



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG NC 28310-5010

AFRC-PRP (140-10)

22 August 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Reserve (USAR) Policy and Procedures for Mandatory Removal Date (MRD) Management for Troop Program Unit (TPU) Officers and Warrant Officers

1. References: See Enclosure 1.
2. This memorandum supersedes references 1 through 5 of Enclosure 1.
3. Purpose. The purpose of this memorandum is to consolidate and update policies for the management of MRD for TPU officers and warrant officers. This memorandum also provides guidance and procedures for MRD removal and requests for retention beyond MRD. This policy applies to Troop Program Unit (TPU) officers and warrant officers under the command and control of the United States Army Reserve Command (USARC) and all TPU Army Medical Department (AMEDD) officers regardless of unit of assignment, unless otherwise stated.
4. Compliance with MRD policy. Each officer and warrant officer must comply with MRD policy as prescribed in this memorandum and in applicable law and regulation. Commanders will ensure proper management of, and compliance with, this MRD policy. Command responsibilities for MRD management are at Enclosure 2.
5. Mandatory removal. Remove TPU officers and warrant officers from active status upon attaining maximum age or maximum years of service, whichever comes first, unless retained or removed in accordance with applicable law or regulation. Removal from an active status is by voluntary or involuntary transfer to the Retired Reserve or by discharge, whichever is applicable. Procedures for establishing the MRD are at Enclosure 3.
 - a. In no case will an officer be retained beyond their MRD without proper authority. If it is discovered that an officer or warrant officer has passed their MRD due to administrative error and has not been removed, the USARC Major Subordinate Command (MSC) will notify the officer of their pending removal and submit a request to remove the officer.

(1) The supporting Readiness Division (RD) will publish removal orders for those officers who are eligible for transfer to the Retired Reserve. The USARC G-1, Officer Management Branch, will publish discharge orders on officers not eligible for

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transfer to the Retired Reserve. The 7th and 9th Mission Support Commands and the 311th Signal Command (Theater) (SC(T)) will forward requests through their appropriate Area Commander to the approval authority.

(2) The effective date of removal will be 30 days from the date of discovery of the error, 30 days from notification to the officer or warrant officer, or 30 days from the orders publication date, whichever is later. Providing the officer with a copy of the orders 30 days in advance of removal is sufficient notice. Removal orders will not be backdated.

b. Officer or warrant officer requests for retention beyond MRD should arrive at the USARC G-1 (AFRC-PRP) not later than 12 months in advance of MRD. Submitting a request for retention does not stop removal.

c. Requests for retention beyond MRD require MSC commander endorsement. Officers assigned to USARC units will submit their requests via the appropriate HR personnel system through the MSC to the USARC G-1 (AFRC-PRP) for appropriate action. With the exception of requests for AMEDD officers, the 7th and 9th Mission Support Command and 311th SC(T) will forward requests through their appropriate Area Commander to the approval authority. All requests for TPU AMEDD officers will be submitted to the USARC G-1 for appropriate action.

d. The unit will initiate requests for USARC TPU AMEDD officers. Prior to submittal to the MSC for approval, requests will be sent to the AMEDD Professional Management Command (APMC) for verification of licensure and other requirements. The APMC will process the requests through their respective MSC for forwarding to the USARC G1. The 7th and 9th Mission Support Commands and 311th SC(T) will forward requests for TPU AMEDD officers to the USARC G-1 for appropriate action.

e. USARC G-1 will return incomplete packets for corrections. Commands are authorized to return a request for corrections that are required to make the request administratively correct; however, they are not authorized to disapprove the request.

6. Removal for maximum age. Unless removed earlier under applicable law or policy, remove officers and warrant officers upon attaining maximum age. The effective date for maximum age removal is the last day of the month in which the officer attains maximum age. Army policy requires removal upon attaining age 60. Exceptions to age 60 removal are noted in paragraph 8 of this policy. Except as

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noted in paragraph 8, the approval authority for exceptions to maximum age removals is the ASA (M&RA). Procedures for processing exceptions to maximum age removal are at Enclosure 4.

7. Removal for maximum years of commissioned service. Commissioned officers are removed from active status upon attaining maximum years of commissioned service (YCS), unless earlier removal is required or retention is authorized under provision of law. Exceptions to maximum YCS removal are noted in paragraph 8 of this policy. Except as noted in paragraph 8, the approval authority for exceptions to maximum YCS removals is the ASA(M&RA). Procedures for processing exceptions to maximum YCS removal are at Enclosure 4.

a. Remove LTCs and promotable MAJs on the first day of the month following the month in which they attain 28 YCS.

b. Remove COLs and promotable LTCs on the first day of the month following the month in which they attain 30 YCS.

c. Maximum years of service removal for officers in the ranks of MAJ and below will be under the provisions of applicable laws and policies. Set initial MRD for commissioned officers as the first day of the month following the month in which they attain 28 YCS. If a MAJ or below attains 28 YCS and has not yet been twice considered for promotion, set the MRD to the last day of the month in which the officer attains age 60. Set initial MRD for warrant officers as the last day of the month in which the officer attains age 60.

(1) Upon selection for promotion to LTC, set a MAJ MRD to 28 YCS rounded to the first day of the following month. This might necessitate immediate removal of the officer as required for officers in the rank of LTC.

(2) Set the MRD for twice non-selected for promotion (2XNS) officers in the ranks of MAJ, CPT, 1LT, CW3, or CW2 according to the instructions in paragraph 9 below.

8. Exceptions to removal for maximum age or maximum years of service.

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a. With approval, AMEDD officers and Chaplains may be retained beyond age 60 or beyond maximum YCS until the end of the month in which they attain the age of 68.

(1) Approval authority for retention of AMEDD officers beyond age 60 up to age 68 to include USARC, 7th Mission Support Command, 9th Mission Support Command and the 311th Signal Command (Theater) is the Chief of Army Reserve/Commanding General (CAR/CG), USARC. As an exception, the CAR/CG USARC may approve AMEDD Medical Service (MS) Corps officers with Areas of Concentration (AOC) 67 or 70 series up to age 62. The CAR/CG, USARC delegated this authority to the Deputy Chief of Army Reserve and USARC Deputy Commanding General. The ASA (M&RA) may retain select AMEDD officers beyond age 68 (or 62 for applicable MS officers) on a case-by-case basis. Process officers with AOCs 67/70 series in accordance with the paragraphs below. Officers in the ranks of MAJ and below who have been twice non-selected for promotion to the next rank are not eligible for retention under this provision.

(2) Approval authority for Chaplains is Office of the Chief of Chaplains (OCCH) acting on behalf of the ASA (M&RA). Chaplains are eligible for retention beyond age 60 and/or maximum years of commissioned service until the end of the month in which they attain age 68. See reference 7 within Enclosure 1.

b. Based on the needs of the USAR, the USARC G-1, or their delegated representative, may retain USARC TPU warrant officers to age 62 years and 60 days on behalf of the USARC Commander. The 7th and 9th Mission Support Commands and 311th SC(T) will forward requests through their appropriate Area Commander for approval.

c. Voluntary Selective Continuation (VOL SELCON) for deployment to a Hostile Fire/Imminent Danger Pay Area (HFIDPA).

(1) The USARC G-1, on behalf of the USARC Commander, may retain officers in the rank of LTC and COL who are assigned to units that have been alerted for deployment to a HFIDPA under the authority of United States Code, Title 10, Subsection 12302, for the period covered by the orders plus 90 days. The retention period may not exceed 33 YCS for LTC or 35 YCS for COL or maximum age.

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(2) If the request for VOL SELCON is not approved, the officer will not deploy with the unit or will return from deployment at least 90 days prior to their scheduled MRD. Requests submitted for officers who do not meet the above criteria will be returned without further action.

(3) Voluntary SELCON does not apply to any type of Active Duty for Operational Support (ADOS).

d. Voluntary SELCON for deployment to a non-HFIDPA. Officers in the rank of LTC and COL who are assigned to units that have been alerted for deployment under the authority of United States Code, Title 10, Subsection 12302, but not to an HFIDPA may request retention as in 8c above as an exception to policy (ETP). Approval authority for Voluntary SELCON ETP is the ASA(M&RA).

e. Request for retention beyond MRD of Army Promotion List (APL) and Judge Advocate General Corps officers (JAGC) beyond maximum YCS. The Secretary of the Army delegated MRD disapproval authority to the CG, USARC for USARC TPU APL officers that meet certain criteria (see reference 16). The ASA (M&RA) may, based on the needs of the Army, retain APL/JAG officers in the rank of LTC and COL for a period not to exceed 33 YCS for LTC or 35 YCS for COL. The period of retention may not extend beyond age 60 (See paragraph 9b(5) below for SELCON of LTCs not selected for promotion to COL).

f. APL/JAGC retention beyond age 60 MRD. The CG, USARC has been delegated disapproval authority for requests from APL officers that meet certain criteria (see reference 16). Based on the needs of the Army, the ASA(M&RA) may approve the retention of APL and JAGC officers beyond age 60 up to the maximum age. Maximum age for APL/JAGC officers is the last day of the month in which the officer attains age 62. Maximum YCS limitations apply as in paragraph 8e above.

g. Military Technician (MILTECH) Retention. Based on the needs of the Army Reserve, the CAR may retain an officer who is employed as a MILTECH for whom Reserve unit membership is a condition of employment beyond maximum years of service up to age 60. Procedures for requesting and processing MILTECH requests will be according to reference 11 of Enclosure 1. The USARC Civilian Personnel Management Office manages MILTECH retention and is the point of contact for those actions.

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h. Active Federal Service (AFS) sanctuary. Reserve officers attaining 18 or 19 years of AFS may request to be accessed into the Active Component (AC) Army. Reserve officer YCS MRD no longer applies when the officer has been accessed into the AC. Accession to the AC for AFS sanctuary is managed by the U.S. Army Human Resources Command (HRC). Eligible officers and warrant officers may apply through the HRC website.

i. TPU Sanctuary.

(1) Do not remove officers and warrant officers having 18 or 19 qualifying years of service (QYS) for non-regular retired pay without their consent prior to their attaining 20 QYS for retired pay. Officers with 18 QYS granted TPU sanctuary must attain 20 QYS within three years of attaining 18 years. Officers with 19 QYS granted TPU sanctuary must attain 20 QYS within two years of attaining 19 years. Retention for sanctuary is processed by the applicable Readiness Division.

(2) TPU Sanctuary does not extend beyond maximum age. Maximum age for APL and JAGC officers is the end of the month in which the officer attains age 62. Maximum age for TPU Sanctuary for Chaplains and AMEDD officers is the end of the month in which the officer attains age 68. Maximum age for warrant officers is the day on which they attain age 62 plus 60 days. Readiness Division commanders may approve TPU sanctuary up to maximum age.

(3) The provisions of TPU sanctuary do not apply to officers or warrant officers who have been recommended for involuntary separation for cause as a result of the findings of a duly constituted board of inquiry (show-cause board).

j. Retention beyond MRD for Physical Disability Evaluation. The ASA(M&RA) may retain officers beyond MRD until 30 days after completion of medical processing or maximum age, whichever occurs first. Do not retain a warrant officer for physical disability processing for more than four months beyond attaining maximum age.

(1) Officers must initiate retention requests for physical evaluation and disability entitlements prior to the officer's MRD. Retention beyond MRD is not authorized for officers whose physical evaluation and disability entitlements determination is initiated after MRD.

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(2) Retention is authorized only when physical evaluation and disability entitlements determination cannot be completed before the date of the officer's MRD. Retention is not authorized for medical care and is only for those whose physical evaluation requirement is due to injury or illness incurred in the line of duty.

(3) Officers and warrant officers whose injury was not incurred in the line of duty may request to be retained beyond MRD for physical disability processing; however, approval authority must approve the request prior to MRD.

9. Mandatory removal of officers and warrant officers who are twice non-selected for promotion (2XNS). Procedures for processing removal of 2XNS officers are at Enclosure 5. Officers in the ranks of MAJ and below who have been twice non-selected for promotion to the next rank cannot request to be retained beyond MRD, with the exception of TPU sanctuary.

a. Except as noted below, remove 2XNS officers in the rank of MAJ, CPT, 1LT, CW3, or CW2 from an active status. Their MRD is the first day of the seventh month after the board approval date, unless retained by another provision of law.

(1) Retain officers in the rank of 1LT or CPT who are 2XNS and who have not completed their original statutory military service obligation (SMSO) until the day following completion of their SMSO. Soldiers incur an SMSO for 8 years upon original enlistment or appointment as a member of the Armed Services. For non-scholarship Reserve Officers' Training Corps (ROTC) officers commissioned prior to 31 Oct 13 and officers commissioned via other sources, time spent as an enlisted, warrant, or commissioned officer in a uniformed service is creditable toward the SMSO. For all other ROTC officers, officers incur an 8-year SMSO regardless of previous time spent as an enlisted, warrant, or commissioned officer in a uniformed service. Input the date on which they will complete their SMSO as Retained Beyond MRD in the personnel database. If the officer completes their SMSO prior to the first day of the seventh month after the board is approved, separate the officer according to 9a above, unless retained by another provision of law or policy.

(2) Retain Army Medical Department (AMEDD) officers in the rank of 1LT and CPT who are 2XNS for promotion and who are contractually obligated participants in the Specialized Training Assistance Program (STRAP) until the day after they complete their STRAP contractual obligation or their MSO completion, whichever is later, unless retained by another provision of law. Input the date on which they will

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complete their MSO as Retained Beyond MRD in the personnel database. If the STRAP obligation or MSO is completed prior to the first day of the seventh month after the month in which the board is approved, separate the officer according to 9a above, unless retained by another provision of law or policy.

(3) Remove officers in the rank of MAJ on the first day of the month after the month in which the officer completes 20 YCS, or the first day of the seventh month after the board is approved, whichever is later, unless retained by another provision of law or policy. Input the first day of the month after the month in which the officer completes 20 YCS as Retained Beyond MRD in the personnel database.

(4) Remove warrant officers in the ranks of CW2 and CW3 twice non-selected for promotion on the first day of the seventh month after the board approval date unless retained under another provision of law or policy.

(5) Removal of twice non-selected officers or warrant officers who are serving on active duty orders.

(a) Release from active duty (REFRAD) officers or warrant officers serving on active duty orders published under the authority of U.S. Code, Title 10, Section 12301(d) Active Duty for Operational Support (ADOS)) who are twice non-selected for promotion while on orders no later than 90 days prior to the established separation date. Being on ADOS orders does not suspend removal, applicable public law may further retain or direct removal.

(b) Retain officers or warrant officers who are twice non-selected for promotion while serving on active duty orders published under the authority of U.S. Code, Title 10, Section 12302 (Involuntary Activation for Contingency Operations) until 90 days after the end of the activation. These officers remain subject to removal or retention under other applicable laws or policies.

b. Selective continuation (SELCON) of officers 2XNS for promotion. The Secretary of the Army, via a board action, may select officers in the rank of LTC, MAJ, CPT and warrant officers in the ranks of CW3 or CW2 who are 2XNS for continuation as noted below. Retain officers and warrant officers only for the period authorized by the SELCON and remove them on the last day of the month at the end of the SELCON period, unless retained or removed by another provision of law. Officers selected for SELCON are ineligible to apply for further retention beyond the

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SELCON period. The SELCON period is the authorized SELCON period or maximum age. Procedures for processing 2XNS SELCON are at Enclosure 6.

(1) If approved for SELCON, officers in the ranks of CPT may serve up to 20 YCS. Set the MRD as the first day of the seventh month after the month in which the board results were approved. Set the "Retained Beyond MRD" as the last day of the month in which the officer completes 20 YCS. The SELCON period is 20 YCS or maximum age, whichever is earlier (see 9b above for maximum age).

(2) If approved for SELCON, officers in the rank of MAJ may serve up to 24 YCS. Set the MRD as the first day of the seventh month after the month in which the board results were approved. Set the "Retained Beyond MRD" as last day of the month in which the officer completes 24 YCS. The SELCON period is 24 YCS or maximum age, whichever is earlier (see paragraph 9b for maximum age).

(3) If approved for SELCON, warrant officers in the rank of CW2 may serve up to 11 years of warrant officer service. Set the MRD as the first day of the seventh month after the month in which the board results were approved. Set the "Retained Beyond MRD" as last day of the month in which the officer completes 11 years of warrant officer service. The SELCON period is 11 years of warrant officer service or maximum age, whichever is earlier (see paragraph 9b for maximum age).

(4) If approved for SELCON, warrant officers in the ranks of CW3 may serve up to 20 years of warrant officer service. Set the MRD as the first day of the seventh month after the month in which the board results were approved. Set the "Retained Beyond MRD" as the last day of the month in which the officer completes 20 years of warrant officer service. The SELCON period is the date the warrant officer completes 20 years of warrant officer service or maximum age whichever is earlier (see paragraph 9b for maximum age).

(5) If approved for SELCON, officers in the rank of LTC may serve up to the time authorized by the SELCON not to exceed 33 YCS. Set the MRD as the first day of the month after the month in which the officer attains 28 YCS. Set the "Retained Beyond MRD" as the last day of the month after the month in which the officer completes the SELCON. The SELCON period is the last day of the month the officer completes the approve SELCON, maximum age, or 33 YCS, whichever is earlier (see paragraph 9b for maximum age).

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c. Unless an officer indicates otherwise, assume acceptance of the SELCON period. If an officer does not decline SELCON, they are ineligible for further retention through requesting exception as outlined in section 8, a. and b. of this policy. If an officer elects to decline SELCON, they must indicate so prior to the commencement of the SELCON period. The SELCON period commences on the second day after the seventh month following the approval of the SELCON board results. If the officer wishes to be removed after the commencement of the SELCON period, they must either tender an unqualified resignation or request voluntary transfer to the Retired Reserve, if eligible.

d. Temporary retention of officers pending a Special Selection Board (SSB). Army regulatory guidance authorizes temporary retention in an active status for a period of up to 12 months for officers that are pending a decision from an SSB. For 1LTs, CPTs and MAJs, the CG, USARC is the approval and disapproval authority. For LTCs, the approval and disapproval authority rests with ASA (M&RA). If approved, retain the officer until the SSB makes a final determination and either selects the officer for promotion or affirms the officer's failed promotion status, not to exceed 12 months.

10. Retaining officers beyond MRD for medical/physical disability evaluation to include those Soldiers assigned to the Soldier Recovery Unit (SRU). An officer may request deferral of retirement or separation if referred for physical disability evaluation prior to the prescribed date for retirement or separation. For more detailed information, see reference 17 (enclosure 12).

a. For officers who have not been on active duty orders for 30 days or more, the request must be submitted through the officer's chain of command to the HQDA DCS, G-1 for approval/disapproval. The HQDA G-1, Director of Military Personnel Management (DMPM) will take final action on requests.

b. For officers that have been on an active duty order for 30 days or more, the request will be submitted through the Military Treatment Facility (MTF) to the Office of the Surgeon General (OTSG) no earlier than 60 days and no later than 30 days prior to the separation date for Soldiers in the Disability Evaluation System (DES). MTFs will submit MRD requests on Soldiers extended for clinical reasons (i.e., hospitalization) as soon as it is known that an extension is necessary.

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c. Officers will not be discharged or transferred to the retired reserve if they are enrolled in the IDES process and have initiated a request for MRD deferral due to a pending medical evaluation board (MEB) or physical evaluation board (PEB).

11. Processing timeline for retention beyond MRD requests is enclosure 7.

12. Impact of involuntary removal due to MRD on retired grade. Officers involuntarily removed are exempt from the requirement to serve either six months (O1 to O4) or three years (O5 and above) in grade. Officers removed due to MRD must serve a minimum of 185 days, or 6 calendar months, in grade to be eligible to retire at that grade. Warrant officers must serve a minimum of 31 days to retire at their current grade. Final grade determination will be made by HRC at the time that the officer is transferred to the Retired Reserve.

13. This policy remains in effect until superseded or rescinded.

14. For additional information, contact Mr. Patrick Cannon, USARC DCS G-1 Officer Management Branch, at (910) 570-8775 or patrick.a.cannon.civ@army.mil.

FOR THE COMMANDER:

- 12 Encls
1. References
 2. RD and MSC Responsibilities
 3. Establishing MRD
 4. Requesting Retention Beyond Maximum Age or Maximum Years of Service
 5. Removal for 2XNS
 6. SELCON Retention
 7. MRD Deferral Processing Timeline
 8. ASA (M&RA) Memo, 31 Oct 07
 9. OCAR Memo, 7 May 19
 10. ASA (M&RA) Memo, 19 Aug 08
 11. Secretary of the Army Memo, 18 Mar 15
 12. MEDCOM Memo, 20 May 22

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USARC XOs
USARC DIR/DEP/CH/ASST
OCAR Directors & Deputies

References

1. U.S. Army Reserve Command, AFRC-PRP memorandum (Extension Beyond Mandatory Removal Date (MRD) for Army Reserve Troop Program Unit (TPU) Officers), 1 Feb 13.
2. Office of the Chief of Army Reserve, DAAR-HR memorandum (Warrant Officer Mandatory Removal Date (MRD) - Army Reserve Troop Program Unit (TPU) Computation, Retention Past MRD Criteria and Application), 31 Jan 11.
3. U.S. Army Reserve Command, AFRC-PRP memorandum (Extension Beyond Mandatory Removal Date (MRD) for Army Reserve Troop Program Unit (TPU) Officers – Change 1), 9 May 16.
4. Office of the Chief of Army Reserve, DAAR-HR memorandum (Clarification of Voluntary Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels under the Provisions of Section 14701, Title 10 United States Code), 21 Sep 09.
5. Office of the Chief of Army Reserve, DAAR-HR memorandum (Voluntary Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels under the Provisions of Section 14701, Title 10 United States Code), 19 Sep 08.
6. AR 135-180 (Qualifying Service for Retired Pay Nonregular Service).
7. AR 135-32 (Retention in an Active Status after Qualification for Retired Pay).
8. AR 140-10 (Assignments, Attachments, Details, and Transfers).
9. AR 635-40 (Disability Evaluation for Retention, Retirement, or Separation).
10. Assistant Secretary of the Army Manpower and Reserve Affairs, SAMR-PO memorandum (Mandatory Removal Date (MRD) - Maximum Age for Reserve Component (RC) officers (Colonels and Below)), 31 Oct 07 (Encl 8).
11. Office of the Chief of Army Reserve, DAAR-ZA memorandum (Army Reserve Military Technician Program Policy and Guidance), 7 May 19 (Encl 9).
12. Assistant Secretary of the Army Manpower and Reserve Affairs, SAMR-PO memorandum (Voluntary Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels under the Provisions of Section 14701, Title 10 United States Code), 19 Aug 08 (Encl 10)

References (cont.)

13. Secretary of the Army, memorandum (Army Directive 2015-17 (Reinstatement of Separation for Two-Time Nonselection for Promotion and Implementation of Selective Continuation Boards for U.S. Army Reserve Warrant Officers)), 18 Mar 15 (Encl 11).
14. U.S. Army Reserve Command, AFRC-PRP memorandum (Reassignment of Army Reserve Troop Program Unit (TPU) Soldiers to the Retired Reserve), 26 Jan 18.
15. Office of the Chief of Army Reserve, DAAR-HR memorandum (Delegation of Authority #20-05: Final Action for Retention Beyond Mandatory Removal Date for Army Medical Department Officers), 21 October 2020.
16. Assistant Secretary for the Army Manpower and Reserve Affairs, SAMR memorandum (Delegation of Authority to Disapprove Requests for Deferral of Separation due to Mandatory Removal Date for U.S. Army Reserve (USAR) Officers), 17 September 2021.
17. United States Army Medical Command, MCZX memorandum (Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders), 20 May 2022 (Encl 12).
18. Ready Reserve, Title 10, U.S. Code, Section 14701.

USARC G-1, RD and MSC Responsibilities for MRD Management

1. USARC G-1.

a. Provides policy and guidance on the management of MRD status for TPU officers assigned under USARC. USARC G-1 will assist in the updating of changes to MRD data utilizing the Reserve Database Management System (RDMS) as required.

b. Process requests for deferrals of MRD sent from the RDs and MSCs to USARC G-1 and provide status on any pending action on request. Distribute decision memorandums to the RDs and MSCs via email for further dissemination and filing in the officer's Interactive Personnel Electronic Records Management System (iPERMS). If the request was submitted via ePAT, upload the decision memorandum and complete the action in ePAT.

c. Publish discharge orders for TPU officers under USARC that reach MRD and do not have enough years to retire. The RDs will send requests for orders for these officers to the USARC G-1 for order publication.

d. Distribute orders back to the RD and MSC for further dissemination and filing in the officer's iPERMS.

2. The Readiness Division (RD). Continually monitor officer and warrant officer MRD status within their region and take action as necessary.

a. Manage MRD data within the applicable personnel databases and personnel records. Update changes to MRD data via the RDMS. Only the RD or the USARC G-1 may change MRD data in RDMS.

b. File retention and removal documents in personnel records to include the Army Military Human Resource Record (AMHRR) through iPERMS.

c. Semiannually provide MRD data rosters to the MSCs within their region.

d. Notify selectively continued (SELCON) officers and warrant officers of their SELCON status and will update their MRD data accordingly. Similarly, the RD will notify and adjust the MRD data for officers and warrant officers who have been twice non-selected for promotion (2XNS) and have not been SELCON.

e. Publish and distribute orders as required to remove officers or warrant officers due to MRD. Remove via transfer to the Retired Reserve for officers eligible to receive retired pay.

USARC G-1, RD and MSC Responsibilities for MRD Management
(continued)

f. Forward requests for removal by discharge to the USARC G-1. The appropriate Area Commander will publish discharge orders on officers assigned to the 7th or 9th MSC, and 311th TSC.

g. Publish orders removing an officer or warrant officer through transfer to the Retired Reserve due to MRD as soon as 90 days, but not later than 30 days in advance of the required removal date or 30 days from notification of pending removal, whichever is later. Provide the officer with a copy of the orders 30 days prior to the removal date.

h. Removal due to MRD is an involuntary action. A request for voluntary transfer to the Retired Reserve is not required for MRD removal. Issue removal orders as soon as 90 days but not later than 30 days in advance of the removal. The RD will hold requests received more than 90 days from the removal effective date in suspense until the earliest date at which orders can be published.

i. File removal (transfer or discharge) orders in the officer's AMHRR through iPERMS.

j. Send requests for orders for removal by discharge due to MRD to the USARC G-1. Only the USARC G-1 will publish discharge orders on officers and warrant officers. Requests must arrive at the USARC G-1 not later than 90 days in advance of the effective date of removal. The USARC G-1 will provide orders to the MSC for distribution to the officer and chain of command for inclusion in the officer's official records. The appropriate Area Commander will publish discharge orders on officers assigned to the 7th or 9th MSC and 311th TSC.

3. U.S. Army Reserve Command Major Subordinate Commands (MSC).

a. Continually monitor officer and warrant officer MRD status within their command and take appropriate and timely action to ensure compliance with applicable laws and policies. MSCs/units will include MRD verification during the annual Personnel Records Review.

b. Will identify which removals are required within the following 24 months and will take appropriate actions including those noted below.

c. Notify officers and warrant officers within 18 months of MRD of their pending removal and advise officers of appropriate action. Appropriate action may include:

(1) Request correction to MRD record data, if required.

(2) Request correction to retirement point data, if required.

USARC G-1, RD and MSC Responsibilities for MRD Management
(continued)

- (3) Request transfer to the Retired Reserve, if eligible.
- (4) Request discharge, if required.
- (5) Request to be retained beyond MRD, if eligible.

d. Ensure units initiate removal action on officers and warrant officers who are within 90 days of MRD. The MSC will notify the officer or warrant officer of their required removal. The officer or warrant officer will be removed as required.

