

Training

# Officer Active Duty Service Obligations

**Rapid Action Revision (RAR) Issue Date: 10 August 2009**

Headquarters  
Department of the Army  
Washington, DC  
8 August 2007

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 350-100

Officer Active Duty Service Obligations

This rapid action revision, dated 10 August 2009--

- o Clarifies the service obligation on officers who attend the Special Forces Detachment Officer Qualification Course (para 2-7n).
- o Adds the service obligation requirement for officers who attend the Civil Affairs Qualification Course and the Psychological Operations Qualification Course (para 2-7p).
- o Adds rules 7 and 8 to define the active duty service obligation for the Civil Affairs Qualification Course and the Psychological Operations Qualification Course (table 3-4).
- o Changes major Army commands to Army Commands, Army Service Component Commands, Direct Reporting Units (para 4-2).

## Training


### Officer Active Duty Service Obligations

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By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a rapid action revision (RAR). This RAR is effective 10 September 2009. The portions affected by this rapid action revision are listed in the summary of change.

**Summary.** This regulation establishes guidance on active duty service obligations for officers, defines how service obligations will be computed and served, and establishes how officers will be notified of service obligations.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United

States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, this publication has limited application.

**Proponent and exception authority.** The proponent of this regulation is Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.** This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff, G–1 (DAPE–ZXM), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U. S. Army Human Resources Command (AHRC–PDP–T), 200 Stovall Street, Alexandria, VA 22332–0400.

**Distribution.** This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 350–100, dated 5 May 2006. This edition publishes a rapid action revision of AR 350–100.

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## **Glossary**

## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation establishes policies and procedures for the receipt, computation, and notice of active duty service obligations (ADSOs) for all commissioned officers and warrant officers serving on the active duty list. It also describes how active duty service obligations are served with precommission ADSOs.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

*a.* The Deputy Chief of Staff, G-1 (DCS, G-1) is responsible for developing policy pertinent to active duty service obligations.

*b.* Commanding General, U.S. Army Human Resources Command (USA HRC) will implement policy guidance received from the Office of the Deputy Chief of Staff, G-1 (ODCS, G-1) regarding officer active duty service obligations. The CG, USA HRC will also receive requests for exception to policy according to paragraph 4-1.

*c.* Headquarters, Department of the Army (HQDA) agencies and commanders will ensure compliance with the AR 340-21 and AR 25-55.

#### **1-5. Scope**

This regulation governs all service obligations incurred after the effective date of this regulation. Service obligations that were incurred earlier are governed by the regulations in effect at the time they were incurred. If there is a conflict between this regulation and other Army publications, the policies in this regulation take precedence.

#### **1-6. Statutory authority**

Active duty service obligations for officers are governed under Sections 651, 2005, 2007, 2107, 2123, and 4348, of Title 10, United States Code (USC).

#### **1-7. Applicability**

*a.* This regulation applies to all commissioned and warrant officers on the active duty list and those serving in the U.S. Army Reserve Active Guard Reserve (AGR) Program.

*b.* Specific policies on service obligations for Army Medical Department (AMEDD) officers are in AR 351-3. Policies on service obligations for Judge Advocate General Corps (JAGC) officers taking part in the Judge Advocate General's Funded Legal Education Program are contained in AR 27-1, chapter 14.

*c.* Chapter 5 of this regulation applies to all Army National Guard Active Guard Reserve (AGR) officers.

#### **1-8. Purpose of active duty service obligations**

*a.* The ADSOs are intended to assist the Army in—

- (1) Effectively managing its resources.
- (2) Accomplishing its assigned mission.
- (3) Maintaining an experienced and well qualified officer force.
- (4) Ensuring a reasonable return to the Army following the expenditure of public funds.

*b.* Public funds are expended starting with the precommissioning phase, through training at the U.S. Military Academy, Army reserve officers training corps (ROTC), and other commissioning programs. It continues when an officer enters active duty and enters training or education programs to qualify for a certain specialized classification skill.

*c.* There are other active duty service obligations that are not directly related to the investment of public funds. These are incurred because of promotion to certain grades or permanent change of station (PCS). These ADSOs have been developed to ensure a reasonable degree of stability in the officer force.

*d.* For the career-oriented officer, service under an ADSO is not particularly significant, except that it may affect the date of retirement. Additional service, because of ADSOs, is more important since voluntary separation from active duty may be precluded until all ADSOs are fulfilled. Therefore, officers must thoroughly understand the system by which the Army determines ADSOs.

## **1–9. Who incurs active duty service obligations**

*a.* Generally, officers who complete certain formal education or training programs, undergo a PCS, or certain promotions incur an ADSO.

*b.* Officers must fulfill ADSOs before they are eligible for voluntary separation. The ODCS, G–1, may grant nonstatutory exceptions.

*c.* Officers will not be further obligated beyond the dates voluntary ADSOs are fulfilled without their consent, either expressed or implied.

*d.* Officers who attend military and or civilian courses of instruction as stated in paragraphs 2–7 and 2–8 may incur an ADSO for up to 6 years on completion or termination from the course(s). Exceptions are—

(1) Officers who attend civil schooling under AR 621–7 (acceptance of fellowships, scholarships, and grants) may exceed the 6-year maximum ADSO.

