

**Army Regulation 135–100**

**Army National Guard and Army Reserve**

# **Appointment of Commissioned and Warrant Officers of the Army**

**Headquarters  
Department of the Army  
Washington, DC  
1 September 1994**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

Change 13. This change--

- o Updates office symbols for the U.S. Total Army Personnel Command necessitated by a realignment of functions.
- o Consolidates the authority to tender Reserve of the Army appointments of commissioned officers and warrant officers at HQDA (TAPC-OPD-R) level (para 1-4a).
- o As an exception, incorporates policy allowing USAR warrant appointments to be tendered to enlisted graduates of the Warrant Officer Candidate School and Warrant Officer Candidate School (Reserve components) (para 1-4c).
- o Incorporates other recommendations of the Warrant Officer Leader Development Action Plan (paras 1-4c, 1-6a, 1-6d(3), 1-8a (2), 1-9b, and 2-7.1).
- o Eliminates appointments above grade of WO1 for applications from commissioned and former commissioned officers (para 1-9b).
- o Revises the memorandum for appointment as a Reserve Warrant Officer of the Army (fig 2-3).

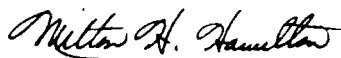
Army National Guard and Army Reserve

Appointment of Commissioned and Warrant Officers of the Army

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication was originally printed on 1 February 1984. Since that time, permanent changes 1 through 12 have been issued. As of 1 June 1990, those changes remain in effect. This UPDATE printing incorporates those changes into the text. This UPDATE printing also publishes a Change 13. This publication has been reorganized to make it compatible with the Army electronic database. No content has been changed.

**Summary.** This regulation establishes responsibility and provides procedures for the appointment of commissioned and warrant officers in the Reserve Components of the Army. This regulation does not govern appointments of Reserve general officer grades (AR 135-156), Army

Medical Department commissioned officers (AR 135-101), graduates of senior Reserve Officer Training Corps (ROTC) units (AR 145-1), graduates of officer candidate schools (AR 351-5 and AR 140-50), or warrant officer preappointment courses (AR 56-9).

**Applicability.** This regulation applies to United States Army Reserve (USAR) and Army National Guard (ARNG) soldiers. It also applies to HQDA agencies and installations that provide support to USAR and ARNG soldiers governed by this regulation.

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

**Army management control process.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of this regulation and establishment of forms other than DA Forms are prohibited without prior approval from the ODCSPER, Policy Coordination Office, ATTN:

DARP-ZPO, 9700 Page Boulevard, St. Louis, MO 63132-5200.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to ODCSPER, Policy Coordination Office, ATTN: DARP-ZPO, 9700 Page Boulevard, St. Louis, MO 63132-5200.

**Distribution.** Distribution of this publication is made per the requirements of DA Form 12-09-E, block number 2559, intended for command level B for the Active Army, A for the ARNG, and A for the USAR.

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## **Glossary**

## Chapter 1 General

### 1-1. Purpose

This regulation prescribes policy and procedures for the appointment of commissioned and warrant officers in the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR).

### 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 are explained in the consolidated glossary located in the back of this Volume.

#### 1-3.1. Responsibilities

The Deputy Chief of Staff for Personnel (DCSPER), Headquarters, Department of the Army (HQDA) has overall general staff responsibility for policy and procedures governing Reserve of the Army appointments. Specific responsibilities of other agencies are specified when applicable.

### 1-4. Appointing authority

The authority to tender appointment of commissioned officers and warrant officers (WOs) in the Reserve Components of the Army is delegated in a, and c below. (See AR 135-101 for Army Medical Department branches.)

a. The authority to tender appointment of commissioned officers and warrant officers

b. (Rescinded.)

c. Warrant Officer Candidate School Program. Effective 1 October 1992, as an exception to a above, the Commander, U.S. Army Aviation Center and Fort Rucker, Fort Rucker, Alabama may tender Reserve of the Army appointments, with or without concurrent call to active duty to enlisted graduates of the Warrant Officer Candidate School (WOCS). The Commandant, Army Reserve Readiness Training Center, Fort McCoy, Wisconsin may tender Reserve of the Army appointments without concurrent call to active duty to enlisted graduates of WOCS-RC.

(1) (Rescinded.)

(2) (Rescinded.)

### 1-5. Basic branch appointment limitations

Basic branch appointments will be limited per year to the total authorized by the DA Total Army Accession Plan.

a. Commissioned officers to fill—

(1) Mobilization table of distribution vacancies on review of application.

(2) Ready Reserve troop program unit (TPU) vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3a(3) for statement required in this instance.) This requirement does not pertain to enlisted personnel applying for Officer Candidate School (OCS).

(3) The rank of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Individual Ready Reserve (IRR). Appointments will be tendered only to exceptionally well-qualified persons. Appointment is limited to applicants who cannot otherwise obtain a commission because of the lack of a position vacancy in USAR units. This includes mobilization table of distribution vacancies or an inability to join a unit due to geographical location. Chaplains may be appointed to the IRR without regard to unit vacancies or geography.

(4) AD requirements when qualified Reserve officers are not available.

b. WOs to fill—

(1) Mobilization table of distribution vacancies on review of application.

(2) Ready Reserve TPU vacancies based on military occupational specialty (MOS) requirement regardless of the number of WOs assigned. This is provided WOs assigned as over strength are not qualified in the MOS required for the position vacancy. They must be given first opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2-3a(3) for statement required in this instance.)

(3) Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to meet the needs of the IRR of those applicants who are exceptionally well-qualified persons. Appointment is limited to applicants for critical/extremely short skills, who cannot otherwise obtain appointment as a warrant officer due to lack of a position vacancy or because a position vacancy no longer exists in USAR units. This includes mobilization table of distribution vacancies or an inability to join a unit due to geographical location.

(4) AD requirements under specific allocations announced by HQDA, when qualified Reserve WOs are not available.

c. The restrictions in a above do not apply to—

(1) WOs and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army (RA) officers selected for involuntary discharge as a result of reduction in force, applying for appointment without concurrent AD, effective the day after discharge.

(4) RA officers applying for appointment in the Army Reserve concurrent with their unqualified resignation. Also included are National Oceanic and Atmospheric Administration (NOAA) officers eligible for appointment as an exception to paragraph 1-7e.

**1-6. Eligibility criteria**

Applicants with qualifications listed in *a* through *i* below may apply for appointment. Soldiers enrolled in or formally approved for OCS or WOEC programs are exempt.

*a. Age and years of service.*

(1) Minimum and maximum age limitations are shown in table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

(2) The Army goal is to access WO's with 8 or less years of service. Warrant officer applicants with concurrent call to active duty must not have exceeded 12 years of active Federal service as of the date the DA Form 61 (Application for Appointment) is signed by the applicant.