(1) Initiate or ensure the officer's unit initiates, on the officer's behalf, a request for reassignment to the Retired Reserve and retirement recognition for officers and warrant officers who are eligible for transfer to the Retired Reserve but have not submitted a retirement request. Removal due to MRD is an involuntary action. No request from the officer or warrant officer is required. The MSC will notify the servicing Readiness Division (RD) to process the officer for transfer to the Retired Reserve.

(2) If the officer is not eligible for transfer to the Retired Reserve, the MSC will send a request to the USARC G-1 (AFRC-PRP) to process the officer for discharge. USARC G-1 will process discharge orders will be published for officers under the command and control of the USARC. The appropriate Area Commander will publish discharge orders on officers assigned to the 7th or 9th MSC and 311th TSC.

(3) If the MRD has passed, remove the officer by transfer to the Retired Reserve, if eligible, or by discharge. Removal will be 30 days from the date of discovery, 30 days from notification, or 30 days from the orders publication date, whichever is later. Providing the officer with a copy of the orders 30 days in advance of removal is sufficient notice.

c. Remove officers and warrant officers approved for retention beyond MRD at the end of the authorized retention period.

d. Notify officers and warrant officers when their MRD changes. Notify officers and warrant officers whose MRD has changed so as to require immediate removal or pending removal. Do not remove sooner than 30 days from notification. Provide the officer with a copy of the orders 30 days prior to removal date.

e. Ensure that requests to retain an officer beyond MRD arrive at the USARC not later than 12 months in advance of the officer's MRD. Requests submitted fewer than 12 months in advance of the MRD require a letter of lateness from the MSC commander. The letter of lateness will explain why the request is late and detailing

USARC G-1, RD and MSC Responsibilities for MRD Management
(continued)

steps taken to remediate late submissions. Do not delay processing for a letter of lateness.

f. Request and coordinate with the supporting Readiness Division when corrections to an officer or warrant officer's MRD data is needed.

Establishing the Mandatory Removal Date (MRD)

1. References required for establishing the MRD. See Attachment 1 to Enclosure 3.
2. Removal is established by law and policy as the **earlier** of maximum age or maximum years of commissioned service (YCS). Unless earlier removed or retained under provision of law or policy, remove officers when they attain maximum YCS or maximum age, whichever is earlier.
 - a. Maximum Age: The effective date for maximum age removal is the last day of the month in which the officer attains maximum age. Army policy requires removal upon attaining age 60. Exceptions to age 60 removal are noted in paragraph 8 of the base memorandum.
 - b. Maximum Years of Commissioned Service:
 - (1) Remove LTCs and promotable MAJs on the first day of the month following the month in which they attain 28 YCS.
 - (2) Remove COLs and promotable LTCs on the first day of the month following the month in which they attain 30 YCS.
 - (3) Maximum years of service removal for officers in the ranks of MAJ and below will be under the provisions of applicable laws and policies. Set initial MRD for commissioned officers as the first day of the month following the month in which they attain 28 YCS. If a MAJ or below attains 28 YCS and has not yet been twice considered for promotion, set the MRD to the last day of the month in which the officer attains age 60. Set initial MRD for warrant officers as the last day of the month in which the officer attains age 60.
 - (4) Maximum YCS does not apply to warrant officers.
3. Use the AHRC Form 871 (Mandatory Removal Date Computation) to calculate MRD. The AHRC Form 871 is Attachment 2 to Enclosure 3.
4. Calculate MRD for Maximum Age: The officer's date of birth (DOB) from birth certificate plus 60 years, rounded to the last day of the birth month.

Example: DOB 12 Nov 73, MRD for maximum age 30 Nov 33.
5. Calculate MRD for Maximum YCS:
 - a. Find the date of initial appointment from the earliest appointment instrument and/or DA Form 71 (should be in iPERMS) and add either 28 years (2LT-LTC) or 30 years (COL), rounded to the first day of the month past the appointment month.

Establishing the Mandatory Removal Date (MRD) (Continued)

Example: Appointment date is 15 May 12, MRD for maximum service 1 Jun 40 (2LT-LTC) or 1 Jun 42 (COL).

b. See the instructions below for officers in the ranks of 2LT-MAJ and CW2-CW3 who have been twice non-selected for promotion.

6. Adjust MRD for non-creditable service. The chart at Attachment 3 to Enclosure 3 defines creditable and non-creditable service. As a general rule, any duty performed as a commissioned officer in any component is creditable toward years of commissioned service. See Attachment 4 to Enclosure 3 for instructions on crediting education delay. **Note:** When calculating non-creditable service, use a 30 day month and/or 360 day year.

Example: Officer's appointment date in the ARNG is 15 May 12. Officer spent 3 years in the Inactive National Guard. Add 3 years to the officer's commissioned service date. Adjusted MRD is 1 Jun 43 (2LT-LTC) or 1 Jun 45 (COL).

Example: Officer commissioned in the Active Component Navy 1 Jun 92. Discharged 31 Oct 02. Enlisted in the USAR 1 Nov 02. Appointed as a warrant officer in the USAR 1 Oct 07. Commissioned in the ARNG 1 Jun 12. Transferred to the USAR 16 Aug 13. The time from 31 Oct 02 to 31 May 12 (9 years and 7 months and 1 day) is considered a break in commissioned service and gets added into the original date of commissioning (1 Jun 92). The officer's new commissioned service date is 02 Jan 02. The MRD based on 28 YCS 1 Feb 30. **Note:** Only the years as a commissioned officer are creditable for YCS, time as a warrant officer is not counted. **Note:** Changes in status (e.g., transfer as an officer between services or components) do not impact creditable YCS. **Note:** Break is calculated as follows,

11 17
2012 05 31 (day prior to ARNG commission)
- 2002 10 31 (day of Navy discharge)
09 07 0 (period of service)
+1 (add inclusive day)

Total break in service is 9 years, 7 months and 1 day (Note: If days equal 29 or less, month does not change. If days equal 30 or more change to 0 and round up the month. If month equals 12, change to 0 and round up year)

7. Once established, the YCS MRD for LTC or COL does not change unless there is a creditable break in service.

Establishing the Mandatory Removal Date (MRD) (Continued)

8. Reduce maximum YCS MRD for officers in the ranks of MAJ and below if twice non-selected for promotion (2XNS).

a. CW2/CW3/1LT/CPT/MAJ: Set to the 1st day of 7th month after the approval of the promotion board results.

Example: 2XNS CW2/CW3/1LT/CPT/MAJ, board approval date 2 Feb 18, new MRD 1 Sep 18.

b. Set MRD for officers in the rank of MAJ who have not completed 20 YCS to the 1st day of 7th month after the approval date of the promotion board results. Administrators will update the officer's Retained Beyond MRD to the 1st day of the month after the month in which the MAJ completes 20 years commissioned service.

9. Enter MRD and Reason Code in appropriate database. Enter all dates as year, month day (YYYYMMDD). If removal is for max age, use Reason Code A. If removal is for max YCS, use Reason Code B. If removal is for max time in grade (including 2XNS), use Reason Code C.

10. The supporting Readiness Division (RD) is responsible for maintaining MRD data within the applicable personnel databases.

4 Attachments

1. References required for establishing the MRD
2. AHRC Form 871
3. Service Creditable and Non-Creditable toward YCS
4. Crediting Education Delay

References Required for Establishing the MRD

1. Maximum age.
 - a. U.S. Code, Title 10, Sections 1164, 14509, 14515, and 14703.
 - b. AR 135-175, paragraph 4-3a(2).
 - c. AR 140-10, paragraph 7-3.
2. Maximum years of service.
 - a. U.S. Code, Title 10, Sections 14507, 14508, 14514, 14701, and 14703.
 - b. AR 135-175, paragraph 4-3a(3).
 - c. AR 140-10, paragraph 7-2.
3. Creditable years of commissioned service.
 - a. U.S. Code, Title 10, Section 14706.
 - b. DoD Financial Management Regulation Volume 7A, Chapter 1.
 - c. AR 135-180, paragraph 2-3 and appendix B.
 - d. AR 140-10, paragraph 7-2b and 7-2d.
 - e. Assistant Secretary of the Army Manpower and Reserve Affairs, SAMR-PO memorandum (Exclusion of Chaplain Candidate Service from the Computation of Years of Service for Mandatory Retirement Date (MRD)), 28 Dec 04.

MANDATORY REMOVAL DATE (MRD) COMPUTATION

(AR 140-10)

NAME _____ DATE OF COMMISSIONING _____

SSN _____ DATE OF BIRTH _____

GRADE _____ BRANCH _____ DATE ATTAINED AGE 60 _____

MRD FOR LIEUTENANT COLONEL AND LOWER

	Year	Month	Day
1. Date of initial appointment			
2. Total Breaks in Service (Use exact years, months, days)			
3. * Educational Delay (JAG/AMEDD/CH)			
4. Authorized Service Time upon reaching grade of LTC	28	00	00
5. Add 1, 2, 3 and 4 for Basic Date			
6. Mandatory Removal Date (1st day of the following month in which officer reaches Basic date)			01
7. Date You Reach Age 60			
8. Last Day of the Month in which he/she becomes 60 years of age			
9. MRD is earlier date (item 6 or item 8)			

MRD FOR COLONELS

	Year	Month	Day
1. Date of Initial Appointment			
2. Total Breaks in Service (Use exact years, months, days)			
3. * Educational Delay (JAG/AMEDD/CH)			
4. Authorized Service Time	30	00	00
5. Add 1, 2, 3 and 4 for Basic Date			
6. Mandatory Removal Date (1st day of the following month in which officer reaches Basic date)			01
7. Date You Reach Age 60			
8. Last Day of the Month in which he/she becomes 60 years of age			
9. MRD is earlier date (item 6 or item 8)			

*** Check with Career Manager to see if educational delay law of Title 10 USC Section 14706 applies.**

Service Creditable and Non-Creditable toward YCS

<u>Creditable Service</u>	<u>Non-Creditable</u>
Assignment as a commissioned officer in Selected Reserve to include Troop Program Unit (TPU) and Active Guard Reserve (AGR)	Standby Reserve - Inactive Status List
Assignment as a commissioned officer in USAR Control Groups: Individual Ready Reserve (IRR), Annual Training (AT), Officer Active Duty Obligor (OADO), and Individual Mobilization Augmentee (IMA)	Retired Reserve
Standby Reserve - Active Status List	Inactive Army National Guard
Army National Guard or Air National Guard	US Army Retired List, Permanent and Temporary Disability Retired List, and Army of the United States (AUS) Retired List
Navy, Marine Corps, Coast Guard, or Air Force Reserve	Retiree Recall – retired officers who are ordered to active duty from the Retired Reserve or the retired list under Section’s 688(a), 12301(a), or 12301(d) and serves in his or her retired status. A Soldier transferred from the Retired Reserve back to the Ready Reserve under provisions of Section 10145 (not a recalled retiree). Their service would be counted towards their commissioned service
Active Component service with the Army, Air Force, Navy, Marine Corps, or Coast Guard	Service while in the Active Duty Obligor (OADO) Control Group participating in an advanced education program for appointment in a special branch (Medical, Chaplain, or Judge Advocate General). Officer must not perform any paid duty as a commissioned officer in an active status during the period of education delay. The officer must be appointed to the special branch immediately following completion of the advanced education.

Crediting Education Delay

1. Judge Advocate General Corps and Army Medical Department Officer

Condition	Exclude	Remarks
Officer performs service in student status assigned to Ready Reserve Control Group (Officer Active Duty Obligator (OADO))	Yes	Provided that: - officer performs no other service , e.g. service in a SELRES TPU, while in student status; and, - degree is first professional degree required for appointment in a special branch; and, - service in student status occurs before commencing initial service on active duty or in Ready Reserve status in specialty resulting from degree
Officer performs service in student status assigned to Ready Reserve Control Group (Officer Active Duty Obligator (OADO)) and officer performs no other duty but degree is not first professional degree required for appointment in a special branch	No	Degree obtained in student status must be the first professional degree required for appointment in the specialty branch service
Service in student status assigned to Ready Reserve Control Group (Officer Active Duty Obligator (OADO)) and officer performs other service while in student status	No	This service is outside the professional specialty resulting from the degree, therefore the service in the student status is not excludable
Officer independently pursues graduate level studies while on active duty or in Ready Reserve status	No	Officer is not in recognized student status
Service as an ROTC SMP Cadet	No	Period of service as SMP cadet must be deducted from otherwise excludable service. Service as ROTC/SMP cadet is credited under provisions of 10 USC §2106(c).
Service performed on active duty or in Ready Reserve in other than a student status prior to service in student status	No	Active duty and Ready Reserve service prior to student status is not excludable

Crediting Education Delay (Continued)

2. Chaplain and Chaplain Candidate Officers

Condition	Exclude	Remarks
<p>Officer is / was in an educational program that leads to their being branched as a Chaplain. Officer was commissioned prior to or during educational process. Officer held a reserve commission and was managed by the Reserve manager of the Chaplain branch during their educational status.</p>	<p align="center">Yes</p>	<p>Officer was commissioned prior to or during time period of transcripts. Officer must not have been mobilized, served in a TPU or served on active duty other than for reserve training related to degree program for the Chaplain branch. Any year that officer was on active duty other than for training noted above will be counted towards their MRD. Example: Officer was branched as a Military Intelligence officer via ROTC. While in college the officer applies to seminary and is accepted. The officer begins his / her studies and transfers into the Chaplain Candidate program and is managed by the Reserve CH branch manager or NG as a chaplain candidate. The officer is placed on ADT orders during the three summer breaks from Seminary and works alongside chaplains at Active Army chaplain offices. The officer completes Seminary in three years and is branched as a Chaplain. The officer would have three years towards pay, three years towards a reserve retirement (the three summers of ADT) and zero years towards MRD. The officer will be available to the Army for up to 30 years of commissioned Chaplain service. Officer must be in a reserve status to qualify for change in their MRD.</p>
<p>Officer is / was in serving in a TPU while an educational program that leads to their being branched as a Chaplain.</p>	<p align="center">AR - Yes NG - No</p>	<p>Depends on component. Army Reserve (AR) - exclude. National Guard (NG) - do not exclude (except as below). Officer must be non-deployable and managed by the Reserve manager of the Chaplain branch or the JFC chaplain during their educational status. NG TPU soldiers with a valid documented education delay are categorically non-deployable and the years in education delay status are excludable.</p>

Crediting Education Delay (Continued)

Officer independently pursues graduate degree while serving on Active Duty or in a TPU.	No	Officer is not in recognized student status
Officer serves as an ROTC·SMP Cadet while pursuing a graduate degree to become a Chaplain Officer.	No	Period of service as SMP cadet must be deducted from otherwise excludable service. Service as ROTC SMP cadet is credited under provisions of 10 USC 2106(c).
Officer performed service on active duty or in the ready reserve other than that of a student.	No	Service performed on active duty in a branch unrelated to the educational status of the student will count towards the officer's MRD.
Service performed on active duty or in Ready Reserve in other than a student status prior to entering a degree program.	No	All commissioned service will count toward the officer's MRD except while a student. Example: An officer was an ROTC student and was commissioned after ROTC as an Armor officer. The officer serves four years on active duty then leaves active duty and joins the Reserve. The officer applies to a graduate school of ministry and applies for the chaplain candidate program. The officer serves as a chaplain candidate for four years while pursuing a Master of Divinity degree. During those four years the officer is sent by the Reserve chaplain branch manager on an ADT tour each summer under the supervision of a chaplain. After graduation the officer is branched as a chaplain and assigned to a TPU. The officer serves the rest of his/ her career in a TPU. The first four years are counted toward his/her MRD, but the next four years as a chaplain candidate would not count.

Requesting Retention Beyond Maximum Age or Maximum Years of Service MRD

1. References required for requesting retention beyond MRD. See Attachment 1 to Enclosure 4.

2. Remove officers and warrant officers upon attaining maximum age or maximum years of service.

a. Unless removed earlier under provision of law or policy, Army policy requires removal upon attaining age 60. The effective date for maximum age removal is the last day of the month in which the officer attains maximum age. Accomplish removal via transfer to the Retired Reserve, if eligible, or discharge if ineligible for transfer to the Retired Reserve. Exceptions to maximum age are addressed in paragraph 8 of the based memorandum.

b. Unless removed earlier under provision of law or policy, Army policy requires the removal of commissioned officers upon attaining maximum years of service. Exceptions to maximum years of service removal are noted below. The effective date for maximum years of service is the first day of the month following the month in which the officer attains maximum years of service. Accomplish removal via transfer to the Retired Reserve, if eligible, or by discharge if ineligible for transfer to the Retired Reserve. Exceptions to maximum years of service removal are noted below.

3. Processing requests for retention beyond MRD for maximum age or maximum service is as indicated below.

a. Requests must arrive at the USARC G-1 (AFRC-PRP) no later than 12 months prior to the officer attaining MRD for age or service. Processing time from initiation to receipt at USARC G-1 (AFRC-PRP) must not exceed 90 days. Requests received fewer than 12 months in advance of MRD require a memorandum of lateness. The memorandum of lateness will include the reason for the lateness and actions taken to preclude future occurrences. Do not delay processing for a memorandum of lateness. The memorandum may be submitted afterward. Subordinate commands do not return requests without action. Commands are authorized to return a request for corrections; however, they are not authorized to disapprove the request. USARC G-1 will not process requests received after an officers MRD and will return it without further action.

b. All requests will include the following documents together as a single PDF file. Additional required documents are as noted in the applicable paragraphs below.

(1) DA Form 4187 prepared according to the applicable example.

(2) AHRC Form 871 (Mandatory Removal Date Computation).

(3) DA Form 5016 (Chronological Statement of Retirement Points).

Requesting Retention Beyond Maximum Age or Maximum Years of Service MRD
(continued)

(4) Unit Manning Report showing officer or warrant officer in authorized position.

(5) MEDPROS print out showing last physical exam.

(6) DA Form 705 showing APFT less than 6 months old at the time of the Request (or commander's statement for officers over age 60 if no APFT).

(7) DA Form 5500 or 5501, if applicable.

(8) Soldier Record Brief/Officer Record Brief/Automated Record Brief.

(9) Memorandum from requesting officer or warrant officer justifying retention. The officer may enter the justification on the DA Form 4187 rather than submitting a separate memorandum. A memorandum is strongly encouraged.

c. Upon receipt of the response from the determining official, the USARC G-1 will forward the response to the Soldier's request to the MSC and servicing RD. The MSC will forward the response through the Soldier's chain of command to the Soldier.

d. The supporting Readiness Division (RD) will:

(1) Upon approval, update the Soldier's "Retained Beyond MRD" and "Reason Retained" fields to reflect the authorized retention period indicated on the approval memorandum. Do not change the officer's MRD. File the approval instruments in the Soldier's iPERMS.

(2) If not approved, process the Soldier for transfer to the Retired Reserve or request discharge as appropriate and file the instrument in the Soldier's iPERMS.

3. Army Medical Department (AMEDD) officer retention. See paragraph 8a of base memorandum. Process AMEDD requests as follows:

a. Officer prepares DA Form 4187 according to the example at Attachment 2 to Enclosure 4.

b. In addition to the documents required by paragraph 2c above, the following completed documents must accompany the requesting DA Form 4187:

(1) HRC Form 4109 (Request for Extension of Mandatory Removal Date). (Attachment 3 to Enclosure 4.)

(2) Copy of current (unexpired) state medical license.

Requesting Retention Beyond Maximum Age or Maximum Years of Service MRD
(continued)

c. Process request as per paragraph 3 above. The USARC G-1 will forward the request to CAR/CG USARC, or his/her delegate, for action on behalf of the ASA(M&RA) or to the ASA(M&RA), as appropriate.

4. Chaplain retention. Chaplains are eligible for retention beyond age 60 and/or maximum years of commissioned service until the end of the month in which they attain age 68. Chaplain requests are processed as follows:

a. The Reserve Component Integration (DACH-RCI) office, in the Office of the Chief of Chaplains (OCCH) holds an annual advisory panel to review and evaluate the records of Army Reserve Chaplains applying for MRD retention and make recommendations to the Chief of Chaplains, who makes all final retention decisions.

b. The OCCH sends the MOI for the annual advisory panel to all eligible Chaplains. Requests are processed in accordance with the MOI through the chain of command for command and chaplain endorsement. The MSC will forward completed requests to the Chaplain Career Manager at the OCCH.

5. TPU Sanctuary. Do not remove officers and warrant officers having 18 or 19 qualifying years of service. See paragraph 8 i. of base memorandum. Process TPU Sanctuary requests as follows:

a. Officer prepares a DA Form 4187 according to the example at Attachment 5 to Enclosure 4.

b. Officer submits the DA Form 4187 and Retirement Points Statement through their chain of command to the MSC.

c. The MSC will verify and endorse the request to the supporting RD.

d. The supporting RD will:

(1) Verify the request and issue a memorandum to the Soldier authorizing retention as indicated above. The memorandum will establish a date when TPU Sanctuary will end based on the Soldier's most current Retirement Points Statement. The memorandum will reiterate the requirements and limitations as indicated in paragraph 5 above.

(2) File the Sanctuary memorandum and request in the Soldier's Army Military Human Resource Record (AMHRR) via iPERMs.

(3) Update the Soldier's personnel database record to indicate Retained Beyond MRD to the date established in the memorandum, Reason Code E. Do not change the MRD.

Requesting Retention Beyond Maximum Age or Maximum Years of Service MRD
(continued)

(4) Transfer the officer to the Retired Reserve upon attaining 20 creditable years. Do not remove the officer until the Notification of Eligibility for Retired Pay (Twenty Year Letter) is posted to the officer's records.

6. Retention beyond MRD for Physical Disability Evaluation. See paragraph 8 j. of base memorandum. Process MEB retention requests as follows:

a. Officers must have a line of duty determination prior to requesting retention beyond MRD for PED purposes. Both in the line of duty (ILD) and not in the line of duty (NLD) on a validated P3 profile qualify for consideration for MRD extension. However, NLD MRD for PED extensions are at the discretion of the ASA(M&RA). A NLD determination will not stop MRD removal unless approved prior to the MRD by the ASA(M&RA). An ILD determination on a P3 profile stops removal regardless of ASA(M&RA) action prior to removal date.

b. Soldier prepares DA Form 4187 according to Attachment 6 to Enclosure 4.

c. The following completed documents must accompany the requesting DA Form 4187:

(1) Memorandum from the Army Reserve Medical Management Center verifying referral to the Medical Evaluation Board (MEB).

(2) Verified DA Form 3349, Physical Profile, showing a P3 profile.

(3) DD Form 2870, Authorization for Disclosure of Medical or Dental Information, signed by Soldier.

(4) DA Form 5016 (Chronological Statement of Retirement Points)

(5) Retention Beyond Mandatory Removal Date (MRD) for Physical Disability Determination Request Checklist. (Attachment 7 to Enclosure 4.)

d. Process request as per paragraph 2 above. Initiate the action in ePAT, but send the documents by encrypted email to the USARC G-1 (AFRC-PRP) MRD policy POC. The USARC G-1 will forward the request to the Army G-1 for ASA(M&RA) determination.

7. Warrant officer retention beyond age 60. Based on the needs of the USAR, a warrant officer may be retained to age 62 years and 60 days. Process warrant officer extensions as follows:

a. Warrant officer prepares DA Form 4187 according to Attachment 8 to Enclosure

Requesting Retention Beyond Maximum Age or Maximum Years of Service MRD
(continued)

b. The documents identified at paragraph 2c above will accompany the requesting DA Form 4187:

c. Process request as per paragraph 2 above.

d. Upon receipt of approval, the USARC G-1 will publish an authorizing memorandum and issue orders (Format 159) retaining the warrant officer in an active status. Format 159 orders will not be published for warrant officers who will not attain 20 QYS prior to attaining age 62 and 60 days. The USARC G-1 will forward the orders and memorandum to the MSC and servicing RD. The MSC will forward the response through the Soldier's chain of command to the Soldier.

e. The RD will process response as in paragraph 2 above.

8. Voluntary Selective Continuation (VOL SELCON) for deployment. See paragraph 8 c. and d. of base memorandum. Requests for VOL SELCON will be processed as follows:

a. Officer prepares DA Form 4187 according to Attachment 9 to Enclosure 4.

b. In addition to the documents identified in paragraph 2c above, the following completed documents must accompany the requesting DA Form 4187:

(1) DA Form 4856 (Developmental Counselling Form) showing officer has been counselled as to VOL SELCON by the first General Officer commander in my chain of command. (Attachment 10 to Enclosure 4.)

(2) Unit alert notification or mobilization orders, as applicable.

(3) Recommendation memorandum from MSC commander.

c. Process request as per paragraph 2 above. The USARC G-1 will review and make a determination. If the request requires an ETP, the USARC G-1 will forward the request to the Army G-1 for ASA(M&RA) action.

d. Process the response as in paragraph 2 above.

9. Request for Army Promotion List and Judge Advocate General Corps officer retention beyond YCS or maximum age MRD (APL/JAGC SELCON). See paragraph 8 e. and f. of base memorandum. Requests for APL/JAGC retention beyond MRD will be processed as follows:

a. Officer prepares DA Form 4187 according to Attachment 11 to Enclosure 4.

Requesting Retention Beyond Maximum Age or Maximum Years of Service MRD
(continued)

b. The documents identified at paragraph 2c above must accompany the requesting DA Form 4187.

c. Process request as per paragraph 2 above. The USARC G-1 will forward the request to the Army G-1 for ASA(M&RA) determination.

d. Process response as in paragraph 2 above.

10. Military Technician (MILTECH) Retention. See paragraph 8 g. of base memorandum.

a. The USARC Civilian Personnel Management Officer (CPMO) will forward response to the Soldier's request to the MSC and servicing RD. The MSC will forward the response through the Soldier's chain of command to the Soldier.

b. Process response as in paragraph 2 above.

10 Attachments

1. Required References
2. DA Form 4187 prepared for AMEDD retention request.
3. AHRC Form 4109
4. DA Form 4187 prepared for TPU Sanctuary request.
5. DA Form 4187 prepared for MEB/PEB retention request.
6. Retention Beyond Mandatory Separation for Medical Care Request Checklist.
7. DA Form 4187 prepared for WO maximum age retention request.
8. DA Form 4187 prepared for VOL SELCON.
9. DA Form 4856 prepared for VOL SELCON.
10. DA Form 4187 prepared for APL retention request.

**References Required for Requesting Retention Beyond Maximum Age or
Maximum Years of Service MRD**

1. Retention of AMEDD and Chaplain officers.
 - a. U.S. Code, Title 10, Section 14703.
 - b. AR 135-32, paragraphs 5 thru 8.
 - c. AR 140-10, paragraphs 7-14c and 7-16 thru 7-21.
2. Retention for TPU Sanctuary.
 - a. U.S. Code, Title 10, Sections 12646 (commissioned officers) and 1164 (warrant officers).
 - b. AR 140-10, paragraphs 7-14b (commissioned officers) and 7-14o(5)(b) (warrant officers).
3. Retention beyond MRD for physical disability evaluation processing.
 - a. U.S. Code, Title 10, Sections 14519 (commissioned officers) and 1164 (warrant officers).
 - b. AR 135-175, paragraphs 1-16a (warrant officers) and 1-16i (commissioned officers).
 - c. AR 140-10, paragraph 7-14q.
 - d. AR 635-40, paragraphs 6-2 and 6-3.
4. Warrant officer maximum age retention.
 - a. U.S. Code, Title 10, Section 1164.
 - b. AR 135-32, paragraphs 5a(1), 8e(5), and 8e(6).
 - c. AR 140-10, paragraph 7-14o(5).
5. Voluntary Selective Continuation (VOL SELCON) for deployment.
 - a. U.S. Code, Title 10, Section 14701.

b. Assistant Secretary of the Army Manpower and Reserve Affairs, SAMR-PO memorandum (Voluntary Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels under the Provisions of Section 14701, Title 10, United States Code), 19 Aug 08.

6. Army Promotion List officer retention beyond maximum years of service.

a. U.S. Code, Title 10, Section 14701.

b. AR 135-155, paragraph 4-34g.