(2) Obligated officers directed to attend an active duty course, who have neither applied for, nor have been approved for career status according to AR 601–100, do not incur an obligation.

## **Chapter 2 Officer Service Obligation Policies**

### **2–1. General**

Officers entering military service must complete a total of 8 years military service obligation. Service will be on active duty or in the Reserve components, in either enlisted or officer status (10 USC 651). (See tables 3–1 through 3–4 for ADSOs.) Instructions for computing ADSOs are contained in paragraph 3–2.

### **2–2. Precommission**

The ADSOs will vary according to the program under which the officer was commissioned.

*a.* Reserve officer training corps (ROTC).

(1) The ROTC scholarship graduates selected for active duty incur a 4-year ADSO.

(2) Nonscholarship ROTC graduates selected for active duty incur a 3-year ADSO.

*b.* United States Military Academy (USMA) graduates incur a 5-year ADSO (10 USC 4348).

*c.* Officer Candidate School (OCS) graduates incur a 3-year ADSO (see AR 350–51).

*d.* Direct appointment. Officers who receive a commission, with concurrent call to active duty, incur an ADSO according to AR 601–100, AR 135–210 or AR 135–101 in the case of AMEDD officers. Direct accession AMEDD officers who attend Long Term Health Education Training as their initial assignment incur an ADSO according to AR 351–3.

### **2–3. Warrant officer appointment**

Effective 1 October 1992, individuals appointed as warrant officers, with concurrent call to active duty, incur a 6-year ADSO.

### **2–4. Career status**

Officers on active duty who have completed more than 5 years continuous service have attained career status.

### **2–5. Promotion**

*a.* A warrant officer who accepts a promotion to the grade of CW3, CW4, or CW5, incurs a 2-year ADSO. This ADSO begins on the date of promotion and must be served before voluntary retirement.

*b.* A commissioned officer who accepts a promotion does not incur an ADSO. However, an officer in the grade of lieutenant colonel or colonel must serve in that grade for not less than 3 years from the date of promotion to voluntarily retire in that grade unless waived under some other provision of law. An officer promoted to the grade of lieutenant, captain, or major must serve in that grade for not less than 6 months from the date of promotion to voluntarily retire in that grade.

### **2–6. Permanent change of station**

*a.* Officers reassigned on a PCS to an overseas location must complete the current prescribed tour for the area of assignment according to AR 614–30.

*b.* Officers assigned to a life cycle unit will incur an ADSO extending until completion of the unit life cycle. Headquarters (HQDA) will announce the duration of each unit life cycle (normally 3 years) before the life cycle begins.

*c.* Officers reassigned on PCS from an overseas location to continental United States (CONUS) or from a CONUS location to another CONUS location, incur a 1-year ADSO computed from the date arrival at the new duty station.

Officers who move on a no-cost PCS on an intercommand PCS (for example, United States Army Training and Doctrine Command (TRADOC) to Army staff (ARSTAF), United States Army Forces Command (FORSCOM) unit to a TRADOC unit) will incur a 1-year ADSO, unless a greater ADSO is placed on the officer pursuant to regulation. Such ADSO is computed from the date of arrival at the new duty station.

*d.* Officers who receive PCS assignment instructions and do not wish to incur the additional ADSO may request release from active duty (REFRAD), separation, retirement (see AR 600–8–24, chaps 2, 3, 5, and 6). An officer's written request for REFRAD, separation, or retirement must be submitted within 30 days of the assignment alert. Failure to submit a request within 30 days implies consent to the assignment and the officer must comply with the orders.

(1) To be eligible to apply for retirement, an officer must have at least 19 years and 6 months of active Federal service at the time of assignment alert. Officers whose request for retirement under this provision is approved must retire within 6 months of the assignment alert.

(2) Officers whose request for REFRAD is approved must be released on the date their obligated period is completed.

*e.* See paragraph 2–7 regarding the follow-on PCS ADSO that results from attendance at any element of the Captains Career Course (CCC).

## **2–7. Military schooling**

Officers who attend any military course of instruction of 60 days or more, producing an academic evaluation report, incur an ADSO through the scheduled school graduation date or through the date on which consecutively scheduled education is to be completed, whichever is later. Officers also incur an additional ADSO to start on the later date. If the officer is terminated from the military course on an earlier date, the ADSO and the additional ADSO will still apply. The ADSO equals three times the length of schooling, computed in days, but not more than 6 years. Exceptions are as follows:

*a.* Officers who attend a CCC will immediately incur a military schooling ADSO and an additional PCS ADSO, as described at paragraph 2–6 above, in connection with follow-on assignment. The ADSOs are incurred on the first day of attendance at any element of the consecutive specialized training required for the CCC, regardless of whether the officer completes the CCC or any such element. The military schooling ADSO ends and the PCS ADSO begins on the date of arrival at the new duty station, following completion or termination of the CCC, or on the scheduled completion date of consecutive specialized training required for CCC, whichever is later. An officer who does not wish to incur the additional ADSOs may submit a separation or resignation request (see para 2–6*d*, above) within 30 days of notification of selection for attendance at any element of the CCC.