**Table 1-1  
Minimum and maximum age limitations**

Grade	Minimum age	Maximum age less than
Second Lieutenants, except Chaplain Candidates	18	28
Second Lieutenants—Chaplain Candidates	18	34
First Lieutenants—Chaplains	18	40
First Lieutenant	21	33
Captain		39
Major		48
Lieutenant Colonel		51
Colonel		55
Warrant Officer	18	46

Notes:

Maximum age limitations may be increased for former officers and warrant officers by an amount not more than the length of previous service in grade in which appointment is authorized. (Previous service includes active duty or Active Reserve service in any component of the Armed Forces.) An increase in age is not authorized if an applicant will have less than 2 years to serve before being removed from an active status under provisions of AR 140-10, or if applying for appointment and concurrent active duty before being removed from active duty with the Active Army under the provisions of AR 635-100.

*b. Citizenship.*

(1) An applicant must be a U.S. citizen or have lawfully entered the United States for permanent residence. Applicable provisions of the Immigration and Naturalization Act as amended apply. An applicant is exempt if he or she is currently serving, or has served previously, in the U.S. Armed Forces. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit applications for initial appointments. However, it will be with the provision that if accepted, application for permanent residence will be made. Medical, dental, and allied category specialists liable for induction and applicants indicated in (2) below are exempt.

(2) Applicants for Military Intelligence (MI) and Civil Affairs Branches must be citizens of the United States.

(3) Under no circumstances will appointments be made from the following categories:

(a) Applicants convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(b) Any person barred from citizenship who after applying is later relieved or discharged from service in the Armed Forces by reason of alienage.

*c. Mental.*

(1) Applicants for appointment as a commissioned officer must achieve a General Technical Aptitude Area (GT) score of 110 or higher. A score of 90 or higher on Subtest 2 on the Officer Selection Battery (OSB) is also required. Applicants for appointment as WOs must have a recorded standard score of 110 or above on the GT. If either of these required scores is not recorded, then the applicant will be tested to determine mental qualification.

(2) Provisions of (1) above are not applicable for appointment—

(a) In the Army Medical Department (AMEDD), Chaplain's Branch, or JAGC.

(b) Of a former commissioned officer applying for reappointment as a commissioned officer or appointment as a WO.

(c) Of a former WO applying for reappointment as a WO.



(3) Applicants from other Armed Forces must submit evidence of attainment of a qualifying GT score of 110 or higher. If available, records of scores will be sent by the custodian of the applicant's personnel records to the commander of the Army installation processing the application. If required test scores are not available, arrangements will be made to administer the entire test battery. All aptitude area scores will be computed including the GT. The retest scores will become the official scores of record for all personnel programed. The test control officer will submit the test results to the commander processing the application.

*d. Education.* Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Non-prior service applicants who are native to Samoa, Guam, or Puerto Rico or who are not native speakers of English or have resided in the United States less than 1 year will be administered the English Comprehension Level Test (ECLT) at MEPS. Applicants for appointment as a commissioned officer or as a WO must score a minimum of 80 on the ECLT (AR 621-5, chap 8).

(2) For appointment as a commissioned or warrant officer the individual must—

(a) Be a graduate of high school or school of comparable level, or

(b) Pass the General Education Development (GED) test (high school level or higher).

(c) Meet any additional requirements for specific officer branches or warrant officer MOS, as appropriate.

(3) For appointment as a warrant officer, the soldier must complete all phases of WOCS or WOCS-RC within 2 years of selection. Exceptions to this requirement will be reviewed on a case-by-case basis. A USAR warrant officer candidate who desires an exception will send a written request with supporting documentation through his or her immediate commander, to Commander, U.S. Army Reserve Personnel Center, ATTN: DARP-OPF-WO, 9700 Page Boulevard, St. Louis, MO 63132-5200. HQDA (DAAR-PE) is the final approval authority for such exceptions. Army National Guard WO candidates will submit applications per NGR 600-101. No delegation of authority is authorized. All appointments are contingent on technical and tactical certification by completion of the appropriate Warrant Officer Basic Course (WOBC) or certification by the MOS proponent as technically and tactically certified for award of an authorized MOS (para 2-7.1). Commissioned, former commissioned, and warrant officers may apply for warrant officer appointment without enrolling in WOCS or WOCS-RC. These individuals must have had sufficient education, technical training, and practical experience to ensure satisfactory performance of duties in the MOS for which application is made. Applicants for marine WO must meet the requirements of AR 56-9.

*e. Character.* Each applicant must be of good moral character.

*f. Leadership.* Applicants must possess traits as potential leaders and have the ability to deal effectively with people. Such traits may be evaluated in terms of the applicant's background and experience.

*g. Medical.*

(1) Medical requirements are prescribed in AR 40-501, chapter 2. Effective 1 August 1987, all applicants for direct appointment must meet the retention weight standards of AR 600-9.

(a) For flight training. A Type B medical examination is needed to meet class 1A flying duty medical fitness standards. AR 40-501, chapters 4 and 8, contains information on medical examinations.

(b) For continuance of aviation duty. A Type B medical examination is needed to meet class II flying duty medical standards prescribed in AR 40-501, chapter 4.

(c) For all other personnel. A Type A medical examination is required to meet medical fitness standards listed in AR 40-501, chapter 2. AR 40-501, chapters 2 and 8, contains information on medical examinations.

(2) The appointing authority will process medical examinations and waivers as follows:

(a) Forward class 1A flying duty medical examinations to HQDA(DASG-PSC), WASH DC 20310-2300, for review. Waivers are not authorized.

(b) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Forward any cases of questionable or controversial nature directly to HQDA(DASG-PSC), WASH DC 20310-2300, for review.

(c) Take action on all other reports of medical examinations.

(d) Effective 1 August 1987, applicants for ARNG appointments in all basic and special branches who exceed retention weight standards of AR 600-9 must request a waiver from the State Adjutant General. Waivers above initial procurement standards of AR 40-501 and those found in special procurement programs as in (a) above are not authorized.

(e) Effective 1 August 1987, applicants for direct USAR appointment in the Chaplain's Branch or the JAGC who exceed retention weight standards of AR 600-9 must request a waiver from HQDA (DACH-PEP), WASH DC 20310-2700 or the Commandant, TJAGSA, ATTN: JAGS-GRA, Charlottesville, VA 22903-1781. Waivers above initial procurement standards of AR 40-501 are not authorized.

(f) Effective 1 August 1987, applicants for direct USAR appointment in all basic branches who exceed retention weight standards of AR 600-9 must request a waiver from PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-R, 9700 Page Boulevard, St. Louis, MO 63132-5200. Waivers above initial procurement standards of AR 40-501 are not authorized.

*h. Security requirements.*

(1) Applicants will have as a minimum, a Secret security clearance prior to being tendered an appointment.

