



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
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AFRC-PR (600)

21 April 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Reserve Command G-1 Commissioned Officer Initial Military Training: Accessions, Basic Officer Leader Course and Direct Commission Course Policy #135-100

1. References.

- a. Memorandum, U.S. Army Reserve Command G-1, AFRC-PR (600), 19 March 2024, Subject: Basic Officer Leader Course (BOLC) Policy
- b. Title 10, United States Code, section 10101
- c. Public Law 102-484, section 1115, 23 October 1992, as amended by Public Law 104-106, section 514, 10 February 1996, and Title 10, United States Code, section 10105, Statutory Note: section 1115
- d. Title 10, United States Code, section 671
- e. Department of Defense Instruction (DODI) 1215.06 (Uniform Reserve, Training, and Retirement Categories for the Reserve Components)
- f. Joint Travel Regulations (Uniformed Service Members and DoD Civilian Employees)
- g. Army Regulation (AR) 145-1 (Senior Reserve Officers' Training Corps (ROTC) Program: Organization, Administration, and Training)
- h. AR 135-155 (Promotion of Commissioned and Warrant Officers other than General Officers)
- i. AR 135-133 (Ready Reserve Screening, Qualification Records System, and Change of Address Reporting)
- j. AR 135-200 (Active Duty for Missions, Projects, and Training for Reserve Component Soldiers)
- k. AR 27-10 (Military Justice)

1. AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations)
 - m. AR 135-175 (Separation of Officers)
 - n. AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army)
 - o. AR 140-10 (Assignments, Attachments, Details, and Transfers)
 - p. AR 600-8-105 (Military Orders)
 - q. AR 350-1 (Army Training and Leader Development)
2. This policy supersedes reference 1a and remains in effect until suspended, rescinded, or withdrawn.
3. Purpose. Establish standardized procedures to integrate commissionees from the Reserve Officers' Training Corps (ROTC), Officer Candidate School (OCS), the Direct Commission Program (DCP), and the Early Commissioning Program (ECP) into the U.S. Army Reserve (USAR).
4. Applicability. The provisions of this policy apply to basic branch officers in the USAR, to include Adjutant General, Aviation, Chemical, Cyber, Engineer, Field Artillery, Finance, Infantry, Logistics, Military Governance Specialist, Military Intelligence, Military Police, Medical Services (67J and 70B only), Public Affairs, and Signal Corps. USARC G-1 IMT also manages the Direct Commission Course (DCC) and Basic Officer Leader Course (BOLC) requirements for designated Functional Areas (FA) (e.g., FA26, FA51, FA58) as directed by the Headquarters, Department of the Army (HQDA) G-1 Accessions Mission Letter. Specialty branch officers – including Health Professionals, Chaplains, and Judge Advocate General personnel – are managed by their designated proponent.
5. Policy.
 - a. Pursuant to reference 1b, the Reserve Components (RCs) of the United States Army are the Army National Guard of the United States and the U.S. Army Reserve.
 - b. Pursuant to reference 1c, all RC Soldiers are required to complete Initial Military Training (IMT) within 24 months of the effective date of appointment into the Selected Reserve to meet worldwide deployability standards. IMT includes commissioning source, BOLC-A (e.g. ROTC, OCS, DCC) and BOLC-B.
 - c. Pursuant to reference 1d, a Service Member (SM) may not be assigned to Active Duty on land outside the United States and its territories and possessions until the member has completed the basic training requirements of the Armed Force of which they are a member. IMT must include an initial period of active duty for training (ADT) of not less than twelve weeks.

d. Pursuant to reference 1e, the purpose of ADT orders is to provide individual or unit readiness training. ADT orders will not be used for disciplining USAR officers at BOLC or to extend officers on long-term medical care at BOLC.

e. The USARC G-1 IMT oversees all basic branch USAR officers until they successfully complete BOLC-B. After BOLC-B graduation, the Army Reserve Careers Group (ARCG) provides support and guidance and assists with the officer's career progression.

f. USARC G-1 IMT makes every effort to accommodate all officers. However, seat availability—particularly at BOLC-B—remains limited, often resulting in more officers in certain branches than available slots. Officers must be prepared to attend based on their assigned BOLC reservation date.

g. Officers will not be involuntarily transferred to another unit prior to their BOLC report date due solely to their placement in a standard excess position. Due to the lack of USAR O1 structure, HQDA G-1 Accessions Mission Letter requirements, and the number of cadets accessed into the Army Reserve after not being selected for Active Duty, some units will be filled up to 200 percent of their O2 authorizations. In rare cases, certain O2 positions may reach up to 300 percent. Placement in a standard excess position is a result of these structural constraints and does not reflect the officer's performance.