*b.* Officers who attend a course listed below will incur a 24-month ADSO on completion or release from the course.

(1) Telecommunications Systems Engineer Course (TSEC) (20 weeks), ATRRS Course Number 4C-24A, at Ft Gordon, GA.

(2) Information System Management Course (ISM) (19 weeks, 4 days), ATRRS Course Number 7E-53A, at Ft. Gordon, GA.

(3) Network Management or Information Systems Staff Officer Course at Keesler AFB, MS (Phase I–6 weeks) and (Phase II–24 weeks).

*c.* Officers who attend the Signal Officer Advanced Course followed by attendance at any of the courses listed in paragraphs 2–7*b*(1), (2), or (3), above incur a 36-month consecutive ADSO.

*d.* Officers who attend the Advanced Program Management Course at the Defense Systems Management College, Ft Belvoir, Virginia, incur a 2-year ADSO on completion or release from the course.

*e.* Officers who attend initial entry flight training on or after 30 September 1990 will incur a 6-year ADSO on completion of the course or voluntary termination of attendance (see AR 611–110). Officers who entered into a service agreement before 1 October 1990, will be subject to the terms of said agreement, and will serve on active duty for the period specified in the agreement.

*f.* Officers receiving military occupational specialty (MOS) or additional skill identifier (ASI) training will incur the following ADSO on completion or removal from the following courses:

(1) Aircraft qualification courses, include—

(a) Rotary wing—

1. 3 years for all formal military qualification courses.

2. 1 year for series conversion or supplemental training in mission design aircraft.

3. 3 years for aircraft training and qualification received for the purpose of Initial Key Personnel Training (IKPT) for the fielding of new helicopter systems.

4. 4 years for A/MH–6, MH60, or MH–47 qualification training.

(b) Initial fixed wing multi-engine qualification–5 years.

(c) Fixed wing–3 years, except that officers undergoing RC–7 ARL qualification will incur a one-year ADSO only on successful completion of course.

- (2) All Instructor pilot, instrument flight examiner, and maintenance test pilot courses-1 year.
- (3) All Special Electronic Mission Aircraft system courses-1 year.
- (4) All armament maintenance courses-1 year.
- (5) Aviation Safety Officer Course-1 year.
- (6) All officers who attend the Polygraph Examiner Training course (course number 7H-SQIK/832-ASIP8) will incur a 2-year ADSO on completion or termination from the course.
- g.* Officers of The Judge Advocate General Corps who accept an assignment in the Contract Law Internship Program will incur a 1-year ADSO on assumption of duties in the Contract Law Internship Program. Officers selected will be assigned to a contract law internship position for a 36-month stabilized tour. The 1-year ADSO will begin on completion of the program or reassignment from the program for any reason.
- h.* Officers who attend a Senior Service College (SSC), Intermediate Level Education (ILE) (formerly Command and Staff College (CSC)) level schooling, or equivalent foreign military schools, or equivalent training with the Department of Justice (DOJ) incur a 2-year ADSO.
- i.* Officer who attends the Senior Advance Military Studies (SAMS) course will incur an ADSO upon completion or termination of the education. The ADSO will equal 3 times the length of the schooling computed in days. Graduates of the SAMS course are expected to serve a 12 to 18 month utilization tour at the Corps or Division level. CDR, AHRC, can waive the ADSO upon successful completion of the utilization requirement.
- j.* Officers who attend the Judge Advocate General's Graduate Course will incur a 2-year ADSO. Newly appointed warrant officers who attend Warrant Officer Basic Course (WOBC) will incur a 6-year ADSO upon graduation. This ADSO does not apply to warrant officers who already hold a warrant officer MOS or reclassified to another MOS.
- k.* Newly appointed warrant officers who attend Warrant Officer Basic Course (WOBC) will incur a 6-year ADSO upon graduation. This ADSO does not apply to warrant officers who already hold a warrant officer MOS or reclassified to another MOS. Warrant officers who attend Army directed professional development courses, including Warrant Officer Advanced Course, Warrant Officer Staff Course, and Warrant Officer Senior Staff Course (WOAC, WOSC, WOSSC), do not incur a service obligation.
- l.* Warrant officers who attend Army directed professional development courses, including Warrant Officer Advanced Course, Warrant Officer Staff Course, and Warrant Officer Senior Staff Course (WOAC, WOSC, WOSSC), do not incur a service obligation. Officers who attend an Officer Basic Course (OBC) do not incur a service obligation.
- m.* Officers who attend an Officer Basic Course (OBC) do not incur a service obligation.
- n.* Officers who attend the Special Forces Detachment Officer Qualification Course (SFDOQC) will incur a 36-month ADSO to begin on completion of the course. This ADSO will be served in a Special Forces position. ADSO will be served concurrently with other such ADSOs.
- o.* Due to the requirement for special training on non-standard aircraft (the C-31 Fokker, F-27 Friendship, the UV 18 DeHavill and-6 Twin Otter, and UV-20 Pilatus Porter, or other nonstandard aircraft), aviators assigned to the U.S. Army Parachute Team (USAPT) incur a 3-year ADSO effective on assignment to the unit.
- p.* Officers who attend the Civil Affairs Qualification Course (CAQC) or Psychological Operations Qualification Course (POQC) will incur a 36-month ADSO to begin on completion of the course. This ADSO will be served in a civil affairs or psychological operations position. ADSO will be served concurrently with other such ADSOs.