(2) Applicants for appointment as commissioned officers with assignment to MI Branch will be informed of the time required to obtain clearances. Applicants for appointment as warrant officer in an MOS which requires a security investigation status or clearance above Secret under AR 611-112 must submit documents per paragraph 2-1f. Special background investigations and final clearances may take up to 12 months to complete. The originating unit commander will initiate a special background investigation per AR 140-192 for USAR applicants. NGR 600-100 applies to commissioned officer applicants in the ARNG. NGR 600-101 applies to warrant officer applicants in the ARNG. Applicants for MI must be declared eligible for access to sensitive compartmented intelligence. Applicants for MOS 351E, Interrogation Technician, are exempt.

(3) As an exception, health professionals, chaplains, and attorneys may be commissioned in the Reserve Components prior to completion of a NAC/DNACI provided that—

(a) A NAC/DNACI is initiated at the time an application for a commission is submitted; and

(b) The applying health professional, chaplain, or attorney agrees in writing that, if the results of the investigation are unfavorable, he or she will be subject to discharge if found to be ineligible to hold a commission. Under this exception, commissions in the Reserve Components other than the National Guard may be tendered to immigrant alien health professionals, chaplains, and attorneys.

(4) Waivers of above requirements will not be granted.

(5) **(Rescinded.)**

(6) **(Rescinded.)**

(7) **(Rescinded.)**

(8) **(Rescinded.)**

*i. Examining boards.* Applicant must appear before an examining board as prescribed in chapter 4. However, those applicants applying under paragraphs 1-7c(4)(b), 1-7c(5), and 1-7e(2), and as otherwise provided for in this regulation or in regulations governing specific appointments, are exempt.

### **1-7. Ineligibles**

The following persons are not eligible for appointment unless a waiver is authorized under paragraph 1-8:

*a.* Conscientious objectors, except those classified by Selective Service 1-A-O who volunteer for noncombat service with concurrent AD. (See paragraph 2-1j for statement required of these applicants.)

*b.* Persons adjudged as youthful offenders or have a record of convictions by any type of military or civil court. This excludes minor traffic violations involving a fine or forfeiture of \$100 or less.

*c.* Persons dropped from the rolls or released from AD, or separated from any component of the U.S. Armed Forces for any of the following reasons:

(1) Under other than honorable conditions. If, on appeal, an individual's discharge was changed to separation "under honorable conditions," he or she is not eligible for appointment solely because of such change. The change in the character of discharge does not alter the official record of the service. Appointment will be tendered or refused based on the facts and merit of the individual case.

(2) For unsatisfactory service.

(3) Resignation for the good of the service in lieu of court-martial, involuntary separation, or any form of disciplinary or corrective action.

(4) Commissioned officers twice passed over for promotion or otherwise released from AD or active status. This is due to failure to be promoted to a higher commissioned grade except—

(a) Individuals in this category are eligible to apply for appointment as a USAR WO if otherwise qualified.

(b) RA officers discharged from that component with less than 20 years active Federal service may apply for a Reserve commission. To qualify, the officer must have been discharged due to a second passover for RA promotion. Officers who voluntarily resign before such discharge from the RA may also apply. Submit applications to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-R, 9700 Page Boulevard, St. Louis, MO 63132-5200. When it is determined that applicants can be used in a Reserve status, they may be appointed in an active Reserve status. The limitations in paragraph 1-5 are disregarded. Also, if desired, they may request concurrent transfer to the Retired Reserve. Appointments will be tendered only to former RA officers whose overall record of previous performance indicates they have a high degree of potential for service in the Reserve Components.

(5) WO's twice nonselected for Active Army or USAR promotion are ineligible for appointment as a commissioned officer. A WO on the ADL with less than 20 years of active Federal service who is discharged for being twice nonselected for RA promotion or who resigns in advance of such a discharge may apply for a Reserve appointment as a WO, not on active duty. Send applications to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-R, 9700 Page Boulevard, St. Louis, MO 63132-5200. Applications for appointment in the Army National Guard will be processed per NGR 600-101. RA warrants who voluntarily resign before such discharge are also eligible to apply. Send applications to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-R, 9700 Page Boulevard, St. Louis, MO 63132-5200. When it is determined that applicants can be used in a Reserve status during mobilization, they may be appointed in an Active Reserve status. Disregard the limitations in paragraph 1-5. If the soldier desires, he or she

may request concurrent transfer to the Retired Reserve. However, soldiers so appointed will not be brought to AD under any procurement program except an involuntary order to AD, during a mobilization.

(6) Separated from any component of the Armed Forces as a security risk. Forward applications filed by persons who were under security investigation at time of their separation to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-R, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(7) For failure to maintain eligibility for retention in an Active Reserve status. After 1 year, a member may be considered for appointment if the obstacles to Active Reserve participation have been removed. A person in this category must—

(a) Prove conclusively that a valid reason for nonparticipation existed but is no longer an obstacle.

(b) Agree to participate actively if appointed.

d. Commissioned officers, WOs, and enlisted personnel drawing retired pay for services with any of the Armed Forces.

e. Commissioned officers of the Regular components of the Armed Forces, Public Health Service, and NOAA, except—

(1) Officers of the RA, as indicated in *c(4)(b)* above. This includes RA officers in grade of major and below who apply for Reserve appointment concurrent with their unqualified resignation. Also, it includes RA field grade Medical Corps and Dental Corps officers subsequent to unqualified resignation, and RA officers selected for involuntary discharge as a result of a reduction in force. These officers are not eligible for appointment as Reserve commissioned officers with concurrent call to AD.

(2) Officers commissioned from the Army ROTC Program who are about to be separated from the NOAA before completing at least 6 years AD. Such officers will be appointed on discharge from the NOAA, if otherwise qualified. This is without regard to the provisions of paragraph 2-3*c(4)(c)*.

f. Cadets, United States Military Academy, United States Air Force Academy, and United States Coast Guard Academy, and midshipmen, United States Naval Academy.

g. Persons pursuing a course of graduate study in one of the health professions (medicine, osteopathy, dentistry, veterinary medicine, or optometry). Those participating in programs sponsored by the Surgeon General are not included.

h. Applicants whose appointment would cause them to hold more than one Reserve status simultaneously. This does not preclude appointment when separation from the current Reserve status can be done. For example, an Army Reserve member on AD cannot be separated from that current status so long as he or she is to remain on AD in that status. His or her appointment to another Reserve status will not be made unless the member is to be placed on AD under the new Reserve status.

i. Persons denied retired pay or annuities under the so-called "Hiss Act" (Act of 1 September 1954 (68 Stat. 1142), as amended (5 USC 8311 et seq.)).

j. Individuals who are, or have been, members of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter the form of Government by unconstitutional means, whose case has not been adjudicated favorably by the Department of the Army.

k. Citizens of the United States residing in a foreign country, except those—

(1) Residing in a country where the United States has troops stationed.

(2) Residing in a country where the United States has a military mission, advisory, or similar group.