6. Responsibilities.

a. USARC G-1, IMT, Officer Management Section

(1) ROTC Branch Selection and Unit of Assignment. After receiving cadet preference data from U.S. Army Cadet Command – U.S. Army Reserve (USACC – USAR), USARC G-1 IMT Officer Management Section coordinates with the USARC G-1 Manning Division to run an automated model that assigns each cadet a branch based on sequential factors: Order of Merit List (OML) standing, branch preference, and available BOLC-B training seats. USARC G-1 transmits the results to USACC – USAR for distribution to ROTC programs and presentation during Branch Night. USARC G-1 IMT then applies the same model to align each cadet's assigned branch with a unit of assignment, using OML position, zip code preferences, and Army Reserve force structure. Each ROTC cadet will receive their branch, unit of assignment, and BOLC-B report date prior to commissioning or graduation. The only exception applies to cadets branching into Military Intelligence or Cyber, as an Interim TS/SCI or a fully adjudicated TS/SCI clearance must appear in all required data systems before BOLC-B can be scheduled.

(2) OCS Branch Selection and Unit of Assignment. USARC G-1 IMT OCS Program Managers coordinate with the USARC G-1 Manning Division to apply the same branching and assignment model used for ROTC cadets. The OCS Program Managers then provide the resulting branch and unit assignments to the Officer Management Section for BOLC-B scheduling. USARC G-1 IMT OCS Program Managers will return the awarded branch, unit

assignment, and BOLC-B report date to Officer Candidates (OCs) no later than eight weeks after the start of their OCS class.

(3) ECP Branch Selection and Unit of Assignment. Upon receiving notification from USACC – USAR of a cadet’s expected graduation from a Military Junior College (MJC), USARC G-1 IMT will assign the cadet to the closest available Troop Program Unit (TPU) to their follow-on four-year university. After graduation and commissioning from the MJC, ECP participants will be assessed as branch-immaterial second lieutenants and will not receive a branch until the final semester of their baccalaureate degree. Upon notification from Human Resources Command (HRC), Reserve Personnel Management Directorate (RPMD), Force Shaping Division (FSD), Accessions Branch (ACC), Appointments Team, and USACC – USAR, USARC G-1 IMT will include ECP second lieutenants in the same branching and assignment model used for the applicable ROTC graduating class and will schedule them for BOLC-B in accordance with their awarded branch. Pursuant to reference 1g, if the officer is released from the ECP for failure to maintain one or more requirements in the Memorandum of Understanding and ROTC contract, the officer retains their current rank and receives a memorandum releasing them from the program. USARC G-1 IMT will immediately schedule the officer for BOLC-B in a branch determined by the needs of the Army Reserve. The officer must complete BOLC-B within one year from the date of disenrollment to avoid involuntary separation. Pursuant to reference 1h, any officer removed from the ECP is required to complete civilian education requirements (e.g., baccalaureate degree) to meet promotion eligibility to captain within prescribed promotion timelines.

(4) DCP Branch Selection and Unit of Assignment. The DCP application process is managed by the U.S. Army Recruiting Division (USARD), the HRC RPMD FSD ACC Appointments Team, and the applicable branch or functional area proponent. USARD will coordinate with USARC G-1 IMT to identify a unit of assignment for each direct commission applicant. After receiving an email notification from the HRC RPMD FSD ACC Appointments Team that the rehire action has been completed in the Integrated Personnel and Pay System–Army (IPPS-A), USARC G-1 IMT will schedule each officer for DCC and BOLC-B.

