than 20 years qualifying federal service (MPRJ and current DARP-249-2-E must accompany the request).

2-2. The Promotion Qualification Statement (PQS), USARC Form 56-R

a. The PQS is a three-part form that records the officer's intent to accept or decline his or her promotion, lists the officer's qualifications, and provides for review by the MUSARC for accuracy.

b. Instructions for completing USARC Form 56-R.

(1) **Part I.** The officer will complete this portion of the form.

(2) **Part II.** The custodian of the officer's MPRJ will complete this part of the form and the unit commander will sign and date this section. With the exception of items 1, 8, 9, and 10, all items must be entered into SIDPERS. When the PQS is reviewed by the USARC, SIDPERS will be used to reconcile the information. If derogatory information is found in the MPRJ, the unit's security manager should be consulted. The USARC should be notified if the question cannot be resolved locally. Retention in a lower graded position, or the absence of a position, should be recorded in items 8 and 9 respectively.

(3) **Part III.** A MUSARC representative will complete this portion to verify correctness of the information and the completion of required SIDPERS update. This allows the MUSARC to ensure the personnel action is in accordance with established officer personnel management policies.

(4) Reverse (Declination Statement). The officer will complete and sign this portion.

2-3. Administrative promotions

Promotions to 1LT and CW2 are administrative promotions.

a. Promotions from 2LT to 1LT.

(1) The USARC will generate a quarterly roster from the SIDPERS-USAR database listing those second lieutenants who appear to meet the time-in-grade requirement for promotion to first lieutenant.

(2) For each officer on this roster, the USARC will generate eligibility memorandums and forward them to the applicable MUSARCs.

(3) The MUSARCs will return a completed USARC Form 56-R (PQS), appointment memorandum, DA Form 71 (Oath of Office), and proof of completion of Officer Basic Course for each promotable officer.

(4) In the event an officer does not meet the time-in-grade requirement for promotion, the MUSARC will provide documentation and initiate a correction in SIDPERS.

b. Promotions from WO1 to CWO2.

(1) The USARC will generate a quarterly roster from the SIDPERS-USAR database listing those WO1s

who appear to meet the time-in-grade requirement for promotion to CW2.

(2) For each officer on this roster, the USARC will generate eligibility memorandums and forward them to the MUSARCs.

(3) The MUSARCs will return a completed USARC Form 56-R (PQS), appointment memorandum, DA Form 71 (Oath of Office), and proof of completion of the Warrant Officer Basic Course for each promotable officer.

(4) In the event an officer does not meet the time-in-grade requirement for promotion, the MUSARC will make a correction in SIDPERS.

(5) The MUSARC will execute a new DA Form 71 (Oath of Office) after the officer has been promoted to CW2.

2-4. Unit Vacancy Promotion Selection Boards

a. The USARC will announce upcoming boards and requests for board membership by memorandum to the MUSARCs.

b. The MUSARCs will suspense and forward the memorandum to their subordinate commands.

c. The MUSARCs will submit all applications for board membership to the USARC by the established suspense date.

d. The USARC will notify the MUSARCs regarding publication of orders for board members when the selection process has been completed. Prior to submission, MUSARCs will review packets to ensure correctness and completion. The MUSARCs are responsible for obtaining missing documentation.

e. The MUSARCs will submit all DA Forms 2464-R (USAR Unit Vacancy Promotion Recommendations) and DA Forms 4935-R (Request for Unit Vacancy Fill [AR 140-10]) in accordance with guidance contained in AR 135-155, paragraphs 2-9 and 3-3, by the USARC-imposed suspense date. Prior to submission, the MUSARCs will review packets to ensure correctness and completion. The MUSARCs are responsible for obtaining missing documentation.

f. The USARC will review all DA Forms 2464-R and DA Forms 4935-R submitted to ensure they meet the regulatory requirements outlined in AR 135-155, paragraph 2-9.

g. The Office of Promotions Reserve Components, Total Army Personnel Command (TAPC) will conduct the board for the Commander, USARC in accordance with AR 135-155.

h. The USARC will provide results to the MUSARCs telephonically and through issuance of select/nonselect memorandums. The USARC will issue promotion memorandums within 30 days for officers not requiring Senate confirmation. The officers pending Senate confirmation will receive their promotion memorandums from the USARC when their selection for promotion has been confirmed.

2-5. Selective Retention Boards

a. The Selective Retention Board (SRB) will be held in compliance with AR 140-10, chapter 10.

b. The USARC will board all officers assigned to MUSARC staff positions, as well as all TPU colonels who have completed 20 qualifying years of service in accordance with eligibility requirements outlined in AR 140-10, Chapter 10.

c. The MUSARCs will also conduct SRBs (in accordance with AR 140-10) on all eligible officers, grades lieutenant colonel and below, assigned to their subordinate units.

d. The MUSARCs will be responsible for obtaining microfiche and OERs from ARPERCEN for their boards.

e. The USARC will provide initial memorandums for the USARC SRB through the MUSARCs to the officers being considered. The MUSARCs are responsible for ensuring officers receive their notification by memorandum or endorsement through his/her unit of assignment.

f. Board packets will be prepared by the officers and submitted through their respective MUSARC to arrive at the USARC by the established suspense date. Both the officer and the MUSARC representative will be responsible for providing all documentation required for board consideration. When it is determined that an officer should not be considered by the board, the MUSARC and the individual officer will be responsible for providing documentation verifying the officer's ineligibility for consideration.

g. Prior to submission, the MUSARCs will review packets to ensure correctness and completion. The MUSARCs are responsible for obtaining missing documentation (excluding microfiche).

h. The MUSARCs will forward packets to the USARC as received from officers/units; they will not hold or consolidate packets for bulk mail.

i. The MUSARCs will be responsible for forwarding any documentation missing from the original packet submitted to the USARC.

j. The Office of Promotions, Reserve Components, Total Army Personnel Command (TAPC) will conduct the board for the Commander, USARC in accordance with the guidance provided in AR 140-10, Chapter 10, paragraph 10-6.

k. Upon adjournment and approval of board results, the USARC will provide MUSARCs the results through selection memorandums and copies of nonselection memorandums. The MUSARCs will forward their board results to the USARC to be coded into SIDPERS-USAR.

l. The USARC will forward nonselection memorandums directly to the officers concerned by certified mail, return receipt requested. Mailing/handling in this manner will ensure officers receive official notification of the board's decision.

m. The MUSARCs will forward selection memorandums to TPUs for further delivery to the affected officers.

n. The MUSARCs will ensure that the election of options and MPRJ of each nonselected officer is forwarded to the USARC by the imposed suspense dates. Requests for reconsideration do not alter the removal date. Officers nonselected for retention are not authorized to drill past the established removal date without prior approval from the USARC.

o. Nonselected officers who wish to be reconsidered by the board based on material error must request reconsideration within 10 days after receiving their nonselection memorandum. Such requests will not preclude the removal of nonselected officers from their unit within 90 days of the initial board action, in accordance with AR 140-10, chapter 10, paragraph 10-3b(9).

p. Officers nonselected by a reconsideration board will be removed within the 90 days established by the initial board. No additional rights are available to these officers.

q. Nonselected officers who receive favorable reconsideration, and who were already removed within the 90 days, will be reinstated to unit status without retroactive unit service credit or drill pay.