(3) Employed by the U.S. Government and on duty with an Embassy, Legation, or Consular office of the United States.

(4) Residing in an area occupied by the Armed Forces of the United States.

*Note.* Request to obtain the official consent of the country in which they reside to accept appointment as a USAR commissioned or WO from persons in (1) through (3) above will be submitted through diplomatic channels.

l. Applicants with a Selective Service classification of 1-A, or whose classification could be changed to 1-A, with loss of deferment status, except when applying for appointment with concurrent AD. This is except as indicated in AR 135-101.

m. Enlisted members of the Reserve Components of the Armed Forces of the United States with a remaining service obligation. These members have not completed an initial tour of AD or active duty for training (ADT). Applications may be accepted from such applicants when concurrent AD is requested.

n. Applicants for appointment as commissioned officers who are unable to complete 20 years creditable service for retirement. Included are those unable to complete 20 years for retired pay before mandatory removal from an active status. Also, those applying for concurrent AD who are unable to qualify for retirement before attaining 28 years service. (10 USC 3911 and 3853, covers 20 years or more of Reserve commissioned service and computation of years of service respectively.) This equally applies to applicants for WO appointment who are unable to complete 20 years of satisfactory active Federal service before age 62.

o. Persons transferred to the Standby Reserve or discharged from the Army as a result of approved exemption from involuntary order to AD as a member of the Ready Reserve.

- p.* Those who are in the military service of a foreign government, or those employed by a foreign government.
- q.* Members who currently hold USAR commissioned officer appointments will not be initially appointed under chapter 3, sections V, VI, or VII. No person will be appointed whose separation from previous service was under conditions indicating an attempt to set aside normal promotion procedures.
- r.* RA WOs whose appointment would cause them to hold dual WO status. However, they may apply for direct appointment as a commissioned officer or WO with concurrent AD. This is provided they submit a resignation from their RA status.
  - (1) **(Rescinded.)**
  - (2) **(Rescinded.)**

**1–8. Waiver**

Submit the request for waiver with the application to the address in *a* below. It must contain complete justification, including recommendations of intermediate commanders when applicable. Waiver of both education and experience will not be considered for appointment under chapter 3, sections V or IX.

*a.* Forward the following requests for waivers to PERSCOM, Appointment Directorate, ATTN: TAPC–OPD–R, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(1) Waiver of minimum age is not authorized. Exceptions to maximum age, education, experience, and military training will be considered. However, members must possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under chapter 3.

(2) Waivers of age and years of service.

(a) Waivers of age will be considered on a case–by–case basis for appointment in the grade of second lieutenant in excess of 32 years and 6 months and a warrant officer grade in excess of 46 years when applicant possesses outstanding military experience, leadership abilities, or educational qualifications. The final approval authority for such waivers is HQDA (DAPE–MPO) for USAR applicants and CNGB (NGB–ARP–PO) for Army National Guard applicants. (See below.)

(b) Waivers of more than 12 years active Federal service for warrant officer applicants applying for concurrent call to active duty will be considered on a case–by–case basis for shortage MOS’s or exceptional circumstances. HQDA (DAPE–MPO) is the final approval authority for such waivers.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the NAC:

(a) Felony under local, Federal, or military law.

(b) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(c) One involving moral turpitude.

(4) Applications from persons employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements in paragraph 3–11*a* and *c* for appointment in the JAGC.

(6) Persons discharged for twice failing to be selected for USAR promotion will be considered for waiver of paragraph 1–7*c*(4). This will be based on promotion service accrual while regularly enrolled as students in approved medical or dental schools. This also applies to those undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1–7*o* may be made when appointment is for concurrent AD. Standby Reserve members requesting waiver under this subparagraph must also meet the terms of paragraph 1–7*h*.

(8) Waiver of the provisions of paragraph 1–7*n* may be considered at HQDA on an individual basis. This is applicable to persons applying for appointment without concurrent AD who possess outstanding qualifications.

(9) Waiver of WO MOS not authorized by procurement directives for concurrent AD will not be considered for appointment under chapter 3, section IX.

*b.* Waiver of disqualifications other than those authorized in this paragraph will be granted only by the Secretary of the Army. Waiver requests will be based on recommendation of the CNGB or CAR through DCSPER, DA. Requests for waiver will be submitted through command channels. The waiver must be fully justified as being in the best interest of the Army. The waiver request must also clearly state with supporting documentation that the experience or professional qualifications of the member uniquely suit the position to which he or she is to be appointed.

*c.* Requests for exceptions to maximum age limitations for initial appointment in the Chaplain branch will be forwarded directly to HQDA(DACH–ZA), WASH DC 20310–2700. Applicants ineligible under paragraph 1–7*n* must complete the statement in paragraph 2–1*p*.

*d.* Appointing authority may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above. However, the applicant’s conduct and character at this time must be above reproach. Also, the potential value of the applicant’s services must be considered very high.

*e.* Appointing authorities (para 1–4*b*) may approve requests for waiver of maximum age 28 up to 32 years and 6

months as of the date of appointment for initial appointment as second lieutenant when authorized to appoint without referral to PERSCOM (TAPC-OPD-R) (STL), for approval.

f. Requests for exceptions to maximum age limitations for appointment in the AMEDD branches will be forwarded directly to HQDA (SGPE-PD), 1900 Half Street, SW, WASH DC 20324-2000. PERSCOM (TAPC-OPD-R) (STL) is the final approval authority for these requests based on the recommendations of HQDA (SGPE-PD). Applicants for appointment in AMEDD branches will be processed according to AR 135-101.

### 1-9. Grade on appointment

If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

(1) Applicants for direct appointment will not be appointed above the grade of second lieutenant. See paragraphs 3-7 and 3-12 for applicants who qualify for appointment in the Chaplain Branch or the JAGC.

(2) Subject to the requirements of this regulation, officers and former officers will be appointed in the highest grade to which entitled under 10 USC 3359, (see Table 1-2).

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**Table 1-2**  
**Grade on appointment**

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**Commissioned Service Credit:** Less than 3 years

**Appointment Grade:** Second Lieutenant

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**Commissioned Service Credit:** 3 years or more, but less than 7 years

**Appointment Grade:** First Lieutenant

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**Commissioned Service Credit:** 7 years or more, but less than 14 years

**Appointment Grade:** Captain

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**Commissioned Service Credit:** 14 years or more, but less than 21 years

**Appointment Grade:** Major

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**Commissioned Service Credit:** 21 years or more, but less than 23 years

**Appointment Grade:** Lieutenant Colonel

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**Commissioned Service Credit:** 23 years or more

**Appointment Grade:** Colonel or Lieutenant Colonel as determined by HQDA

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(3) Appointment to fill TPU and mobilization vacancies will be in the appropriate branch and in the grades authorized. Those grades are listed in (1) and (2) above and (4) below. An applicant qualified for appointment in a grade of second lieutenant or above may be appointed in a vacancy in which the table(s) of organization and equipment (TOE) or tables of distribution and allowances (TDA) authorized grade is up to two grades above the grade of appointment. An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorization in the TOE or TDA for his or her grade.

