



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

AFRC-OP (600C)

7 November 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Voluntary In-Theater Extension Process Policy – Additional USARC Guidance

1. References:

a. HQDA Voluntary In-Theater Extension Process Policy Guidance, dated 18 JAN 19.

b. HQDA EXORD 082-07 Mobilization Policy and Procedure Changes, dated 27 APR 07.

c. ALARACT 298-2011 Army Deployment Period Policy, dated 05 AUG 11.

d. ALARACT 199-2012, Directed Transition to Tour of Duty for Contingency Operations, dated 27 JUL 12.

e. ASA M&RA Policy for Reserve Component (RC) Soldiers Serving on active duty in Excess of 180 Days, dated 21 MAR 11.

f. AR 135-200, Active Duty Missions, Projects, and Training for Reserve Component Soldiers, dated 20 OCT 20.

2. This memorandum clarifies the process for voluntary In-Theater Extension (ITE) requests in support of validated unit vacancies through Tour of Duty (TOD).

3. This memorandum applies to CONUS and OCONUS voluntary extensions for all RC Soldiers performing contingency missions transitioning from involuntary to voluntary RC utilization authorities.

4. This process will not be used to retain a Soldier for UCMJ actions.

5. Current policy for Soldiers to volunteer to remain in theater is through the ITE process under the provisions of Title 10 United States Code, 12301(d), Contingency Active-Duty Operational Support (CO-ADOS).

a. Soldiers will not remain on a Temporary Change of Station (TCS) order in-theater after the unit with which they deployed has departed theater.

b. The Soldier must consent to a voluntary extension.

- c. Extension requests will not exceed 365 days at any one time.
 - d. Extension requests will be reviewed and validated by the Mobilization Division Chief (DAMO-ODM).
 - e. Extension request will allow for use of earned leave and Post Deployment /Mobilization Respite Absence (PDMRA) during the mobilization period.
 - f. Each Soldier must provide a valid O-6 Gaining Memorandum and a valid O-6 Release Memorandum to continue on orders in theater.
 - g. Soldiers applying for ITE tours must meet minimum eligibility requirements in accordance with AR 135-200, para 6-5.
 - h. Extension requests for the purpose of utilizing accrued leave and/or PDMRA will not be approved.
6. Extension requests must be submitted to **USARC G-3/5/7** no later than **180-days** prior to the end date of the current mobilization.
- a. Extension start dates will align as close as possible to the TOA date of the gaining unit.
 - b. Extension request will only be processed against a vacant para/lin in the gaining unit. Double slotting is not authorized.
 - c. Start dates for the Electronic Joint Manpower and Personnel System (EJMAPS) and Worldwide Individual Augmentation System (WIAS) billets in theater will align as close as possible to the departure of the losing unit.
7. DAMO-ODM will curtail the Soldiers TCS order via the Mobilization Common Operating Picture (MOBCOP) upon the issuance of the CO-ADOS order. This action will allow the United States Army Forces Command (FORSCOM) to demobilize the redeploying unit.
8. It is incumbent on the Force Requestor to ensure the Soldier understands the entitlements aligned with the extension action, to include his or her Uniformed Services Employment and Reemployment Rights Act (USERRA) protections. The signature of the Soldier in the TOD application is an acknowledgement that he or she has read and understands the tour type in accordance with the Joint Travel Regulation and consents to the extended voluntary mobilization period.

9. The point of contact for this action is MAJ Matthew C. Iglesias at DSN (910) 570-9290, or email matthew.c.iglesiasas.mil@army.mil.

LANCE K. CALVERT
Brigadier General, USA
DCS, G-3/5/7

DISTRIBUTION:
MAJOR SUBORDINATE COMMANDS:

1 MSC
3 MCDS
63 RD
-USAG-FHL
75 INN CMD
76 ORC
79 TSC
80 TNG CMD (TASS)
81 RD
-USAG-Fort Buchanan
84 TNG CMD (UR)
85 USAR SPT CMD
88 RD
-USAG-Fort McCoy
99 RD
-ASA-Dix
108 TNG CMD (IET)
200 MP CMD
335 SC (T)
377 TSC
412 TEC
416 TEC
807 MCDS
ARAC
ARCG
AR-MEDCOM
LEGAL CMD
MIRC
USACAPOC (A)
USAR SPT CMD (1A)