2-6. Conditional resignations

a. Conditional resignations are granted to allow officers to apply for appointment in another Armed Force; the Regular or Reserve Component of the U.S. Public Health Service; the Environmental Science Services Administration.

b. Officers will submit requests for conditional resignation through command channels to: Headquarters, USARC, ATTN: AFRC-PRR-OM. If the request is approved, the officer will receive an official statement that his/her conditional resignation is accepted and will become effective on the day before appointment or enlistment in another Armed Force. If the resignation is not accepted, it will be returned with a statement showing reasons for non-acceptance.

2-7. Interservice transfers

a. To apply for appointment in a Reserve Component of another Armed Force, officers will submit requests for interservice transfer. Army Regulation 140-10, paragraph 9-3, explains the procedures for applying for an interservice transfer. Submit the request through command channels to Headquarters, USARC, ATTN: AFRC-PRR-OM.

b. Headquarters, USARC, has approval authority for granting interservice transfers, with the exception of AMEDD officers and officers of the Chaplain Corps. The USARC will return disapproved requests, with specific reasons for denial, and approved requests, through command channels to the officer, along with a conditional release. The conditional release is permission to seek appointment in a Reserve Component of another Armed Force. The release is valid for 6 months from the date

granted. Attach it to the officer's request for appointment in the gaining component. Headquarters, USARC will publish discharge orders for the officer when officially notified of the appointment.

2-8. Unqualified resignations

a. Officers will submit officers' requests for unqualified resignation, with the MPRJ, through command channels to Headquarters, USARC, ATTN: AFRC-PRR-OM.

b. Headquarters, USARC has approval/disapproval authority for all requests for officers who have no statutory or contractual obligation remaining. When approved, USARC publishes orders and discharge certificates and forwards them to the MUSARC.

2-9. Direct appointments

a. The officer will submit an application for appointment packet to the unit commander.

b. The unit commander will either recommend approval or disapproval and forward the packet through command channels to the MUSARC. When application is to fill a TPU vacancy, the unit commander will state so in his/her recommendation:

"An actual vacancy exists in the unit for a required officer position in the rank of XX, AOC XX, TDA/TOE XX, para XX, line XX, and position number XX. This vacancy is advertised on the REQUEST Vacancy Control Number XX.

There is no officer assigned to this unit, including overstrength or awaiting position assignment on the Unit Manning Report, qualified to fill this vacancy. I am aware that ARPERCEN may fill this position with a qualified officer if such an officer is geographically available for assignment."

(The unit commander will include applicable information where "XXs" are indicated.)

c. The MUSARC will review packets for compliance with AR 135-100.

d. The MUSARC will conduct the appointment interview board and forward the results to the USARC.

e. The USARC will review the packet and, if there are no waivers required, the USARC will forward the packet to HQDA, TAPC (St. Louis), to review the appointment interview board results. If the appointment is approved, the oath of office is returned through command channels to the applicant.

f. The oath of office will be executed by a commissioned officer to the appointee. The unit will return the signed Oath of Office (DA Form 71) through command channels to TAPC for final appointment action. A copy of the signed Oath of Office will be maintained in the officer's MPRJ.

g. The TAPC will publish discharge and assignment orders and forward the orders through command channels to the officer.

2-10. Warrant officer commissioning

a. The MUSARC will establish internal controls to ensure that an oath of commissioning is completed on each warrant officer at the time of promotion to CW2.

b. The MUSARC will forward a copy of the oath to ARPERCEN for inclusion in the OPMF.

2-11. Officer Candidate School (OCS) applications

a. The unit commander will identify a unit vacancy that is unfillable through normal assignment channels, ensuring that the vacancy has been posted to the Request Vacancy System (RVS) for 60 - 90 days without having been filled. The unit commander will then recruit a qualified troop program unit (TPU) soldier to apply for attendance at OCS.

b. The soldier will submit an OCS packet to the unit commander for review, recommendation for approval or disapproval, and forwarding through command channels to the MUSARC.

c. The MUSARC commander will review the packet for compliance with AR 140-50 and AR 135-100. The MUSARC commander will then conduct an examining board. After completion and scoring of the examining board by the MUSARC testing officials, the MUSARC will forward the recommended applicant packet to the Commander, ARPERCEN, ATTN: ARPC-OPL. All packets must be received at ARPERCEN not later than 20 December of each year. There are no exceptions for late packets.

d. After review and selection of the packets by ARPERCEN, the MUSARC commander will be notified of the results. Soldiers will be notified of the results by their chain of command.

e. The MUSARC commander will promote all selected candidates under the rank of Sergeant to Sergeant, effective on the starting date of the OCS class. The MUSARCs will also publish active duty (ADT/AT) orders based upon instructions given by the OCS Commandant. Soldiers must sign a training agreement and, if necessary, reenlist or extend to ensure adequate training time to complete the course.

f. Upon successful completion of OCS, the MUSARCs will forward a copy of the course completion certificate to the USARC.

g. Upon receipt of a course completion certificate from the candidate's school, TAPC will prepare an appointment memorandum and Oath of Office (DA Form 71) and forward them through the USARC to the MUSARC.

h. The Oath of Office (DA Form 71) will be executed by a commissioned officer to the appointee. The unit will return the signed DA Form 71 through command channels to TAPC for final action.

i. Upon receipt of completed Oath of Office (DA Form 71) the USARC will publish discharge and assignment orders, and make appropriate distribution.

2-12. Reclassification/branch transfers

a. Officers and warrant officers will submit requests for reclassification/branch transfer through their unit

commanders to the MUSARCs using the DA Form 4187. AMEDD commanders may submit their officers' requests directly to ARPERCEN in accordance with AR 611-101.

b. The MUSARCs will review requests, make recommendations, and forward actions to the USARC.

c. The USARC will review requests in accordance with AR 611-101, AR 611-112, DA Pamphlet 600-11, DA Pamphlet 600-3 and any other official memorandum of instruction, and make determinations based on qualifications.

d. The USARC will either approve, return without action, or disapprove requests. Warrant officer reclassification actions will be reviewed at the USARC and then forwarded to ARPERCEN, WO Branch, for appropriate award of classification code. Officers requesting branch transfer or reclassification can concurrently hold only one branch with its associated AOCs and one functional area (see DA Pam 600-3). All requests not conforming to this requirement will be disapproved.

e. The USARC will return approved requests through command channels, in memorandum format, indicating award as requested.

f. The USARC will return disapproved actions through command channels, by endorsement.