(5) USARC G-1 IMT will facilitate coordination between USACC – USAR and HRC RPMD FSD ACC Appointments Team to ensure all officer accession actions are properly executed within five business days of receiving the commission packet. If the effective date of the Rehire Order in IPPS-A is more than thirty days after the effective date of the DA Form 71, USARC G-1 IMT will honor the Rehire Order’s effective date as the start point for the 24-month IMT completion requirement.

(6) Each BOLC Manager will add the newly accessed officers to the USARC BOLC Portal on Microsoft Teams and assign them preparatory tasks (e.g., complete unit-in processing, request Government Travel Credit Card (GTCC), complete BOLC Verification PAR).

(7) Each BOLC manager will submit request for orders (RFO) to HRC RPMD Budget Analysts for each BOLC class approximately 60 days prior to report date. HRC approves orders

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based on validity of information, availability of funding, and reservation confirmation in Army Training Requirements and Resources System (ATRRS).

(8) USARC G-1 IMT will build and maintain relationships with Center of Excellence (CoE) commandants, Command Sergeants Major, and USAR Liaison Non-Commissioned Officers (NCOs). Ensure direct communication between CoE and TPU on officer attendance and performance. Conduct annual Battlefield Circulation site visits to USAR BOLC CoEs to unify the enrollment process.

(9) Each BOLC manager will revoke orders for any officer who fails to report. Each BOLC manager will check ATRRS within 72 hours post-report date to ensure CoE updates the report status for each officer.

(10) USARC G-1 IMT ensures effective coordination between USACC–USAR, USARC G-2, the cadet, and the TPU staff for the initiation and tracking of TS/SCI clearances for cadets branching into Military Intelligence or Cyber. Each ROTC program will assist cadets with completing fingerprints. USARC G-2 initiates the T5 investigation in direct coordination with the cadet. Once the T5 questionnaire becomes available, the cadet must complete the eAPP Investigation Request within seven calendar days. After initiation, USARC G-2 is responsible for managing all USAR clearance actions, with units providing assistance as required after the cadet commissions as a second lieutenant. USARC G-2 will notify USARC G-1 IMT once the TS/SCI clearance is reflected in all required systems, at which point the MI/CY BOLC manager will schedule the officer for BOLC-B.

(11) USARC G-1 IMT Training Program Manager annually forecasts funding and budget requirements for the USAR officer program based on projected training seats.

(12) USARC G-1 IMT Training Program Manager projects training seats through the Structure Manning Decision Review (SMDR) with HQDA G-1 and HQDA-G/3/5/7.

(13) USARC G-1 IMT Training Program Manager participates in regularly scheduled Training Resources Arbitration Panel (TRAP) and offline TRAP meetings with HQDA G-1 to appropriate seat alterations as needed.

b. Officers of all commissioning sources

(1) Ensure the rehire order from IPPS-A is filed in their Interactive Personnel Electronic Records Management System (iPERMS) record.

(2) Report to and in-process with assigned TPU within 30 days of commissioning. Utilize BOLC Form 1-A (Unit BOLC In-Processing Checklist) in the Personnel Action Guide (PAG) (T-15-O-1) to assist.

(3) Pursuant to reference 1i, officers must report any changes in their primary residence address to their immediate commander no later than the next unit training assembly.

(4) Complete and sign the DA Form 4187 in the PAG (T-15-O-1). Work with unit administrative personnel to submit an Admin Records Correction PAR in IPPS-A and route it to the correct User-Defined List (UDL). USARC G-1 IMT must receive the completed document 60 to 180 days prior to the BOLC/DCC report date to ensure the address on the BOLC/DCC order is correct and to prevent denial of Basic Allowance for Housing (BAH) due to an address discrepancy between the lease or mortgage and the BOLC order.

(5) Review the BOLC/DCC order upon upload to iPERMS to verify the address. If the address on the BOLC order differs from the current lease or mortgage, immediately contact the appropriate BOLC manager. Submit address amendment requests using the same process as the initial BOLC verification (PAG T-15-O-1) and identify the discrepancy on the order using a DA Form 4187. USARC G-1 IMT must receive the formal request in IPPS-A no later than ten business days before the BOLC report date. Pursuant to reference 1j, all amendments must be published before the report date listed on the BOLC order. Once the officer reports, orders may only be amended with approval from the Commanding General, HRC.