## **2-8. Civilian schooling**

- a.* Officers who attend fully funded courses at civilian institutions including Training with Industry (TWI) Program for more than 60 days will incur an ADSO on completion or termination of the education. The ADSO will equal 3 times the length of the schooling.
- b.* Officers who accept statutory fellowships and scholarships under AR 621-7 and title 10 USC section 2603 incur an ADSO on completion or termination of the education. The ADSO will equal three times the length of schooling, computed in days, and may exceed 6 years.
- c.* Officers who accept nonstatutory fellowships and scholarships under AR 621-7 incur an ADSO on completion or termination of the education. The ADSO will equal three times the length of schooling, computed in days. Senior Service College Fellowship Program or other nonstatutory fellowships under the Army Senior Fellowship Program incur a 2-year ADSO on completion or termination of the education per AR 621-7.
- d.* Officers who accept tuition assistance (TA) under AR 621-5 incur an ADSO of 2 years on completion or termination of the education program.
- e.* Officers who participate in partially funded programs for more than 60 days under AR 621-1 incur an ADSO on completion or termination of the education. The ADSO will equal three times the length of schooling, computed in days. Partially funded programs include the Degree Completion Program and the Cooperative Degree Program.

## **2-9. Reserve Officer Training Corps instructors**

Officers serving in ROTC detachments are required to complete a given ROTC academic year once it has begun. This service obligation applies to all voluntary retirements, resignations, requests for release from active duty and discharges submitted by officers serving in ROTC detachments. This policy does not affect established expiration of term of



service (ETS) dates for Army National Guard officers, or USAR officers not managed by CG, USA HRC, The Judge Advocate General, The Surgeon General (TSG), or Chief of Chaplains. These officers are subject to involuntary reassignment based on tour management considerations.

### **2-10. Astronaut Candidate Program**

All officers entering the Astronaut Program will incur a 3-year service obligation that begins when the officer is released from the National Aeronautics and Space Administration for return to the Army for duty.

### **2-11. Experimental Test Pilot Program**

All officers attending the Experimental Test Pilot Program will incur a service obligation of 4 years on completion, or termination of the education.

### **2-12. Aviation continuation pay**

All officers signing an ACP agreement will incur an ADSO through the end date of the bonus. The actual date will be specified in the agreement.

## **Chapter 3 Computation of Service Obligations**

### **3-1. General**

Officer active duty service obligations are computed as shown in paragraph 3-2, below. Officers may accumulate more than one ADSO because of multiple obligating events as described in paragraphs 3-3 and 3-6.

### **3-2. Procedures**

When an officer incurs an ADSO, compute the ADSO using the rules in tables 3-1 through 3-4 as follows:

- a. Find the rule that applies to the event that has occurred.
- b. Determine if other conditions must be considered.
- c. Determine the ADSO that applies to the event in a fixed period (such as 3, 4, or 5 years) or by numerical factor (such as 3 times the length of the training period). When the ADSO must be computed based on the length of the training period, compute it using the steps below. No ADSO is incurred for courses programmed for less than 60 days that do not produce an academic evaluation report, except as prescribed in AR 621-7.
  - (1) *Step 1.* To determine the length of training, count the number of calendar days the officer spent in the training course. (Use beginning and end dates of the course.)
  - (2) *Step 2.* Multiply the total length of training by 3 to get the total length of the ADSO in days.
  - (3) *Step 3.* Convert the total number of days to years (365 days equal 1 year). Convert any period of less than 365 days to a specific date. Use a Julian Calendar.
- d. Ensure that the supporting documents for each event have been reviewed and that they confirm the event.

### **3-3. Consecutive obligations**

Except as provided in paragraph 3-4, ADSOs resulting from more than one civilian education program are served consecutively. For example, an officer completing a graduate degree program followed by a Ph.D. program will incur multiple ADSOs to be served consecutively. The time spent attending civilian school will not be credited toward fulfilling an existing civilian schooling ADSO. When a newly incurred ADSO is to be served consecutively with another, add the period of the new ADSO to the remaining portion of the existing ADSO. The compounded period may not exceed 6 years, except for officers attending civil schooling programs outlined in AR 621-7 or officers attending law school under The Judge Advocate General's Funded Legal Education Program per AR 27-1, chapter 14.

### **3-4. Obligations for specified graduate programs**

Officers, who accept scholarships, grants, or fellowships offered to USMA or ROTC cadets from specified graduate programs (Rhodes, Marshall, Truman, Hertz, East-West, Rotary, Gates, Mitchell, Levy, and Fulbright), will incur an additional ADSO. Such graduate programs are considered to be "partially funded." Time spent attending one of these specified graduate programs will not be credited toward fulfilling an existing USMA or ROTC ADSO. Except as noted in paragraph 3-4c, below, the additional ADSO begins to run when the officer graduates from or otherwise successfully completes the graduate program.