2-13. Military intelligence (MI) assignment

a. Officers will submit requests for assignment to MI type units through command channels to Headquarters, USARC, ATTN: AFRC-PRR-OM, for approval/disapproval.

b. The USARC will publish and distribute orders for all approved requests. Disapproved requests will be returned with specific reasons for denial.

2-14. Pregnancy discharge

a. The officer may submit a request for discharge, through command channels, in accordance with AR 135-175.

b. Each level of command will make a recommendation and forward the action, to include medical documentation, to the USARC for further consideration.

c. The USARC will review the request and make a determination based on supporting medical documents.

d. If approved, the USARC will publish and forward a discharge certificate and orders to the MUSARC for distribution to the soldier's unit.

2-15. Mandatory removal dates (MRDs)

a. The USARC will forward Notification Memorandums to the MUSARCs for action on identified individuals whose MRD is within 9 months. Those officers will take action as indicated in subparagraph 2-15d below. Strict compliance with suspense dates is necessary.

b. Officers requesting extension of MRD, if authorized by AR 140-10, should submit requests 9 months prior to removal date. Officers requesting extension may not drill past their MRD until written approval has been granted by ARPERCEN.

c. MRD extensions are not authorized for APL branch officers. They should not submit requests for extensions since exceptions cannot be granted; their removal is based on law.

d. Officers responding to the USARC Notification Memorandum have three options:

(1) Request discharge.

(2) Request transfer to the Retired Reserve (if eligible).

(3) Request extension of MRD (if eligible) in accordance with AR 140-10. Requests for extension beyond MRD must include all of the information requested in paragraph 7-14.3(c) of AR 140-10 for AMEDD officers, and must also include a copy of the officer's DA Form 2B and DA Form 2-1. The following are sample statements from AR 140-10, paragraph 7-14.3(c) for requesting retention beyond MRD:

(a) "Under the provisions of 10 USC 3855, request retention in the Active U.S. Army Reserve beyond my current MRD."

(b) "Enclosed (is/are) copies of (appropriate documents) verifying that the officer is fully qualified and currently practicing in the primary specialty in which retention is requested."

(c) "I certify that the officer meets the weight control and physical fitness standards of AR 600-9, AR 40-501, and AR 350-15."

(d) "This retention is in the best interests of the U.S. Army Reserve."

(e) "I understand that I may not be able to complete 20 years of qualifying service for retired pay by the end of this requested extension of removal. I also understand, in accordance with AR 135-180, paragraph 2-1, I may be removed before becoming eligible for retired pay."

[NOTE: Statements at subparas (a) and (e) may be combined on the same memo from the officer. Statements at subparas (b), (c), and (d) may be combined on the same memo from the commander.]

e. Chaplains must request extension of their MRD in accordance with paragraph 7-12c(2) of AR 140-10. The Chaplain's Office will forward a memorandum of notification of upcoming MRD to the individual officer approximately 1 year prior to their MRD. In addition, the USARC will send a separate memorandum of notification approximately 9 months prior to their MRD.

f. Failure on the part of the officer to respond to the USARC notification will result in discharge at the time of his/her MRD.

2-16. Transfer to Retired Reserve

a. Submit DA Form 4651-R from officer requesting transfer to the Retired Reserve through command channels to Headquarters, USARC, ATTN: AFRC-PRR-OM. Include the officer's MPRJ and the Health and Dental Records.

b. If the officer desires a spouse appreciation certificate, check item 7e and annotate the spouse's full name in item 8 of the DA Form 4651-R.

2-17 Conscientious objector

a. Conscientious objector requests will be handled in accordance with procedures outlined in AR 600-43, appendixes B and C (documents listed must be submitted in the order outlined therein). All actions must be completed within 180 days of the soldier's application (signed DA Form 4187).

b. All requests for conscientious objector status will include the enlisted soldier's MPRJ when forwarded. The unit commander will forward requests for conscientious objector status or discharge to the USARC, ATTN: AFRC-PRR-OA.

c. When processing a conscientious objector case, the MUSARC must ensure that: (1) the soldier receives proper counseling from a chaplain; and (2) that both the investigating officer's report and the medical review have been properly completed.

d. This Headquarters will task MUSARCs to provide processing support for members of the IRR who apply for conscientious objector status. ARPERCEN does not have the capability to provide this support for its soldiers.

2-18. Managing drug test positive soldiers

a. The USARC will monitor the separation status of all soldiers who have tested positive for drugs to ensure separation action is initiated, if appropriate.

b. The USARC will provide a monthly roster to each MUSARC indicating enlisted soldiers who have tested positive on a command-directed urinalysis. The MUSARC will annotate the roster with the current status of the soldier and return it to this Headquarters, ATTN: AFRC-PRR-E, by the indicated suspense date.

2-19. Involuntary separations

a. Handle requests for involuntary separation in accordance with AR 135-175.

b. Commander's recommendation for involuntary separation will be forwarded through command channels to the USARC for further processing. Officer's MPRJ and Health and Dental Records will be submitted with the recommendation.

c. The recommendation will cite the specific paragraph under which the officer is to be considered for separation.

d. The MUSARC will ensure the request for separation includes sufficient documentation to substantiate the request.

e. Also, the MUSARC must ensure that the action includes all documentation indicating that the soldier has been notified of the pending action.

f. The USARC (Area Commander) will provide official notification to the officer subject to involuntary separation. In accordance with paragraph 2-17 of AR 135-175, this memorandum will also cite consulting counsel for the officer.

g. The USARC will process action accordingly, based on legal sufficiency.

2-20. Transfers between USAR and ARNG

In accordance with AR 140-10, MUSARC commanders now have the authority to transfer USAR TPU members to the ARNG.

2-21. Medical reviews

a. Reservists who do not meet medical fitness standards set by AR 40-501, chapter 3, will be transferred to the Retired Reserve in accordance with AR 140-10 or discharged from the USAR in accordance with AR 135-175.

b. When initiating action to eliminate an officer from active status or discharge from the USAR, commanders must fully document the soldier's disability. Source documents required for medical review include Standard Forms 88 and 93 and DA Form 3349. When the unit commander initiates a separation action, the MUSARC Surgeon must review the source documents and make a recommendation for retention or non-retention.

c. There is no requirement for review by a medical evaluation board at the MUSARC level. However, when DA Form 3349 or SF 88 is used as the supporting document in the medical review, at least two profiling officers must sign when the profile serial code is "3" or "4" (see AR 40-501, para 7-10a(2)(i)).