(6) Use the Defense Travel System (DTS) Set-Up Guide to submit the travel authorization to the HRC RPMD DTS Team. Officers are not authorized to travel without an approved DTS authorization. The Line of Accounting (LOA) provided by HRC will no longer be available after the BOLC report date. Submit travel voucher within five business days of BOLC graduation date. Officers graduating from a Permanent Change of Station course (CY and AV) are granted ten business days for out-processing under normal circumstances.

c. Assigned Troop Program Unit

(1) Verify that all officers have an updated Soldier Talent Profile (STP) in IPPS-A, an updated ATRRS profile, an active GTCC, an active DTS account linked to the assigned TPU, and a minimum-security clearance level of "SECRET." CY and MI BOLC officers must secure and reflect at least an Interim – TS/SCI Clearance or a fully adjudicated TS/SCI in all data systems prior to requesting verification of their BOLC-B reservation.

(2) Assist the officer with completing and signing the BOLC in-processing checklist and DA Form 4187 in PAG T-15-O-1. Submit an Admin Records Correction PAR in IPPS-A and route it to the correct UDL. USARC G-1 IMT must receive the completed document 60 to 180 days prior to the BOLC/DCC report date.

(3) Ensure updates or verifications of the officer's primary residence are completed using a DA 5960 and by updating both the mailing and permanent residence addresses in the "Modify a Person" tab in IPPS-A. All updates to the officer's IPPS-A profile must be finalized no later than ten business days before the BOLC report date.

(4) Fund any travel voucher arrangements or entitlements not authorized by HRC (e.g, rental car) on the officer's submitted DTS voucher. Provide a unit Centrally Billed Account authorized by the Command's Agency Program Coordinator for all officers unable to secure a GTCC prior to submission of DTS authorization. Approve the officer's travel voucher with HRC LOA provided in the officer's authorization within five business days of the BOLC graduation date.

(5) Every effort should be made to provide newly accessed officers with Lodging-in-Kind and/or Inactive Duty Training – Reimbursement Program benefits, even if the officer is in a standard excess status.

7. Procedures.

a. CoE Recycle Requests, Dismissals, and Training Status

(1) USARC G-1 IMT determines the possibility of USAR officers recycling by analyzing factors such as the officer's time-in-service, previously attempted courses, and available funding. USARC G-1 IMT will not process BOLC order amendments for recycles or reschedules that were not approved by USARC G-1 IMT. Additionally, order amendments without a corresponding ATRRS course reservation will not be processed.

(2) The CoE must notify the branch-specific BOLC manager of the intent to process a Dismissal Notice or memorandum for any USAR officer within 24 hours of a board-scheduled meeting, deficiency, failure, unbecoming conduct, or any other cause preventing course completion. The CoE must also inform USARC G-1 IMT if an appeals process is initiated and provide the expected duration of that process.

(3) ADT orders will not be extended using USARC G-1 IMT funds for any purpose other than training. USARC G-1 IMT will terminate all ADT orders funded by this office effective the beginning of the day on which the officer reaches 72 hours in a non-training status.

(4) Pursuant to reference 1k, any costs associated with disciplining USAR officers will be paid by Military Personnel, Army, and Operations and Maintenance, Army appropriations. If the CoE or Installation Management Command (IMCOM) desires to retain the officer on involuntary active duty for actions related to the Uniform Code of Military Justice (UCMJ), they will follow the IMCOM's established procedures to request that the IMCOM Commander order the officer to involuntary active duty. If findings are favorable and the officer is cleared to resume training, the CoE will notify USARC G-1 IMT to restart the ADT order. If findings are unfavorable, the IMCOM order will end, the officer will return to their TPU, and the unit will coordinate with its local Office of the Staff Judge Advocate (OSJA) to complete the punishment phase.