7. Military Technician Retention.

a. U.S. Code, Title 10, Section 14702.

b. AR 140-10, paragraph 7-14m.

c. Office of the Chief of Army Reserve, DAAR-ZA memorandum (Army Reserve Military Technician Program Policy and Guidance), 7 May 19.

Removal of Officers Twice Non-Selected (2XNS) for Promotion

1. References required for removal of 2XNS officers. See Attachment to Enclosure 5.
2. Officers and warrant officers in ranks MAJ and CW3 and below who are twice non-selected for promotion to the next grade and who have not been selected for continuation (SELCON) will be removed as indicated in paragraph 9 of base memorandum:

Upon receipt of the promotion board results, the RD will process officers in ranks below LTC and CW4 who have been 2XNS as follows:

- a. Notify the officer and warrant officer and the Soldier's MSC of their 2XNS status and inform them of their options as a 2XNS Soldier. If the exceptions noted above (MSO, STRAP, or 20 YCS) apply, the notice will include notification of the new removal date.

- b. Reset the Soldier's MRD to the first day of the seventh month after the month in which the board president approved the report of the board that considered the officer for the second time. **Example:** Board approval date is 20180202, therefore new MRD 20180901.

- c. For those officers who meet the exceptions noted above:

- (1) For 1LTs or CPTs who have not completed their SMSO or who have a STRAP obligation, set the MRD to the first day of the seventh month after the month in which the board president approved the report of the board which considered the officer for the second time **and** the Retained Beyond MRD date to the day after the Soldier completes their MSO or STRAP obligation.

- (2) For MAJs who have not completed 20 YCS, set the MRD to the first day of the seventh month after the month in which the board president approved the report of the board which considered the officer for the second time **and** the Retained Beyond MRD date to the first day of the month after the month in which the MAJ completes 20 YCS.

- d. Removal of twice non-selected officers or warrant officers who are serving on active duty orders. See paragraph 9 a.(5) of base memorandum.

- e. Publish or request and distribute orders removing the Soldier from active status as appropriate. Only the USARC G-1 will publish discharge orders on officers and warrant officers. The appropriate Area Commander will publish orders on Soldiers assigned to the 7th MSC, 9th MSC, and 311th TSC.

Attachment

References Required for Removal of 2XNS Officers

1. Removal of 2XNS officers in the rank of MAJ.
 - a. U.S. Code, Title 10, Section 14506.
 - b. AR 135-175, paragraph 4-3a(5)(c).
 - c. AR 135-155, paragraphs 4-30 and 4-33.
 - d. AR 140-10, paragraphs 7-2i and 7-6b.
2. Removal of 2XNS officers in the rank of CPT.
 - a. U.S. Code, Title 10, Section 14505.
 - b. AR 135-175, paragraph 4-3a(5)(b).
 - c. AR 135-155, paragraphs 4-30 and 4-33.
 - d. AR 140-10, paragraphs 7-2j and 7-6b.
3. Removal of 2XNS officers in the rank of 1LT.
 - a. U.S. Code, Title 10, Section 14504.
 - b. AR 135-175, paragraph 4-3a(5)(b).
 - c. AR 135-155, paragraphs 4-30 and 4-33.
 - d. AR 140-10, paragraphs 7-2k and 7-6b.
4. Removal of 2XNS officers in the ranks of CW2 and CW3.
 - a. AR 135-175, paragraph 4-3a(5)(a).
 - b. AR 135-155, paragraphs 4-30 and 4-33.
 - c. AR 140-10, paragraph 7-6b.
 - d. Secretary of the Army, memorandum (Army Directive 2015-17 (Reinstatement of Separation for Two-Time Nonselection for Promotion and Implementation of Selective Continuation Boards for U.S. Army Reserve Warrant Officers)), 18 Mar 15.

Selective Continuation (SELCON) Retention

1. References required for establishing the MRD of SELCON officers. See Attachment to Enclosure 6. See paragraph 9 b. of base memorandum.

2. Upon receipt of the 2XNS SELCON board results, the RD will process officers who have been SELCON as follows:

a. Notify the officer or warrant officer and the Soldier's MSC of their SELCON status including the date to which the Soldier has been retained.

b. Reset the Soldier's MRD to the first day of the seventh month after the board approval date of the board that considered the officer for the second time. **Example:** Board approval date is 20180202, therefore new MRD 20180901.

c. Set the "Retained Beyond MRD" date to the last day of the month in which the Soldier completes the period of SELCON as authorized above. When age 60 occurs first, set the "Retained Beyond MRD" date to the last day of the month in which the Soldier attains age 60. Retention beyond age 60 will be considered on a case-by-case basis. Retention will not extend beyond age 62 for non-AMEDD commissioned officers, 68 for Chaplain and AMEDD (except MS 67 and 70) commissioned officers, and 62 and 60 days for warrant officers. Retention beyond age 60 is not automatic and is authorized only under applicable laws.

d. File the SELCON memorandum in the Soldier's official records.

3. Selective Continuation (SELCON) as LTC by Secretary of the Army Board action. Concurrent with consideration for promotion to COL, officers who are qualified for promotion to COL but are not selected will be considered for SELCON. If approved for SELCON, officers in the rank of LTC may serve up to the time authorized by the SELCON not to exceed 33 YCS. Set the "Retained beyond MRD" date as the last day of the month in which the officer completes 30 YCS or age 62 for non-AMEDD officers, 68 for Chaplain and AMEDD (except MS 67 and 70) officers. Upon receipt of the SELCON board results, the RD will process officers who have been SELCON as follows:

a. Notify the officer and the officer's MSC of their SELCON status including the date to which the officer has been retained.

b. Set the Retained Beyond MRD date to the first day of the month after the month in which the Soldier completes the period of SELCON as authorized above.

c. File the SELCON memorandum in the Soldier's official records.

Attachment
Required References

References Required for Establishing the MRD of SELCON Officers

1. SELCON as LTC.
 - a. U.S. Code, Title 10, Section 14701.
 - b. AR 135-155, paragraph 4-34g.
2. SELCON as MAJ.
 - a. U.S. Code, Title 10, Sections 14701.
 - b. AR 135-175, paragraph 4-3a(5)(c).
 - c. AR 135-155, paragraph 4-34c.
 - d. AR 140-10, paragraph 7-2i(2).
2. SELCON as CPT.
 - a. U.S. Code, Title 10, Sections 14701.
 - b. AR 135-175, paragraph 4-3a(5)(b).
 - c. AR 135-155, paragraph 4-34c.
 - d. AR 140-10, paragraph 7-2j(2).
3. SELCON as CW2 and CW3.
 - a. AR 135-175, paragraph 4-3a(5)(a).
 - b. Secretary of the Army, memorandum (Army Directive 2015-17 (Reinstatement of Separation for Two-Time Nonselection for Promotion and Implementation of Selective Continuation Boards for U.S. Army Reserve Warrant Officers)), 18 Mar 15.

MRD Processing Timeline

When	Who	What	Notes
24 Months from MRD	Owning Command	Identify and notify officers who will reach MRD in the next 24 months.	Command will request update/correction of MRD data from supporting RD.
18 Months from MRD	Officer/Warrant Officer	Initiate request for retention beyond MRD, if eligible.	Request must reach MSC NLT 90 days from initiation.
12 Months from MRD	MSC	Submit MRD retention request to USARC G-1 (AFRC-PRP)	Request must reach USARC G-1, through ePAT NLT 45 days from receipt at MSC.
6 - 12 Months from MRD	USARC G-1	Submit MRD retention request to approval authority.	Submit requests to approval authority within 30 days of receipt, but not more than 12, or fewer than 6, months from MRD. Requests received within 90 days of MRD may be returned without action.
3 Months from MRD	Readiness Division (RD) or USARC G-1	Publish and distribute removal orders.	RD will publish transfer to Retired Reserve order for eligible officers. USARC G-1 will publish discharge orders.
Upon Receipt	USARC G-1 /RD/ MSC	Distribute MRD retention documents and update records.	RD update Soldier's records. MSC distribute documents to Soldier's chain of command.



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

31 OCT 2007

SAMR-PO

MEMORANDUM FOR

DEPUTY CHIEF OF STAFF FOR PERSONNEL, 300 ARMY PENTAGON,
WASHINGTON, DC 20310
CHIEF, NATIONAL GUARD BUREAU (NGB-ARH), 1141 JEFFERSON DAVIS
HIGHWAY, ARLINGTON, VA 22202
CHIEF, ARMY RESERVE, 1421 JEFFERSON DAVIS HIGHWAY, ARLINGTON, VA
22202

SUBJECT: Mandatory Removal Date (MRD) - Maximum Age for Reserve Component
(RC) Officers (Colonels and Below)

1. References:

- a. AR 140-10, Assignments, Attachments, Details, and Transfers.
- b. NGR 635-100, Personnel Separations, Termination of Appointment and Withdrawal of Federal Recognition.
- c. 10 U.S.C. 14509, Separation at age 62: reserve officers in grades below brigadier general or rear admiral (lower half).

2. As amended by the Fiscal Year 2007 National Defense Authorization Act, Section 503, 10 U.S.C. 14509 now requires that RC officers in grades below brigadier general be removed from the Reserve Active Status List on the last day of the month in which such officers attain age 62. Previously, these officers were subject to mandatory removal at age 60. The overwhelming majority of officers who seek to serve beyond age 60, however, will require the approval of the Assistant Secretary of the Army (Manpower and Reserve Affairs)(ASA(M&RA)) to receive service credit pursuant to 10 U.S.C. 12308 after qualifying for non-regular retired pay at age 60 or to be retained pursuant to 10 U.S.C. 14701 beyond the date they attain their statutory maximum years of commissioned service. Accordingly, the Army policy prescribed in AR 140-10, paragraph 7-3b(1), and NGR 635-100, paragraph 5a(1)(b), that requires RC officer in grades below brigadier general to be removed from an active status at age 60 will remain in effect, but requests for exceptions to this regulatory removal requirement for maximum age may be made on a case-by-case basis using the procedures discussed in paragraph 3.

SAMR-PO

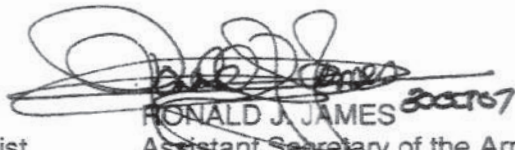
SUBJECT: Mandatory Removal Date (MRD) - Maximum Age for Reserve Component (RC)
Officers (Colonels and Below)

3. Requests for individual exceptions to the regulatory removal requirement may be submitted through the officer's chain of command and DCS, G-1, to the ASA(M&RA) for approval. Each request must state a mission-based reason for the officer's continued active status service and must be endorsed by the officer's chain of command. Each request must further indicate whether the officer will qualify for non-regular retirement at age 60 and whether the officer will attain his or her maximum years of commissioned service during the requested period. Requests for individual exceptions that do not state a mission-based reason must explain why the officer's continued service is in the best interest of the Army, and such requests may only be approved by the Secretary of the Army.

4. The Army G-1 will ensure that this policy is reflected in pertinent Army personnel policy guidance (PPG) and in the next revision to AR 140-10 and NGR 635-100.

5. Point of contact is LTC B. Lynne Owens, (703)695-7370,
Barbara.l.owens@us.army.mil.

Enclosure
Retention Beyond MRD Checklist


RONALD J. JAMES 200767
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

CF:
OSD(RA)

UNCLASSIFIED

US Army Reserve Command
Fort McPherson, GA 30330
281530RFEB07

OPERATION ORDER 07-036 (Processing Retiree Recall Requests)

References:

- a. 10 U.S.C., Sections 668 and 12301
- b. AR 601-10, Management and Mobilization of Retired Soldiers of the Army, 30 Nov 04
- c. Memorandum, HQ USARC, AFRC-PRP-O, 9 Sep 04, subject: Applications for Retiree Recall
- d. Personnel Policy Guidance (PPG), 31 Jan 07

Time Zone used Through the Order: Romeo

1. SITUATION. In an effort to sustain our Reserve forces combating the Global War on Terrorism (GWOT), the Army Reserve (AR) allows Reserve Soldiers to continue supporting Operations Enduring Freedom and Iraqi Freedom after retirement from the US Army Reserve. All MSCs are encouraged to identify Reserve Soldiers within 1-year of retirement and encourage them to submit an application for voluntary recall.

On 5 Feb 07, the CofS, USARC directed the AR G-1 to update procedures requiring Major Subordinate Commands (MSCs) and Direct Reporting Units (DRUs) to submit their retiree recall requests and any extensions requests for Soldiers in the grades of E8-E9 and O5 and above to the USARC for staff coordination and General Officer (GO) recommendation before going to HRC-St. Louis (HRC-STL).

2. MISSION. Effective immediately MSCs and DRUs will implement the enclosed procedures to process retiree recall requests and extensions for E8s-E9s and O5s and above for AR units in order to provide continuing military service in support of the ongoing GWOT. All requests will be forwarded to the AR G-1 (ARRC-PRP).

3. EXECUTION.

- a. Concept of Operation.

(1) Procedures for Requesting Retiree Recall.

UNCLASSIFIED

UNCLASSIFIED

OPERATION ORDER 07-036 (Processing Retiree Recall Requests)

(a) MSCs/DRUs will use the guidance contained in Annex A and the current PPG, paragraph 2-4, to determine eligibility and to prepare requests and extensions.

(b) MSCs/DRUs will prepare their recommendation using the format in Annex B. This recommendation will be signed by a GO in your command.

(2) By-name requests for positions in AR units under the USARC.

(a) Forward applications for Soldiers (TPU/AGR) E8-E9 and O5 and above through the appropriate chain-of-command to the AR G-1 (ARRC-PRP), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000. The AR G-1 will review the packet for completeness/accuracy and coordinate with the Office of the Chief, Army Reserve, Senior Leader Development Office/General Officer Management Office, or Army Reserve Active Duty Management Directorate, as appropriate. Upon review and coordination, the packet will be submitted to the USARC Command Group for a USARC GO-level recommendation. If recommended for approval, the packet will be submitted to HRC-STL for further processing. A copy of the recommendation will be provided to the MSC/DRU. If not recommended for approval, the packet will be returned to the MSC/DRU.

(b) Forward applications for all other ranks (SFC/below and MAJ/below) with GO recommendation directly to Commander, US Army Human Resources Command (AHRC-PLM-O), 1 Reserve Way, St. Louis, MO 63132-5200.

(3) By-name requests for assignment outside the USARC should be submitted through the Soldier's current chain-of-command, through the unit the Soldier wishes to join, to HRC-STL.

(4) Other Volunteers (no specific position):

(a) Active Guard Reserve Soldiers will forward applications to Commander, US Army Human Resources Command, Army Reserve Active Duty Management Directorate (AHRC-AR), 1 Reserve Way, St. Louis, MO 63132-5200.

(b) Retired Soldiers will forward applications to Commander, US Army Human Resources Command (AHRC-PLM-O), 1 Reserve Way, St. Louis, MO 63132-5200.

b. Task to Subordinate Units. Once a Soldier is approved for recall, regardless of grade, MSCs and DRUs will provide a copy of the HRC order recalling the Soldier to Active Duty and any subsequent extension orders to AR



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

7 MAY '19

DAAR-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Reserve Military Technician Program Policy and Guidance

1. References: A complete list of references is at enclosure 4.
2. Purpose: This policy replaces and consolidates all prior U.S. Army Reserve (USAR) policies, guidance, and procedures for the management of the USAR Military Technician (MT) Program.
3. Applicability: This policy applies to all USAR MTs.
4. Policy:
 - a. Commanders, supervisors, and employees will comply with the enclosed guidance and requirements for managing MTs, to include but is not limited to, monitoring the Dual Status Military Technician (DSMT) Condition of Employment (COE), preventing Anti Deficiency Act (ADA) violations, requesting extension beyond Mandatory Removal Dates (MRD), retention of MTs as Combat Related Disability (MT-CRD), DSMTs performing military work during civilian duty hours, and the mobilization of DSMTs.
 - b. Dual Status Military Technicians are Title 5 Civilians required to maintain membership in the Selected Reserve (SELRES). Commanders, supervisors and employees are all responsible for MTs meeting COE. Commanders will develop and implement local procedures to ensure MTs remain compliant in order to avoid ADA violations (see enclosure 1 for additional guidance).
 - c. Dual Status Military Technicians will submit requests for extension beyond their MRD in accordance with (IAW) the guidance in enclosure 2. The maximum request period is up to three years as long as the MT does not exceed age 60. The Director, Civilian Personnel Management Office will return without action all requests that are incomplete, and/or received within 60 days or less of the current MRD.
 - d. The USAR may retain DSMTs as MT-CRDs if their separation from the military service is due to a combat related disability and if they are able to perform the non-dual status functions of their current position with or without reasonable accommodation.

DAAR-ZA

SUBJECT: Army Reserve Military Technician Program Policy and Guidance

Employees must initiate the request for retention as a MT-CRD within one year from the date of their military separation IAW enclosure 3.

e. Military Technicians will not perform military duty when serving in their civilian capacity, and will perform work consistent with the position description for their civilian position. Conversely, MTs will not perform their civilian duties when serving in their military capacity unless both their civilian and military duties are identical. Military Technicians will not wear their military uniform when performing their civilian duties.

f. When developing rating schemes and designating rating officials for Soldiers in the MT program, there are restrictions when a condition, normally referred to as "grade inversion" exists. Grade inversion is a condition where a DSMT who, in his or her civilian MT capacity, is designated as a rating official over a military subordinate who, when the MT serves on military duty in the same unit, is the military supervisor of that MT in his or her military capacity. Such arrangements are contrary to military order and discipline. Commanders will not establish rating schemes which create grade inversion situations.

g. Dual Status Military Technicians may participate in a physical fitness (PT) program as a civilian employee during duty hours. Subject to supervisory approval, DSMTs may use up to three hours a week during normal duty hours for PT. The three hours include travel, shower, and exercise time. The three hours per week are non-cumulative and may not be carried over into succeeding work weeks if not utilized. Management retains the right to assign work and may make changes for training, exercises, inspections or other mission needs.

h. Given the dual nature of MT positions and their contribution to the readiness of the USAR, Soldiers not employed as MTs have priority consideration for Active Duty Operational Support (ADOS). Accepting or extending an ADOS tour cannot be the basis for adverse action against the civilian employee, nor grounds to deny reemployment/reinstatement under the Uniformed Services Employment and Reemployment Act. Supervisors of employees who are absent because of service in the Armed Forces will carry the employees in a leave without pay status unless the employee elects to use another leave type or if the employee freely provides written notice of his or her intent to not return to a position of employment with the agency. In this case, the agency can separate the employee.

5. Expiration: This policy is effective immediately and remains in place until superseded or rescinded. The USAR will not consider exceptions to this policy.

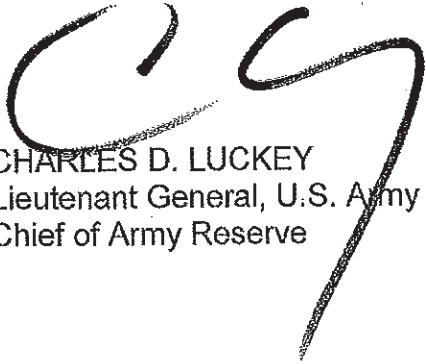
DAAR-ZA

SUBJECT: Army Reserve Military Technician Program Policy and Guidance

6. Points of Contact for this memorandum are Mr. Dave Schreifels, Human Resource Specialist, at 910-570-9049 or via email at david.w.schreifels.civ@mail.mil, or Ms. Suzanne Van Wagner, Chief Integration Branch, at (910) 570-9047 or via email at suzanne.m.vanwagner.civ@mail.mil.

4 Encls

1. COE/ADA Guidance
2. MRD Guidance
3. MT-CRD Guidance
4. References



CHARLES D. LUCKEY
Lieutenant General, U.S. Army
Chief of Army Reserve

DISTRIBUTION:

GEORAPHIC COMMANDS:

- 1 MSC
- 7 MSC
- 9 MSC
- 63 RD
- USAG-FHL
- 81 RD
- USAG-Fort Buchanan
- 88 RD
- USAG-Fort McCoy
- 99 RD
- ASA-Dix

FUNCTIONAL COMMANDS:

- 3 MCDS
- 76 ORC
- 79 TSC
- 200 MP CMD
- 311 SC(T)
- 335 SC(T)
- 377 TSC
- 412 TEC
- 416 TEC
- 807 MCDS
- ARAC
- (CONT)

DAAR-ZA
SUBJECT: Army Reserve Military Technician Program Policy and Guidance

DISTRIBUTION: (CONT)

ARCD

AR-MEDCOM

LEGAL CMD

MIRC

USACAPOC(A)

75 TNG CMD (MC)

80 TNG CMD (TASS)

84 TNG CMD (UR)

85 USAR SPT CMD

108 TNG CMD (IET)

USAR SPT CMD (1A)

CF:

Civilian Personnel Advisory Center, Fort McCoy, WI

Guidance on Military Technician (MT) Conditions of Employment (COE) and Prevention of Anti-Deficiency Act (ADA) Violations

1. General Guidance - There are several categories of military technicians within the MT program, each with a specific Army Reserve membership requirement as a condition of employment. Failure to meet Army Reserve membership COE may be grounds for removal. Failure to remove a DSMT who no longer meets COE may result in an ADA violation.

a. Employees must notify their Supervisor immediately when any change to their military status may affect compliance with COE.

b. Within ten business days of becoming aware, Commanders and Supervisors will contact the Fort McCoy Civilian Personnel Advisory Center through their chain of command to initiate the appropriate personnel action for employees who no longer meet the COE.

c. While there are several methods for monitoring COE, commands are expected to use the COE report in the Human Resources Enterprise Management (HREM) application on the U.S. Army Reserve Command Civilian Personnel Management Office (CPMO) SharePoint site. Appendix A provides step by step guidance for using this tool.

2. MT Categories and COE Requirements:

a. Dual Status Military Technician (DSMT) is a Federal civilian employee who – is required as a condition of employment to maintain membership in the Selected Reserve (SELRES). A DSMT SELRES membership requirement to meet COE is based on where the employee is assigned as a civilian. To meet COE requirements based on where a DSMT is assigned as a civilian, they must be assigned to the SELRES as indicated in the below five (5) situations. A DSMT assigned as a civilian:

(1) In a Troop Program Unit (TPU) within the U.S. Army Reserve Command (USARC) requires military assignment to a TPU within USARC.

(2) In a TPU within the 7th MSC must have a military assignment to a TPU within the 7th MSC.

(3) In a TPU within the 9th MSC or the 311th SC must have a military assignment to a TPU within the 9th MSC or 311th SC.

(4) In an Area Maintenance Support Activity, Equipment Concentration Site, Aviation Support Facility, Reserve Personnel Action Center, Total Army School System Training Center, or New Equipment Fielding Facility may fulfill their COE by maintaining membership in any SELRES TPU or as an Individual Mobilization Augmentee (IMA).

Enclosure 1

(5) DSMTs hired on or before 8 Dec 83 and employed by a TPU are required to maintain membership in any Army Reserve TPU, including the 7th and the 9th MSC.

b. A Pre-96 employee is a Federal Civilian employee who is a former DSMT first hired into the program prior to 10 Feb 96, who lost dual status and received authorization to stay in the MT program.

c. A Military Technician-Combat Related Disability (MT-CRD) is a former DSMT who lost dual status because of a combat related disability and received authorization to remain in the MT program as a MT-CRD.

3. Employment, retention, and removal requirements:

a. DSMTs first hired prior to 10 Feb 96 who lose membership in the SELRES involuntarily, may be retained until attaining age 60 and eligibility for unreduced retirement annuity (URA). See paragraph 4 and 5 for details on what actions are considered voluntary and involuntary.

b. Commands will separate MTs first hired as a DSMT after 10 Feb 96 who involuntarily lose dual status not later than one year after the date on which the dual status is lost. DSMTs who voluntarily relinquish their membership in the SELRES may not be retained in the MT program and must be separated as soon as administratively possible. Failure to remove the employee as required by policy and law may create an ADA violation.

4. Voluntary Actions - Actions listed below are considered voluntary and a failure of the DSMT to meet military standards.

a. Failure to reenlist.

b. Voluntary transfer to the Retired Reserve.

c. Resignation of commission (without retaining SELRES membership i.e. conversion from commissioned officer to enlisted or warrant officer).

d. Unsatisfactory military performance or conduct resulting in loss of SELRES membership.

e. Unsatisfactory participation as a Soldier resulting in loss of SELRES membership.

f. Failure to maintain military standards, i.e. Army Physical Fitness Test and or failure to maintain weight standards as prescribed in AR 600-9, which results in loss of SELRES membership.

g. Failure to complete mandatory military education requirements which results in loss of SELRES membership.

h. Officers discharged for failure to be selected for promotion for reasons within their control (education, adverse action, etc.).

i. Failure to submit a request for extension beyond MRD in accordance with enclosure 2.

5. Involuntary - Actions initiated by the Department of the Army are not considered a voluntary relinquishment of dual status include, but are not limited to:

a. Removal by a qualitative or quantitative retention board when a request for exception was disapproved.

b. Discharged or Retirement when determined to be medically disqualified and found to be unfit for continued service by a Physical Evaluation Board (PEB). A determination of unfitness by a PEB is required even if the conditions are not duty related or the Soldier is eligible for voluntary retirement. (Physical Evaluation Board required).

c. Attaining maximum age (60) or MRD when a request for extension was disapproved or returned without action.

d. Failure to be selected for promotion when considered on a best qualified basis resulting in loss of SELRES membership (when educationally qualified).

6. Anti Deficiency Act (ADA) Violations – ADA violations generally occur when a MT first hired after 10 Feb 96 is paid out of funds appropriated for MT compensation for a period of time longer than permitted after the DSMT is no longer a member of the SELRES.

a. Army Reserve may pay compensation to MTs who are no longer a member of the SELRES for a period up to 12 months following the individual's loss of membership if the loss of membership was not due to the failure to meet military standards. Paragraph 5 provides guidance for when a MT will be retained for the 12 month period.

b. Placement of a Department of Army Civilian (DAC) employee (civilian category 101 or 102) into a position designated as military technician (civilian category 124 or 125) is an ADA violation.

c. If a DSMT not meeting COE is not appropriately separated from the MT program an ADA violation may occur. If an ADA violation is suspected, the chain of command must report it within 10 days of discovery on a Flash Report through the MSC/DRU G-8 to the USARC G-8, and copy furnish to CPMO. Anyone aware of an ADA violation who fails to report it may be held administratively and criminally liable. Use of the internal controls defined in this enclosure will prevent ADA violations in the MT program.

7. Responsibilities:

a. USARC CPMO:

- (1) Establish policy for COE management.
- (2) Provide tools to monitor COE.

b. Commanders:

- (1) Understand COE responsibilities, policy, and procedures.
- (2) Use tools available to monitor COE monthly.
- (3) Monitor COE and take appropriate action when a MT does not meet their COE.
- (4) Report possible ADA violations to Command G8 using a Flash Report.
- (5) Coordinate with Fort McCoy Civilian Personnel Advisory Center (CPAC) for personnel actions associated with changes to COE.

c. Supervisor:

- (1) Understand COE responsibilities, policy, and procedures.
- (2) Verify DSMT employee is meeting COE by requesting a copy of the current TPU assignment orders from employee during the midpoint and final performance appraisal counseling, and maintaining current assignment orders in the local employee file.
- (3) Monitor COE and take appropriate action when a MT does not meet their COE.
- (4) Report possible ADA violation to higher HQ.

(5) Coordinate with higher HQ for required personnel actions associated with changes in COE.

d. Dual Status Military Technician:

(1) Understand COE responsibilities, policy, and procedures.

(2) Maintain COE in accordance with paragraph 2 of this policy.

(3) Immediately notify the civilian supervisor of changes to military assignment, and provide supervisor a copy of current military assignment orders.