2-22. Notification of eligibility for retired pay at age 60 (20-Year Memorandum)

a. Commanders and unit technicians are responsible for assisting soldiers with requests for changes of statements of service and retirement point credits. Requests will be forwarded directly to Commander, ARPERCEN, ATTN: ARPC-PAR.

b. The Notification of Eligibility for Retired Pay at Age 60 (20 Year Letter) is automatically issued to the officer by ARPERCEN. In accordance with paragraph 2-3 of AR 135-180, ARPERCEN has 1 year after completion of the officer's 20th year of service to furnish the Notification Memorandum.

c. Submit requests for notification of eligibility for retired pay at age 60 (20-Year Memorandum) and requests for change of statements of service and retirement points credits directly to Commander, ARPERCEN, ATTN: DARP-PAR-SCB, 9700 Page Blvd., St. Louis, MO 63132-5200.

d. It is not necessary to submit a DA Form 5016-R reflecting all of a soldier's periods of service to request a 20-Year Memorandum. When the soldier has a DARP Form 249-2-E from ARPERCEN, only indicate those years that are in error or that have been omitted from the form. Information found on the DARP Form 249-2-E is already in the data base and ARPERCEN will issue the 20-Year Memorandum based on that information.

2-23. Extensions of tenure positions

a. All MUSARC commanders have the authority to grant a 1-year extension for all officers in the grade of

colonel and below who are in staff tenure positions. They also have the authority to extend commanders in lieutenant colonel positions and below for a 1-year period.

b. All requests for extension of tenure, for periods beyond the fourth year, require approval by Headquarters, USARC. Submit requests for extension of these tenure positions to Headquarters, USARC, ATTN: AFRC-PRR-OM. Requests must arrive at least 90 days before the tenure expiration date. Requests for extension of Lieutenant Colonel and Colonel Command Tenure will be forwarded to USARC, ATTN: AFRC-PRP-S.

2-24. Foreign Language Proficiency Pay (FLPP)

a. Submit requests for FLPP through command channels to the USARC, ATTN: AFRC-PRR-OA.

b. Complete and submit DA Form 4187 with supporting documentation. Requests for FLPP will include a DA Form 330 or DLI test reports, and an updated DA Form 2B or 2C (PQR) authenticated by the soldier.

Chapter 3 Enlisted Personnel Management

3-1. USAR Command Sergeants Major Program

The USARC retains authority for this program in accordance with AR 135-205, chapter 6. Submit all requests for fill, removal, reassignment, appointment, and termination of appointment to this Headquarters for appropriate action.

3-2. Qualitative Retention Program (QRP)

a. The MUSARCs will continue to schedule QRP boards during the months of January, February or March of each year. Recommend scheduling all boards during the month of January to allow for administrative processing.

b. Each MUSARC will appoint boards in accordance with AR 135-205, paragraph 4-9. The MUSARCs will forward memorandums of board appointments to this Headquarters, ATTN: AFRC-PRR-EM, no later than 30 days prior to the convening of the Qualitative Retention Board (QRB) to ensure the composition of the board is in compliance with AR 135-205, paragraph 4-9.

c. A Memorandum of Instruction will be issued to each board member by the convening authority using the format shown in AR 135-205, figure 4-2.

d. As required by AR 135-205, paragraph 4-14, the MUSARC will forward results of boards to arrive at this Headquarters, ATTN: AFRC-PRR-EM, no later than the third Monday of May of each year. Examples of board report formats are in AR 135-205, figures 4-3 and 4-4.

3-3. Reclassifications

a. The MUSARCs have reclassification authority for all enlisted actions, with the exception of Military Intelligence and Public Affairs Career Management Fields. The USARC is the authority for these two career fields.

b. Soldiers will complete and submit DA Form 4187 with supporting documentation to the MUSARC. Requests for reclassification will include, as appropriate:

(1) DA Forms 1059 or documentation which supports soldier's qualification.

(2) Updated DA Form 2-1, authenticated by the soldier.

(3) Updated DA Form 2B (PQR), authenticated by the soldier.

(4) Commander's certification that the soldier meets physical qualifications prescribed by AR 611-201 (i.e., PULHES color vision).

(5) Copy of any additional documentation as prescribed by AR 611-201 (i.e., English transcript for 46Q).

(6) Copies of orders awarding all current MOSs possessed by the soldier.

(7) Copy of UMR page with soldier's position reflected.

3-4. Discharges

a. The unit commander will forward all requests for discharge, under AR 135-178, chapters 4 through 10, and 12, to this Headquarters by memorandum with each commander's recommendation. Process requests under AR 135-178, chapters 3 and 11, using a modified DA Form 4651-R, adding "Discharge" to item 4. The soldier's MPRJ must accompany the request. If the MPRJ is not available, include a temporary MPRJ with minimum essential documents as required by AR 600-8-104.

b. Soldiers who enlist into other components will not be allowed to hand-carry their records. Records will be forwarded by this Headquarters after appropriate discharge orders are prepared.

c. Submit requests for ETS discharge in sufficient time to ensure soldier is not retained past his/her ETS; however, this Headquarters desires the request, with MPRJ, **no earlier** than 30 days prior to scheduled ETS.

d. Any MUSARC with delegation of involuntary separation authority may separate soldiers under the provisions of AR 135-178, except for ETS discharges under chapter 11, other component enlistment, and any discharge requiring Secretarial authority. Those discharges not within the authority of MUSARCs with delegation of authority, and all discharge actions for MUSARCs which do not have delegation of authority, will be processed by this Headquarters.

3-5. Transfers

a. The MUSARCs have the authority to process transfers in accordance with AR 140-10, chapter 2 (for voluntary reassignment), chapter 4 (for involuntary transfers), chapter 5 (for transfers to the Army National Guard), and chapter 6 (for transfer to Retired Reserve). This Headquarters will process all other requests for involuntary transfer.

b. All requests for transfer submitted to this Headquarters will be initiated by the soldier preparing a DA Form 4651-R. A statement, signed by the unit

commander, must accompany any request for transfer which does not have the DA Form 4651-R signed by the soldier. It will explain the reason(s) the soldier was not available for signature. The soldier's MPRJ and all other pertinent files must accompany the request for transfer.

3-6. Initial entry training (IET)/absence without leave (AWOL) management

a. All MUSARCs will ensure that units monitor the status of newly assigned enlisted soldiers to ensure the soldier is ordered to IET within 270 days of enlistment. The MUSARCs will also ensure that the units monitor the enlisted soldiers scheduled for alternate training who must reenter on IET within 1 year after completion of Phase I (BCT). An exception to policy may be granted for reasons and periods as defined in AR 601-25, table 2-1. Ensure all requests for exception to policy, except those based on security clearance and MOS school course date, are initiated by the soldier using the memorandum format in AR 601-25, figure 2-1. In addition to the documentation required by AR 601-25, paragraph 3-3, ensure all requests include the first page of the DD Form 4-series and a DD Form 220, if applicable.

b. The MUSARC will review the status of each soldier exceeding the 270/365-day requirement and determine if the unit has requested an exception, has rescheduled the soldier for IET, or is requesting discharge on the soldier, as appropriate.

c. Nonprior service soldiers failing to enter IET within the appropriate time limits and who do not receive an exception must be discharged in accordance with AR 135-178, paragraph 5-3.

d. The USARC will review the status of each soldier exceeding 365 days and determine if the MUSARC is taking appropriate action. Monthly rosters will be provided to each MUSARC indicating those soldiers who are within 90 days of their allowable time limit and those who have already exceeded the limit.

e. Changes of training MOS (training seats) now require USARC approval prior to unit/MUSARC making their request to USAREC. This is necessary to conserve valuable and scarce training seats.

f. The USARC will coordinate with training installations and reception stations to publish orders for those soldiers who are reported as AWOL.