- a. Officers participating in 2-year designated "partially funded" civilian education programs following commissioning will incur an additional 6-year ADSO, to be served concurrently with their initial ADSO. Additionally, officers will agree to serve a utilization tour associated with their education.

*b.* Officers participating in 1-year designated “partially funded” civilian education programs following commissioning will incur an additional 3-year ADSO, 2 years of which may be served concurrently with the initial ADSO and 1 year of which will be served consecutively with the initial ADSO.

*c.* Any officer who fails to complete their graduate program will incur an additional ADSO equal to 3 times the length of the period in the program. Such additional ADSO will be served consecutively with the initial ADSO.

*d.* The USMA and ROTC will submit cadet scholarship applications to Commander, USA HRC (AHRC-OPF-L), Alexandria, VA 22332, by the end of March each year.

### **3–5. Obligations for graduate school, branch of choice or post of choice for active duty service obligation programs**

*a.* Under the Precommission Expanded Graduate School Program (EGSP), in exchange for receiving the opportunity to attend graduate school, an officer incurs an ADSO of 3 years (the option ADSO), which will be served consecutively after completion of the precommission ADSO (paragraph 2–2). If the officer elects to attend graduate school, the officer will incur a 3 x length of schooling in days of graduate school attendance to a maximum of 72 months (graduate School attendance). Up to 36 months of active duty service after completion of the option ADSO, but prior to graduate school attendance, will be credited toward the graduate school ADSO. At least 36 months of the graduate school ADSO must be served after graduation or termination of graduate school attendance. The officer will incur a minimum utilization assignment of 24 months upon completion of graduate school to be served in accordance with AR 614–100.

*b.* In exchange for receiving branch assignment of choice, the cadet agrees to an additional ADSO of 3 years.

*c.* In exchange for receiving post of choice, the cadet agrees to an additional ADSO of 3 years.

*d.* ADSOs incurred under these incentive programs will be served consecutively after the officer’s precommission ADSO (paragraph 2–2) and concurrently with any other nonstatutory ADSO. The ADSO will begin on the day after the officer’s initial ADSO is completed. Completion of the precommission ADSO will satisfy the terms of the cadet’s service agreement. Accordingly, scholarship cadets (ROTC or USMA) would not be subject to reimbursement for a pro-rata share of the cost of their undergraduate education if they fail to serve the additional ADSO incurred pursuant to these incentive programs.

### **3–6. Concurrent obligations**

Multiple ADSOs resulting from career status, warrant officer promotion, PCS, and military schooling will be served concurrently. Additionally, these ADSOs will be served at the same time as those resulting from precommissioning and civilian schooling. The time spent at military and civilian schools will be credited toward fulfilling the ADSO resulting from career status, PCS, military schooling, and warrant officer promotion. When a newly incurred ADSO is to be served concurrently with an existing ADSO, the obligated period will be equal to the length of the longest remaining obligation. The contractual agreement under which an officer enters a civilian education program may specify the order in which concurrent ADSOs are satisfied.

### **3–7. Notification of officers**

Officers on active duty will be informed of ADSOs incurred under this regulation as indicated below.

*a.* The length of service obligation incurred will be included in the course regulations and other Army publications that describe a program.

*b.* Official orders that direct any event that results in an ADSO will contain the following statement: “Additional active duty service obligation of (give length) is incurred under provisions of (regulation).”

### **3–8. Verification of active duty service obligations**

*a.* The USA HRC will verify service obligations for official personnel military division (OPMD) managed officers only. Inquiries submitted by the servicing military personnel division (MPD) or personnel service battalion (PSB) must be addressed to the appropriate OPMD Career Management Division.

*b.* To verify service obligations for JAGC officers, contact HQDA (DAJA-PT), Washington, DC 20310–0300.

*c.* To verify service obligations for chaplains, contact HQDA (DACH-PER), Washington, DC 20310–0300.

**Table 3-1**  
**ADSO for accepting commission/short-term extension/WO/graduate school, branch of choice or post of choice**

Rule	If officer is—	Program is—	Then ADSO is—	Remarks
1	USMA graduate	Class of 68 or later	5 years	10 USC 4348. Notes 1,2.
2	ROTC graduate	ROTC Scholarship ROTC Nonscholarship	4 years 3 years	10 USC 2107; AR 145-1. Notes 1,2.
3	OCS graduate	OCS	3 years	AR 350-51. Notes 1,2,3.
4	Direct Appointment	Direct Appointment	3 years	AR 135-210. Notes 1,2.
5	Is granted a short-term extension (STE)	Short-term extension (STE) program	Duration of the extension	Note 6.
6	Appointed as a Warrant Officer	Warrant Officer Appointment with concurrent call to active duty.	6 years	
7	WOBC graduate	WOBC	6 years	Note 2.
8	ROTC/USMA graduate	Graduate School/ Branch/Post of Choice	3 years	
9	JGAC	ROTC Nonscholarship/ Direct Appointment	4 years	Note 5.

Notes:

<sup>1</sup> ADSO is effective from the date of entry on active duty.

<sup>2</sup> ADSO is served concurrently with all ADSOs except for civilian schooling.