Appendix

A. HREM COE Management Report application instructions

Guidance on Requests for Extension beyond Mandatory Removal Date (MRD) for Army Reserve Dual Status Military Technicians (DSMT)

1. Approval Authority:

a. The Chief of Army Reserve (CAR) retains the authority for the retention, as a Soldier, of DSMTs who will be eligible for an unreduced retirement annuity (URA) at age 60 as a civilian employee, until the last day of the month in which they are eligible for immediate civil service retirement.

b. The CAR may also authorize the retention of DSMTs, as a soldier, for a period not to exceed two years after the last day of the month in which they are eligible for an immediate URA, as a civilian employee, (for example, a DSMT who is eligible to retire upon reaching Minimum Retirement Age with 30 years of qualifying civil service). The retention period, as a Soldier, may not extend beyond the last day of the month in which the Soldier becomes 60 years of age.

c. The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) retains authority to extend, as a Soldier, DSMTs first hired in the MT program after 10 Feb 96 who will not attain URA at age 60, as a civilian employee, and approve any retention, as a Soldier, beyond age 60.

d. The CAR will only consider requests with positive endorsement by the chain of command. The request and endorsements must clearly state a mission based necessity, indicate an adequate replacement is not available, and the individual's continued service, as a Soldier, is essential to maintain unit or organization readiness. The CAR will forward only those needing the extension in order to attain URA, as a civilian employee.

e. The ASA (M&RA) will consider requests for exceptions to policy on a case by case basis and only for exceptional circumstances.

2. General Guidance:

a. If a DSMT is required to complete the post-56 deposit for military service (military buyback) to attain eligibility for URA at age 60, as a civilian employee, they must have completed the initial deposit and demonstrate he/she is actively making regular payments.

b. This policy does not apply to DSMTs who are Warrant Officers (WO) in the Army Reserve, because maximum age for WO is already age 60.

c. MTs first hired after 10 Feb 96 not extended as a Soldier due to ineligibility for URA as a civilian employee, will not be considered to have failed to meet military

Enclosure 2

Guidance on Requests for Extension beyond Mandatory Removal Date (MRD) for Army Reserve Dual Status Military Technicians (DSMT)

standards solely on the ineligibility for extension, and will be retained in their civilian position as a military technician for 12 months from the date of separation from the Selected Reserve (SELRES).

d. MTs eligible for URA at age 60, as a civilian employee, who fail to submit a timely request for extension, as a Soldier, will be removed as soon as administratively possible.

e. Retention as a Soldier beyond MRD does not guarantee retention as a Soldier to age 60. Soldiers continue to serve at the will of the Army, and must continue to meet military standards. Soldiers remain subject to qualitative review processes. MT are not exempt from these processes/board findings.

f. MTs extended beyond MRD as a Soldier must maintain membership in the SELRES and remain employed as a MT for the approved length of the extension (non-waiverable). Commands will request adjustment of MRD for MTs separated from the MT program during the approved extension period. Soldiers will not be retained as a Soldier beyond separation from the MT program. MRD will be re-adjusted to coincide with date of separation from the MT program. During the term of approved retention beyond MRD as a Soldier, MTs should consider available employment opportunities outside the MT program. Future requests to be further extended may not be favorably considered.

g. MTs can request extension beyond MRD as a Soldier in increments up to three years, not to exceed age 60.

h. Soldiers are not eligible for promotion while continuing service beyond mandatory removal date (no exceptions).

3. Eligibility Requirements –MTs must meet the following conditions:

a. Meets individual standards for retention as a Soldier (non-waiverable). These include, compliance with AR 600-9 standards; compliance with Army Physical Fitness Standards; compliance with medical readiness standards; and be deployable.

b. Assigned to and qualified for a valid position as a Soldier, as defined by AR 140-10 and USARC policy.

c. Not pending removal as a Soldier or as a civilian (non-waiverable).

Guidance on Requests for Extension beyond Mandatory Removal Date (MRD) for Army Reserve Dual Status Military Technicians (DSMT)

d. In an active pay status as a civilian employee. Military retention may not be validated while in a leave without pay (LWOP-MIL) or Absent (US) status. As an exception, transitioning Soldiers may request retention beyond MRD upon issuance of release from active duty (receipt of DD Form 214). Responsibility for validation of retention as a Soldier remains with the Soldier's TPU mission command and therefore, may only be completed upon release from active duty. No other exceptions are authorized.

e. Will be eligible for URA as a civilian at age 60.

f. Has received a recommendation from the MSC/DRU CoS or CXO where assigned as a civilian, as well as from the Military Chain of Command (see Appendix D, for more information).

4. Procedures:

a. MTs will submit their applications for retention as a Soldier through their military MSC/DRU chain of command.

b. MSC/DRU military chain of command will submit packet through the civilian MSC/DRU chain of command (if different) so as to arrive at the U.S. Army Reserve Command HQ, Civilian Personnel Management Office (CPMO) not earlier than nine months nor later than six months prior to the date the MT would otherwise be removed from the Reserve Active Status List.

c. Incomplete requests and those received by this headquarters within 60 days of current MRD will be returned without action. (see Appendix D for checklist, required supporting documents, example DA Form 4187 and statement of understanding).

Appendices

B. Timelines for Requests for extension beyond MRD for DSMT

C. Step by Step Responsibilities when requesting extension beyond MRD for DMST

D. Sample application forms

**Guidance to Request for Retention of Army Reserve (AR) Military Technicians
(MT) due to a Combat-Related Disability (CRD)**

1. General Guidance - A DSMT removed from the AR Selected Reserve due to combat-related disability may request retention as a MT. This retention status is referred to as Military Technician Combat Related Disability (MT-CRD).
2. Eligibility - The employee may request retention if the disability does not prevent the performance of the essential functions of the job requirements of the civilian position with or without reasonable accommodation. If the employee cannot perform the essential functions of the job the employee is subject to removal.
3. Restrictions - Employees retained as a MT-CRD are subject to the following conditions:
 - a. May not apply for any voluntary personnel action, (i.e. reassignment, promotion, etc.) into a military technician (dual status) position. Management directed reassignments or details are authorized.
 - b. The technician must not become disqualified while performing the job requirements of the civilian position because of performance, medical, or other reasons.
 - c. Commands will process employee for separation from the position not later than 30 days after reaching an unreduced annuity and age 60.
4. Procedures - Application for retention as a MT-CRD must be made by the employee to the supervisor.
 - a. Employee must request extension within one year of effective date of removal from Selected Reserve.
 - b. Employee must have a recommendation from the supervisor that employee can perform the essential functions of the job, with or without accommodations.
 - c. The supervisor will forward the employee's request with a memorandum recommending or stating the employee's ability to perform the essential functions of the position with or without accommodation.
 - d. The application packet will be submitted through the Civilian chain of command and endorsed by the MSC/DRU Chief of Staff (CoS) or Command Executive Officer (CXO). Completed application packets will be emailed directly to the USARC CPMO point of contact.

Enclosure 3

**Guidance to Request for Retention of Army Reserve (AR) Military Technicians
(MT) due to a Combat-Related Disability (CRD)**

e. Time is of the essence, to approve MT-CRD request a decision must be rendered within one year of loss of Selected Reserve (SELRES) membership. A sample checklist, including the language for the employee statement, supervisor statement, and the CoS/CXO statement is at appendix E.

5. The application - document checklist along with a sample memo, including the language is at appendix E. At a minimum the application will include the following:

a. MT-CRD checklist

b. The military order removing the Soldier from SELRES membership. The combat-related disability must be the contributing reason for removal from the Army Reserve.

c. The Physical Evaluation Board (PEB) Proceedings (DA Form 199) documenting the PEB results, must have determined the Soldier is not fit for further military service because of the combat-related injury or illness.

d. A memorandum signed by the employee certifying that the disability does not prevent the performance of the job requirements of the position. The memorandum should include:

(1) If reasonable accommodation is not required the employee should state "No accommodation is needed to perform the job requirements of the position". If the employee believes reasonable accommodation(s) is/are required they must contact their supervisor to initiate a request and ongoing discussion regarding the requirements.

(2) A statement of understanding that should the employee become disqualified while performing the job requirements of the position because of performance, medical, or other reasons, the employee is subject to removal from the MT program.

(3) Acknowledgement that the employee may not apply for voluntary personnel actions into other DSMT positions.

e. A memorandum signed by the employee's supervisor certifying the employee can perform the job requirements of the position.

(1) The supervisor will verify if the employee has or has not requested reasonable accommodation to perform the job requirements of the position.

**Guidance to Request for Retention of Army Reserve (AR) Military Technicians
(MT) due to a Combat-Related Disability (CRD)**

If no reasonable accommodation is needed or requested so state in the memorandum "no reasonable accommodation is needed to perform the job requirements of the position".

(2) If employee or supervisor states reasonable accommodation will be needed to perform the job requirements of the position, the supervisor will contact the EEO office for assistance at 608-388-3107 or DSN at 280-3107.

(3) If reasonable accommodation is requested and cannot be provided the employee does not meet qualifications for retention under this provision. The command must follow the guidance from the EEO and the Fort McCoy CPAC LMER office for processing.

f. A memorandum will be prepared by the MSC/DRU CoS or CXO with command recommendation.

6. MT-CRD process diagram flow chart is in Appendix F.

Appendices:

- E. Checklist and sample memos
- F. MT-CRD Flow Chart

REFERENCES

- a. Title 5, United States Code, Government Organization and Employees.
- b. Title 10, United States Code, sections 10216, 10217, 10218, 14509, 14701 and 14702.
- c. Title 5, Code of Federal Regulations, section 353.106, Personnel Actions During Employee's Absence.
- d. Title 20, Code of Federal Regulations, Employee Benefits, part 1002, Uniformed Services Employment and Reemployment Rights Act of 1994.
- e. Executive Order 13164 (Establishing Procedures to Facilitate the Provision of Reasonable Accommodation), 26 July 2000.
- f. Department of Defense Directive 1400.25 (DOD Civilian Personnel Management System), 25 November 1996.
- g. Department of Defense Instruction (DODI) 1205.18 (Full-Time Support (FTS) to Reserve Components), 12 May 2014.
- h. DODI 1215.06, Uniform Reserve, Training, and Retirement Categories for the Reserve Components, 19 May 2015.
- i. Army Regulation (AR) 11-2 (Managers' Internal Control Program), 26 March 2012.
- j. AR 135-200 (Active Duty for Missions, Projects, and Training for Reserve Component Soldiers), 26 September 2017.
- k. AR 140-10 (Assignments, Attachments, Details, and Transfers), 25 April 2018.
- l. AR 600-23 (Nondiscrimination In Federally Assisted Program), 16 January 1970.
- m. AR 623-3 (Evaluation Reporting System), 4 November 2015.
- n. AR 690-12 (Appendix C, Equal Employment Opportunity and Diversity), 22 December 2016.
- o. Memorandum, ASA M&RA, SAMR-HR, 16 September 2005, subject: Retention of United States Army Reserve Dual Status Military Technicians.
- p. Memorandum, OCAR DAAR-CP, 7 April 2014, subject: Retention of Military Technician (Dual Status) Due to a Combat-Related Disability (hereby rescinded).
- q. Memorandum, OCAR, DAAR-CP, 31 October 2013, subject: Unit of Membership Requirement for Military Technicians (Dual Status) (hereby rescinded).

- r. Memorandum, OCAR, AFRC-CXP, 8 September 2011, subject: Retention of Army Reserve Dual Status Military Technicians (DSMTs) (Officers) (hereby rescinded).
- s. Memorandum, HQ, USARC, 27 May 2014, subject: Policy Memorandum, United States Army Reserve, Civilian Physical Fitness Policy (CPFP).
- t. Memorandum, HQ, USARC, 30 July 2012, subject: Clarification of Personnel Actions Impacting Dual Status Military Technicians (hereby rescinded).
- u. Memorandum, HQ, USARC, 15 January 2010, subject: Preventing Anti-Deficiency Act (ADA) Violations Related to the Military Technician (MT) Program (hereby rescinded).
- v. Memorandum, HQ, USARC, 24 October 2008, subject: Conditions of Employment (COE) for Dual Status Military Technicians (DSMT), Non-Dual Status Technicians (NDST), Combat Related Injured – Non-dual Status Technicians (CRI-NDST), and Technicians (TECHS) (hereby rescinded).
- w. Memorandum, USARC, ARRC-FTS-OM, 9 April 2007, subject: Conducting Military Business Regular Hours (hereby rescinded).

HREM COE Management Report Tool Instructions

1. The Human Resource Enterprise Management (HREM) Condition of Employment (COE) Management Report is designed to assist Army Reserve Commands in tracking and verifying Selected Reserve (SELRES) assignments for Military Technicians (MT). The COE report in HREM merges key Soldier and Civilian elements to provide the TPU unit of assignment information for all Army Reserve MTs in Reserve Category (RESCAT) "6" and "7".

2. The HREM COE Management Report allows Human Resource Managers at Major Subordinate Command (MSC) and Direct Reporting Unit (DRU) level to track and verify that DSMTs COE requirements are being met, even across commands.

a. Some of the information found in the COE Management Report is:

(1) Civilian unit of assignment

(2) Military unit of assignment

(3) Enlisted ETS date (enables commands to track when MT needs to Reenlist/Extend to meet COE)

(4) Officer MRD (enables commands to track when a MT needs to submit request for extension beyond Mandatory Removal Date for continued service to meet COE)

(5) Leave Without Pay-Military (LWOP-MIL) or Absent (US) (allows command to track five year USERRA by adding comments with effective date of Mob/Deployment, ADOS, or AGR tour) MTs on LWOP may not have unit of assignment identified but meet COE requirements.

(6) CMD Remarks Section (allows command Human Resource Managers to enter remarks to track progress of actions that affect COE (i.e. MT-CRD packet submitted, approved/disapproved or MRD packet submitted, approved/disapproved))

3. Definitions:

a. Reserve Category (RESCAT):

(1) "6"- Reserve Tech/Selected Reserve Assignment Required (Dual Status) (Army Only)

(2) "7"- Reserve Tech Pending Separation from MT Program (Army Only)

(3) "8"- Reserve Tech Combat Related Disability (CRD)

Appendix A

HREM COE Management Report Tool

(4) "9"- Pre-96 Reserve Tech (Army Only)

b. Civilian Type (CIVTYPE):

(1) "101" DAC, Pay Plan GS and GG, no SELRES COE required

(2) "102" DAC, Pay Plan FWS, no SELRES COE required

(3) "124" MT, Pay Plan GS, SELRES COE required

(4) "125" MT, Pay Plan FWS, SELRES COE Required

c. Army Components (COMPO):

(1) COMPO-1 TDA/MTOE structure for Full-Time Support (AGR, AC, MT and/or DAC)

(2) COMPO-3 TDA/MTOE structure for Army Reserve TPU

4. Step-by-step procedures for reviewing and managing COE for MTs assigned to your command using HREM COE Management Report starts on the next page.

Select COE Management Report from HREM Home Page. (***) Notice the location of the COE Management Report Standard Remarks, you will need them to add remarks to COE Management Report "edit ode

Select HREM OA assigned for your access (i.e. 24-US Army Reserve Command; 82-US Army Pacific; 89-USA Europe and 7th) to populate COMPO-1 FTS UIC. Select UIC from available Unit(s), click add to populate the selected UIC under Selected Units(s), and select Run Report.

Once the COE Management Report populates, select the Actions filter, in the top left hand corner.

COE Management Report
 Takes the TDA Working Document and matches Civilian Personnel data from DCPDS by paragraph and line number - matches faces to spaces. Civilian personnel who cannot be matched to a valid position are considered mismatched. Mismatched personnel are indicated by BLUE text and are 0 Required and 0 Authorized. Use the MS02 - Mismatch Report (FTS) to correct mismatched information.

Parameter Values
UIC: W0ZPAA

TDA RGN	TDA FTS UIC	TDA PARATITLE	DCPDS Name	DCPDS Title	DCPD S Gr	DCPDS Srs	DCPDS Org Comp 1	
LA	W0ZPAA	W725AA 76 USAR ORC CG		COMMAND EXECUTIVE OFFICER	14	0301	76 USAR OPERATIONAL RESPONSE CMD	COMMA
LA	W0ZPAA	W725AA 76 ORC EPLO		CIVIL/MILITARY PROJECTS OFFICER	12	0301	76 USAR OPERATIONAL RESPONSE CMD	EPLO
LA	W0ZPAA	W725AA 76 ORC EPLO		HR SPEC (MILITARY)	09	0201	76 USAR OPERATIONAL RESPONSE CMD	EPLO
	W0ZPAA			HR SPEC (MILITARY)	07	0201	76 USAR OPERATIONAL RESPONSE CMD	EPLO
LA	W0ZPAA	W725AA 76 USAR ORC G1		SUPERVISORY HUMAN RESOURCES SPECIALIST (MILITARY)	13	0201	76 USAR OPERATIONAL RESPONSE CMD	G1
LA	W0ZPAA	W725AA 76 USAR ORC G1		HR SPEC (MILITARY)	11	0201	76 USAR OPERATIONAL RESPONSE CMD	G1
LA	W0ZPAA	W725AA 76 USAR ORC G1		SEXUAL ASSAULT RESPONSE COORDINATOR	11	0301	76 USAR OPERATIONAL RESPONSE CMD	G1
LA	W0ZPAA	W725AA 76 USAR ORC G1		SUPPORT SERVICES SPECIALIST	09	0342	76 USAR OPERATIONAL RESPONSE CMD	G1
LA	W0ZPAA	W725AA 76 ORC G2/3/7		MANAGEMENT ANALYST	11	0343	76 USAR OPERATIONAL RESPONSE CMD	G3
LA	W0ZPAA	W725AA 76 USAR ORC LOG		SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST	12	0346	76 USAR OPERATIONAL RESPONSE CMD	G4

Select Export, then select Excel. The COE Report will export into EXCEL format.

COE Management Report
 Working Document and matches Civilian Personnel data from DCPDS by paragraph and line number - matches faces to personnel who cannot be matched to a valid position are considered mismatched. Mismatched personnel are indicated by BLUE text and are 0 Required and 0 Authorized. Use the MS02 - Mismatch Report (FTS) to correct mismatched information.

Parameter Values
UIC: W0ZPAA

Actions: Open with Report Builder, Subscribe, Print, Export

Export options: XML file with report data, CSV (comma delimited), PDF, **Excel**, HTML (web archive), TIFF file, Word

TDA RGN	TDA FTS UIC	TDA PARATITLE	DCPDS Name	DCPDS Title	DCPD S Gr	DCPDS Srs	DCPDS Org Comp 1	
LA	W0ZPAA	CG		COMMAND EXECUTIVE OFFICER	14	0301	76 USAR OPERATIONAL RESPONSE CMD	COMMA
LA	W0ZPAA	W725AA 76 ORC EPLO		CIVIL/MILITARY PROJECTS OFFICER	12	0301	76 USAR OPERATIONAL RESPONSE CMD	EPLO
LA	W0ZPAA	W725AA 76 ORC EPLO		HR SPEC (MILITARY)	09	0201	76 USAR OPERATIONAL RESPONSE CMD	EPLO
	W0ZPAA			HR SPEC (MILITARY)	07	0201	76 USAR OPERATIONAL RESPONSE CMD	EPLO
LA	W0ZPAA	W725AA 76 USAR ORC G1		SUPERVISORY HUMAN RESOURCES SPECIALIST (MILITARY)	13	0201	76 USAR OPERATIONAL RESPONSE CMD	G1
LA	W0ZPAA	W725AA 76 USAR ORC G1		HR SPEC (MILITARY)	11	0201	76 USAR OPERATIONAL RESPONSE CMD	G1
LA	W0ZPAA	W725AA 76 USAR ORC G1		SEXUAL ASSAULT RESPONSE COORDINATOR	11	0301	76 USAR OPERATIONAL RESPONSE CMD	G1
LA	W0ZPAA	W725AA 76 USAR ORC G1		SUPPORT SERVICES SPECIALIST	09	0342	76 USAR OPERATIONAL RESPONSE CMD	G1
LA	W0ZPAA	W725AA 76 ORC G2/3/7		MANAGEMENT ANALYST	11	0343	76 USAR OPERATIONAL RESPONSE CMD	G3
LA	W0ZPAA	W725AA 76 USAR ORC LOG		SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST	12	0346	76 USAR OPERATIONAL RESPONSE CMD	G4

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Parameter Values
UIC: W6KEAA

TDA RGN	TDA FTS UIC	TDA PARATITLE	DCPDS Name	DCPDS Title	DCPD S Gr	DCPDS Srs	DCPDS Org Comp 1	
SW	W6KEAA	WBYLAA 63 RSC CG OFC		EXECUTIVE ASSISTANT	11	0301	63RD RSC	OFFICE GENER
	W6KEAA			EXECUTIVE ASSISTANT	09	0301	63RD RSC	OFFICE GENER
SW	W6KEAA	WBYLAA OFC OF COS		STAFF ADMINISTRATIVE COORDINATOR	09	0301	63RD RSC	OFFICE
SW	W6KEAA	WBYLAA PAO		PUBLIC AFFAIRS SPECIALIST	12	1035	63RD RSC	PUBLIC
SW	W6KEAA	WBYLAA PAO		PUBLIC AFFAIRS SPECIALIST	11	1035	63RD RSC	PUBLIC
SW	W6KEAA	WBYLAA SURGEON		HEALTH READINESS COORDINATOR	09	0301	63RD RSC	SURGE
SW	W6KEAA	WBYLAA SURGEON		HEALTH READINESS COORDINATOR	09	0301	63RD RSC	SURGE
SW	W6KEAA	WBYLAA INFO MGT OFC		SUPPORT SERVICES SPECIALIST	09	0342	63RD RSC	DIRECT OFFICE
	W6KEAA			IT SPECIALIST (CUSTOMER SUPPORT)	09	2210	63RD RSC	CUSTOMER IMO
	W6KEAA			HR SPEC (MILITARY)	11	0201	63RD RSC	DIRECT RESOL
SW	W6KEAA	WBYL					RD RSC	PROGR

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COEManagementReport.xls (Protected View) - Excel

PROTECTED VIEW Be careful - files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

A	B	C	D	E	F	G	H	I	J	K	L
TDA RGN	TDA FTS UIC	TDA PARATITLE	DCPDS Name	DCPDS Title	DCPD S Gr	DCPDS Srs	DCPDS Org Comp 1	DCPDS Org Comp 2	DCPDS Org Comp 3	TDA TYPE	DCPDS P/P
1A	W02PAA	W725AA 76 USAR ORC CG	COMMAND EXECUTIVE OFFICER	14	0301	76 USAR OPERATIONAL RESPONSE CMD	COMMAND GROUP		SALT LAKE CITY, UT (RC0AA)	124	GS
2A	W02PAA	W725AA 76 ORC EPIO	CIVIL/MILITARY PROJECTS OFFICER	12	0301	76 USAR OPERATIONAL RESPONSE CMD	EPIO		SALT LAKE CITY, UT (RC0AC)	124	GS
3A	W02PAA	W725AA 76 ORC EPIO	HR SPEC (MILITARY)	09	0201	76 USAR OPERATIONAL RESPONSE CMD	EPIO		SALT LAKE CITY, UT (RC0AC)	124	GS
4A	W02PAA		HR SPEC (MILITARY)	07	0201	76 USAR OPERATIONAL RESPONSE CMD	EPIO		SALT LAKE CITY, UT (RC0AC)	124	GS
5A	W02PAA	W725AA 76 USAR ORC G1	SUPERVISORY MILITARY RESOURCES SPECIALIST (MILITARY)	13	0201	76 USAR OPERATIONAL RESPONSE CMD	G1		SALT LAKE CITY, UT (RC0AD)	124	GS
6A	W02PAA	W725AA 76 USAR ORC G1	HR SPEC (MILITARY)	11	0201	76 USAR OPERATIONAL RESPONSE CMD	G1		SALT LAKE CITY, UT (RC0AD)	124	GS
7A	W02PAA	W725AA 76 USAR ORC G1	SERIAL ASSEMBLY RESPONSE COORDINATOR	11	0301	76 USAR OPERATIONAL RESPONSE CMD	G1		SALT LAKE CITY, UT (RC0AD)	124	GS
8A	W02PAA	W725AA 76 USAR ORC G1	SUPPORT SERVICES SPECIALIST	09	0342	76 USAR OPERATIONAL RESPONSE CMD	G1		SALT LAKE CITY, UT (RC0AD)	124	GS
9A	W02PAA	W725AA 76 ORC G2/3/4	MANAGEMENT ANALYST	11	0343	76 USAR OPERATIONAL RESPONSE CMD	G3		SALT LAKE CITY, UT (RC0AE)	124	GS
10A	W02PAA	W725AA 76 USAR ORC LOG	SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST	12	0345	76 USAR OPERATIONAL RESPONSE CMD	G4		SALT LAKE CITY, UT (RC0AF)	124	GS
11A	W02PAA	W725AA 76 USAR ORC LOG	LOGISTICS MANAGEMENT SPECIALIST	11	0346	76 USAR OPERATIONAL RESPONSE CMD	G4		SALT LAKE CITY, UT (RC0AF)	124	GS
12A	W02PAA	W725AA 76 USAR ORC LOG	LOGISTICS MANAGEMENT SPECIALIST	11	0346	76 USAR OPERATIONAL RESPONSE CMD	G4		SALT LAKE CITY, UT (RC0AF)	124	GS
13A	W02PAA	W725AA 76 USAR ORC LOG	LOGISTICS MANAGEMENT SPECIALIST	11	0346	76 USAR OPERATIONAL RESPONSE CMD	G4		SALT LAKE CITY, UT (RC0AF)	124	GS
14A	W02PAA	W725AA 76 USAR ORC LOG	USAR UNIT ADMINISTRATOR	07	0303	76 USAR OPERATIONAL RESPONSE CMD	HRD		SALT LAKE CITY, UT (RC0AL)	124	GS
15A	W02PAA	W48BTA 1DC HQ	STAFF ADMINISTRATIVE ASSISTANT	08	0303	76 USAR OPERATIONAL RESPONSE CMD		ARMY RESERVE BPO OPER CMD (ARDC)	ADELPHI, MD (RC0FE)	124	GS
16A	W02PAA	W72801 DISA HQ	USAR UNIT ADMINISTRATOR	07	0303	76 USAR OPERATIONAL RESPONSE CMD		DEFENSE BPO SYS AGENCY (DISA), ARDC	CHAMBERSBURG, PA (RC0FD1)	124	GS
17A	W02PAA		SUPERVISORY UNIT ADMINISTRATOR	08	0303	76 USAR OPERATIONAL RESPONSE CMD		DEFENSE BPO SYS AGENCY (DISA), ARDC	CHAMBERSBURG, PA (RC0FD1)	68	GS
18A	W02PAA	W72803 DISA DET 2	USAR UNIT ADMINISTRATOR	07	0303	76 USAR OPERATIONAL RESPONSE CMD		DEFENSE BPO SYS AGENCY (DISA), ARDC	CHAMBERSBURG, PA (RC0FD1)	124	GS
19A	W02PAA	W72805 DISA DET 4	USAR UNIT ADMINISTRATOR	07	0303	76 USAR OPERATIONAL RESPONSE CMD		DEF 4, DISA, ARDC	ST LOUIS, MO (RC0FD0)	124	GS
20A	W02PAA	W77CAA JFCOM ARE	USAR UNIT ADMINISTRATOR	07	0303	76 USAR OPERATIONAL RESPONSE CMD			HORNPOUK, VA (RC0D)	124	GS
21A	W02PAA	W043AA STRATCOM ARE	USAR UNIT ADMINISTRATOR	07	0303	76 USAR OPERATIONAL RESPONSE CMD		JOINT FORCES COMBAND	STRATCOM	124	GS
22A	W02PAA	W043AA STRATCOM ARE	USAR UNIT ADMINISTRATOR	07	0303	76 USAR OPERATIONAL RESPONSE CMD			OFUTT AFB, IE (RC0B)	124	GS

If your system automatically allows editing, you will not see "Enable Editing"... if your system has Enable Content, DO NOT click on Enable Content. Delete the blank column A if populated, otherwise the column letters below will off by one letter.