3-7. Notification of eligibility for retired pay at age 60 (20-Year Memorandum)

a. Commanders and unit technicians are responsible for assisting soldiers with requests for 20-Year Memorandums and with corrections of retirement points using the DARP Form 249-1-R.

b. It is not necessary to submit a DA Form 5016-R reflecting all of a soldier's periods of service to request a 20-Year Memorandum. When the soldier has a DARP Form 249-2-E from ARPERCEN, only indicate those years that are in error or that have been omitted from the form. Information found on the DARP Form 249-2-E is already

in the data base and ARPERCEN will issue the 20-Year Memorandum based on that information.

c. Requests for 20-Year Memorandums, as well as requests for correction of retirement points, do not need to come through the USARC. At the MUSARC commander's discretion, they may go straight from the unit or through the MUSARC. Do not forward the soldier's MPRJ with the request. Requests for 20-Year Memorandums should be sent to Commander, ARPERCEN, ATTN: ARPC-SFR-S, 9700 Page Boulevard, St. Louis, MO 63132-5200.

3-8. Conscientious objector

a. Requests for conscientious objector status will be handled in accordance with procedures outlined in AR 600-43, appendixes B and C. All actions must be completed within 180 days of the soldier's application (signed DA Form 4187).

b. All requests for conscientious objector status will include the enlisted soldier's MPRJ when forwarded. The unit commander will forward requests for conscientious objector status or discharge to the USARC, ATTN: AFRC-PRR-E.

c. When processing a case involving an IRR soldier, the MUSARC must ensure that: (1) the soldier receives proper counseling from a chaplain; and (2) that both the investigating officer's report and the medical review have been properly completed.

d. This Headquarters will task MUSARCs to provide processing support for members of the IRR who apply for conscientious objector status. ARPERCEN does not have the capability to provide this support for its soldiers.

3-9. Military intelligence (MI) assignment

a. Submit requests for assignment, with MPRJ, of enlisted soldiers to MI units through command channels to the MUSARC.

b. The MUSARC will make a recommendation on the assignment and forward the request to the USARC, ATTN: AFRC-PRR-EM, for further consideration.

c. The USARC will review the request and either approve or disapprove the action.

d. If approved, the USARC will publish orders affecting the transfer.

e. If disapproved, the USARC will return the request to the MUSARC by endorsement.

3-10. Involuntary separations

a. Actions of this nature will be handled in accordance with AR 135-178, chapters 4, 5, 6, 7, 8, 9, 10, and 12.

b. Submit all requests for separation or board action through command channels to the USARC, ATTN: AFRC-PRR-E, unless authority for involuntary separation has been delegated by Commander, USARC.

c. All involuntary separations (except for those under the provisions of AR 135-178, chapter 6, which do not require a board) are approved/disapproved by the USARC Commander or a MUSARC commander with delegated

authority under the provisions of AR 135-178, paragraph 1-25d.

d. The USARC or MUSARC with delegated separation authority will review the action for applicability and administrative correctness.

e. If correct, the USARC or MUSARC with delegated separation authority will coordinate the action with their SJA for review for legal sufficiency.

f. Once the SJA has determined the action to be administratively and legally sufficient, it will be prepared for approval/disapproval by the Commander of the USARC or MUSARC with delegated separation authority. Each commander acting as the separation authority must personally approve all board appointments, amendments to board appointments in which voting membership changes, referrals of soldiers to the separation boards, and the disposition of separation actions. The only document the commander must physically sign is the DA Form 1574. All other approvals may be done on transmittal slips, decision papers, or any other approved Army method which clearly indicates by name, social security number, and request/disposition, exactly what the commander is approving.

g. If approved, the USARC or MUSARC with delegated separation authority will publish orders affecting the discharge and issue certificates, as required. Regardless of disposition, the soldier and MUSARC/unit will be notified by memorandum of the results.

3-11. Medical disqualification waivers

a. The MUSARC must ensure that soldiers found medically unfit for retention are notified in writing of their options under the provisions of AR 135-178, paragraph 12-1, (one of which is to request a waiver of the medical disqualifier). A recommended format for this notification is at figure 3-1.

b. The MUSARC will then submit the request for waiver of medical disqualification, with the MPRJ and all medical documents, to the USARC with a recommendation. The USARC reviews the request and makes a recommendation, forwarding it to the Medical Review Authority at ARPERCEN for final determination.

c. If the request is approved, the action is returned through channels to the MUSARC indicating as such. If it is disapproved, the USARC will effect orders separating the soldier from the USAR regardless of whether the MUSARC involved has delegated authority or not.

3-12. Grade determinations

a. The USARC is the approval authority for all grade determinations in pay grades E6 through E9.

b. The MUSARCs/units will coordinate with the Recruiting Battalion to ensure the grade and MOS for which each soldier is enlisting is included in the request. Furthermore, an acceptance statement from the unit commander indicating the position by grade and MOS must be included in the request. The MUSARCs/units will also

ensure the request packet contains all supporting documents verifying the soldier's eligibility for that grade and MOS in order to have the request processed expeditiously.

c. The Recruiting Battalion will be notified in writing of approval or disapproval of the request.

3-13. Extensions beyond mandatory removal date (MRD) - maximum age/service

a. Submit requests for extension beyond MRD for maximum age/service through command channels to the USARC, with recommendations, 6 months prior to scheduled removal date.

b. The USARC will review and make a recommendation and forward the request to the approval authority at ARPERCEN.

c. If approved by ARPERCEN, the USARC will return the action to the MUSARC indicating as such.

d. If disapproved, the USARC will return the action and request the soldier's MPRJ be submitted to the USARC for processing and publication of separation orders.

3-14. Selected Reserve Transition Benefit Program (SRTBP)

a. Soldiers eligible for the SRTBP will be counseled by a unit representative and afforded the appropriate options.

b. The DA Form 4187 and appropriate addendum will be completed in accordance with existing authority.

c. Transfer or discharge orders will be issued in accordance with existing authority. The MUSARCs with transfer or discharge authority will send the orders, DA Form 4187, addendum, and all personnel and medical files to Commander, ARPERCEN, ATTN: AFRC-SFZ, 9700 Page Boulevard, St. Louis, MO 63132-5200, for their soldiers. All other MUSARCs will forward packets through this Headquarters, ATTN: AFRC-PRR-EM.