(4) See appropriate sections in chapter 3 for grades on appointment with assignment to the JAGC or Chaplain Branch. (See AR 135-101 for grades on appointment in the AMEDD.)

(5) Applicants may be appointed in grades up to and including colonel.

(6) A former commissioned officer appointed as a Reserve officer after 14 September 1981 in a grade lower than the grade held when previously discharged may be appointed in a Reserve grade equal to the officer's former grade. Officers who believe they may be eligible for such appointments may contact PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RA, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(7) A commissioned officer of a regular component who is discharged or who resigns may be appointed as a Reserve commissioned officer. The appointment will be in the grade, with time in grade for promotion purposes equal to the amount of time in the permanent grade held as a regular officer at the time of discharge or resignation.

b. *Warrant officers.* Effective 1 October 1992, all applicants for warrant officer appointment will be appointed to WO, W-1, on successful completion of WOCS or WOCS-RC, in MOS code 001A and per the procedures in paragraph 2-7.1 below, except—

(1) A chief warrant officer (CWO) or a former CWO may be appointed in the highest WO grade satisfactorily held.

(2) Applications from commissioned and former commissioned officers for appointment as a warrant officer will be reviewed by the appropriate WO MOS proponent for certification for the award of the MOS prior to final action by PERSCOM (TAPC-OPD-R)(STL).

(3) For National Guard applicants, the provisions of NGR 600-101 will govern grade determination and date of appointment.

## 1–10. Service obligations

*a.* See AR 135–91 and DA form 3574 (Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135–100, or AR 135–101, As Applicable—Individuals Without Prior Service) and DA form 3575 (Certificate of Acknowledgement and Understanding of Service Requirements For Individuals Applying for Appointment in the USAR Under the Provisions of AR 135–100, or AR 135–101, As Applicable—Individuals Without a Statutory Service Obligation) for obligations incurred on initial appointment.

*b.* Nonobligated personnel appointed as commissioned officers or WOs must be available for service during any emergency or mobilization. Applicants must have full knowledge of this requirement when submitting applications.

*c.* Applicants appointed as commissioned officers or WOs with concurrent AD must serve in an active status for a specified period. The duration of this term of service will be according to regulations or DA circulars announcing each procurement program.

## Chapter 2 Processing

### 2–1. Applications and allied papers

Applications for appointment will include the following documents, except as indicated in *r* through *t* below:

- a.* DA Form 61 in triplicate.
  - (1) When submitting applications under chapter 3, section V, show the specialty in Item 41 (Remarks).
  - (2) Persons currently holding any other USAR status will include a statement in Item 41 that they understand their present Reserve status will be vacated by acceptance of appointment.
  - (3) Members serving in oversea commands will include in Item 41 the scheduled date of return to continental United States (CONUS) or rotation to another location in an oversea command.
  - (4) All basic branch lieutenant appointees in the USAR without concurrent active duty will include in Item 41 the statement: “I understand that I must complete a resident officer basic course within 36 months from the date of appointment as a lieutenant or be subject to discharge per AR 135–175 for failure to complete a basic branch course.” This statement must be dated and signed by the applicant.
  - (5) Each applicant for appointment will complete, date, and sign the statement of acknowledgment of Army policy concerning accommodating religious practices at figure 3–4. Statement will be attached to the DA Form 61. Failure to sign the statement may result in nonacceptance of the applicant.
  - (6) Applications will consist of the following documents and will be assembled in the following order for USAR TPU or IRR personnel.
    - (*a*) Recommendation by applicant’s commander.
    - (*b*) DA Form 61 (original) per paragraph *a* above with APFT height and weight statement in item 41.
    - (*c*) A statement that the individual has at least a Secret clearance. The statement must indicate the date the clearance was granted and the type of investigation conducted and date completed. If a security clearance is not held, paragraph *d* below applies.
      - (*d*) DA Form 2 (Personnel Qualification Record—Part I) (copy).
      - (*e*) DA Form 2–1 (Personnel Qualification Record—Part II) (copy).
      - (*f*) DA Form 2166–7 (NCO Evaluation Report).
      - (*g*) Statement as required in paragraph (5) above.
      - (*h*) Photograph as outlined in paragraph 2–1y.
      - (*i*) Educational qualification, if required per paragraph *b* below.
      - (*j*) DA Form 1058–R (Application for Active Duty for Training). The applicant will indicate in the Remarks section of the DA Form 1058–R his/her training option and the inclusive dates of their 1st, 2d, and 3d choices to attend the Warrant Officer Candidate School (WOCS).
      - (*k*) DA Form 145 (Army Correspondence Course Enrollment Application) for ARNG WOCS students only.
      - (*l*) DA Form 3574 or 3575, per paragraph *m* and *n* below.
      - (*m*) Civilian or military resume is optional.
    - (7) Applications will consist of the following documents and will be assembled in the following order for AD personnel.
      - (*a*) Recommendation by applicant’s commander.
      - (*b*) DA Form 61 (original) per paragraph *a* above with APFT height and weight statement in item 41.
      - (*c*) DA Form 160 (Application for Active Duty) (original).
      - (*d*) Official photograph as outlined in paragraph 2–1y.
      - (*e*) A statement that the individual has at least a Secret clearance. The statement must indicate the date the clearance

was granted and the type of investigation conducted and date completed. If a security clearance is not held, paragraph *d* below applies.

- (f) DA Form 2 (Personnel Qualification Record—Part I) (copy).
- (g) DA Form 2-1 (Personnel Qualification Record—Part II) (copy).
- (h) Statement as required in paragraph (5) above.
- (i) Educational qualification, if required, per paragraph *b* below.
- (j) Civilian or military resume is optional.

*b.* Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable. Documentation with WO application is only required if AR 611-112 requires civilian education.

*c.* **(Rescinded.)**

*c.1.* WO applicants, other than former commissioned officers and WO's who are granted technical and tactical certification by the appropriate proponent will complete a statement of understanding (fig 2-3.1) acknowledging the requirement to complete WOBC (formerly WOTTC).

*d.* A statement that the applicant has a Secret clearance or in the case of health professional, chaplain, or attorney applicants a statement that the applicant has a Secret clearance or has an initiated or completed NAC/DNACI as applicable. Mechanically reproduced copies of DA Form 873 are not authorized. Applicants for appointment as health professionals, chaplains, and attorneys will sign a statement indicating their understanding that if they are appointed before completion of a NAC/DNACI they may be discharged if found to be ineligible for a commission (para 1-6*h*(3)(*b*)). (See figure 2-5.) Additionally, alien health professional, chaplain, and attorney applicants will have a statement included that they understand they will remain ineligible for a security clearance as long as they remain non-U.S. citizens. (See figure 2-6.)