Place your mouse selector in cell A 2, left click.

The screenshot shows an Excel spreadsheet with the following columns: A (TDA), B (ID), C (TDA), D (D), E (E), F (F), G (G), H (H), I (I), J (J), K (K), L (L). The data rows contain various military and operational titles, such as 'COMMAND EXECUTIVE OFFICER', 'CIVIL/MILITARY PROJECTS OFFICER', 'HR SPEC (MILITARY)', 'SUPERVISORY HRASST RESOURCES SPECIALIST (MILITARY)', 'SERIAL ASSAULT RESPONSE COORDINATOR', 'SUPPORT SERVICES SPECIALIST', 'MANAGEMENT ANALYST', 'SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST', 'LOGISTICS MANAGEMENT SPECIALIST', 'LOGISTICS MANAGEMENT SPECIALIST', 'LOGISTICS MANAGEMENT SPECIALIST', 'JFAR UNIT ADMINISTRATOR', 'STAFF ADMINISTRATIVE ASSISTANT', 'JFAR UNIT ADMINISTRATOR', 'SUPERVISORY UNIT ADMINISTRATOR', 'JFAR UNIT ADMINISTRATOR', 'JFAR UNIT ADMINISTRATOR', 'STAFF ADMINISTRATIVE ASSISTANT', 'STAFF OPERATIONS AND TRAINING SPECIALIST'. The spreadsheet is titled 'COEManagementReport.xls [Compatibility Mode] - Excel'.

Select DATA and select Filter.

The screenshot shows the same Excel spreadsheet as above, but with the 'DATA' ribbon selected and the 'Filter' button highlighted. The spreadsheet is titled 'COEManagementReport.xls [Compatibility Mode] - Excel'.

Your individual column headers now contain a down arrow for filtering.
Select VIEW, select Freeze Panes, select freeze, and select Top Row.

A	B	C	D	E	F	G	H	I	J	K	L
TDA	TDA	TDA	DCPDS	DCPDS	DCPDS	DCPDS	DCPDS	DCPDS	DCPDS	TDA	DCPDS
Regt	TYS UP	PARATITLE	Ratio	Ratio	Ratio	Ratio	Ratio	Ratio	Ratio	CLYCE	CLYCE
LA	WDZPAA	W723AA 76 USAAR ORC		COMPO-1 EXECUTIVE OFFICER	14	0301	76 USAAR OPERATIONAL RESPONSE CMD	CONAND GROUP	SALT LAKE CITY, UT (ROKAA)	124	GS
LA	WDZPAA	W723AA 76 ORC EFO		CIVIL/MILITARY PROJECTS OFFICER	12	0301	76 USAAR OPERATIONAL RESPONSE CMD	EFO	SALT LAKE CITY, UT (ROKAC)	124	GS
LA	WDZPAA	W723AA 76 ORC EFO		HR SPEC (MILITARY)	09	0201	76 USAAR OPERATIONAL RESPONSE CMD	EFO	SALT LAKE CITY, UT (ROKAC)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC G1		HR SPEC (MILITARY)	07	0201	76 USAAR OPERATIONAL RESPONSE CMD	EFO	SALT LAKE CITY, UT (ROKAC)	68	GS
LA	WDZPAA	W723AA 76 USAAR ORC G1		SUPERVISORY NURSE RESOURCES SPECIALIST (MILITARY)	13	0201	76 USAAR OPERATIONAL RESPONSE CMD	G1	SALT LAKE CITY, UT (ROKAD)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC G1		HR SPEC (MILITARY)	11	0201	76 USAAR OPERATIONAL RESPONSE CMD	G1	SALT LAKE CITY, UT (ROKAD)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC G1		SIGNAL ASSAULT RESPONSE COORDINATOR	11	0301	76 USAAR OPERATIONAL RESPONSE CMD	G1	SALT LAKE CITY, UT (ROKAD)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC G1		SUPPORT SERVICES SPECIALIST	09	0342	76 USAAR OPERATIONAL RESPONSE CMD	G1	SALT LAKE CITY, UT (ROKAD)	124	GS
LA	WDZPAA	W723AA 76 DRC G2/3P		MANAGEMENT ANALYST	11	0343	76 USAAR OPERATIONAL RESPONSE CMD	G3	SALT LAKE CITY, UT (ROKAE)	101	GS
LA	WDZPAA	W723AA 76 USAAR ORC LOG		SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST	12	0345	76 USAAR OPERATIONAL RESPONSE CMD	G1	SALT LAKE CITY, UT (ROKAF)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC LOG		SPECIALIST LOGISTICS MANAGEMENT	11	0345	76 USAAR OPERATIONAL RESPONSE CMD	G1	SALT LAKE CITY, UT (ROKAF)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC LOG		SPECIALIST LOGISTICS MANAGEMENT	11	0346	76 USAAR OPERATIONAL RESPONSE CMD	G1	SALT LAKE CITY, UT (ROKAF)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC LOG		SPECIALIST LOGISTICS MANAGEMENT	11	0346	76 USAAR OPERATIONAL RESPONSE CMD	G1	SALT LAKE CITY, UT (ROKAF)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC 980		USAR UNIT ADMINISTRATOR	07	0303	76 USAAR OPERATIONAL RESPONSE CMD	HND	SALT LAKE CITY, UT (ROKAL)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC 980		STAFF ADMINISTRATIVE ASSISTANT	08	0303	76 USAAR OPERATIONAL RESPONSE CMD	ARMY RESERVE INFO OPER CMD (ARIRC)	ADELPHI, MD (ROKAF)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC 980		USAR UNIT ADMINISTRATOR	07	0303	76 USAAR OPERATIONAL RESPONSE CMD	DEFENSE INFO SYS AGENCY (DISA), ARIRC	CHAMBERSBURG, PA (ROKFD1)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC 980		SUPERVISORY UNIT ADMINISTRATOR	08	0303	76 USAAR OPERATIONAL RESPONSE CMD	DEFENSE INFO SYS AGENCY (DISA), ARIRC	CHAMBERSBURG, PA (ROKFD1)	68	GS
LA	WDZPAA	W723AA 76 USAAR ORC 980		USAR UNIT ADMINISTRATOR	07	0303	76 USAAR OPERATIONAL RESPONSE CMD	DET 2, DISA, ARIRC	ROCKFORD ARSENAL, AL (ROKFD0)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC 980		USAR UNIT ADMINISTRATOR	07	0303	76 USAAR OPERATIONAL RESPONSE CMD	DET 4, DISA, ARIRC	ST LOUIS, MO (ROKFD0)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC 980		USAR UNIT ADMINISTRATOR	07	0303	76 USAAR OPERATIONAL RESPONSE CMD	JOINT FORCES COMMAND	IRRFORTH, VA (ROKDF)	124	GS
LA	WDZPAA	W723AA 76 USAAR ORC 980		USAR UNIT ADMINISTRATOR	07	0303	76 USAAR OPERATIONAL RESPONSE CMD	STRATCOM	OFFUTT AFB, NE (ROK08)	124	GS

Setting your filters in the EXCEL spreadsheet allows you to filter individual columns to look for specific value(s), freezing your top row allows you to scroll up and down your spreadsheet and still see column headers.

Notice your column header names; you will see each column header starts with TDA, DCPDS, or TAP. These names will tell you which system the data is extracted from to populate the COE Report. Below are the definitions of each:

D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
DCPDS	DCPDS	DCPDS	TDA	DCPDS	DCPDS	DCPDS	TAP	TAP	DCPDS	TAP	DCPDS	TAP	DCPDS	TAP	TAP
Ratio	Ratio	Ratio	CLYCE	Ratio	Ratio	Ratio	CLYCE	CLYCE	Ratio	Ratio	Ratio	Ratio	Ratio	Ratio	Ratio
COMPO-1 EXECUTIVE OFFICER	COMPO-1 EXECUTIVE OFFICER	COMPO-1 EXECUTIVE OFFICER	COMAND GROUP	COMPO-1 EXECUTIVE OFFICER	COMPO-1 EXECUTIVE OFFICER	COMPO-1 EXECUTIVE OFFICER	CONRANG	CONRANG	COMPO-1 EXECUTIVE OFFICER	CONRANG	COMPO-1 EXECUTIVE OFFICER	CONRANG	COMPO-1 EXECUTIVE OFFICER	CONRANG	CONRANG
14	14	14	SALT LAKE CITY, UT (ROKAA)	14	14	14	124	124	14	14	14	124	14	14	14

TDA= Table of Distribution and Allowance (your CMD COMPO-1 FTS structure-required and authorized positions). This data comes from the DA approved TDA in FMSWEB.

DCPDS= Defense Civilian Personnel Data System (database of record for Civilian personnel information). The proponent is Civilian Human Resources Agency.

TAP (Short for TAPDB-R) = Total Army Personnel Data Base-Reserve (database of record for Soldier information for the Army Reserve). This information IS needed to manage and confirm MTs' unit of assignment and position qualification to confirm the MT is meeting their Condition of Employment (COE).

Using HREM COE Management Report in EXCEL format, filter EXCEL spreadsheet columns as follows:

TAP Unit Name- (spreadsheet column "S") click on filter (the down arrow lower right hand corner of each column), click on "Select All" (this will actually unselect all).

K	L	M	N	O	P	Q	R	S	T	U	V	W	X
TDA	DCPDS	DCPDS	DCPDS	TAP	TAP	DCPDS	TAP	TAP	TAP	TAP	TAP	TAP	TAP
CTYPE	P/P	CTYPE	RSCAT	MOB	AGR	By SLAT	TPU	UNITNAME	POSTITLE	ADMGR	DIV/ML	SM	RANK
121	GS	121	%	N	N	W90F-01	W866AA	Sort A to Z					
	GS	124	%	N	N	No Action Pending	W87101	Sort Z to A	SR HRM RES SGT	E7	Q		SFC 42A40
124	GS	124	%	N	N	No Action Pending	W878A0	Sort by Color	TEAM SERGEANT	E7	N		SSG 38840
124	GS	124	%	N	N	No Action Pending	W87101	Clear Filter From "TAP UNITNAME"	ADE	03	N		CPT 01A30
124	GS	124	%	N	N	No Action Pending	W877AA	Filter by Color	WARDMASTER	E6	N		SFC 65C30
124	GS	124	%	N	N	No Action Pending	W71020	Text Filters					
124	GS	124	%	N	N	No Action Pending	W87101	Search	PRINCIPAL NURSE	E5	Q		SGT 65C70
124	GS	124	%	N	N	No Action Pending	W87101	<input checked="" type="checkbox"/> 0000 11 BN SPT ELE ARCD OCAR	INFO TECH NCO	E7	Q		SFC 35940
124	GS	124	%	N	N	No Action Pending	W87101	<input type="checkbox"/> 0000 12 BN SPT ELE ARCD OCAR					
124	GS	124	%	N	N	No Action Pending	W87101	<input type="checkbox"/> 0000 13 BN SPT ELE ARCD OCAR					
124	GS	124	%	N	N	No Action Pending	W94002	<input type="checkbox"/> 0000 CMD AND GEN STAFF COLLE					CPT
124	GS	124	%	N	N	No Action Pending	W718AA	<input type="checkbox"/> 0000 DLA DISP DRT CTR-TX	HR TECH	W4	F		CW2 42DA8
124	GS	124	%	N	N	No Action Pending	W79203	<input type="checkbox"/> 0000 TSC SPT UNIT PACIFIC					
124	GS	124	%	N	N	No Action Pending	W90F-01	<input type="checkbox"/> 0000 USAR DEPLY SPT CMD DET 4	SR HRM RES SGT	E7	Q		SFC 42A40
124	GS	124	%	N	N	No Action Pending	W90F-01	<input type="checkbox"/> 0000 USAR HQ LOGCAP SPT BDE	OPERATIONS SERGEANT	E8	F		SFC 00090
124	GS	124	%	N	N	No Action Pending	W718AA	OK	SR DIGTR	E7	Q		SFC 42A48
124	GS	124	%	N	N	No Action Pending	W94002	Cancel					SGT

Scroll down to the bottom and select "Blanks" (this will place a check mark in blank box), select OK-(note: if there is no blank box to check that means every MT employee assigned has a SELRES TPU of assignment).

Search results from the TAP UNITNAME menu:

- 7234 USA MEDICAL SUPT UNIT
- 7306 MED TNG SPT BN
- 7307 MED TNG SPT BN
- W18M USA RCTG BN JACKSONVILL
- W2AA USA RCTG BN SALT LAKE CT
- W2AB USA RCTG BN SEATTLE
- W6GS USAG FT HUNTER LIGGETT
- W4W4B ASSTC FT DIX
- 0000 USA

Your report should look like the below snap-shot.

K	L	M	N	O	P	Q	R	S	T	U	V	W	X
TDA	DCPDS	DCPDS	DCPDS	TAP	TAP	DCPDS	TAP	TAP	TAP	TAP	TAP	TAP	TAP
CTYPE	P/P	CTYPE	RSCAT	MOB	AGR	By SLAT	TPU	UNITNAME	POSTITLE	ADMGR	DIV/ML	SM	RANK
125	WG	125	%	N	N	No Action Pending							
125	WL	125	%	N	N	No Action Pending							
382	GS	124	%	N	N	No Action Pending							
451	GS	124	%	N	N	No Action Pending							
452	GS	124	%	N	N	No Action Pending							
461	GS	124	%	N	N	No Action Pending							
462	GS	124	%	N	N	No Action Pending							
465	GS	124	%	N	N	No Action Pending							
578													SFC

The remaining names on your spreadsheet are employees without a current TPU of assignment. Note: the blank(s) under UNITNAME highlighted in red indicate a possible COE violation. If there is a "Y" indicator for TAP MOB Column or TAP AGR Column, UNITNAME will not be red but the "Y" indicator code will be red. The "Y" indicator codes are not a COE violation.

Notice "DCPDS RESCAT" in this example are all 6. Employees coded RESCAT 6 should have a unit name assigned or remarks indicating why unit name is blank. In some cases there will be employees who are RESCAT 7.

Below are some examples of why a MT employee may not have a unit of assignment identified in HREM COE Management report:

- 1) AGR assignment
- 2) Active Component (AC) assignment-includes Navy, Air Force, Marine Corp, Coast Guard, etc. Does not include AGR in the Army National Guard.
- 3) IMA assignment (only allowed for MTs assigned to AMSA, ECS, ASF, RPAC)
- 4) Mobilization or Deployment
- 5) ADOS/ADOS-RC tour
- 6) Warrior Transition Unit (WTU) assignment
- 7) Pending final determination of Combat Related Disability (CRD) packet
- 8) Pending separation from MT Program (Should be coded as RESCAT 7)
 - a. Military Retirement
 - b. Resignation of Commissioned Service
 - c. Expiration Term of Service (ETS) (did not reenlist or extend contract)
 - d. Mandatory Removal Date (MRD) extension packet Disapproved or Returned without action
 - e. Disapproved CRD packet

Research is required to find out why the MT RESCAT 6 employees do not have a unit of assignment. This may require the command to notify the MT employee's supervisor to provide supporting documentation or take other action. Once the research is completed the information can be annotated in the CMD Remarks box using the COE Management Report Standard Remarks, indicating the current status or action taken if necessary. Entering these remarks help explain why a MT RESCAT 6 employee has a blank unit name.

Here are the steps to enter the appropriate remarks identifying why a MT does not have a unit of assignment.

Go to HREM Home page and select COE Management Report.

Human Resource Enterprise Management
HREM

USARC CPMO

Home Access Requests Import Data Administration

Announcements

Reports

Notes and Tips

Downloads

Version: 1.2.0.1

Select HREM OA assigned for your access (i.e. 24-US Army Reserve Command, 82-US Army Pacific/9th, 89-USA Europe/7TH) to populate COMPO-1 FTS UIC, Select UIC, click add to populate the selected UIC under Selected Units(s), select Edit Mode under Report Viewer, Run Report.

COE Management Report

Filter the COE Management report to display only selected UICs, or run the report for all UICs in your chain of command.

HREM OAs:

- 23 - Off of the Chief, Army Reserve
- 24 - US Army Reserve Command
- 50 - Unknown 50
- 78 - Unknown 78
- 82 - U.S. Army, Pacific
- 89 - USA Europe and 7th Army

Available Unit(s)

Selected Unit(s)

W6KFAA (SW) 63D RRC

Report Viewer: Edit Mode

Run Report

COE Management Report

Page 1 of 1

Submit Pending Changes

CMD REMARKS	USARC REMARKS	RGN	UIC	PARATITLE Name	Title	Gr	Srs	Org	Comp 1	Org Comp
<input type="text"/>	<input type="text"/>	SW	W6KEAA		TOOLS AND PARTS ATTENDANT	06	6904	63RD	RSC	ECS 170
<input type="text"/>	<input type="text"/>	SW	W6KEAA		AUTOMOTIVE WORKER	09	5823	63RD	RSC	AMSA 06
<input type="text"/>	<input type="text"/>	SW	W6KEAA		HEAVY MOBILE EQUIPMENT REPAIRER	09	5803	63RD	RSC	AMSA 26
<input type="text"/>	<input type="text"/>	SW	W6KEAA		HEAVY MOBILE EQUIPMENT REPAIRER	09	5803	63RD	RSC	ECS 16

Names will show on your report. You may need to select the page number to find the employee name to enter CMD REMARKS.

1
2
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29

Use the scroll bar up & down until you find the employee name, you may have to select the appropriate page (3 or 5 or 7 or 11 etc.) several times to find the employee's name.

COE Management Report

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Submit Pending Changes

CMD REMARKS	USARC REMARKS	RGN	UIC	PARATITLE	Name	Title	Gr	Srs	Org Comp 1	Org Comp
<input type="text" value="Clear"/>			W6KEAA			MILITARY PERSONNEL & ADMINISTRATIVE ASSISTANT	07	0303	RPAC SAM HOUSTON	HUB, TX11
<input type="text" value="Clear"/>		SW	W6KEAA			HR SPEC (MILITARY)	11	0201	63RD RSC	OFFICER MGMT BRANCH, RPSC, HRC
<input type="text" value="Clear"/>		SW	W6KEAA			LOGISTICS MANAGEMENT SPECIALIST	12	0346	63RD RSC	SUP & MAI DIV, DOI
<input type="text" value="Clear"/>		SW	W6KEAA			HEAVY MOBILE EQUIPMENT REPAIRER	09	5803	63RD RSC	AMSA 5 BF
<input type="text" value="Clear"/>			W6KEAA			MILITARY PERSONNEL & ADMINISTRATIVE SPECIALIST	07	0301	RPAC BELL	HUB, CAOC
<input type="text" value="Clear"/>			W6KEAA			USAR UNIT ADMINISTRATOR	07	0303	63RD RSC	345 PA DE
<input type="text" value="Clear"/>			W6KEAA			HR SPEC (MILITARY)	09	0201	63RD RSC	HEALTH S BRANCH, RPSC, HRC
<input type="text" value="Clear"/>		SW	W6KEAA			HEAVY MOBILE EQUIPMENT REPAIRER	09	5803	63RD RSC	AMSA 7

Once you find the employee name click in the box to enter remarks. (NOTE: open new HREM site, home page right hand side under Downloads you will find COE Management Report Standard Remarks; you can select the standard remarks that apply, copy and paste these remarks into the CMD Remarks and adjust the EDATES as applicable).

COE Management Report

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Submit Pending Changes

CMD REMARKS	USARC REMARKS	RGN	UIC	PARATITLE	Name	Title	Gr	Srs	Org Comp 1	Org Comp
<input type="text" value="Clear"/>			W6KEAA			MILITARY PERSONNEL & ADMINISTRATIVE ASSISTANT	07	0303	RPAC SAM HOUSTON	HUB, TX11
<input type="text" value="Clear"/>		SW	W6KEAA			HR SPEC (MILITARY)	11	0201	63RD RSC	OFFICER MGMT BRANCH, RPSC, HRC
<input type="text" value="Clear"/> AGR Tour-EDATE 2012		SW	W6KEAA			LOGISTICS MANAGEMENT SPECIALIST	12	0346	63RD RSC	SUP & MAI DIV, DOI
<input type="text" value="Clear"/>		SW	W6KEAA			HEAVY MOBILE EQUIPMENT REPAIRER	09	5803	63RD RSC	AMSA 5 BF

After you have entered the remarks, you may need to hit the space bar to change the CMD REMARKS to yellow. The Submit Pending Changes button will turn blue when you place your cursor over it (see next screen below). This means you can submit the changes and it will reflect in the COE Management report.

COE Management Report

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Submit Pending Changes

CMD REMARKS	USARC REMARKS	RGN	UIC	PARATITLE	Name	Title	Gr	Srs	Org Comp 1	Org Comp
<input type="button" value="Clear"/>			W6KEAA			MILITARY PERSONNEL & ADMINISTRATIVE ASSISTANT	07	0303	RPAC SAM HOUSTON	HUB, TX11
<input type="button" value="Clear"/>		SW	W6KEAA			HR SPEC (MILITARY)	11	0201	63RD RSC	OFFICER MGMT BRANCH, RPSC, HRC
<input type="button" value="Clear"/> AGR Tour-EDATE 20121		SW	W6KEAA			LOGISTICS MANAGEMENT SPECIALIST	12	0346	63RD RSC	SUP & MAI DIV, DOL
<input type="button" value="Clear"/>		SW	W6KEAA			HEAVY MOBILE EQUIPMENT REPAIRER	09	5803	63RD RSC	AMSA 5 BA

NOTE: After the CMD REMARKS block turns yellow, click Submit Pending Changes or the remarks will not populate in the COE Management Report (the yellow will disappear when you click submit changes). You can go back into the block and adjust the remarks at any time. Remember, after every adjustment the block must be yellow before you click Submit Pending Changes again.

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Submit Pending Changes

CMD REMARKS	USARC REMARKS	RGN	UIC	PARATITLE	Name	Title	Gr	Srs	Org Comp 1	Org Comp
<input type="button" value="Clear"/>		SW	W6KEAA			HEAVY MOBILE EQUIPMENT REPAIRER LEADER	09	5803	63RD RSC	AMSA 20
<input type="button" value="Clear"/>		SW	W6KEAA			HEAVY MOBILE EQUIPMENT REPAIRER LEADER	09	5803	63RD RSC	AMSA 73
<input type="button" value="Clear"/>			W6KEAA			MILITARY PERSONNEL & ADMINISTRATIVE ASSISTANT	07	0303	RPAC SAM HOUSTON	HUB, TX11
<input type="button" value="Clear"/>		SW	W6KEAA			HR SPEC (MILITARY)	11	0201	63RD RSC	OFFICER MGMT BRANCH, RPSC, HRC
<input type="button" value="Clear"/> CRT Approved-2015061		SW	W6KEAA			LOGISTICS MANAGEMENT SPECIALIST	12	0346	63RD RSC	SUP & MAI DIV, DOL
<input type="button" value="Clear"/>		SW	W6KEAA			HEAVY MOBILE EQUIPMENT REPAIRER	09	5803	63RD RSC	AMSA 5 BA
<input type="button" value="Clear"/>			W6KEAA			MILITARY PERSONNEL & ADMINISTRATIVE SPECIALIST	07	0301	RPAC BELL	HUB, CA00
<input type="button" value="Clear"/>			W6KEAA			USAR UNIT ADMINISTRATOR	07	0303	63RD RSC	345 PA DE
<input type="button" value="Clear"/>			W6KEAA			HR SPEC (MILITARY)	09	0201	63RD RSC	HEALTH SV BRANCH, RPSC, HRC
<input type="button" value="Clear"/>		SW	W6KEAA			HEAVY MOBILE EQUIPMENT REPAIRER	09	5803	63RD RSC	AMSA 7

The Clear buttons will clear the remarks from the CMD Remarks block.

After all CMD REMARKS have been entered and changes submitted, the below snapshot is an example of what you will see in the HREM COE Management Report.

COEManagementReport (1).xls [Compatibility Mode] - Excel

SECURITY WARNING: Application add-ins have been disabled. Enable Content

	R	S	W	Z	AA	AB	AC	AD	AG	AH	AJ	AJ
	TAP TPU USE	TAP UNIT/TEAM	TAP SM RANK	TAP MPC	TAP SM PAOS/ADCL	TAP SM SMOS/ADCL2	TAP SM AMOS/ADCL3	TAP PDSH Number	TAP EIS	TAP MRD	CMD REMARKS	ISARC REMARKS
1												
205												
382												
451												
452												
461												
465	V59599		SFC	E	42A	37F	68M	9992	20170322			
578	has committed a violation of Federal Law, and is subject to the penalties prescribed therein.											
581												

The CMD remarks will stay until the CMD deletes them (using edit mode), until the employee no longer has RESACT 6 or 7 in DCPDS, or until the next TDA upload is processed as the Unit Manning Report (Current).

CPMO will notify commands prior uploading a new TDA into the Unit Manning Report (Current) in HREM. Commands should save a current COE report prior to the new TDA upload. Once the new TDA is loaded you can copy and paste remarks back into the HREM COE Management report. Once the employee is separated from your CMD, they will fall off your COE Management Report and you no longer have to track their condition of employment. Cmd remarks will not transfer in HREM if an employee transfers to another civilian command.

Timelines for Requests for Extension Beyond MRD for DSMT

Responsibility	Action	Prior to MRD Date
Civilian MSC/DRU G-1	Review COE report quarterly to identify future DSMT MRD. Provide copy of policy to MT and MT Supervisor	12 months
MT employee	Submit written or email request to supervisor requesting CPAC Verification of eligibility for URA at 60	Nine months
Civilian Supervisor	Submit email to CPAC for validation of MT eligibility for URA at age 60, see Appendix D page 4, EMAIL to CPAC for requirements	Within 5 working days of MT request
CPAC HRS	Verify requested data from records	Within 5 working days of supervisor's request
MT employee	Submit DA 4187 and required supporting documents to unit Commander (see Appendix D)	Within 10 working days from CPAC verification of data
Unit Commander	Verify Soldier meets military readiness standards	Within 10 working days of MT submission of DA 4187
Commander (GO) MSC/DRU	Recommend approval or disapproval for continue military service, submit packet to Civilian MSC/DRU Command CXO/CoS (If different).	Within 10 working days of receipt of request (includes time for Civilian CXO memo)
Civilian MSC/DRU CXO/CoS	Recommendation letter, see Appendix D page 5, mandatory information for civilian chain-of-command, verify packet is accurate and complete, forward completed packet to CPMO	Within 10 days of receipt of request
USARC CPMO	Receive packet IAW policy, forward to USARC G1 MPO with qualification checklist	Within 5 working days of receipt of packet
USARC G-1, MPO	Verify military standards, make recommendation on checklist	Within 5 working days of receipt of packet
USARC CPMO	Receive qualification checklist from MPO. Prep and process packet for staffing and route through command channels for signature	Within 5 working days of receipt of packet
USARC CPMO	Receive signed packet, properly distribute signed memorandum (Military Command, and Civilian Command (If different from military command)), USARC G1, MPO, file packet	Within 5 working days from receipt of signed memorandum

Timelines for Requests for Extension Beyond MRD for DSMT

USARC G1, MPO	If Approved - file memo in iPERMS, adjust date extended beyond MRD in data base of record. If disapproved or returned without action - file memo in iPERMS, issue Permanent Order (PO) for separation from selected reserve active status (cc CPMO)	Within 5 working days from receipt of signed memorandum
MSC/DRU Civilian Command G-1	Provide memo to employee and employee's supervisor. Approved - no action is required. Disapproved or returned without action - coordinate with CPAC and prepare for separation from MT program, prepare to process RPA to recruit/fill backfill	Within 5 working days of receipt of memo, NOTE: Disapproval - MT employee must be separated NLT 12 months from effective date of loss of COE, RPA time line for the backfill request will be IAW current hiring guidance
MT employee Supervisor	Approval - make sure MT employee maintains military standards and COE during length of extension. Disapproval or returned without action - counsel employee, coordinate with MSC/DRU CMD HRO/HRS, wait for command coordination and prepare for separation from MT program	Approval - on-going though length of extension. Disapproval or returned without action - counseling- Within 10 working days
CPAC	Receive memo. Approval - file in civilian record. Disapproval or returned without action - change RESCAT Code to "7" in DCPDS, file in civilian record, and prepare for separation processing	Approval - work-load driven. Disapproval or returned without action - DCPDS RESCAT update within 10 working days, pending command coordination for separation
MT employee	Approval - maintain military standards and COE. Disapproval or returned without action - prepare for separation from Selected Reserve Active Status and MT program	Approval - on-going through extension period, Note: if SELRES is loss during extension, MRD will be adjusted and order will be issued for separation from active status. Disapproval or returned without action - pending notification from CPAC/CMD of separation from MT program

Step by Step Responsibilities when requesting extension beyond MRD for MTs

NOTE: DSMT MRD extension request packets will be submitted directly to the USARC CPMO, not through USARC G-1 procedures.