3-15. Transfer or discharge for maximum age

a. Soldiers reaching maximum age will be removed from active status under AR 140-10, rule 2, paragraph 7-3.

b. Soldiers will be transferred, by the MUSARC, to the Retired Reserve in compliance with AR 140-10, paragraph 6-2, or discharged in accordance with AR 135-178, paragraph 4-4, by this Headquarters. The MUSARCs with delegation of involuntary separation authority may discharge soldiers for maximum age.

c. Soldiers removed for maximum age are not eligible for the Selected Reserve Transition Benefit program.

d. The USARC will monitor soldiers reaching maximum years of age and provide MUSARCs with a monthly roster of those soldiers who have exceeded maximum age according to SIDPERS. The MUSARCs will take appropriate action, annotate the roster, and update SIDPERS accordingly.

3-16. Transfers or discharge for maximum years of service

a. Soldiers reaching maximum years of service under the provisions of AR 140-10, paragraph 2g, as changed by

message, HQDA ODCSPER, DTG 192021Z May 93, subject: USAR TPU Enlisted Removals Based on YOS and the QRB, will be afforded the options of transfer to the Individual Ready Reserve (IRR), transfer to the Retired Reserve, or discharge. The soldier will be transferred to the IRR if no election of options is made.

b. Only soldiers who have been issued the Notification of Eligibility for Retired Pay at Age 60 will be processed for removal from units of the Selected Reserve for maximum years of service.

c. Soldiers will be transferred, by the MUSARC, to the Retired Reserve (see AR 140-10, para 6-2), or to the IRR (see AR 140-10, para 4-10), depending on the election. Discharges will be accomplished in accordance with AR 135-178, paragraph 4-4, by this Headquarters or by MUSARCs with delegation of involuntary separation authority for soldiers reaching maximum years of service.

d. The USARC will monitor soldiers reaching maximum years of service and provide the MUSARCs a monthly roster of those soldiers who have exceeded maximum service according to SIDPERS. The MUSARCs will take appropriate action, annotate the roster, and update SIDPERS accordingly.

3-17. Managing expiration term of service (ETS) to ensure timely separation

a. The USARC will monitor ETS dates on SIDPERS to ensure soldiers are being separated in a timely fashion in accordance with law and AR 135-178.

b. The USARC will provide monthly reports to each MUSARC indicating soldiers with ETS dates which have expired. The MUSARCs will annotate these reports with the current status of the soldier and return them to the USARC, ATTN: AFRC-PRR-E, no later than the suspense date indicated.

c. The MUSARC/unit will update SIDPERS.

3-18. Managing drug test positive soldiers

a. The USARC will monitor the separation status of all soldiers who have tested positive for drugs to ensure separation action is initiated, if appropriate.

b. The USARC will provide a monthly roster to each MUSARC indicating soldiers who have tested positive on a command-directed urinalysis. The MUSARC will annotate the roster with the current status of the soldier and return it to this Headquarters, ATTN: AFRC-PRR-E, by the indicated suspense date.

3-19. Monitor Zero Skills

a. The USARC will monitor soldiers with no MOS (Zero Skills) and provide a quarterly roster of soldiers not shown as MOSQ on SIDPERS to the MUSARCs. Soldiers will only be placed on the roster when they have been enlisted for over 2 years and, therefore, have had adequate time to complete IET. The MUSARCs will annotate the roster indicating the correct status and return it to this Headquarters, ATTN: AFRC-PRR-EM, by the indicated suspense date. The MUSARCs will update SIDPERS accordingly.

b. Soldiers who have not obtained an MOS are not allowed to be transferred to the IRR. If separation from the TPU is warranted, the soldier must be discharged under the provisions of AR 135-178, paragraph 4-4. Units will forward requests for discharge through command channels to MUSARC headquarters for publication of orders. Those MUSARCs not having delegation of involuntary separation authority will forward requests to this Headquarters, ATTN: AFRC-PRR-E.

3-20. Monitor overgrade assignments and DMOSQ for soldiers not in initial entry training status

a. The USARC will monitor SIDPERS to ensure all soldiers are assigned in accordance with AR 140-10, chapter 2, that they have not violated the provisions of AR 140-10, paragraph 4-17.2, and that all such soldiers are DMOSQ in the allowable time frame.

b. The USARC will provide monthly rosters of those soldiers who are overgrade for their position and those not qualified for their DMOS to the MUSARC for action, as specified by AR 140-10, chapter 4.

c. The MUSARCs will annotate the rosters and return them to the USARC indicating the current status of the soldiers.

d. Soldiers not meeting the provisions stated above will be transferred to the IRR or to the Retired Reserve, if appropriate.

3-21. Intensively managed contingency force pool/contingency response force (CFP/CRF) units

a. The CFP/CRF units will be monitored by the USARC to ensure readiness and deployability. Specifically, soldiers within these units will be continually screened to ensure they are, and remain, deployable.

b. Individual actions will be taken, on a case-by-case basis, to improve the readiness of each individual soldier in CFP/CRF units.

c. The USARC/MUSARCs will update SIDPERS accordingly.

3-22. Foreign Language Proficiency Pay (FLPP)

a. Submit requests for FLPP through command channels to the USARC, ATTN: AFRC-PRR-EM.

b. Complete and submit DA Form 4187 with supporting documentation. Requests for FLPP will include a DA Form 330, updated DA Form 2B (PQR) authenticated by soldier, and PMOS orders.

3-23. Issuance of Requests for Conditional Release from Reserve or Guard Component (DD Form 368)

a. Soldiers' immediate commanders will recommend approval or disapproval of all DD Forms 368 and forward them, through channels, to the MUSARCs.

b. The MUSARC commanders may approve DD Forms 368 if it is in the best interest of the command and the soldier. MUSARC commanders have full authority to exercise their own judgment. *[NOTE: MUSARC commanders may not approve DD Forms 368 for Regular Army enlistment which does not comply with AR 601-210, paragraph 5-23a(1).]*

c. The MUSARC commanders may recommend disapproval of DD Forms 368 and forward them to this Headquarters, ATTN: AFRC-PRR-E for final action. *[NOTE: Disapproval of DD Forms 368 require Secretarial Authority and must be sent to Commander, ARPERCEN for final disposition. Commander, USARC has final authority for all other service components' DD Forms 368.]*

d. Commanders at all levels may not disapprove DD Forms 368, nor may they hold them. They must be expeditiously processed in accordance with the above instructions.

e. DD Forms 368 for the Health Professions Scholarship Program should be approved at MUSARC level when received.