*e.* Standard Form (SF) 88 (Report of Medical Examination) will be prepared in duplicate. SF 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new one is not needed. An examination is required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests one. Any applicant drawing a pension, disability compensation, or retired pay must undergo a medical fitness examination. This is regardless of how recently the last medical examination was done. Applicants for appointment with concurrent AD are not required to undergo a medical examination until PERSCOM, (TAPC-OPD-R)(STL), notifies them of selection for appointment. This does not apply to members of the other Armed Forces. USAR applicants will submit a medical examination for over 40 physical screening if their age is 39 ½ at time of application. USAR applicants for WOCS or WOCS-RC will submit a physical that has been taken within the last 18 months. All USAR applicants will have a current appointment/flight physical, as appropriate, with their application.

*f.* Additional information required for appointment as a commissioned officer in MI and MP Corps and when certain security investigations or clearances are required by AR 611-112 for appointment as a WO.

(1) Applications for MI branch with concurrent AD will include five copies of DD Form 398. This will be without regard to any prior investigation completed. Complete all applicable items per AR 381-20. On the last page of DD Form 398 (Personnel Security Questionnaire) from personnel records, indicate a record of prior clearances. Also include two copies of FD Form 258 (Fingerprint Card), DD Form 398-2 (Dept. of Defense National Agency Questionnaire (NAQ)), and two full-length photographs approximately postcard size.

(2) Applications for MI branch without concurrent AD will include documents per AR 140-192..

(3) Applications for appointment as a WO will include the following forms when the applicant does not possess the security investigation or level of clearance required by AR 611-112.

(a) DD Form 398 (Statement of Personal History), 5 copies completed per AR 381-20.

(b) FD Form 258 (Fingerprint Card), 2 copies.

(c) DD Form 398-2 Department of Defense National Agency Questionnaire (NAQ) completed per AR 604-5, appendix M.

(d) Two full-length photographs, approximately post card size.

(e) Additional documentation required by AR 195-3 when applying for MOS 951A (CID Special Agent) only.

*g.* **(Rescinded.)**

*h.* DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent AD. Members of other Armed Forces applying for MOS or SSI requiring completion of specific Army courses must indicate in item 13 (remarks) completion of equivalent formal instruction within the specific area. Applications must contain verification of courses completed as well as scope of instruction.

*i.* Former conscientious objectors will furnish a signed statement expressing abandonment of such beliefs. This will be so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States. They must also agree that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

*j.* Conscientious objectors applying for appointment in the Chaplains branch or a corps of the AMEDD except for

the Veterinary Corps (VC) must also submit a statement. The statement in effect must state that he or she conscientiously objects to combat service as a Chaplain or officer of the AMEDD. Conscientious objectors applying under this provision must possess a Selective Service Classification of no higher than 1-A-O. This is as opposed to I-O.

k. Members of Reserve Components of other services not on AD must submit a conditional release obtained through official channels. This includes members of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service. This requirement does not apply to members on AD from other Armed Forces (except U.S. Coast Guard). Their applications will be accepted and processed without a statement of conditional release from the losing service. Applications from U.S. Coast Guard members must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that an ARNG or ARNGUS member applying for appointment will be separated from National Guard status if appointed.

m. Nonprior-service applicants without a previously incurred service obligation will complete DA Form 3574 in triplicate.

n. Prior-service applicants appointed following a break-in service will complete DA Form 3575 in triplicate.

o. Persons not citizens of the United States by birth will submit a statement as shown in figure 2-1. Children born of an American parent or parents outside the United States acquire citizenship through their parents. Verification of citizenship of these children will be made in one of two ways:

(1) Presentation of a Form N-600 (Certificate of Citizenship) issued by the Immigration and Naturalization Service. Applicants without this document are advised to apply at the nearest office of the Immigration and Naturalization Service. This will preclude a future challenge to their claim of citizenship.

(2) Presentation of an authenticated copy of Department of State Form 240 (Report of Birth Abroad of a Citizen of the United States of America). This form is also known as the Consular Report of Birth. Obtain this document from the Authentication Officer, Department of State, WASH DC 20520.

p. The following signed statement from an applicant for appointment as a Chaplain who because of paragraph 1-7n is unable to qualify for retirement benefits. This statement is not required for those unable to qualify for retirement under 10 USC 3911 before reaching age 60.

*Note.* "I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time."

q. Applicants will complete a chronological listing of all civilian employment and degree of responsibility at each position.

r. During a time of induction, a statement by applicants who are enlisted members of the Reserve Components of the Armed Forces is required. This requirement applies to those members who have completed 6 months AD or an initial tour of ADT. The statement acknowledges that if their induction is caused by a failure to participate satisfactorily in required training, they will be ineligible for AD as an officer or WO. In addition, their commission or warrant will be terminated.

s. In lieu of formal application, the applicants listed in (1) through (5) below may request appointment in letter form. For the purpose of (4) below, USAR officers are not authorized to branch transfer between a basic branch and a special branch. Nor may they transfer between special branches, or from a special branch to a basic branch (AR 140-10, para 3-1). Applicants will complete the statement at figure 3-4 and attach it to their appointment request. Failure to sign the statement may result in nonacceptance of the applicant.

(1) RA officers applying for USAR appointment concurrent with RA resignation.

(2) Members currently serving on AD as officers of the other Armed Forces when applying for appointment with concurrent AD per AR 614-120.

(3) WOs applying under paragraph 3-28a(3) and (4), and former officers under paragraph 3-28a(5) when applying within 1 year from date of discharge. They must meet requirements of paragraph 1-6g.

(4) USAR officers applying for appointment in another branch or grade. They must furnish written evidence of educational level as required for the branch. This includes any forms, documents, or information required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination per AR 40-501 is required.

(5) RA officers eligible to apply for Reserve appointments as commissioned officers without concurrent AD, effective the day after discharge.

t. For NOAA members applying under paragraph 1-7e, the forms required by a, c, d, and f above.

u. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An applicant may be appointed by request in the name by which known in the community. This is provided the assumption of that name was not for fraudulent purposes.

(1) An applicant desiring an appointment in a name as noted above must submit a written request for name change. The signatures of two persons who can attest to the truth of the applicant's request must also be furnished. Their statement should read, "The attached information is true to the best of my knowledge and belief." The statement must be dated and signed. The current addresses (including ZIP codes) must be given. Indicate the relationship to the



applicant. It is preferable that the witnesses include the applicant's natural parents, stepparents, or legal guardian. In suitable cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should reflect both the name as recorded on one of the above official documents and the name assumed by the applicant.

v. A copy of enlisted applicant's DA Form 2 (Personnel Qualification Record – Part I) and DA Form 2–1 (Personnel Qualification Record– Part II) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or U.S. Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Persons who apply for appointment as a WO with concurrent AD must complete the following statement:

*Note.* I,....., hereby volunteer to remain on active duty for a period of years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions of AR 635–100. I further understand that I may not be voluntarily retired before completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that the applicant has a minimum of a Secret clearance (para 1–6h) will be accepted by DA. The statement must indicate the date and by whom the clearance was granted. Certification by the applicant is not acceptable.

y. A full-length recent photograph, approximately post card size, with the applicant's name on the back, will accompany the applications of all personnel requesting appointment as a WO.

z. Additional information required for appointment as a Marine WO is prescribed in AR 56–9.