<sup>3</sup> ADSO is effective from the date of appointment.

<sup>4</sup> An extended ADSO starts the day after a current service agreement expires.

<sup>5</sup> Applies to all JAGC direct appointment officers (including branch and interservice transfers but not Funded Legal Education Program officers) and Reserve Officer Training Corps (ROTC) non-scholarship officers who access onto active duty after 30 September 2007.

<sup>6</sup> Applies to RC officers serving on the active duty list (ADL) before 29 October 2009.

**Table 3-2**  
**ADSO for PCS and promotion**

Rule	If Officer is—	The ADSO is—	Effective—	Remarks
1	Reassigned PCS from overseas	1 year	Date of arrival at CONUS station	AR 614-30. Note 1.
2	Reassigned PCS from CONUS overseas	Equal to the prescribed tour length	Date of arrival at overseas station	AR 614-30. Note 1.
3	Reassigned PCS from CONUS to CONUS	1 year	Date of arrival at new CONUS station	AR 614-30.
4	Promoted to the AD grade of CW3, CW4, and CW5	2 years	Date of promotion	DODD 1332-20. Note 2.

Notes:

<sup>1</sup> Retirement eligible officers serving overseas must serve the prescribed tour or 12 months, whichever is longer, before retirement (see AR 600-8-24).

<sup>2</sup> ADSO must be completed before the officer may voluntarily retire, unless waived as an exception to policy.

**Table 3-3**  
**ADSO for civil schooling**

Rule	If training is —	for a period of—	then ADSO is—	Remarks
1	Fully funded civil schooling/TWI	60 days or more	3 x length of schooling in days	AR 621-1. Note 1.
2	Partially funded civil schooling	60 days or more	3 x length of schooling in days	AR 621-1. Note 1.
3	Short-course training	less than 20 weeks	None	AR 621-1. Note 5.
4	Scholarship, grant, or fellowship	length of course	3 x length of schooling in days	AR 621-7. Notes 2 and 6.
5	Tuition Assistance accepted	varies by course	2 years	AR 621-5. Notes 3 and 4.
6	Precommission EGSP	60 days or more	3 x length of schooling in days (Option ADSO)	AR 621-1. Note 1.

Notes:

<sup>1</sup> Maximum obligation 6 years.

<sup>2</sup> No maximum obligation.

<sup>3</sup> ADSO is effective on completion of, or termination from, the course.

<sup>4</sup> ADSO served concurrently with all other ADSOs.

<sup>5</sup> Unprogrammed short course training or seminars not involving college or university studies.

<sup>6</sup> Exception is SSC and AFSP fellowships, which have a 2-year ADSO.

**Table 3-4**  
**ADSO for military schooling**

Rule	If training is—	then ADSO is—	Remarks
1	Senior Service College (SSC) or equivalent foreign military schools (including the Army War College Corresponding Studies Course (AWCCSC))	2 years	See DA Pam 600-3. See note.
2	Intermediate Level Education (ILE) (formerly Command and Staff College (CSC))	2 years	See DA Pam 600-3. See note.
3	Officer advance course	1 year	See DA Pam 600-3. See note.
4	Formal courses described in Army Training Requirement and Resource System (ATTRS).	varies	See note.
5	Special Forces Detachment Officer Qualification Course	3 years	
6	Officer receiving training in A/MH-6, MH60 or MH 47.	4 years	
7	Civil Affairs Qualification Course	3 years to be served concurrently	
8	Psychological Operations Qualification Course	3 years to be served concurrently	

Notes:

<sup>1</sup> ADSO is effective on completion of, or termination from, the course and served concurrently with all other ADSO.

## Chapter 4

### Waivers and Exceptions

#### 4-1. Requests for waiver of active duty service obligations

*a.* Statutory service obligations will not be waived except for the convenience of the Government or personal hardship reasons. The authority provided by this regulation to grant waivers or exceptions to this regulation will be referenced in all contractual obligations, and when not expressly incorporated, will be implied to be present.

*b.* Requests for waiver of non-statutory active duty service obligations, and to the method and time of fulfillment incurred under this, and other Army regulations, will be forwarded through command channels to—Commander, USA HRC (AHRC-OPD-A), 200 Stovall Street, Alexandria, Virginia 22332-0400, for Army Competitive Category, AMEDD officers, and OPMD managed warrant officers. Chaplains will forward requests to HQDA (DACH-PER)

Washington, DC 20310-0300. The JAGC commissioned and warrant officers will forward requests to HQDA (DAJA-PT), Washington, DC 20310-0300.

#### **4-2. Exceptions**

Requests for imposing ADSOs not otherwise provided herein, will be sent through Army Commands (ACOMs) or Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) to Commander, USA HRC (AHRC-PDO-IP), 200 Stovall Street, Alexandria, VA 22332-0400 for staffing; National Guard Bureau (NGB-ARH), 111 S. George Mason Drive, Arlington, VA 22204-1373 for NG; and to The Personnel Policy and Readiness Division, 1411 Jefferson Davis Highway, Suite 3100, Arlington, VA 22202-3229 for NG AGR. Requests for imposition of an ADSO will include in the impact statement: the cost of the training, use of the officer after training, and the needs of the service (for example, shortage of the skill).