Civilian MSC/DRU G-1: Using the Human Resources Enterprise Management (HREM) application Condition of Employment (COE) report, identify MT employees who are within 12-months of MRD. Forward this policy and procedures to these employees and their supervisor.

Employee: Meet all military standards. Submit written request (signed and dated letter or email) to civilian supervisor acknowledging intent to request extension beyond MRD as a MT (dual status) and requesting CPAC validation of MT service.

Civilian Supervisor: Contact the MSC/DRU G-1 office for the CPAC point of contact (POC) if not known. See CPAC email example appendix D; cc the MSC/DRU G-1 office on the email to CPAC. Email the Fort McCoy Civilian Personnel Advisory Center (CPAC) Command Retirement Specialist for validation of the following:

1. Employee is in an active pay status and not pending termination.
2. Confirm the date the employee entered MT program.
3. Employee has completed or initiated and is actively making payments into the post-56 deposit for military service (military buyback).
4. When will the employee reach Minimum Retirement Age.
5. Will employee be eligible for URA at age 60 – providing the date the employee is eligible for URA.

Fort McCoy CPAC: Forward requested information back to requesting supervisor and the MSC/DRU G-1 point of contact.

Civilian Supervisor: Provide Fort McCoy CPAC's response to the employee. Counsel MT in writing if the employee is ineligible for retention due to inability to attain URA. Submit counseling statement and email from CPAC through MSC/DRU G-1 for separation from the MT program in accordance with this policy.

Employee: When eligibility for URA is confirmed, request validation of military readiness standards to continue military service beyond MRD by submitting the DA Form 4187 (see 4187 appendix D) to the company commander (military unit of assignment) for verification of eligibility. Sign and date the Statement of Understanding

Step by Step Responsibilities when requesting extension beyond MRD for MTs

(see appendix D) and attach it to the DA 4187. Submit the extension request packet per MRD checklist (see appendix D).

Company Commander: Confirm the database of record shows the Soldier meets military readiness standards for continued service beyond MRD. Ensure the records are updated as needed. Verify military readiness standards information is correct on the DA Form 4187, per the database of record. Verify the Statement of Understanding is attached to DA 4187 along with the CPAC verification that the MT meets civilian service eligibility. Verify MRD extension request is completed per MRD checklist. Forward the packet through the chain of command to MSC/DRU.

a. If Soldier meets all military readiness standards, fill in blocks 11 through 15 of Section V of the DA 4187, recommending approval. Add in Section IV "MT meets military readiness standards for continue military service beyond MRD".

b. If Soldier does not meet military readiness standards, fill in blocks 11 through 15 of Section V of the DA 4187, recommending disapproval. Add in Section IV "MT does not meet military standards for continue military service beyond MRD because.." and indicate the military standard that is not met (i.e. APFT Failure, WT Control Program, Pending MED/PEB results, No current Physical Health Assessment, Two Time Non-Select ED, Flagged-Other, etc.).

MSC/DRU level G-1: Verify Officer meets military standards, and all required documents are included, route for recommendation and signature from the Commander, route to the MSC HQ or USARC CPMO as appropriate.

a. Confirm military readiness standards are met using data base of record.

b. Fill in appropriate information in blocks a. through i. on DA 4187 addendum, route for recommendation, signature, and comments from the Commander.

c. Forward to SJA for review.

d. Once the MSC/DRU commander and SJA have provided a recommendation, submit completed packet to Civilian Command for CoS/CXO recommendation letter (see DA 4187 for CoS/CXO POC information)

Command Staff SJA: Confirm Soldier is not pending separation action.

MSC/DRU Commander:

a. If recommending approval, check the Approval block and add any desired comments in the comments block.

Step by Step Responsibilities when requesting extension beyond MRD for MTs

b. If recommending disapproval, check the Disapproval block and provide reason in the comments block, i.e. Soldier does not meet military readiness standards.

Civilian Command CoS/CXO: Prepare Civilian recommendation (see Appendix D, mandatory information for Civilian Chain-of-Command) and forward complete packet to USARC CPMO for processing.

USARC CPMO: Load request into MRD tracking log, forward packet to USARC G1 with qualification checklist for validation of military standards and staff recommendation.

USARC G-1: Validate employee information (meets military standards) forward qualification checklist to CPMO.

a. Verify full name, Rank, Date of Rank, Date of Birth, unit of assignment, commission date, current MRD, Area of Concentration (AOC), flagging action, promotion status, AOC strength, etc.

b. Verify assigned to and qualified in valid TPU position.

c. Verify Soldier is not pending MEB/PEB or separation actions.

d. Verify any previous approved extensions.

e. Complete qualification checklist.

USARC CPMO: Receive qualification checklist from G1, prepare decision memo, and required supporting documents, route through appropriate channels for final processing and signature.

USARC CPMO: Receive signed MRD decision memo, distribute decision memo to the USARC G-1, MPO, the MSC/DRU military command, and civilian command if different. Close out tracking file and maintain package in records holding area.

USARC G1: Upon receipt of signed decision memo:

a. If request was approved, adjust date extended beyond MRD in data base of record and upload decision memo in Soldier's iPERMS record.

b. If request was disapproved or returned without action, coordinate the issue of the permanent order for separation from selective reserve active status, make normal distribution, and provide a copy to CPMO.

Step by Step Responsibilities when requesting extension beyond MRD for MTs

MSC/DRU G-1: Ensure distribution of and forward decision memo through the chain of command to the Soldier/Employee. If the request was disapproved, initiate appropriate actions for Soldier transfer to the Retired Reserve or Discharge.

MSC/DRU for Civilian if different from Soldier Chain-of-Command: Forward decision memo to employee's immediate supervisor. If the request was disapproved or returned without Action, forward memo to the Fort McCoy CPAC for assistance with separating employee from MT program and requesting RESCAT Code change to 7. Initiate backfill based upon current USARC hiring guidance.

Supervisor: Provide decision memo to employee. If the request was approved, continue to monitor that employee meets condition of employment. If request was disapproved or returned without action, refer employee to Fort McCoy CPAC for assistance with employment options or possible retirement. Ensure out-processing and removal is completed within required timeframes. Coordinate with chain of command for backfill of employee.

Military Technician (MT):

a. If request was approved, continue to maintain military standards during the period of continued military service beyond MRD. If you leave MT program prior to new MRD date, coordinate with military Chain of Command for retirement or discharge from military service. If additional extensions beyond MRD are required to meet eligibility for URA and age 60, submit next request nine months prior to extended MRD expiration date.

b. If the request was disapproved or returned without action prepare to out-process military unit of assignment. Coordinate with civilian supervisor and the Fort McCoy CPAC POC for assistance with employment and retirement options prior to being separated from the MT program.

**Checklist for Retention of a Dual Status Military Technician
Beyond Mandatory Removal Date (MRD)**

Name: _____

Current MRD: _____

Note: Submit the documents to CPMO in the order listed below after final quality control has been completed.

- ___ Checklist for Retention of a Dual Status Military Technician Beyond MRD
- ___ Civilian CoS/CXO recommendation memo
- ___ DA Form 4187 including page 1 Soldier request with Company Commander Signature and page 2 with chain of command recommendation. The General Officers may submit memorandums of recommendation as well.
- ___ Statement of Understanding for Army Reserve Dual Status Military Technician
- ___ CPAC email verification of MT service and URA eligibility
- ___ Officer Evaluation Reports (last 3)
- ___ DA Form 71 (Oath)
- ___ Mandatory Removal Date (MRD) Computation Worksheet (see attachment)
- ___ Document showing Military Buy-Back (Form IR 20-97, OPM 1514 or CIV LES) (If appl)
- ___ Copy of previous extension of MRD (If appl)
- ___ 20 Year Letter
- ___ Chronological Statement of Retirement Points DA Form 5016
- ___ Soldier/Automated Record Brief
- ___ DA Form 705 Army Physical Fitness Test Scorecard (must be taken within 6 months of packet submission)
- ___ DA Form 5500 (Male), DA 5501 (Female) Body Fat Worksheet (If appl), (within 6 months of packet submission)
- ___ Height/Weight statement/memo signed by unit commander
- ___ Statement of security clearance signed by unit security manager
- ___ Medical Review/Annual Medical Certificate DA Form 7349, DD 2796 Post Deployment Health assessment, or DD 2900 Post Deployment Health Re-assessment. Health assessments completed within the last 12 months, reviewed by a military physician, nurse practitioner, or physician's assistant.

Name of Civilian MSC/DRU point of contact submitting package: _____

Civilian POC Phone Number: _____

**MANDATORY REMOVAL DATE (MRD)
WORKSHEET
ARMY RESERVE MILITARY TECHNICIAN
(INCLUDE WITH PACKET)
(10 USC Sections 10216(f), 14507, and 14702)**

PERSONNEL INFORMATION

NAME:	SSN:	DATE OF APPOINTMENT:
GRADE:	DATE YOU WILL REACH AGE 60:	

MRD FOR MAJOR (P) AND LIEUTENANT COLONEL

	YEAR	MONTH	DAY
1. Date of Initial Appointment.			
2. Total of All Breaks in Service (USE EXACT YEARS, MONTHS, AND DAYS).			
3. Maximum Years of Commissioned Service (10 USC 14507(b)).	28	00	00
4. Add lines 1, 2, and 3.			
5. Mandatory Removal Date (FIRST DAY OF THE MONTH FOLLOWING THE MONTH IN LINE 4).			01
6. Date You Reach Age 60.			
7. Last Day of the Month in Which You Become Age 60.			
8. MRD is Earlier Date of Line 5 or Line 7.			

MRD FOR LIEUTENANT COLONEL (P) AND COLONEL

	YEAR	MONTH	DAY
1. Date of Initial Appointment.			
2. Total of All Breaks in Service (USE EXACT YEARS, MONTHS, AND DAYS).			
3. Maximum Years of Commissioned Service (10 USC 14507(b)).	30	00	00
4. Add lines 1, 2, and 3.			
5. Mandatory Removal Date (FIRST DAY OF THE MONTH FOLLOWING THE MONTH IN LINE 4).			01
6. Date You Reach Age 60.			
7. Last Day of the Month in Which You Become Age 60.			
8. MRD is Earlier Date of Line 5 or Line 7.			

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code)
----------------------------	--------------------------	----------------------------

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
---------------------------	---------------------------	---------------------------

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Validation of Military Service and request extension of MRD
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
---	---------------------

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

I AW Title 10 U.S. Code, section 10216 as a Army Reserve Military Technician, I request validation that I meet all Military Readiness Standards for continue military service beyond my MRD date. I understand retention beyond MRD does not guarantee military retention to age 60. I also understand I must maintain Selected Reserve Membership and Military Readiness Standards or I will be separated from the Military Technician program.

I verify the following information: I am

1. Eligible for Unreduced Retirement Annuity (URA) at age 60 (Verified by CPAC, see attached email)
 2. Not pending Separation/Termination as a civilian (Verified by CPAC, see attached email)
 3. Not currently on LWOP-MIL or Absent (US) from my civilian position (Verified by CPAC, see attached email)
 4. Meet HT/WT Standards
 5. APFT qualified
 6. Assigned to a valid military position of the appropriate grade for which Branch/MOS qualified
 7. Not pending removal from Selected Reserve (Voluntary or Involuntary)
 8. Meet Medical Fitness Standards
 9. My Civilian Supervisor is: John Doe, POC Info is 123-456-7890 or john.w.doe.civ@mail.mil
 10. My Civilian Command CoS/CXO is: Jane Doe, POC Info is 123-456-7890 or jane.s.doe.civ@mail.mil
- Attached: 1. Statement of Understanding Army Reserve Military Technician to Continue Military Service
 2. Supporting documents per MT MRD checklist

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -
 HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
---	---------------	---------------------

15. NAME OF INDIVIDUAL		16. SSN	
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL			
AUTHORITY	a. TO		b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO		b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO		b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO		b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO		b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

Statement of Understanding for Army Reserve Dual Status Military Technician
Requesting Continue Military Service beyond MRD

I, _____, understand I may be allowed to continue military service beyond MRD in accordance with Title 10, US Code, section 10216 if I meet the four criteria below;

1. Verification of eligibility for Unreduced Retirement Annuity (URA) at age 60.
2. Validation of meeting all military readiness standards.
3. Received recommendation from my MSC level Military and Civilian Chain-of-Command.
4. Receive approved decision memo.

Upon approval to continue military service beyond my MRD, I must maintain assignment in the Selected Reserve and maintain military readiness standards as a condition of my employment.

I further understand that if separated from active status in the Selected Reserve during my approved extension, my MRD date will be adjusted to the date I lost active status and I will be separated from the Military Technician Program.

I understand if my selected reserve unit assignment changes, I must provide copy of the assignment order to my civilian supervisor for verification of meeting my condition of employment (COE).

I must submit a request nine months prior to my extended MRD expiration date for re-validation to possibly continue further military service. Failure to submit a re-validated request can result in separation from the MT program.

I understand if request is disapproved or returned without action, I will be separated from selective reserve active status and will be separated from the military technician program.

Employee signature block, signature, and date

Email request for Supervisor to CPAC

Below is a sample email request with the questions the immediate supervisor will submit to the CPAC retirement specialist to confirm employee's URA eligibility at age 60 for extension beyond MRD.

EMAIL Subject line: CPAC verification of Doe, John J. for MRD Extension Request

Request verification of below information to support MT request for extension beyond MRD for Doe, John J. (last 4 SSN):

1. Date employee entered MT Program:
2. Pre or Post 10 Feb 96 Hire:
3. MT currently on LWOP-MIL/Absent (US):
4. Employee pending termination:
5. Post 96 deposit complete or in good standing on military buy-back (If appl):
6. Date the employee will be eligible for URA:
7. Date employee turns age 60:
8. Employee's minimum retirement age:

SAMPLE

Mandatory Information for Civilian Chain-of-Command

MSC/DRU CoS/CXO information to be addressed in the endorsement/recommendation memorandum;

1. The employee's current position and anticipated changes to the position in future TDA's.
2. Employee's contributions towards command readiness and mission accomplishment.
3. The overall ratings on last three civilian evaluations.
4. Over-all potential of employee for future contributions to the Army Reserve.
5. Impact to the unit/command mission if extension is not granted.
6. Recommendation of approval or disapproval for retention beyond MRD.

MT-CRD Checklist

NAME: _____

- EMPLOYEE REQUEST/CERTIFICATION
- DA FORM 199/PEB Results (Section XII must be signed to validate CRD)
- MILITARY SEPARATION ORDERS
- SUPERVISOR VERIFICATION
- If Reasonable Accommodations requested, Attach EEO Documents (If APPL)
- MSC/DRU CoS/CXO RECOMMENDATION

- USARC LEGAL REVIEW
- USARC DECISION MEMORANDUM

Employee Request for Retention of
Army Reserve Military Technician (MT)
Due to Combat Related Disability (CRD)

I am requesting approval to be retained as a MT-CRD. I certify that I am able to perform the job requirements of my civilian position as a (identify current position for example Heavy Mobile Equipment Repairer) without accommodation. I understand that should I become disqualified because of performance, medical, or other reasons, I will be subject to removal from the military technician program.

I understand if the request is approved, I will be retained as a military technician. I cannot apply for voluntary personnel actions in another military technician position. I must be separated from the position not later than 30 days after reaching an unreduced annuity and age 60.

Attached is a copy of my Military separation/retirement order. I have also attached the Physical Evaluation Board Proceedings (DA Form 199) that formed the basis for the separation/retirement. DA Form 199, Section V3, includes the statement, "The disability [did] result from a combat related injury under the provisions of 26 USC 104 or 10 USC 10216." DA Form 199, Section XII has been signed, authenticating the execution of this request.

Employee Signature Block with date

***** or *****

I am requesting approval to be retained as a MT-CRD. I certify that I am able to perform the job requirements of my civilian position as a (identify current position for example Heavy Mobile Equipment Repairer) with reasonable accommodation (identify what is needed/required for accommodation to perform the requirements of the position). I understand that should I become disqualified because of performance, medical, or other reasons, I will be subject to removal from the military technician program.

I understand if the request is approved, I will be retained as a military technician and cannot apply for voluntary personnel actions to another military technician position. I must be separated from the position not later than 30 days after reaching an unreduced annuity and age 60.

Attached is a copy of my Military separation/retirement order. I have also attached the Physical Evaluation Board Proceedings (DA Form 199) that formed the basis for the separation/retirement. DA Form 199, Section V3, includes the statement, "The disability [did] result from a combat related injury under the provisions of 26 USC 104 or 10 USC 10216." DA Form 199, Section XII has been signed, authenticating the execution of this request.

Employee Signature Block with date

Supervisor Combat Related Disability MEMO Example



DEPARTMENT OF THE ARMY
Command Letterhead

Office Symbol

Date

MEMORANDUM THRU CofS or CXO, MSC/DRU Name, Street Address, City, Zip

FOR HQ, USARC, Civilian Personnel Management Office, ATTN: ARFC-CXP, 4700
Knox Street, Fort Bragg, NC 28310-5000

SUBJECT: Request Approval of Doe, John P. request for Combat Related Disability

1. I recommend retention of John P. Doe as a Military Technician Combat Related Disability (MT-CRD)
2. Based on review of restrictions on DA Form 199, Mr. Doe remains completely capable of performing the job requirements and the essential functions of his civilian position as (enter civilian job title name). Mr. Doe has stated and I agree reasonable accommodation are not needed to perform full duties.
3. Point of contact is the undersigned, at 123-456-7890.

Signature block of Supervisor

***** or *****

1. I recommend retention of John P. Doe as a Military Technician Combat Related Disability (MT-CRD)
2. Based on review of restrictions on DA Form 199, along with Mr. Doe requesting reasonable accommodation of (enter accommodation needed) to perform duties. I have coordinated with EEO for assistance in requesting reasonable accommodations.
3. Attached are the supporting documents from EEO on reasonable accommodation.
4. Point of contact is the undersigned, at 123-456-7890.

Signature block of Supervisor

Example of Civilian CoS/CXO Combat Related Disability MEMO



DEPARTMENT OF THE ARMY
Command Letterhead

Office Symbol

Date

MEMORANDUM FOR HQ, USARC, Civilian Personnel Management Office, ATTN: ARFC-CXP,
4700 Knox Street, Fort Bragg, NC 28310-5000

SUBJECT: Request Approval of Doe, John P as a Military Technician Combat Related
Disability (MT-CRD)

1. After review, I concur with Mr. Doe's request for retention due to a combat related disability.
2. Based on review of DA Form 199, section V, disability did result from a combat-related injury under the provisions of 26 USC 104 or USC 10216. DA Form 199, section XII has been signed, authenticating the execution of this request.
3. The disability does not prevent his performance as a (enter civilian duty title, i.e. Heavy Mobile Equipment Repairer) Mr. Doe is capable of performing the job requirements and the essential functions of his civilian position. Mr. Doe has stated and supervisor agreed reasonable accommodation are not needed to perform full duties.
4. Point of contact is the undersigned, at 123-456-7890.

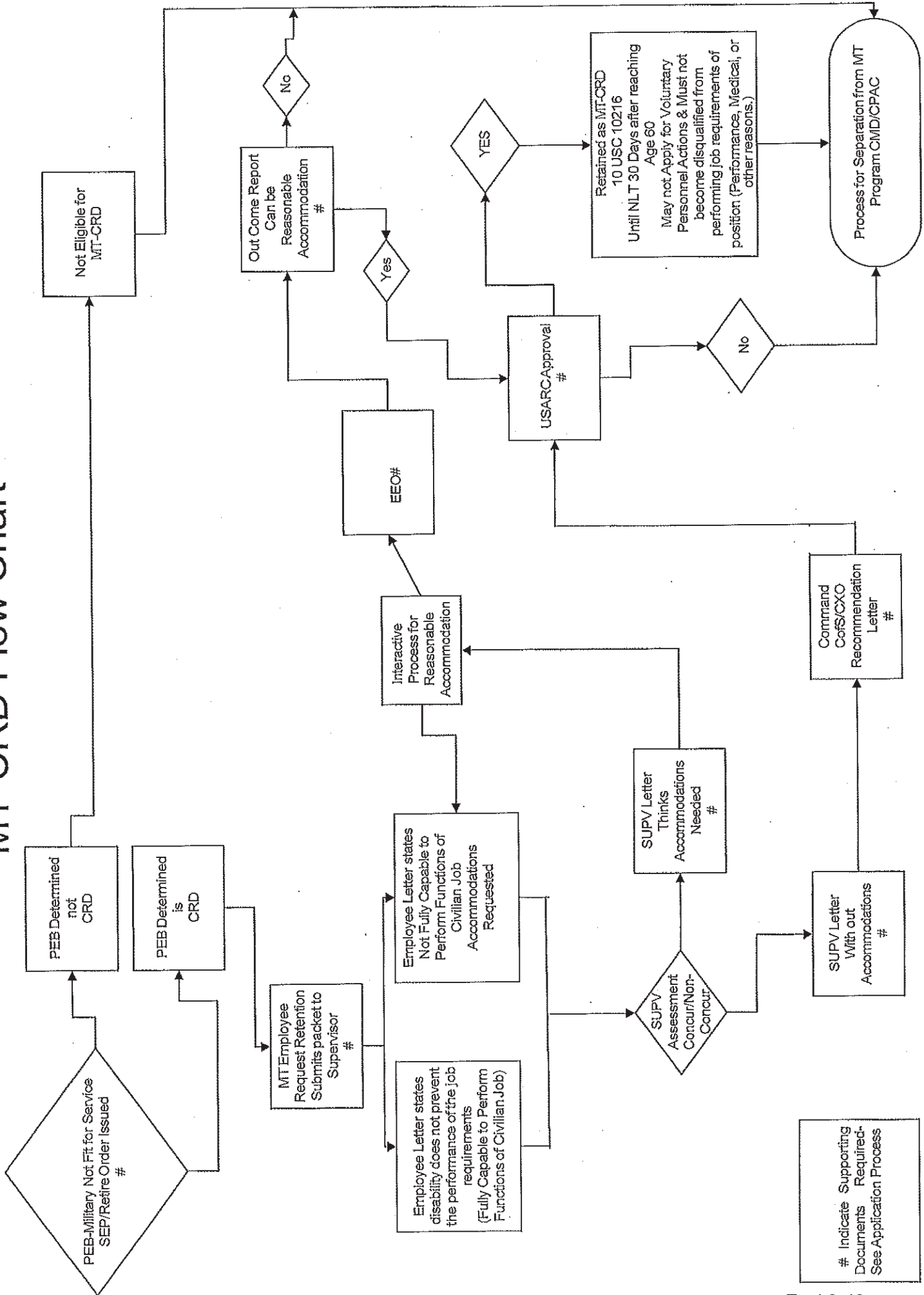
Signature block MSC/DRU CofS/CXO

***** or *****

1. After review, I concur with Mr. Doe's request for retention due to a combat related disability.
2. Based on review of DA Form 199, section V, disability did result from a combat-related injury under the provisions of 26 USC 104 or USC 10216. DA Form 199, section XII has been signed, authenticating the execution of this request.
3. Mr. Doe has requested reasonable accommodation. With accommodation, the disability does not prevent his performance as a (enter civilian duty title, i.e. Heavy Mobile Equipment Repairer) Mr. Doe is capable of performing the job requirements and the essential functions of his civilian position.
4. Point of contact is the undersigned, at 123-456-7890.

Signature block MSC/DRU CofS/CXO

MT-CRD Flow Chart



Indicate Supporting Documents Required- See Application Process



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

SAMR-PO

AUG 19 2008

MEMORANDUM FOR DEPUTY CHIEF OF STAFF, G-1
DIRECTOR, ARMY NATIONAL GUARD
COMMANDER, UNITED STATES ARMY RESERVE
COMMAND

SUBJECT: Voluntary Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels under the Provisions of Section 14701, Title 10, United States Code

1. References:

- a. Section 14507, Title 10, United States Code.
- b. Section 14701, Title 10, United States Code.
- c. Title 32, United States Code.
- d. Department of Defense Directive 1320.8, Continuation of Regular Commissioned Officer on Active Duty and Reserve Commissioned Officers on the Reserve Active Status List, 21 Oct 96.
- e. Memorandum, DEPSECDEF, May 18, 2004, subject: Streamlined Process for Continuation of Officers on the Reserve Active Status List (RASL).
- f. General Order 3, Assignment of Functions and Responsibilities within Headquarters, Department of the Army, 9 Jul 02.
- g. Memorandum, ASA (M&RA), SAMR-HR, October 11, 2005, subject: Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels under the Provisions of Section 14701, Title 10, United States Code.
- h. Memorandum, ASA (M&RA), SAMR-PO, October 31, 2007, subject: Mandatory Removal Date – Maximum Age for Reserve Component (RC) Officers (Colonels and Below).

2. This memorandum rescinds reference 1g above and establishes Department of Army policy to voluntarily retain certain Army Reserve and Army National Guard of the United States (ARNGUS) lieutenant colonels and colonels on the RASL who would

SAMR-PO

SUBJECT: Voluntary Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels under the Provisions of Section 14701, Title 10, United States Code

otherwise be removed from the RASL for years of service UP 10 U.S.C. 14507. However, a Reserve commissioned officer of the Army National Guard of the United States may not be continued on the RASL under this policy without the consent of the Governor concerned.

3. Effective upon signature of this memorandum, I hereby authorize the automatic selective retention on the RASL of the following categories of commissioned officers:

a. Army Reserve and ARNGUS lieutenant colonels and colonels assigned to a unit or derivative unit identification code (DUIC) who are alerted for or ordered to active duty for deployment to a designated hostile fire or imminent danger pay (HFP/IDP) area in support of the Global War on Terrorism (GWOT) (Refer to Volume 7A, Chapter 10 of the DoD Financial Management Regulation 7000.14-R for designated HFP/IDP areas).

b. Title 10 and Title 32, U.S. Code, Active Guard and Reserve (AGR) lieutenant colonels and colonels assigned to a unit or DUIC alerted or mobilized for deployment to a designated HFP/IDP area in support of the GWOT.

4. The period of selective continuation under this authority is limited to the period of the duration of the officer's mobilization plus 90 days, but shall not continue beyond the date on which a lieutenant colonel attains a maximum of 33 years of commissioned service, or a colonel attains 35 years of commissioned service. Upon completion of mobilization, officers shall be processed for separation or retirement (if otherwise eligible), unless otherwise authorized to be retained on the RASL via promotion or subsequent selective continuation.

5. Officers whose unit's alert is canceled or suspended for more than 60 days, will have their selective continuation cancelled and be processed for separation or retirement (if eligible) within 90 days of the notification of the cancellation or suspension of the unit alert.