## **2–2. Submission of application**

Applications for appointment will be submitted and processed under this chapter. As an exception, applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applicants for appointment in the AMEDD will be guided by AR 135–101. Applications for appointment as Marine WOs will be guided by AR 56–9. No command or headquarters, except the one conducting the evaluation board (para 2–3c (4)(c)) will hold an application beyond 5 working days. Submit applications as follows:

a. For appointment with assignment to Army Reserve TPUs, mobilization table of distribution vacancies, and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and WO members of Active Reserve units.

(2) Through the commander of the unit where assignment is requested for persons not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when the person is currently on AD.

(4) Through the overseas area commander, if appropriate, for those nonunit members of the Ready Reserve or the Standby Reserve to the Commander, ARPERCEN, ATTN: DARP–OPF–WO, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(5) *(Rescinded.)*

(6) Through the Army commander to PERSCOM, Appointment Directorate, ATTN: TAPC–OPD–RD, to the address shown in a(4) above for commissioned officer applicants who are unit members to fill mobilization table of distribution vacancies. WO application packets (for this same category of applicants) should be forwarded to Commander, USAREC, ATTN: RCRC–WO, Fort Knox, KY 40121–2726.

b. For appointment with concurrent AD.

(1) USAR personnel who are TPU members will submit commissioned officer applications through the unit commander directly through the chain of command to PERSCOM (TAPC–OPD–R). Nonunit USAR personnel will submit applications through the CG, ARPERCEN to PERSCOM, Appointment Directorate, ATTN: TAPC–OPD–RD, at the address shown in a(4) above.

(2) ARNGUS personnel will submit applications through normal ARNG channels to the appropriate State adjutant general who will forward the approved applications to PERSCOM, Appointment Directorate, ATTN: TAPC–OPD–RD, at the address shown in a(4) above.

(3) Civilian applicants will submit applications directly to PERSCOM, Appointment Directorate, ATTN: TAPC–OPD–RD, at the address shown in a(4) above.

(4) Applicants for appointment in the Chaplains Branch will forward applications directly to HQDA(DACH–ZA), WASH DC 20310–2700.

(5) Personnel on AD with any of the other Armed Forces will send applications to the commander having custody of their personnel records. Applications will in turn be forwarded to PERSCOM (TAPC–OPD–RD) at the address shown in a(4) above.

(6) Forward applications from Air Force members who are Office of Strategic Information agents through Air Force District Offices to the Directorate of Special Investigations (AFISIM). This agency will determine an availability date should the member be selected. AFISIM will forward applications directly to PERSCOM, Appointment Directorate, ATTN: TAPC–OPD–RD, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(7) Personnel on AD with the Army will send applications through their unit and intermediate commanders to the

commander having custody of their personnel records. They will in turn (except as provided in (9) through (11) below) forward the applications through the installation commander directly to Commander, USAREC, ATTN: RCRO-SM, Fort Knox, KY 40121-2726 for warrant officers and the Commander, U.S. Total Army Personnel Command, ATTN: TAPC-OPD-CP, 200 Stovall Street, ALEX VA 22332-0400 for commissioned officers. The installation commander will submit applications from Active Army soldiers applying for WO MOS 670A, Health Services Maintenance Technician; 640A, Veterinary Services Technician; and 550A, Legal Administrator, directly to the activities shown in (9) and (10) below..

(8) Personnel who are on AD with the Army and assigned to activities in the District of Columbia will submit their applications to Commander, U.S. Army Military District of Washington, Fort Lesley J. McNair, WASH DC, 20319-5000. This applies to members who are not within a geographic area of responsibility of an installation commander.

(9) Installation commanders will forward applications from Active Army soldiers applying for the following MOSs directly to HQDA, DASG, ATTN: SGPS-PDD (MOS 670A) or ATTN: SGPS-PDB (MOS 640A), 5111 Leesburg Pike, Falls Church, VA 22041-3258.

(10) The installation commander will forward applications from Active Army soldiers applying for MOS 550A directly to HQDA, The Judge Advocate General, ATTN: DAJA-PTW, 2200 Army, Pentagon, WASH DC 20310-2200.

(11) *(Rescinded.)*

(12) AGR WO application packets will contain a DA Form 4187 (Personnel Action), and be submitted through their immediate commander then forwarded directly to the individual's career manager at Commander, ARPERCEN, ATTN: DARP-ARE, 9700 Page Boulevard, St. Louis, MO 63132-5200. The career adviser will then forward the application to Commander, USAREC, ATTN: RCRC-WO, Fort Knox, KY 40121-2726.

c. For appointment and assignment to the IRR.

(1) Civilian applicants for appointment as commissioned officers will submit applications directly to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RA, at the address shown in a(4) above.

(2) Former commissioned and WO applicants for WO appointment will submit applications directly to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RA, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(3) Applicants who are assigned to the IRR will submit applications through the Commander, ARPERCEN, ATTN: DARP-EPO-WO, 9700 Page Boulevard, St. Louis, MO 63132-5200 or the OCONUS ARPERCEN liaison office for those who are nonunit Ready Reserve or Standby Reserve soldiers applying for the WOEC-AC or WOEC-RC. ARPERCEN will in-turn forward the application to Commander, USAREC at the address shown in (7) above.

(4) Applicants who are assigned to the IRR will submit applications through the Commander, ARPERCEN, ATTN: DARP-OP, 9700 Page Boulevard, St. Louis, MO 63132-5200 or the OCONUS ARPERCEN Liaison Office for those who are nonunit Ready Reserve or Standby Reserve soldiers applying for appointment as commissioned officers.

## 2-3. Processing of application

a. The commander initially receiving the application or the commander having custody of the applicant's personnel records (for personnel on AD with the Army) will—

(1) Review application for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving reasons for rejection.

(3) Include the following statement, signed by the unit commander in forwarding endorsement when the application is to fill a TPU vacancy.

*Note.* "An actual vacancy exists in this unit for a required officer position in the grade ....., MOS/SSI....., TDA/TOE....., para....., position number.... This vacancy is advertised on the REQUEST Vacancy Control Number.... There is no officer assigned to this unit, including overstrength or awaiting position assignment on the Unit Manning Report, qualified to fill this vacancy. I am aware that ARPERCEN may fill this position with a qualified officer if such an officer is geographically available for assignment."