Office Symbol (135-178)

MEMORANDUM FOR (Soldier's name, SSN, and home address)

SUBJECT: Discharge Due to Medical Disqualification for Retention

1. You have been found medically unfit for retention in the USAR in accordance with AR 40-501.
2. You are afforded the following selection of options under the provisions of AR 135-178, paragraph 12-1, due to this medical disqualification. Place your signature on the line of the option you desire.
 - a. I, **Soldier's Signature**, request a waiver of my medical condition by the Medical Review Authority at the U.S. Army Reserve Personnel Center, St. Louis, MO. (If you elect this option, also select option b or option c in the event the waiver is disapproved).
 - b. I, **Soldier's Signature**, elect transfer to the Retired Reserve.
 - c. I, **Soldier's Signature**, elect discharge from the USAR due to medical disqualification for retention.
3. You have 15 days from the date you receive this memorandum to select your option(s) and reply. Your reply should be forwarded to Commander, (your unit and mailing address).
4. We are compelled by regulation to discharge you if you fail to respond within the allotted 15 days.
5. Additional information can be provided by (name, phone number).

Commander's Signature Block

Figure 3-1. Sample format for notification of medical disqualification for retention memorandum

Chapter 4 Personnel Service and Support

4-1. Awards and decorations

a. The Awards and Decorations Program will be managed in accordance with AR 672-5-1.

b. The MUSARC commanders will ensure that their awards program is well managed, allowing deserving soldiers to be appropriately recognized in a timely manner. Commanders should place special emphasis on timely submissions of award recommendations for soldiers retiring or departing their command. This will allow sufficient time for processing and presentation of the award prior to departure.

c. Follow award approval authority (Peacetime Criteria) as outlined in AR 672-5-1, table 2-3.

d. The USARC Commander retains approval authority for retirement and posthumous Legion of Merit (LOM) recommendations, as well as for Meritorious Service Medal (MSM) recommendations submitted by MUSARC Commanders assigned to Brigadier General positions.

e. Commanders with awards approval authority are delegated disapproval authority on recommendations for the next higher award.

(1) Commanders assigned to major general positions have approval authority on award recommendations for the MSM and below. They have been delegated disapproval authority for the LOM (retirement and posthumous only).

(2) The MUSARC commanders assigned to brigadier general positions, as well as their subordinate brigadier general and colonel commanders, have approval authority on award recommendations for the Army Commendation Medal (ARCOM) and below. They have been delegated disapproval authority for the MSM.

(3) The above award authorities may not be withheld by higher commanders.

f. Forward recommendations for non-retirement award of the LOM and higher, as well as award recommendations for all general officers, through command channels, to the USARC, for review and further processing to U.S. Army FORSCOM.

g. Submission requirements for processing awards:

(1) Submit award recommendations requiring USARC approval **no earlier** than 120 days and no later than 60 days prior to departure of soldier, for PCS or retirement, or 60 days prior to the requested presentation date on achievement awards.

(2) Submit award recommendations requiring U.S. Army FORSCOM approval through channels to the USARC a minimum of 90 days prior to the requested presentation date.

(3) Submit award recommendations requiring Chief of Staff, U.S. Army approval through channels to the USARC a minimum of 120 days prior to the requested presentation date.

h. Late submission will include an explanation, signed by the MUSARC commander, as to why recommendation was not processed within imposed time constraints. In addition, commanders should be aware that awards may not be finalized in sufficient time to meet presentation date requested.

i. Award recommendations submitted to USARC for processing will include:

(1) DA Form 638, for LOM and higher, with justification (limited to one page, double-spaced for LOM) and recommendations by the soldier's chain of command;

- or -

DA Form 638-1, for MSM and below, to include recommendations by the soldier's chain of command.

(2) Currently updated copy of soldier's DA Form 2 and DA Form 2-1 or Officer Record Brief (Active Army and Active Guard Reserve officers).

(3) Current height/weight statement by soldier's immediate commander. A DA Forms 5500-R/5501-R must be included on soldiers who exceed their maximum allowable weight, but are in compliance with body fat standards.

(4) Commanders must submit a request for waiver on soldiers retiring who exceed their maximum allowable weight.

(5) In the event the commander has approved an interim award for a soldier, a copy of the order and certificate must accompany submission of award recommendation for higher level award.

j. Commanders will ensure that recommendations do not include overlapping periods or recommendations for a service/act already recognized by a previous award.

k. Forward award recommendations for State Emergency Preparedness Liaison Officer (SEPLO) and Emergency Preparedness Liaison Officer (EPLO) to the appropriate MUSARC for processing. These award recommendations will only be considered by the USARC in those instances where the commander does not have approval authority for the recommended award.

4-2. OER/NCOER monitoring

a. The USARC will monitor timeliness on all OERs/NCOERs processed by the MUSARCs through data available in SIDPERS.

b. Each MUSARC will establish "on time" reporting strategies to meet regulatory guidelines.

c. The USARC will analyze trends in late reporting or lack of reporting and will make the data available to the USARC commander, as well as to MUSARC commanders.

d. The MUSARC staff will keep their commanders informed of progress being made in this critical area.

4-3. OCONUS travel clearances

a. Process all actions in accordance with AR 1-40, the U.S. Army FORSCOM Suppl to AR 1-40 and AR 350-9.

b. The MUSARCs will submit requests for OCONUS travel to the USARC, ATTN: AFRC-PRR-S, a minimum of 70 days prior to travel. Do not forward actions directly to U.S. Army FORSCOM for processing and do not go directly to country to receive clearance.

c. Request will include:

(1) Name, SSN, position title, and security clearance information on traveler.

(2) Dates and purpose of trip.

(3) Itinerary.

(4) In-country POC and phone number.

(5) Estimated funding requirements for travel.

d. The USARC DCSPER will obtain concurrence from USARC DCSOPS and Command Group.

e. Upon receipt of concurrence, USARC DCSPER will forward approved request to U.S. Army FORSCOM.

f. The USARC DCSPER will notify MUSARC of approval/disapproval. Travel is not authorized until approval has been received.

g. The MUSARCs will submit all classified requests in accordance with DA Pamphlet 380-1. Requests will be in the format listed in subparagraph c above, but will include appropriate classification markings, as well as downgrading instructions.

4-4. OCONUS leave

a. Forward all requests for OCONUS leave through command channels to this Headquarters, ATTN: AFRC-PRR-S, for approval prior to travel.

b. Submit requests a minimum of 70 days prior to travel in the event the action requires further processing by U.S. Army FORSCOM to obtain country clearance or border crossing.

c. Include a copy of the DA Form 31 and DA Form 4187 with the request.

d. Include the following information on the DA Form 4187:

(1) Country to be visited.

(2) Dates and purpose of trip.

(3) Itinerary and mode of travel.

(4) In-country POC and phone number.

e. The USARC DCSPER will notify the MUSARC of approval/disapproval. Travel is not authorized until approval has been received.

4-5. Regimental affiliation

a. The regimental affiliation process allows Combat Arms soldiers to select the regiment of their choice. Regimental affiliation in the USAR is optional and will be

left to the discretion of the individual soldier. Combat Arms soldiers may request affiliation with an activated Combat Arms regiment consistent with their branch or primary MOS. Combat Support, Combat Service Support, and special branch soldiers are automatically affiliated with their corps or special branch.

b. Approval authority for regimental affiliation is designated at the MUSARC level and should be accomplished on DA Form 4187, Personnel Action. Instructions for the preparation and disposition of the DA Form 4187 are contained in AR 600-82.