## **Chapter 5**

### **Army National Guard Officer Active Service Obligation Policies**

#### **5-1. General**

Linking Active Service Obligations (ASO) to graduation from senior service college assists the Army National Guard Active Guard Reserve (AGR) in effectively managing resources, while maintaining an experienced and well-qualified officer corps.

#### **5-2. Obligations for specified programs**

This policy establishes an active service obligation for Army National Guard Active Guard Reserve (AGR) officers with more than 20 years active service, who graduate from a senior service college. This new ASO policy is effective with graduates from the calendar year 2005 officer selection boards/panels.

*a.* Army National Guard (AGR) officers with over 20 years active service who graduate from a senior service college (including the Army War College Distance Education Program) incur a 2-year active service obligation, not to exceed their mandatory retirement date (MRD).

*b.* Army National Guard (AGR) officers with less than 20 years active service who are selected for attendance at a senior service college (to include the Army War College Distance Education Program) will be retained on active duty until completing 2 years of active duty following graduation from the school.

#### **5-3. Concurrent obligations**

A period of automatic active service extension based on promotion and a period of active service obligation based on graduating from a senior service college will run concurrently.

#### **5-4. Waivers and exception**

Subject to the need of the Army, the Assistant Secretary (Manpower and Reserve Affairs), or their designee may waive the automatic service extension and/or active service obligation prior to completion.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 27-1**

Legal Services, Judge Advocate Legal Services (includes C1). (Cited in paras 1-7 and 3-3.)

#### **AR 145-1**

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training (includes C1-2). (Cited in table 3-1.)

#### **AR 351-3**

Professional Education and Training Programs of the Army Medical Department. (Cited in paras 1-7*b* and 2-2*d*.)

#### **AR 601-100**

Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in para 1-9*d*(2).)

#### **AR 614-30**

Overseas Service (RAR 2008/11/19). (Cited in para 2-6*a* and table 3-2.)

#### **AR 621-5**

Army Continuing Education System. (Cited in para 2-8*d* and table 3-3.)

#### **AR 621-7**

Army Fellowships and Scholarships. (Cited in paras 1-9*d*(1), 2-8, 3-2*c*, and 3-3, and table 3-3.)

#### **DA Pam 600-3**

Commissioned Officer Professional Development and Career Management. (Cited in table 3-4.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. U.S. Code publications are available at <http://www.gpoaccess.gov>

#### **AR 11-6**

Army Foreign Language Program

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program

#### **AR 37-104-4**

Military Pay and Allowances Policy

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

#### **AR 135-100**

Appointment of Commissioned and Warrant Officers of the Army

#### **AR 135-101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (includes C1-4)

#### **AR 135-210**

Order to Active Duty as Individuals For Other Than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization (includes C1-2)

**AR 340-21**

The Army Privacy Program

**AR 350-1**

Army Training and Leader Development

**AR 350-20**

Management of the Defense Foreign Language Program

**AR 350-51**

United States Army Officer Candidate School

**AR 351-23**

Advanced Management Training for Senior Officers

**AR 600-8-24**

Officer Transfers and Discharges

**AR 601-25**

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty Training, and Reserve Forces Duty

**AR 601-141**

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs

**AR 611-85**

Aviation Warrant Officer Training

**AR 611-110**

Selection and Training of Army Aviation Officers

**AR 621-1**

Training of Military Personnel at Civilian Institutions

**DA Pam 600-4**

Army Medical Department Officer Development and Career Management

**DODI 1332.20**

Minimum Service in Grade for Nondisability (Voluntary) Retirement (Available at (<http://www.dtic.mil/whs/directives>))

**10 USC 651**

Members: required service

**10 USC 2005**

Advanced education assistance: active duty agreement; reimbursement requirements

**10 USC 2007**

Payment of tuition for off-duty training or education

**10 USC 2101**

Definitions

**10 USC 2107**

Financial assistance program for specially selected members

**10 USC 2123**

Members of the program: active duty obligation; failure to complete training; release from program

**10 USC 2603**

Acceptance of fellowships, scholarships, or grants

**10 USC 4348**

Cadets: agreement to serve as officer

**Section III**

**Prescribed Forms**

This section contains no entries.

**Section IV**

**Referenced Forms**

**DA Form 11-2-R**

Management Control Evaluation Certification Statement



## **Appendix B Management Control Evaluation Checklist**

### **B-1. Function**

The function covered by this checklist is Monitoring Active Duty Service Obligations.

### **B-2. Purpose**

The purpose of this checklist is to assist personnel managers in evaluating their key management controls. It is *not* intended to cover *all* controls.

### **B-3. Instructions**

Answers must be based on the actual *testing* of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls *must* be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

### **B-4. Test questions**

- a. If ADSO is not fulfilled, were valid waivers granted by proper authority (see AR 350-100, para 4-1)?
- b. Have officers indicated knowledge of the ADSO on education or training applications, redeployment packets, requests for reassignment, and so forth?
- c. Do official orders that direct events that will result in an ADSO contain the statement, "Additional Active Duty Service Obligation of (give length) is incurred under the provisions of (regulations)"?
- d. Do course regulations and descriptions indicate length of service obligations?
- e. Are officers assigned to a life cycle unit and have completed the unit life cycle (see para 2-6b)?
- f. In cases where officers have requested voluntary retirement, is verification being made to ensure ADSOs are fulfilled? If not fulfilled, were valid waivers requested from proper authority (see AR 350-100, para 4-1)?
- g. Have officers completed ADSO incurred as a result of education/training?
- h. Did officers complete ADSO incurred as a result of PCS?