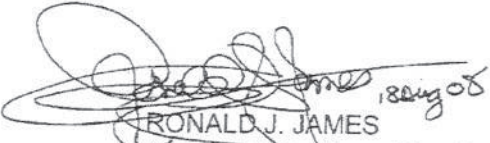
6. Each officer selectively continued will be counseled by the first general officer in the chain of command that selective continuation is voluntary and the officer has a right to decline in accordance with Section 14701, Title 10, United States Code. Officers who decline continuation on the RASL under this policy shall be separated or retired (if otherwise eligible) IAW applicable law and regulation. State Adjutants General will ascertain the will of the Governor concerned, or if delegated the authority, will determine and communicate to the first general officer in the chain of command approval or disapproval of the selective continuation of applicable ARNGUS officers.

SAMR-PO

SUBJECT: Voluntary Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels under the Provisions of Section 14701, Title 10, United States Code

7. Officers selectively continued under this policy remain eligible to request resignation or retirement (if otherwise eligible) during the period of continuation. Approval of such requests for resignation or retirement is subject to the needs of the Army.
8. Officers who are otherwise eligible for selective continuation under this policy memorandum may not be retained under the provisions of this policy if they will reach age 60 prior to the end of their mobilization period. However, pursuant to guidance prescribed in reference 1h above, such officers may request concurrent retention beyond MRD for age (AR 140-10 or NGR 635-100, as appropriate) and years of service (10 USC 14507) via memorandum, for the purpose of deployment to a designated HFP/IDP area in support of the Global War on Terrorism. These requests must follow the procedures detailed in paragraph 3 of reference 1h.
9. The Army G-1, in coordination with the Army Reserve and the National Guard Bureau, will provide on the first of each month, to my office, two reports: a listing of all officers selectively continued under this policy and a listing of eligible officers who requested retirement or resignation in lieu of mobilization and the status of the action taken on such request. The report formats are attached for your use.
10. This policy memorandum shall remain in effect until further notice and shall not supersede other provisions of law applicable to the removal from an active status of Army Reserve and ARNGUS officers otherwise subject to this policy.
11. I direct the Army G-1, to ensure that this policy memorandum is reflected in pertinent Army personnel policy guidance (PPG).
12. Point of contact is COL William McCloskey, (703) 695-0440, or email: william.mccloskey@us.army.mil.

Encl
as


RONALD J. JAMES
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

CF:
USD (P&R)
OASD (RA)



SECRETARY OF THE ARMY
WASHINGTON

MEMORANDUM FOR SEE DISTRIBUTION

18 MAR 2015

SUBJECT: Army Directive 2015-17 (Reinstatement of Separation for Two-Time Nonselection for Promotion and Implementation of Selective Continuation Boards for U.S. Army Reserve Warrant Officers)

1. References:

- a. Army Regulation (AR) 135-155 (Promotion of Commissioned Officers and Warrant Officers Other Than General Officers), 13 July 2004.
- b. AR 135-175 (Separation of Officers), 28 February 1987, Rapid Action Revision No. 2 Issued 4 August 2011.
- c. AR 140-10 (Assignments, Attachments, Details and Transfers), 15 August 2005.
- d. AR 600-8-24 (Officer Transfers and Discharges), 12 April 2006, Rapid Action Revision No. 3 Issued 13 September 2011.

2. Effective immediately, I rescind the suspension of the regulatory requirement to separate chief warrant officer two (CW2) and chief warrant officer three (CW3) who are twice not selected for promotion. I reinstate the policies in the references, which state that a U.S. Army Reserve (USAR) warrant officer who twice fails to be selected for promotion to the grade of CW3 or chief warrant officer four (CW4) will not be considered again for promotion and will be removed from active status unless subsequently placed on a promotion selection list, selected for continuation or retained under any other provision of law.

3. Concurrent with this action, I direct the implementation of selective continuation (SELCON) boards in conjunction with USAR warrant officer promotion selection boards. SELCON boards will consider USAR CW2s and CW3s twice not selected for promotion to the next higher grade for continued service in an active status. The authority to convene and recess USAR warrant officer SELCON boards is delegated to the Assistant Secretary of the Army (Manpower and Reserve Affairs). The Assistant Secretary may delegate this authority to the Deputy Chief of Staff, G-1, who may further delegate to a designated representative no lower than the Director of Military Personnel Management.

4. Continuation for CW2 and CW3 is normally 3 years from the approval date of the SELCON board that recommends the officer for continuation. However, continuation may not extend beyond the date when the officer completes 11 years of warrant officer

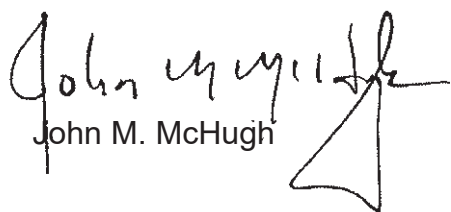
SUBJECT: Army Directive 2015-17 (Reinstatement of Separation for Two-Time Nonselection for Promotion and Implementation of Selective Continuation Boards for U.S. Army Reserve Warrant Officers)

service (CW2) or 20 years of warrant officer service (CW3). I retain the authority to adjust the period of SELCON based on the needs of the USAR.

5. A nonselection for promotion before the Fiscal Year 2015 Promotion Selection Board will not be calculated toward separation. The CW2 and CW3 promotion boards scheduled to convene on or about 22 April 2015 will be considered a first look for warrant officers in the zone of consideration.

6. The Deputy Chief of Staff, G-1 is the proponent for this policy and will incorporate the provisions related to SELCON boards into AR 135-155 as soon as possible. Direct any questions to the USAR Warrant Officer Promotion Policy Integrator at 703-695-6748.

7. This directive is rescinded upon publication of the updated regulation.


John M. McHugh

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army
Commander

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 - U.S. Army Military District of Washington
- (CONT)

SUBJECT: Army Directive 2015-17 (Reinstatement of Separation for Two-Time Nonselection for Promotion and Implementation of Selective Continuation Boards for U.S. Army Reserve Warrant Officers)

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DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2450 CONNELL ROAD, BLDG 2264
JBSA FORT SAM HOUSTON, TEXAS, 78234-7664

OTSG/MEDCOM Policy Memo 22-023

20 MAY 2022

MCZX

Expires 20 May 2024

MEMORANDUM FOR COMMANDERS, MEDCOM REGIONAL HEALTH COMMANDS

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

1. References:

- a. Title 10, United States Code, Sections 640 and 14519, Deferment of Retirement or Separation for Medical Reasons.
- b. Title 10, United States Code, Section 12301, Reserve Component Generally.
- c. Army Regulation (AR) 600-8-24, Officer Transfers and Discharges, 8 Feb 20
- d. AR. 635-40, Disability Evaluation for Retention, Retirement, or Separation, 19 Jan 17.
- e. AR 635-200, Active Duty Enlisted Administrative Separations, 28 Jun 21.
- f. PPOM-18-005, Extension of Army National Guard Soldiers on AD to complete Integrated Disability Evaluation System (IDES).

2. Purpose: To provide guidance on submitting requests to Office of the Surgeon General (OTSG) for medical extension past Mandatory Removal/Retirement Date (MRD) of Soldiers in an active duty status.

3. Proponent. The proponent for this policy is the Patient Administration Division (PAD), Readiness Healthcare Integration Division (RHID), U.S. Army Medical Command (MEDCOM) G-3/5/7.

4. Scope: This policy applies to all Soldiers, to include United States Army Reserve (USAR) Active Guard Reserve (AGR), Title 10 National Guard AGR, and Reserve Soldiers on active duty orders greater than 30 days. It does not apply to Active Component Enlisted who are near or at the end of their enlistment contract, retention control point, selected for separation under the Qualitative Management Program, or has an approved retirement date. Extensions for DES purposes are coordinated at the installation level for these Soldiers.

*This policy memo supersedes OTSG/MEDCOM Policy Memo 19-021, 25 March 2019, subject: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders.

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

5. Policy:

a. MRD Extensions will be granted if the Soldier meets one of the following criteria:

- (1) Soldier is hospitalized at time of separation date.**
- (2) Soldier is in the DES process at time of separation date.**

b. Timeliness: Military Medical Treatment Facilities (MTF) will submit MRD extension requests to OTSG/MEDCOM PAD no earlier than 60 days and no later than 30 days prior to the separation date on Soldiers in the DES. MTFs will submit MRD requests on Soldiers extended for clinical reasons (i.e., hospitalization) as soon as it is known that an extension is necessary.

c. The MRD extension for Active Component Officers, Warrant Officers, all USAR, and Title 10 National Guard AGR Soldiers consists of the following documents (Enclosure 1 includes a sample packet):

(1) Retention Beyond Mandatory Separation for Medical Care Request Checklist.

(2) Physician Memorandum identifying diagnosis, estimated completion date of MEB/PEB or treatment plan (NARSUM) MUST indicate physician contact number and email.

(3) Copy of Physical Profile (DA Form 3349).

(4) Command Endorsement Memorandum (Signed by O-6 or above) or Military Medical Treatment Facility Command Endorsement (Signed by O-6 or above).

(5) Affidavit document; must be signed and dated (sworn before an authorized person at the legal office or by an adjutant).

(6) Authorization for Disclosure of Medical or Dental Information (DD Form 2870) for PEBLO to release Information to MEDCOM/OTSG (if applicable).

(7) Copy of previous retention beyond MRD approval(s) (if applicable).

(8) Approval memo from Company Commander (Commander's Statement DA 7652).

d. The MRD extension request packet for non-AGR Reserve Component Soldiers who need to be placed or extended on 12301(h) orders for DES processing consists of the following documents (Enclosure 2 includes a sample packet):

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

(1) Checklist for 12301(h) Orders for IDES.

(2) Soldier's Commander Memorandum.

(3) DA Form 4187 (Personnel Action) "Request for 12301(h) DODI Orders."

(4) Current Active Duty Orders or Operational Support (ADOS) Orders.

(5) DA Form 4856 (Developmental Counseling Form).

(6) Soldier signed affidavit: Soldiers must agree to be extended past their release from active duty (REFRAD) and/or separation date. Note: Affidavits may only be endorsed by a notary, legal office representative or unit adjutant. No others may endorse/witness the Soldier's agreement to be extended.

(7) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters, and/or Variable Housing Allowance current within 12 months.

(8) DA Form 3349 (Physical Profile Report) with at least one condition at the permanent 3 or 4 level.

(9) Approved In the Line of Duty (ILOD) Memorandum and DA Form 2173 (Statement of Medical Examination and Duty Status) and/or DD Form 261 (Report of Investigation Line of Duty and Misconduct Status). DD Form 261 is required if a Formal Line of Duty investigation was conducted.

(10) Physical Evaluation Board Liaison Officer (PEBLO) Letter (Memorandum stating the Soldier's current DES phase).

(11) Copy of Soldier's current orders (applicable to U.S. Army Reserve and Army National Guard Soldiers only).

Note: 12301(h) orders may be issued to or extend Reserve Component Soldiers on active duty to (1) receive authorized medical care; (2) be medically evaluated for disability or other purposes; or (3) complete a required DOD health care study, which may include an associated medical evaluation of the Soldier.

e. Incomplete MRD extension request packets will be returned without action.

6. Responsibilities:

a. OTSG/MEDCOM Patient Administration Division.

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

(1) Receive extension requests on all Soldiers.

(2) Conduct quality check of extension packets to ensure all required documents and information are present.

(3) Forward the request to Chief, DES Service Line (SL) or Healthcare Delivery, as applicable.

(4) Forward extension recommendations to the applicable action office (Human Resources Command (HRC) and MEDCOM HR).

b. Chief, DES SL:

(1) Responsible for recommended approval or disapproval of MRD extension request of Active Component Officers, Warrant Officers, and all USAR and Title 10 National Guard AGR Soldiers in the DES process.

(2) Responsible for providing the endorsement memorandum for all Service members undergoing the DES process. Documentation and status within the process will be verified prior to endorsement memorandum being provided.

c. MEDCOM, Readiness Healthcare Integration Division (RHID):

(1) Responsible for recommended approval or disapproval of MRD extension request for Soldiers requesting extensions for clinical reasons and who are not in DES.

(2) Responsible for recommended approval or disapproval of MRD extension requests for all Soldiers (Enlisted or Commissioned) assigned or attached to a Soldier Recovery Unit (SRU) and who are not in DES.

d. MEDCOM Human Resources (HR), Soldiers Transition Branch. Responsible for publishing 12301(h) orders in 179-day increments for Reserve and National Guard personnel; subsequent 12301h orders will be published in 179-day increments if the DES process has not been completed and the recommendation for MRD extension is still valid.

7. Procedures:

a. All Officers' MRD extension packets will be formally routed through the OTSG/MEDCOM PAD. The completed packet should be sent via encrypted email to usarmy.ncr.hqda-otsg.list.otsg-officer-medical-extension@mail.mil.

(1) MTF Physical Evaluation Board Liaison Officer (PEBLO) will initiate the MRD extension packet for Enlisted Soldiers or Officers that are in the DES process.

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

(2) MTF PAD will initiate the MRD extension packet for Soldiers who are hospitalized.

b. OTSG/MEDCOM PAD will forward complete packets to the respective action officer (DES SL or RHID) for endorsement.

c. The respective action officer will return a written recommendation to OTSG/MEDCOM PAD as to whether or not the Soldier should be extended based on laws and regulations.

(1) Per guidance from HRC, the extension recommendation may be made for the duration it is expected for the Soldier to complete the pending action.

(2) Soldiers undergoing DES that require an MRD extension will be based upon current processing timelines and their specific stage status in relationship to completing the process.

(3) Reference 1a. requires officers extended past their MRD to separate no later than 30 days after hospital discharge or Secretarial approval of the DES case.

d. OTSG/MEDCOM PAD will forward recommendations to Human Resources Command and MEDCOM HR to extend the Service Member date of separation.

e. OTSG/MEDCOM PAD will provide the submitting MTF with the final decision.

f. MTF PAD or assigned PEBLO will ensure the Physical Evaluation Board and Soldiers are given a copy of the memorandum as well as instruct the Soldiers to go to their local Retirement Service Office/Transition Point to receive a copy of their order with amended MRD. The MTF PAD or assigned PEBLO will instruct USAR AGR Soldiers to provide a copy of the memorandum to HRC Officer or Enlisted Transition/Separations in order to have their AGR orders amended.

g. MRD extension requests for Soldiers (Enlisted and Commissioned) that are assigned to SRU or who are requesting 12301(h) orders will be routed through the OTSG/MEDCOM PAD. The completed packet should be sent via encrypted email to usarmy.ncr.hqda-otsg.list.otsg-officer-medical-extension@mail.mil.

FOR THE COMMANDER:

2 Encls

- 1. Regular MRD Packet**
- 1. 12301(h) MRD Packet**

BEAUCHEMIN.R Digitally signed by
BEAUCHEMIN.RICHARD.
ICHARD.ROLAN ROLAND.1165218953
D.1165218953 Date: 2022.05.20
07:50:21 -04'00'

RICHARD R. BEAUCHEMIN
Chief of Staff

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 1: Regular MRD Packet

Checklist		
MARCH 2021		
Retention Beyond Mandatory Separation for Medical Care Request		
Administrative Information		
1	Last Name, First Name	
2	Last Four of SSN	
3	Date of Birth (mon/day/year)	
4	Commissioned Service Date (mon/day/year)	
5	Mandatory Removal Date (mon/day/year)	
6	Removal reason (age or years of service)	
7	Has SM previously been retained beyond separation? (If yes, when)	
8	Is SM currently In the IDES process? (if yes, date started)	
9	Which phase of IDES Is the SM in?	
10	Has the SM signed the 199? (if yes, what date)	
11	IDES File/Case Number	
12	Military Treatment Facility (include address)	
13	Is the SM currently In the SRU? (if yes, which SRU)	
14	Case Manager/PEBLO-name, phone number, and email	
TAB A-Personnel Document Requirement (Include with Request Packet)		
1		Physician Memorandum Identifying diagnosis, estimated completion date of MEB/PEB or treatment plan (NARSUM) MUST Indicate physician contact number and email
2		Copy of Physical Profile (DA Form 3349)
3		Command Endorsement Memorandum (Signed by O-6 or above) or Military Treatment Facility Command Endorsement (Signed by O-6 or above)
4		Affidavit document; must be signed and dated (sworn before an authorized person at the legal office or by an adjutant
5		Authorization for Disclosure of Medical or Dental Information (DD Form 2870) for PEBLO to release information to MEDCOM/OTSG (if applicable)
6		Copy of previous retention beyond MRD approval(s) (if applicable).
7		Approval memo from Company Commander (Commander's Statement DA 7652).

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 1: Regular MRD Packet



OFFICE SYMBOL

DATE

MEMORANDUM THRU The Office of the Surgeon General. ATTN: Health Care Delivery, 7700 Arlington Blvd. Falls Church. VA 22401

FOR Commander. US Army Human Resources Command, 1600 Spearhead Division Ave. Fort Knox. KY 40122

SUBJECT: Provider Clinical Assessment Memorandum of Request for Medical Extension for Patient Last Name, First Name. MI, SSN. Unit

1. Request retention for the following medical reasons:
2. Reason for separation:
3. Scheduled release date:
4. Medical reasons for retention/justification:
5. The POC: SM. PEBLO or G1/S1

SIGNATURE BLOCK of
PHYSICIAN

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 1: Regular MRD Packet

PHYSICAL PROFILE RECORD											
For use of this form, see AR 40-33X; the proponent agency for this form is the Office of the Surgeon General											
SECTION 1: SOLDIER INFORMATION											
1. NAME (Last, First, Middle Initial)	2. RANK	3. DoD ID NUMBER	4. COMPONENT	5. CDRORG	6. DTIC						
7. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND					8. AOC/MOS/SQ/JOB/TITLE						
SECTION 2: PERMANENT PROFILE											
9. REASON FOR PROFILE (in Lay Terminology)	10.	P	U	L	H	E	S	11. PROFILE CODES	12. PROFILING PROVIDER	13. APPROVING AUTHORITY	14. DATE
COMBINED PULSES: 1 1 1 1 1 1											
SECTION 3: ACTIVE TEMPORARY PROFILE(S) AS OF:											
15. REASON FOR PROFILE (in Lay Terminology)	16. SEVERITY	17. MECHANISM OF INJURY		18. DUTY STATUS	19. EXPIRATION DATE	20. DAYS ON PROFILE	21. PROFILING PROVIDER				
22. TOTAL DAYS ON TEMPORARY PROFILE IN THE LAST: 12 MONTHS: 24 MONTHS: DATE:				23. IS SOLDIER AVAILABLE TO TAKE RECORD APFT? YES <input type="checkbox"/> NO <input type="checkbox"/> IF "NO", ANTICIPATED APFT AVAILABILITY DATE:							
SECTION 4: FUNCTIONAL ACTIVITIES											
24. A SOLDIER MUST BE REFERRED TO THE DISABILITY EVALUATION SYSTEM (DES) IF THERE IS AT LEAST ONE PERMANENT (P) "3" IN THE PULSES AND LIMITATION(S) NOTED IN THE FUNCTIONAL ACTIVITIES. TEMPORARY (T) LIMITATIONS DO NOT CAUSE REFERRAL TO DES.											
INDICATE THOSE ACTIVITIES THAT THE SOLDIER CANNOT PERFORM BY PLACING AN "N" IN THE APPROPRIATE COLUMN(S).											
a. Physically and/or mentally able to carry and fire individual assigned weapon?											
b. Ride in a military vehicle wearing usual protective gear without worsening condition?											
c. Wear helmet, body armor, and load bearing equipment (LBE) without worsening condition?											
d. Wear protective mask and MOPP 4 for at least 2 continuous hours per day?											
e. Move greater than 40 lbs (e.g. duffel bag) while wearing usual protective gear (helmet, weapon, body armor, LBE) up to 100 yards?											
f. Live and function, without restrictions in any geographic or climatic area without worsening condition?											
25. ADDITIONAL PHYSICAL RESTRICTIONS (CHECK IF APPLICABLE)											
<input type="checkbox"/> a. LIFTING/CARRYING RESTRICTIONS (MAXIMUM WEIGHT RESTRICTION)				Permanent: lbs.		Temporary: lbs.					
<input type="checkbox"/> b. STANDING LIMITATION:				Permanent: min		Temporary: min					
<input type="checkbox"/> c. MARCHING WITH STANDARD FIELD GEAR:				Permanent: Time: min / Distance: mi		Temporary: Time: min / Distance: mi					
26. MEDICAL/ADMINISTRATIVE BOARD STATUS: Not Applicable											
SECTION 5: MEDICAL INSTRUCTIONS TO UNIT COMMANDER (Permanent restrictions listed in bold type)											
27.											
SECTION 6: ARMY PHYSICAL FITNESS TEST (See FM 7-22)											
28. APFT EVENT											
		P		T		P		T			
		YES	NO	YES	NO	YES	NO	YES	NO		
2 MILE RUN		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. ALTERNATE APFT (Only if Soldier is unable to do APFT 2 mile run)					
SIT-UPS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PUSH-UPS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION 7: PHYSICAL READINESS TRAINING CAPABILITIES (See FM 7-22; Activities related to permanent conditions are in bold type)											
30.											
SECTION 8: UNIT COMMANDER											
31. COMMANDING OFFICER:						32. DATE:					
DA FORM DA 3349-SG, 2016						PREVIOUS EDITIONS ARE OBSOLETE					

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 1: Regular MRD Packet



OFFICE SYMBOL

DATE

MEMORANDUM THRU The Office of the Surgeon General, ATTN: Health Care Delivery, 7700 Arlington Blvd. Falls Church. VA 22401

FOR Commander U.S. Army Resources Command, 1600 Spearhead Division Ave. Fort Knox, KY 40122

SUBJECT: Request for Medical Extension for patient Last Name, First Name, MI, SSN, Unit

1. Request retention for the following medical reasons:
2. Reason for separation:
3. Scheduled release date:
4. Medical reasons for retention/justification:
5. Point of contact {Name, Phone, email):

MTF CDR NAME
RANK, Corps
Commanding

Command acknowledgement of action of retention on active duty for medical reason of (SM Rank, Last, First).

I (Am/Am Not) attaching a memorandum further detailing my recommendation for this officer.

FIRST MI LAST
RANK, Corps
Commanding

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons
for Soldiers on Active Duty Orders

Enclosure 1: Regular MRD Packet
Unit Letterhead

Office Symbol

DATE

WITH THE ARMY OF THE UNITED STATES, Sworn Statement AFFIDAVIT,

Location where affidavit was sworn.

Personally appeared before me, the undersigned, authorized by law to administer oaths pursuant to the Uniform Code of Military Justice, Article 136, one (Rank, Name), XXX-XX-Last four who, after being advised by me the rights and advantages of remaining in an active duty status in the Army beyond the scheduled date of release for the purpose of completion of hospital care and/or physical disability evaluation under the provisions of Chapter 61, Title 10, USC, and after being duly sworn, deposes and says:

"I (SM First Last name) have been fully advised by the undersigned officer of the rights and advantages that may accrue to me by voluntarily remaining on active duty in the Army beyond the scheduled date of my release for the purpose of completing hospital care and/or physical disability evaluation under the provisions of Chapter 61, Title 10, USC, and have been further fully advised that if I elect to be discharged or released from active duty as scheduled, I will not, after such discharge or release from active duty, be eligible for separation or retirement for physical disability. Wherefore, in consideration of the above, I (DO) (DO NOT) desire retention on active duty in the Army beyond the scheduled date of expiration of my term of service."

Along with the advantages explained, I, (SM Name), further understand the limitations of the statute under which this extension is made. Title 10 United States Code Sections 640 or 14519 specifically limits the extension to 30 days past the Secretarial approval of the DES findings, or if I leave DES for any other reason. This means I will not be afforded a normal transition phase. Due to the nature of this statute, no further extensions are permitted (short of hospitalization). I further understand that 30 days makes full utilization of many benefits (terminal leave, Permissive TOY, etc.) unlikely and that I need to plan accordingly since predicting the date of the PDA's final IDES disposition is not possible.

(Signature of Soldier)
SM First Last Name
Rank
Duty Station and Address

Administering Officer
Rank, Title LEGAL

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 1: Regular MRD Packet

AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION		
PRIVACY ACT STATEMENT In accordance with the Privacy Act of 1974 (Public Law 93-579), the notice informs you of the purpose of the form and how it will be used. Please read it carefully. AUTHORITY: Public Law 104-191; E.O. 9397 (SSAN); DoD 6025.18-R. PRINCIPAL PURPOSE(S): This form is to provide the Military Treatment Facility/Dental Treatment Facility/TRICARE Health Plan with a means to request the use and/or disclosure of an individual's protected health information. ROUTINE USE(S): To any third party or the individual upon authorization for the disclosure from the individual for: personal use; insurance; continued medical care; school; legal; retirement/separation; or other reasons. DISCLOSURE: Voluntary. Failure to sign the authorization form will result in the non-release of the protected health information. This form will not be used for the authorization to disclose alcohol or drug abuse patient information from medical records or for authorization to disclose information from records of an alcohol or drug abuse treatment program. In addition, any use as an authorization to use or disclose psychotherapy notes may not be combined with another authorization except one to use or disclose psychotherapy notes.		
SECTION I - PATIENT DATA		
1. NAME (Last, First, Middle Initial)	2. DATE OF BIRTH (YYYYMMDD)	3. SOCIAL SECURITY NUMBER
4. PERIOD OF TREATMENT: FROM - TO (YYYYMMDD)	5. TYPE OF TREATMENT (X one) <input type="checkbox"/> OUTPATIENT <input type="checkbox"/> INPATIENT <input type="checkbox"/> BOTH	
SECTION II - DISCLOSURE		
6. I AUTHORIZE <u>OTSG/MEDCOM</u> TO RELEASE MY PATIENT INFORMATION TO: <small>(Name of Facility/TRICARE Health Plan)</small>		
a. NAME OF PERSON OR ORGANIZATION TO RECEIVE MY MEDICAL INFORMATION	b. ADDRESS (Street, City, State and ZIP Code)	
c. TELEPHONE (Include Area Code)	d. FAX (Include Area Code)	
7. REASON FOR REQUEST/USE OF MEDICAL INFORMATION (X as applicable) <input type="checkbox"/> PERSONAL USE <input type="checkbox"/> CONTINUED MEDICAL CARE <input type="checkbox"/> SCHOOL <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> INSURANCE <input type="checkbox"/> RETIREMENT/SEPARATION <input type="checkbox"/> LEGAL		
8. INFORMATION TO BE RELEASED		
9. AUTHORIZATION START DATE (YYYYMMDD)	10. AUTHORIZATION EXPIRATION <input type="checkbox"/> DATE (YYYYMMDD) <input type="checkbox"/> ACTION COMPLETED	
SECTION III - RELEASE AUTHORIZATION		
I understand that: a. I have the right to revoke this authorization at any time. My revocation must be in writing and provided to the facility where my medical records are kept or to the TMA Privacy Officer if this is an authorization for information possessed by the TRICARE Health Plan rather than an MTF or DTF. I am aware that if I later revoke this authorization, the person(s) I herein name will have used and/or disclosed my protected information on the basis of this authorization. b. If I authorize my protected health information to be disclosed to someone who is not required to comply with federal privacy protection regulations, then such information may be re-disclosed and would no longer be protected. c. I have a right to inspect and receive a copy of my own protected health information to be used or disclosed, in accordance with the requirements of the federal privacy protection regulations found in the Privacy Act and 45 CFR §164.524. d. The Military Health System (which includes the TRICARE Health Plan) may not condition treatment in MTFs/DTFs, payment by the TRICARE Health Plan, enrollment in the TRICARE Health Plan or eligibility for TRICARE Health Plan benefits on failure to obtain this authorization. I request and authorize the named provider/treatment facility/TRICARE Health Plan to release the information described above to the named individual/organization indicated.		
11. SIGNATURE OF PATIENT/PARENT/LEGAL REPRESENTATIVE	12. RELATIONSHIP TO PATIENT <small>(If applicable)</small>	13. DATE (YYYYMMDD)
SECTION IV - FOR STAFF USE ONLY (To be completed only upon receipt of written revocation)		
14. X IF APPLICABLE: <input type="checkbox"/> AUTHORIZATION REVOKED	15. REVOCATION COMPLETED BY	16. DATE (YYYYMMDD)
17. IMPRINT OF PATIENT IDENTIFICATION PLATE WHEN AVAILABLE	SPONSOR NAME: SPONSOR RANK: FMP/SPONSOR SSN: BRANCH OF SERVICE: PHONE NUMBER:	

DD FORM 2870, DEC 2003

Reset

Adobe Professional 8.0

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 1: Regular MRD Packet

CHECKLIST FOR 12301(h) ORDERS FOR IDES (REQUIRED DOCUMENTS)		
ADMINISTRATIVE DOCUMENTS		
1		Soldier's Commander Memorandum
2		DA Form 4187 (Personnel Action) "Request for 12301(h) DoDI Orders
3		Current Active Duty orders or Operational Support (ADSO) Orders
4		DA Form 4856 (Commander Counseling Statement)
5		Soldier signed affidavit agreeing to be extended on active duty
6		DA Form 5960 (current within the last 12 months)
MEDICAL DOCUMENTS		
7		DA Form 3349 (Physical Profile) (Permanent 3 or 4)
8		Approved ILOD (Memorandum and DA Form 2173 and/or DD 261
Physical Evaluation Board Liaison Officer (PEBLO)		
9		PEBLO Letter (Memorandum of the Soldier's DES Phase)

Soldier's Name:

Rank:

State:

Parent Unit:

Unit POC Completing this Packet: Unit

Phone:

Unit Address:

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SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons
for Soldiers on Active Duty Orders

Enclosure 1: Regular MRD Packet

Unit Letterhead

Unit Office Symbol

Date

MEMORANDUM FOR MEDCOM, ATTN: Soldier Transition Support Branch, Fort Sam
Houston, TX 78234

SUBJECT: Request for 12301(h) Orders to complete the Integrated
Disability Evaluation System (IDES)

1. Individual below was on Active Duty (Title 10) orders or Active Duty for Operational
Support (ADOS) for the period of _____ through _____

a. Name:

b. SSN:

2. (Soldier's Name) is not pending UCMJ action at this time.