Appendix A References

Section I Required

AR 40-501 (Standards of Medical Fitness)
Cited in paras 2-15, 2-19.

AR 135-100 (Appointment of Commissioned and w/FORSCOM Warrant Officers of the Army). Cited in Suppl 1 paras 2-8, 2-10.

AR 135-175 (Separation of Officers). Cited in paras 2-12, 2-13, 2-17, 2-19.

AR 135-178 (Separation of Enlisted Personnel). Cited in paras 3-4, 3-6, 3-10, 3-11, 3-15, 3-16 3-17, 3-19.

AR 135-205 (Enlisted Personnel Management). Cited in paras 3-1, 3-2.

AR 140-10 (Army Reserve Assignments, Attachments, Details and Transfers). Cited in paras 2-4, 2-6, 2-14, 2-18, 2-19, 3-15, 3-16, 3-20.

AR 140-50 (Army Reserve Officer Candidate Schools). Cited in para 2-10.

AR 350-9 (Oversea Deployment Training (ODT)). Cited in para 4-3.

AR 600-43 (Conscientious Objection). Cited in para 2-16, 3-8.

AR 600-82 (The U.S. Army Regimental System). Cited in para 4-5.

AR 601-25 (Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty). Cited in para 3-6.

AR 611-101 (Personnel Selection and Classification, Commissioned Officer Classification System). Cited in para 2-11.

AR 611-112 (Personnel Selection and Classification, Manual of Warrant Officer Military Occupational Specialties). Cited in para 2-11.

AR 611-201 (Enlisted Career Management Fields and Military Occupational Specialties). Cited in para 3-3.

AR 600-8-104 (Military Personnel Information Management Records). Cited in para 3-4.

AR 672-5-1 (Military Awards). Cited in para 4-1.

DA Pam 380-1 (Department of the Army Guide for Marking Classified Documents). Cited in para 4-3.

DA Pam 600-3 (Commissioned Officer Professional Development and Utilization). Cited in para 2-11.

Section II Related

AR 1-40 (Clearance Requirements and Procedures for Official Temporary Duty Travel Outside Continental United States)

AR 135-155 (Promotion of Commissioned Officers and Warrant Officers Other Than General Officers)

AR 135-180 (Qualifying Service for Retired Pay Non-regular Service)

AR 135-200 (Active Duty for Training, Annual, and Active Duty for Special Work of Individual Soldiers)

AR 135-382 (Reserve Components Military Intelligence Units and Personnel)

AR 140-111 (U.S. Army Reserve Re enlistment Program)

AR 140-158 (Enlisted Personnel Classification, Promotion, and Reduction)

AR 350-15 (The Army Physical Fitness Program)

AR 600-82 (The U.S. Army Regimental System)

AR 600-9 (The Army Weight Control Program)

AR 601-210 (Regular Army and Army Reserve Enlistment Program)

AR 623-105 (Officer Evaluation Reporting System)

AR 630-5 (Leave and Passes)

Section III Prescribed Forms

USARC Form 56-R (Promotion Qualification Statement)

Section IV Related Forms

DA Form 2 (Personnel Qualification Record - Part I)

DA Form 2B (SIDPERS Personnel Qualifications Record)

DA Form 2-1 (Personnel Qualification Record - Part II)

DA Form 31 (Request for Authority for Leave)

DA Form 71 (Oath of Office - Military Personnel)

DA Form 330 (Language Proficiency Questionnaire)

DA Form 638 (Recommendation for Award)

DA Form 638-1	(Recommendation for Award (For Other Than Valor) of Army Achievement Medal (AAM), Army Commendation Medal (ARCOM), and Meritorious Service Medal (MSM))
DA Form 1059	(Service School Academic Evaluation Report)
DA Form 1574	(Report of Proceedings by Investigating Officer/Board of Officers)
DA Form 2028	(Recommended Changes to Publications and Blank Forms)
DA Form 2464-R	(USAR Unit Vacancy Promotion Recommendations)
DA Form 3349	(Physical Profile)
DA Form 4187	(Personnel Action)
DA Form 5016-R	(Chronological Record of Military Service)
DA Form 5500-R	(Body Fat Content Worksheet - Male)
DA Form 5501-R	(Body Fat Content Worksheet - Female)
DD Form 4-series	(Enlistment/Reenlistment Document)
DD Form 220	(Active Duty Report)
SF 88	(Report of Medical Examination)
SF 93	(Report of Medical History)
DARP Form 249-1-R	(Request for Correction of Chronological Statement of Retirement Points for USAR Troop Program Unit Soldiers)
DARP Form 249-2-E	(Chronological Statement of Retirement Points)

Section V Recordkeeping Requirements

FN 1-201a

Inspection coordination files

FN 135

Army National Guard and Army Reserve files

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U.S. Army Reserve files

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Medical services files

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General personnel correspondence files

FN 601

General personnel procurement files

FN 611

Personnel selection & classification documentation

FN 623

Personnel evaluations

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Personnel absence documentation

FN 672

Decorations, awards & honors documentation

Glossary

ADTactive duty for training
 AMEDDArmy Medical Department
 AOCarea of concentration
 APLArmy Promotion List
 APFTArmy Physical Fitness Test
 ARCOMArmy Commendation Medal
 ARNG.....Army National Guard
 AWOL.....absent without leave
 CONUSA Continental United States Army
 CWOChief Warrant Officer
 DMOSQ.....duty military occupational specialty qualified
 EPLO.....Emergency Preparedness Liaison Officer
 ETSexpiration term of service
 HQDAHeadquarters, Department of the Army
 IADTinitial active duty for training
 IETinitial entry training
 IRRIndividual Ready Reserve
 LOM.....Legion of Merit
 MOSmilitary occupational specialty
 MOSQmilitary occupational specialty qualified
 MPRJ.....Military Personnel Records Jacket
 MRD.....mandatory removal date
 MSMMeritorious Service Medal
 NCOERNoncommissioned Officer Evaluation Report

OCONUS .. outside continental United States
 OCS Officer Candidate School
 OER Officer Evaluation Report
 OPMF Officer Personnel Management File
 OPMS Officer Personnel Management System
 PCS permanent change of station
 PED..... promotion eligibility date
 POC point of contact
 PQR personnel qualification roster
 PQS..... Promotion Qualification Statement
 QRB Qualitative Retention Board
 QRP Qualitative Retention Program
 RVS Request Vacancy System
 SEPLO State Emergency Preparedness Liaison Officer
 SIDPERS... Standard Installation/Division Personnel System
 SJA Staff Judge Advocate
 SRB..... Selective Retention Board
 SSN..... social security number
 TAPC Total Army Personnel Command
 TDA..... tables of distribution and allowances
 TPU..... troop program unit
 USC United States Code
 WO warrant officer