(5) If an officer requires extensive medical treatment that places them in a non-training status for more than 72 hours, their ADT order will be terminated with instructions for the CoE

to pursue an IMCOM order for the purposes of medical treatment. The process is initiated with a duty status determination. Pursuant to reference 11, the Line of Duty (LOD) determination process serves as the basis for authorizing orders and medical treatment or evaluation.

b. Branch Transfers

(1) Voluntary pre-BOLC branch transfers are not authorized. USARC G-1 IMT will reject voluntary pre-BOLC branch transfer requests and revoke any pre-BOLC branch transfers approved outside of this office.

(2) USARC G-1 IMT may involuntarily transfer pre-BOLC officers into non-specific branches to ensure completion of initial military training within 24 months of commissioning, based on the needs of the Army Reserve.

(3) Completing a TPU-to-TPU transfer to a position that does not match the officer's assigned branch does not constitute a branch transfer.

c. BOLC Cancellation/Reschedule Requests and No-Shows

(1) BOLC reservations are firm. While cancellations are not permitted, a one-time date exchange with an eligible officer may be requested at least 45 days prior to the report date.

(2) Requests submitted or unresolved within 45 days prior to the report date require O-7 review and endorsement. The officer will remain enrolled in the current course until USARC G-1 IMT receives a memorandum signed by the first O-7 in their chain of command. All requests are reviewed on a case-by-case basis. Submission does not guarantee approval.

(3) Each BOLC manager maintains a short notice list for officers who wish to attend BOLC at an earlier date. Officers must navigate to the USARC BOLC Portal on Microsoft Teams to fill out the required form.

(4) USARC G-1 IMT determines the possibility of rescheduling an officer who fail to report for BOLC. All officers who fail to report to their assigned BOLC class are required to submit a written request for reschedule, signed by the first O-7 in their chain of command, within 30 days of their failed report date. If the O-7 memorandum is received, officers who fail to report will be rescheduled in accordance with the commissioning date and the first available BOLC vacancy. Dates of preference will not be honored.

d. 24-Month IMT Requirement Waiver Requests

(1) Officers will submit requests for a waiver to exceed the 24-month requirement using a THRU memorandum addressed to the Secretary of the Army. The memorandum must include signatures from each level of the officer's chain of command, including the Major Subordinate Command (MSC) commander. The memorandum must cite the reasons why the officer cannot

complete training in accordance with the 24-month training requirement and must provide the projected date of completion.

(2) USARC G-1 IMT must receive requests for waivers no later than 18 months of service from the date of commission. Waiver requests received after that date will not be considered and will be returned without action.

(3) USARC G-1 IMT will forward all requests for waiver received in accordance with paragraph 6d(2) of this policy from the Chief of the Army Reserve to the DCS G-1, for endorsement no later than 20 months from the date of commission.

e. Involuntary Separation

(1) USARC G-1 IMT will directly track officers who fail to meet statutory training requirements using an automated report that pulls information from multiple Army Human Resource Systems (e.g., RCMS, IPPS-A, ATRRS). At 18 months post-commission, USARC G-1 IMT will contact the officer and their chain of command to notify them that the officer will be separated in six months for failure to complete BOLC. Pursuant to reference 1m, the officer's consent is not required for this type of separation. If no response is received and no effort is made by the officer to be rescheduled for BOLC, at 20 months post-commission, USARC G-1 IMT will initiate an Admin Records Correction PAR in IPPS-A and route it to the USARC DCG for final approval of involuntary separation. Upon final approval, USARC G-1 IMT will create a separation order with an effective date corresponding to the officer's 24-month mark. The characterization of service will be honorable.

(2) Officers disenrolled from programs not managed by USARC G-1 IMT—such as the Educational Delay Program, Health Professional Scholarship Program, Medical/Dental School Stipend Program, or Early Commissioning Program—must complete BOLC within 12 months of their disenrollment date to avoid involuntary separation. Each officer is responsible for working with their unit to request BOLC enrollment through USARC G-1 IMT. The Army Reserve will assign branches to these officers based on current operational needs and available BOLC seats.

8. The point of contact for this memorandum is CPT Jared M. Wollenschlager, USARC G-1 Resource Management Division, Initial Military Training, Officer Management Team Chief at (928) 992-0887 or usarmy.usarc.usarc-hq.mbx.g1-imt-officer-team@army.mil.

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