3. (Soldier's Name)'s PELBO is (PEBLO Name) located at (MTF processing the DES
case).

4. Point of contact is (Name), email address, and phone number.

SIGNATORY NAME

Rank/Branch

Position Title

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SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 1: Regular MRD Packet

PERSONNEL ACTION		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) National Guard Bureau or Office of Chief, Army Reserve	2. TO (Include ZIP Code) USAMEDCOM Soldier Transition Branch JBSA, TX 78234	3. FROM (Include ZIP Code) Soldier's RC Unit
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Medical Extension on AD
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Soldier requests to be retained on Active Duty IAW Title 10, Section 12301(h) for the purpose of completing DES process IAW DODI 1332.18.		
Soldier will be assigned to and report to Parent Unit or Unit closest to HOR through completion of the DES process. Please assign to the following UIC: Unit POC: email: phone number: HOR Address: City: State: Zip: PEBD: ETS: MRD:		
I understand that this assignment should not require any travel to complete by DES process. __ (SM Initial)		
Unit of assignment will be responsible for requesting necessary extensions (using the same format, with updated documents) through NOB Personnel Division to MEDCOM until completion of DES process.		
Encls: 1. Proof that Soldier in DES process 2. Copy of current order		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, MAY 2014

SUPERSEDES DA FORM 4187, JAN 2000
AND REPLACES DA FORM 4187-1-R, APR 1995

Page 1 of 2
APD LC v1.03ES

MCZX

**SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons
for Soldiers on Active Duty Orders**

FOR OFFICIAL USE ONLY - PRIVACY ACT

TEXAS MILITARY FORCES

ORDERS 271-422

28 September 2018

Soldier's Name Soldier SSN and Rank
HOME ADDRESS:
UNIT INFO/ADDRESS:

You are ordered to Full Time National Guard Duty - Operational Support (FTNGD-OS) for the period shown plus allowable travel time. Upon completion of the period of FTNGD-OS unless sooner released or extended by proper authority, you will return to the place where you entered FTNGD-OS and be released from such duty.

Period (PCS) : 01 October 2018 - 30 September 2019
Report to: JOINT COUNTERDRUG TASK FORCE - HQ - AUSTIN, 78703
Reporting time/date: NLT 0730 hrs on 01 October 2018
Purpose: FTNGD CD SUPPORT T32 USC 502 (f) and USC 112
Additional instructions:

- (a) Government quarters and rations are not available.
- (b) Enlisted personnel are authorized BAS.
- (c) TCMJ authority is granted to attached unit. However, during IDT assemblies, parent unit has TCMJ authority.
- (d) The Government's obligation hereunder is made contingent upon Congress enacting appropriations.
- (e) You will perform Annual Training and drill training assemblies in addition to Counterdug duty as required under the provision of 32 USC, Sections 112 and 502. You are not entitled to additional pay, allowances or other benefits for participating in Annual Training or drill assemblies.
- (f) Authorization based on availability of funds.
- (g) Austin, TX - ADMIN SUPPORT
- (h) 78703

FOR ARMY USE

Auth: 32 USC Sec 502(f) and 32 USC Sec 112
HOR: 3908 MANCHACA RD AUSTIN TY7E704
APC DJMS-RC: F1F40D TDC 40D STATE PLANS, TPU
AFC STANFINS Pay: F40D AFC STANFINS Travel: F40D
.Acctclas:
 Off pay/alw: 2192060 18-1041 F1M11.1200-1196/1199/1210/1250 S41292 1MO #B7AA
 Off tvl/pd: 2192060 18-1041 F1M11.1200-21P: S41292 1MO #B7AA
 Off Shp: 2192060 18-1041 F1M11.1200-22NL S41292 1MO #B7AA
 SRN: FRA6439271422* JCM/CCC: F40E37/37F40D Cost Estimate: \$ 119,533
PEBD: 010223
Federal WE: 501
State tax code: TX
Marital status / Number of dependents: SOC

FOR OFFICIAL USE ONLY - PRIVACY ACT

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons
for Soldiers on Active Duty Orders

FOR OFFICIAL USE ONLY - PRIVACY ACT

ORDERS 271-422 HQ TX NG, OTAG, 28 September 2018

Type of incentive pay: NONE

Type of special pay: NONE

Scy cl: SECRET

Format: 282

FOR THE ADJUTANT GENERAL:

```
////////////////////  
//      HQ, TXARNG      //  
//      OFFICIAL        //  
////////////////////  
REBECCA N. DUPUY  
LTC, AG, TXARNG  
ADJUTANT
```

DISTRIBUTION:

JFHQ-CD (5)

JFHQ-SCF (2)

Input By: SSGT CHELSEA N. MENCHACA - CD
Approved By: MSGT KIRA A. HARRIS - CD

FOR OFFICIAL USE ONLY - PRIVACY ACT

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 2: 12301(h) MRD Packet

DEVELOPMENTAL COUNSELING FORM		
For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI)	Rank/Grade	Date of Counseling
Self explanatory	Self explanatory	Self explanatory
Organization	Name and Title of Counselor	
Self explanatory	Self explanatory	
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)		
The purpose of this counseling is to voluntarily place (Soldier's Name) on 12301(h) order to complete the IDES process.		
PART III - SUMMARY OF COUNSELING		
Complete this section during or immediately subsequent to counseling.		
Key Points of Discussion:		
Soldier acknowledges and initials each:		
-----1 I must report to all medical appointments including physical therapy and examinations. I understand I am not authorized to change, cancel, and/or reschedule my medical appointments failure to do so may result in termination of my active duty orders. First and second missed appointments will result in official counseling. A third missed appointment will result in an official reprimand and REFRAD.		
-----2 I understand that while I am on 12301(h) orders, I will not perform a civilian job or missions. I understand I will not attend Military Residence Courses, civilian education classes, or civilian education training during normal duty hours.		
-----3 I have disclosed all medications, known medical diagnoses, and/or medical problems (treated/untreated) to the Case Manager and/or Care Coordinator prior to signing this form.		
-----4 I will be required to report to my unit of assignment during a regular work week. I can only perform duties within limitations of my profile (LAW AR40-501, CH 7) and must retain a copy of my profile with me at all times.		
-----5 I understand that while on Title 10 orders I am subject to UCDM actions		
-----6 I will not engage in conduct prejudicial to the good order and discipline of my assigned duty site or unit		
-----7 I will wear appropriate duty uniform as directed		
-----8 I will maintain Army Physical Fitness Training regimen within the limitation of my profile in accordance with TC 3-22-20 (Army Physical Readiness Training) and maintain the height and weight standards LAW AR 600-9 (The Army Weight Control Program)		
-----9 I understand I must use any accrued leave during the dates of this approved Title 10 12301(h) Active Duty period.		
OTHER INSTRUCTIONS		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

AS THE INDIVIDUAL MAKING THE CLAIM, I UNDERSTAND I AM RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED. I ALSO UNDERSTAND FAILURE TO FULFILL THE ABOVE REQUIREMENTS MAY RESULT IN TERMINATION OF MY ENTITLEMENTS TO PAY, ALLOWANCES, AND MEDICAL CARE FOR THIS DISABILITY. THE PENALTY FOR WILLFULLY MAKING A FALSE CLAIM IS A MAXIMUM FINE OF \$10,000, IMPRISONMENT FOR FIVE (5) YEARS OR BOTH.

Point of contact (POC) for this action is

Rank/Name	Soldier's rank and name
Phone	Soldier's phone number
Email	Soldier's email
Unit	Soldier's unit

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

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SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 2: 12301(h) MRD Packet

AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ), AND/OR VARIABLE HOUSING ALLOWANCE (VHA) <small>For use of this form, see AR 37-104-4; the proponent agency is ASA(FM)</small>				PRIVACY ACT STATEMENT			
1. NAME (Last, First, MI)				AUTHORITY: 37 USC 403; Public Law 96-343; EO 9397.			
2. SOCIAL SECURITY NUMBER		3. GRADE		PRINCIPLE PURPOSE: To start, adjust or terminate military member's entitlement to basic allowance for quarters (BAQ) and/or variable housing allowance (VHA).			
4. TYPE OF ACTION				ROUTINE USE: To adjust member's military pay record, information may be disclosed to Army components, such as USAFAC, major commands, and other Army installations; to other DOD components; other federal agencies such as IRS, Social Security Administration and VA, GAO, members of Congress; State and local government; US and State courts, and various law enforcement agencies. Social Security Number (SSN) is used for positive identification.			
START		CANCEL		CHANGE		REPORT	
CORRECT		STOP		RECERTIFICATION			
5. DUTY LOCATION (Include Station, Name, City, State, and Zip Code)				6. DATE/ACTION (YYYYMMDD)		7. BAQ TYPE	
						WITH DEPENDENTS <input type="checkbox"/> PARTIAL	
						WITHOUT DEPENDENTS <input type="checkbox"/>	
8. MARITAL/DEPENDENCY STATUS				9. QUARTERS ASSIGNMENT/AVAILABILITY			
<input type="checkbox"/> a. SINGLE		<input type="checkbox"/> b. MARRIED (see blocks (1), (2) & (3))		<input type="checkbox"/> c. DIVORCED (see blocks (1), (2) & (3))		<input type="checkbox"/> a. ADEQUATE (see block (1))	
<input type="checkbox"/> d. LEGALLY SEPARATED (see blocks (1), (2) & (3))		<input type="checkbox"/> e. DEPENDENT CHILD (see blocks (4), (5) & (6))		<input type="checkbox"/> c. TRANSIENT (see block (3))		<input type="checkbox"/> b. INADEQUATE (see blocks (1), (2) & (4))	
(1) Spouse/Former Spouse SSN		(2) Spouse/Former Spouse Duty Station		(3) Date of Marriage, Divorce/Separation		(1) QUARTERS NO. _____	
(4) Child in Custody of: <input type="checkbox"/> Member <input type="checkbox"/> Spouse <input type="checkbox"/> Former Spouse <input type="checkbox"/> Other						(2) FAIR RENTAL VALUE \$ _____	
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.				(4) <input type="checkbox"/> MEMBER ELECTION (Member in grade E7 and above) <input type="checkbox"/> COMMANDER DETERMINATION (Attached)			
(6) If child support received from another military member, complete (1), (2) & (3).							
10. DEPENDENTS/SHARERS (Continue on back if required)							
NAME OF DEPENDENT/SHARER		COMPLETE CURRENT ADDRESS (Include ZIP Code)			RELATIONSHIP		DOB OF CHILDREN
11. CERTIFICATION OF DEPENDENT SUPPORT							
<input type="checkbox"/> I certify that I can provide, or willing to provide, adequate support for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport.							
<input type="checkbox"/> IAW service regulations I certify that the dependency status of my primary dependents, on whose behalf I am receiving BAQ, has not changed so as to affect my entitlement thereto for the period.							
12. EXPENSES, IF AUTHORIZED, I AM REQUESTING VHA BASED ON							
My permanent duty station:		My dependent's location:		Both my permanent duty station and dependent's location.			
a. Monthly Expenses:		Member		Dependent		b. Sharer/Lease Information	
(1) Mortgage (PITI) or Rent						(1) Rental/Residential Address:	
(2) Insurance						(1) Landlord's Name and Address:	
(3) Other						(2) Effective Date: (3) Expiration Date: (2) Landlord's Phone No.	
TOTALS						(4) Number of Sharers (show name(s) and address in block 10.)	
I certify ALL information regarding this authorization is correct. I will immediately notify the FAO/HRO of any changes in the information above, due to divorce, marriage, death, living in government quarters etc, which could affect by BAQ or VHA entitlement. IMPORTANT: Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.							
13. MEMBER'S SIGNATURE				14. DATE		15. CERTIFYING OFFICER'S SIGNATURE	
						16. DATE	

DA FORM 5960, SEP 1990

REPLACES DA FORM 3298, JUL 80 AND DA FORM 5545, JUL 86 WHICH ARE OBSOLETE

APD.AEM v2.06ES

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SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 2: 12301(h) MRD Packet

PHYSICAL PROFILE RECORD													
For use of this form, see AR 40-30; the proponent agency for this form is the Office of the Surgeon General													
SECTION 1: SOLDIER INFORMATION													
1. NAME (Last, First, Middle- Initial)	2. RANK	3. DOD ID NUMBER	4. COMPONENT	5. CUIROG	6. DTC								
7. UNIT, ORG. STATION, ZIP CODE OR APO, MAJOR COMMAND				8. AOC/MOS/SQ/ROB/TITLE									
SECTION 2: PERMANENT PROFILE													
9. REASON FOR PROFILE (In Lay Terminology)	10.	P	D	L	H	L	S	11. PROFILE CODES	12. PROFILING PROVIDER	13. APPROVING AUTHORITY	14. DATE		
COMBINED PULSES:		1	1	1	1	1	1						
SECTION 3: ACTIVE TEMPORARY PROFILE(S) AS OF:													
15. REASON FOR PROFILE (In Lay Terminology)	16. SEVERITY	17. MECHANISM OF INJURY	18. DUTY STATUS	19. EXPIRATION DATE	20. DAYS ON PROFILE	21. PROFILING PROVIDER							
22. TOTAL DAYS ON TEMPORARY PROFILE IN THE LAST: 12 MONTHS: 24 MONTHS: DATE: _____				23. IS SOLDIER AVAILABLE TO TAKE RECORD APFT? YES [] NO [] IF "NO", ANTICIPATED APFT AVAILABILITY DATE: _____									
SECTION 4: FUNCTIONAL ACTIVITIES													
24. A SOLDIER MUST BE REFERRED TO THE DISABILITY EVALUATION SYSTEM (DES) IF THERE IS AT LEAST ONE PERMANENT (P) "Y" IN THE PULSES AND LIMITATION(S) NOTED IN THE FUNCTIONAL ACTIVITIES. TEMPORARY (T) LIMITATIONS DO NOT CAUSE REFERRAL TO DES.													
INDICATE THOSE ACTIVITIES THAT THE SOLDIER CANNOT PERFORM BY PLACING AN "N" IN THE APPROPRIATE COLUMN(S).												P	T
a. Physically and/or mentally able to carry and fire individual assigned weapon?													
b. Ride in a military vehicle wearing usual protective gear without worsening condition?													
c. Wear helmet, body armor, and load bearing equipment (LBE) without worsening condition?													
d. Wear protective mask and MOPP 4 for at least 2 continuous hours per day?													
e. Move greater than 40 lbs (e.g. duffel bag) while wearing usual protective gear (helmet, weapon, body armor, LBE) up to 100 yards?													
f. Live and function, without restrictions in any geographic or climatic area without worsening condition?													
25. ADDITIONAL PHYSICAL RESTRICTIONS (CHECK IF APPLICABLE)													
[] a. LIFTING/CARRYING RESTRICTION: MAXIMUM WEIGHT RESTRICTION				Permanent: ___ lbs.				Temporary: ___ lbs.					
[] b. STANDING LIMITATION:				Permanent: ___ min				Temporary: ___ min					
[] c. MARCHING WITH STANDARD FIELD GEAR:				Permanent: Time: ___ min / Distance: ___ mi				Temporary: Time: ___ min / Distance: ___ mi					
26. MEDICAL/ADMINISTRATIVE BOARD STATUS: Not Applicable													
SECTION 5: MEDICAL INSTRUCTIONS TO UNIT COMMANDER (Permanent restrictions listed in bold type)													
27.													
SECTION 6: ARMY PHYSICAL FITNESS TEST (See FM 7-22)													
28. APFT EVENT													
	P		Y		29. ALTERNATE APFT (Only if Soldier is unable to do APFT 2 mile run)				P		Y		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	
2 MILE RUN	[]	[]	[]	[]	APFT WALK		[]	[]	[]	[]	[]	[]	
SIT-UPS	[]	[]	[]	[]	APFT SWIM		[]	[]	[]	[]	[]	[]	
PUSH-UPS	[]	[]	[]	[]	APFT BIKE		[]	[]	[]	[]	[]	[]	
SECTION 7: PHYSICAL READINESS TRAINING CAPABILITIES (See FM 7 - 22; Activities related to permanent conditions are in bold type)													
30.													
SECTION 8: UNIT COMMANDER													
31. COMMANDING OFFICER: DA FORM DA 5349-SG, 2016										32. DATE:			
PREVIOUS EDITIONS ARE OBSOLETE													

MCZX

**SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons
for Soldiers on Active Duty Orders**

**Enclosure 2: 12301(h) MRD Packet
Sample ILOD Memorandum**



NATIONAL GUARD BUREAU

NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22203-1382

ARNG-HRP

12 July 2012

MEMORANDUM FOR Joint Forces Headquarters, Texas, ATTN: AGTX-PH, P.O. Box
5218, Austin, TX, 78763-5218

SUBJECT: Line of Duty Determination (Soldier's Name, Rank and SSN)

1. Reference Army Regulation 600-8-4, paragraph 1-7(b), Line of Duty Policy Procedures, and Investigation, 4 September 2008.
2. The Department of the Army Human Resources Command has delegated the authority to the National Guard Bureau to act as the final approving authority for Line of Duty Investigations, to include members in a Federalized status or attending an active Army service school.
3. Enclosed is a DA Form 2173 on Soldier's name for medical condition that occurred during Operation Enduring Freedom is approved "IN LINE OF DUTY".
4. Point of contact is name, phone number, email.

BY AUTHORITY OF THE SECRETARY OF THE ARMY:

<< Digitally Signed by signatory >>
OFFICIAL'S NAME
COL, AG
Chief, Personnel Division

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 2: 12301(h) MRD Packet

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS			
For use of this form, see AR 600-8-4, the proponent agency is DCS, G-1.			
THRU: (Include ZIP Code)	TO: (Include ZIP Code)	FROM: (Include ZIP Code)	
1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial)		2. SSN	3. GRADE
4. ORGANIZATION AND STATION		5. ACCIDENT INFORMATION	
		a. DATE	b. PLACE (City and State)
SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL PATIENT ADMINISTRATOR			
6. INDIVIDUAL WAS <input type="checkbox"/> OUT PATIENT <input type="checkbox"/> ADMITTED <input type="checkbox"/> DEAD ON ARRIVAL		7. NAME OF HOSPITAL OR TREATMENT FACILITY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY	
8. HOUR AND DATE ADMITTED		9. HOUR AND DATE EXAMINED	
10. NATURE AND EXTENT OF <input type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input type="checkbox"/> RESULTING IN DEATH (Explain)			
11. MEDICAL OPINION: a. INDIVIDUAL <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF <input type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS (Specify)			
b. INDIVIDUAL <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND (Attach Psychiatric evaluation if appropriate).			
c. INJURY <input type="checkbox"/> IS <input type="checkbox"/> IS NOT LIKELY TO RESULT IN A CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE.			
d. INJURY <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION:			
12. THE FOLLOWING DISABILITY MAY RESULT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT PARTIAL <input type="checkbox"/> PERMANENT TOTAL		13. BLOOD ALCOHOL TEST MADE <input type="checkbox"/> YES <input type="checkbox"/> NO	14. NO. OF MG ALCOHOL/100 ML BLOOD
15. DETAILS OF ACCIDENT OR HISTORY OF DISEASE (how, where, when)			
16. DATE	17. TYPED OR PRINTED NAME OF ATTENDING PHYSICIAN OR PATIENT ADMINISTRATOR	18. SIGNATURE	
SECTION II - TO BE COMPLETED BY UNIT COMMANDER OR UNIT ADVISER			
19. DUTY STATION <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY <input type="checkbox"/> ABSENT WITH AUTHORITY <input type="checkbox"/> ON PASS <input type="checkbox"/> ON LEAVE		20. HOUR AND DATE OF ABSENCE	
		a. FROM	b. TO
21. ABSENCE WITHOUT AUTHORITY MATERIALLY INTERFERED WITH THE PERFORMANCE OF MILITARY DUTY (Explain in Item 30 type of duty missed, hours of duty, and how it did or did not interfere with performance) <input type="checkbox"/> YES <input type="checkbox"/> NO			
22. INDIVIDUAL WAS ON <input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> ACTIVE DUTY FOR TRAINING <input type="checkbox"/> INACTIVE DUTY TRAINING		23. HOUR AND DATE OF TRAINING	
		a. BEGAN	b. ENDED
24. RESERVIST DIED OF INJURIES RECEIVED PROCEEDING <input type="checkbox"/> DIRECTLY TO TRAINING <input type="checkbox"/> DIRECTLY FROM TRAINING			
25. MODE OF TRANSPORTATION	26. HOUR BEGINNING TRAVEL	27. DISTANCE INVOLVED	28. NORMAL TIME FOR TRAVEL
29. DUTY STATUS AT TIME OF DEATH IF DIFFERENT FROM TIME OF INJURY OR CONTRACTION OF DISEASE <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITH AUTHORITY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY			
30. DETAILS OF ACCIDENT - REMARKS (If additional space is needed, continue on reverse) (Attach inclosures as necessary)			
31. FORMAL LINE OF DUTY INVESTIGATION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		32. INJURY IS CONSIDERED TO HAVE BEEN INCURRED IN LINE OF DUTY (Not applicable on deaths) <input type="checkbox"/> YES <input type="checkbox"/> NO	
33. DATE	34. TYPED NAME AND GRADE OF UNIT COMMANDER OR UNIT ADVISOR	35. SIGNATURE	

DA FORM 2173, OCT 1972

REPLACES DA FORM 2173, 1 JUN 66, WHICH IS OBSOLETE.

AFD LC v2.01ES

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 2: 12301(h) MRD Packet
Used if a Formal Line of Duty is completed

REPORT OF INVESTIGATION LINE OF DUTY AND MISCONDUCT STATUS						1. REPORT DATE (YYMMDD)	
2. INVESTIGATION OF (X one) <input type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input type="checkbox"/> ILLNESS <input type="checkbox"/> DEATH						3. STATUS (X as applicable) a. REGULAR OR EAD <input type="checkbox"/>	
4. TO (Major Army or Air Force Commander)						b. CALLED OR ORDERED TO AD FOR <input type="checkbox"/> (1) MORE THAN 30 DAYS <input type="checkbox"/> (2) 30 DAYS OR LESS	
5. NAME OF INDIVIDUAL (Last, First, Middle Initial)			6. SSN		7. GRADE		c. INACTIVE DUTY TRAINING (Type)
8. ORGANIZATION AND STATION						d. SHORT TOUR OF ACTIVE DUTY FOR TRAINING	
9. OTHER MILITARY PERSONNEL INVOLVED IN THE SAME INCIDENT						e. DURATION (Applies ONLY to 3.c. and d.)	
NAME (Last, First, Middle Initial) a.		SSN b.		GRADE c.		d. LOD INVESTIGATION MADE (X) YES NO	
						DATE (YYMMDD)	
						HOUR	
						(1) START	
						(2) FINISH	
10. BASIS FOR FINDINGS (As determined by investigation)							
a. CIRCUMSTANCES		(1) HOUR	(2) DATE (YYMMDD)	(3) PLACE			
(4) HOW SUSTAINED							
b. MEDICAL DIAGNOSIS							
c. PRESENT FOR DUTY? (X) YES NO		d. IF ABSENT: (X) WITH AUTHORITY WITHOUT AUTHORITY		(Do not complete 10.e. and f. in death cases.)		e. WAS INTENTIONAL MISCONDUCT OR NEGLIGENCE THE PROXIMATE CAUSE? (X) YES NO	
						f. WAS INDIVIDUAL MENTALLY SOUND? (X) YES NO	
g. REMARKS							
11. FINDINGS (X one. Do not complete in death cases.) <input type="checkbox"/> IN LINE OF DUTY <input type="checkbox"/> NOT IN LINE OF DUTY - NOT DUE TO OWN MISCONDUCT <input type="checkbox"/> NOT IN LINE OF DUTY - DUE TO OWN MISCONDUCT							
12. INVESTIGATING OFFICER							
a. TYPED NAME (Last, First, Middle Initial)				b. GRADE		c. BRANCH OF SERVICE	
						d. SSN	
e. ORGANIZATION AND STATION				f. SIGNATURE			
13. ACTION BY APPOINTING AUTHORITY							
a. HEADQUARTERS				b. DATE (YYMMDD)			
c. (X one. Indicate reasons and substituted findings on back.) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED							
d. TYPED NAME (Last, First, Middle Initial)							
e. GRADE		f. BRANCH OF SERVICE		g. SSN			
h. SIGNATURE				i. SIGNATURE			
16. FINAL APPROVAL (For action of office indicated in Item 4.)							

MCZX

**SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons
for Soldiers on Active Duty Orders**

16. NAME OF INDIVIDUAL, <i>(Last, First, Middle Initial)</i>	17. SSN	18. GRADE
19. APPOINTING AUTHORITY - REASONS AND SUBSTITUTED FINDINGS		
20. REVIEWING AUTHORITY - REASONS AND SUBSTITUTED FINDINGS		
21. APPROVING AUTHORITY - REASONS AND SUBSTITUTED FINDINGS		

DD FORM 261 (BACK), OCT 95

Reset

MCZX

SUBJECT: Mandatory Removal Date Extension Request Based on Medical Reasons for Soldiers on Active Duty Orders

Enclosure 2: 12301(h) MRD Packet

MTF Letterhead

DES Office Symbol

Date

MEMORANDUM FOR Commander, (Soldier's unit)

SUBJECT: Request for Medical Extension

1. (Soldier's name) is currently in the Medical Evaluation Board (MEB) process that was initiated on (date).
2. Request a 180 day extension of service to facilitate the completion of the MEB process and receipt of final fitness determination.
3. POC is the undersigned at email or phone number.

Name of
PEBLO PEBLO