### **B-5. Supersession**

This checklist replaces the checklist for AR 350-100, dated 8 November 2005. For assistance in responding to questions, contact the functional proponent.

### **B-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to Commander, USA HRC, (AHRC-PDP-T), 200 Stovall Street, Alexandria, VA 22332-0400.

## **Glossary**

### **Section I Abbreviations**

**ACOM**

Army command

**ACP**

aviation continuation pay

**ADL**

active duty list

**ADSO**

active duty service obligation

**AGR**

Active Guard Reserve

**AMEDD**

Army Medical Department

**AR**

Army regulation

**ARSTAF**

Army staff

**ASCC**

Army Service Component Command

**ASI**

additional skill identifier

**ASO**

Active service obligation

**ATRRS**

Army Training Requirement and Resource System

**AWCCSC**

Army War College Corresponding Studies Course

**CAQC**

Civil Affairs Qualification Course

**CCC**

Captains Career Course

**CONUS**

continental United States

**DCS, G-1**

Deputy Chief of Staff, G-1

**DOJ**

Department of Justice

**DRU**

Direct Reporting Unit

**EGSP**

Precommission Expanded Graduate School Program

**ETS**

expiration of term of service

**FORSCOM**

United States Army Forces Command

**HQDA**

Headquarters

**ILE**

intermediate level education

**ISM**

Information System Management course

**JAGC**

Judge Advocate General Corps

**MEL**

military education level

**MOS**

military occupational specialty

**MPD**

military personnel division

**MSO**

military service obligation

**OBC**

officer basic course

**OCS**

officer candidate school

**ODCS, G-1**

Office of the Deputy Chief of Staff, G-1

**OPMD**

official personnel military division

**OTRA**

other than regular Army

**PCS**

permanent change of station

**POQC**

Psychological Operations Qualification Course

**PSB**

personnel service battalion

**RA**

regular Army

**RC**

Reserve Component

**REFRAD**

release from active duty

**RFO**

request for orders

**ROTC**

Reserve Officer Training Corps

**SFDOQC**

Special Forces Detachment Officer Qualification Course

**SSC**

Senior Staff College

**STE**

short term extension

**TA**

tuition assistance

**TRADOC**

United States Training and Doctrine Command

**TSEC**

Telecommunications Systems Engineer Course

**TSG**

The Surgeon General

**TWI**

training with industry

**USA HRC**

United States Army Human Resources Command

**USAPT**

U.S. Army Parachute Team

**USAR**

United States Army Reserve

**USC**

united states code

**USMA**

United States Military Academy

**WOAC**

Warrant Officer Advanced Course

**WOBC**

Warrant Officer Basic Course

**WOSC**

Warrant Officer Staff Course

## **WOSSC**

Warrant Officer Senior Staff Course

### **Section II Terms**

#### **Active duty**

Full time duty in the active military service of the United States.

#### **Active duty service obligation**

A specific period of active duty in the Active Army that an officer must serve before becoming eligible for voluntary separation or retirement.

#### **Active duty course of instruction**

Any course of instruction or training which may result in a specific ADSO.

#### **Active service**

Service on active duty or full-time National Guard duty.

#### **Active service obligation**

A specified period of active service that Army Reserve and Army National Guard Active Guard Reserve (AGR) officers must serve before becoming eligible for voluntary separation or retirement.

#### **Assignment alert**

Assignment alert is the official notification of an impending assignment sent by writing, voice, e-mail or other medium from DA or USA HRC assignment officials to an officer. An assignment is considered “firm” when an officer has been selected to fill a valid requisition (that is, when and where the officer will be assigned).

#### **Career status**

Active duty with an unspecified termination date: Regular Army (RA) officers with or without a service obligation, and who have more than 5 years continuous service.

#### **Concurrent service obligation**

Two or more ADSOs served at the same time.

#### **Consecutive service obligation**

Two or more ADSOs served in succession.

#### **Obligated officer**

One who has an ADSO because of this or any other regulation.

#### **Officers**

All commissioned and warrant officers on active duty.

#### **Precommission obligation**

An ADSO established by statute, regulation, or agreement for a specific program from which an officer is commissioned and enters on active duty.

#### **Special branches**

The six corps of the Army Medical Department, The Judge Advocate General’s Corps, and the Chaplain Corps.

#### **Recoupment**

Individuals who participated in certain education programs (includes officers participating in The Judge Advocate General’s Funded Legal Education Program under AR 27–1, chap 14), and who fail to complete their educational requirements, or active duty or Reserve component obligations, are subject to recoupment (10 USC 2005).

#### **ROTC academic year**

The beginning and ending dates of the school year as established by each educational facility.

**Section III**  
**Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 004027-000**