(4) See AR 140-192 for actions required in processing applications for MI without concurrent AD.

(5) Forward applications of qualified commissioned officer applicants with appropriate recommendation, through any intermediate commanders to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RD, 9700 Page Boulevard, St. Louis, MO 63132-5200. For applications to fill a TPU vacancy, CONUSA headquarters or USARC, as appropriate, will endorse the appointment packet directly to ARPERCEN, ATTN: DARP-OPM. The CONUSA or USARC, as appropriate, will include in their forwarding endorsement that they have reviewed the unit UMR and confirm that no qualified officer is assigned in an over strength or pending assignment category in that unit. ARPERCEN in their forwarding endorsement will include a statement that there are *x* number or no qualified officers that are geographically available to fill the vacant officer position. Unit commanders will forward applications of qualified WO applicants with appropriate recommendations directly to Commander, USAREC, ATTN: RCRO-SM, Fort Knox, KY 40121-2726. (See exception at para 2-3c(1).)

(6) Process applicants for appointment under paragraph 2-2b(7) through (11) with authority to appoint examining boards (para 4-1a(4) or (5)). Process the application according to c(1) through (9) below.

b. Intermediate commander will—

(1) Review application and allied papers and endorse to the area commander.  
(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by a(3) above.

(3) Return applications when—

(a) The applicant does not meet the basic administrative prerequisites.  
(b) Errors are found that cannot be corrected without referring the application to the originator or to the unit of assignment.

c. Area commanders will—

(1) Review commissioned officer applications for correctness and determine eligibility of each applicant. Refer JAGC commissioned officers and WO MOS 550A, Legal Administrator applications that are administratively complete to The Judge Advocate General's School, Army, ATTN: JAGS-GRA, Charlottesville, VA 22903-1781.

(2) Return application if—

(a) Applicant is not recommended for appointment.  
(b) State the reasons for rejection.

(3) **(Rescinded.)**

(4) When an applicant has been determined eligible and recommended for appointment—

(a) Initiate action to obtain security requirements per paragraph 1-6h. Applicants, except members of the other Armed Forces applying for concurrent AD will not require action per paragraph 1-6h, until notified by PERSCOM (TAPC-OPD-RD) that application is approved.

(b) Arrange for a Type A medical examination per AR 40-501, chapter 8 for applicants who are members of the other Armed Forces and concurrent AD is requested.

(c) Refer application to the president of an examining board for action as provided in chapter 4. This is except as otherwise provided in this or other regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as quickly as possible. Telephonic and written inquiries on status of an application only delay the processing. Cases will be processed and forwarded as quickly as possible. The objective is to complete board action within a 2-week period immediately following receipt of application. RA WOs, Reserve of the Army WOs, and former commissioned officers are not required to appear before an examining board.

(5) On receipt of examining board report, have scores computed for applicant's interview record and appraisal sheet (para 4-4 and 4-5).

(6) Review the entire applicable record, including report of board proceedings and NAC. Determine applicant's administrative eligibility and professional acceptability.

(7) Notify rejected applicants and furnish the specific reason for rejection. When a recommendation of disapproval made by the examining board is approved by the convening authority, the application will be disapproved and returned to the applicant.

(8) **(Rescinded.)**

(9) Forward applications, with appropriate recommendations, requiring approval of HQDA to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RA, 9700 Page Boulevard, St. Louis, MO 63132-5200. For AD personnel applying for commissioned or WO appointments with concurrent call to AD, send applications directly to the proper activity shown in paragraphs 2-2b(7), (9), (10), or (11). Process applications submitted under paragraph 2-2b(7) through (11) that require a waiver per paragraph 1-8 through PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RD, 9700 Page Boulevard, St. Louis, MO 63132-5200.

d. PERSCOM (TAPC-OPD-RD) will receive and process appointment applications from non-TPU personnel.

e. The Commandant, TJAGSA, will—

(1) Refer the application and allied papers to a board of judge advocate officers who will prepare a recommendation for appointment. In the case of a WO application, a WO with MOS 550A will be appointed to the board as technical advisor (with vote). Personal appearance of applicants before the examining board is not required.

(2) Approve or disapprove the application as designee of The Judge Advocate General. No applicant will be appointed to the JAGC, USAR, without such approval.

(3) Forward the application and allied papers to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RA, 9700 Page Boulevard, St. Louis, MO 63132-5200.

## **2-4. Status reports and station changes**

a. Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. Commander, U.S. Total Army Personnel Command, ATTN: TAPC-OPD-CP will notify applicants when applications are approved for concurrent AD.

d. Advise applicants informed of tentative selection that they should not expend personal funds or make any other permanent plans in connection with their appointment until they have executed their oath of office.

## **2-5. Resubmission**

Prior nonselection does not bar members from submitting another application. This is provided the person is otherwise medically, morally, and professionally qualified at the time of submission. Nonselected applicants may not reapply earlier than 1 year after the date of last application. They may reapply earlier when more pertinent qualifications have been acquired. They may also reapply earlier when vacancies for which that individual has not been considered are announced. However, this must have occurred after submission of the last application. WO applications requesting appointment with concurrent call to AD may be withdrawn by personal request through channels after receipt by HQDA. This is to permit the applicant to submit information about a major change in qualifications. Examples include attainment of an MOS related academic degree, change of grade, and completion of an MOS related resident military school course of at least 8 weeks. To reapply for a WO appointment, the requested MOS must be announced open for procurement (para 1-5b(4)). A new application must also be initiated for consideration.

## **2-6. Discontinue procurement**

When sufficient applications have been received, an announcement will be made to delete a specific branch, SSI, or MOS from the AD procurement program. Qualified and interested applicants should submit applications as soon as possible after announcement of the procurement program. Applicants should submit their applications with the understanding that their applications may be returned without further processing at any time procurement needs no longer exist.

## **2-7. Commissioned officer appointment procedures**

On approval of an application, the appointing authority will—

a. Assign officers to an appropriate branch.

(1) Branches for applicants not on AD will be determined by their qualifications and the vacancies which they are to fill, or according to (2) below.

(2) Former commissioned officers of any U.S. Armed Forces on AD in the Army in a WO or enlisted status, if qualified, will have the option of accepting appointment in the—

(a) Branch in which they have been assigned or detailed, provided they are qualified.

(b) Branch in which they have formerly held an appointment.

b. Issue and send to each appointee, a memorandum of appointment (fig 2-2) and DA Form 71 (Oath of Office—Military Personnel) to be completed per instructions thereon.

(1) A signed oath of office is required for appointment in any component of the Army.

(2) The execution and return of the oath of office constitutes acceptance of appointment. No other evidence is required. However, acceptance of an appointment may be “expressed” as by formal acceptance in writing or “implied” as by entering on the performance of the duties of the office.

(3) An oath of office properly dated and signed by the appointed officer and taken before a person believed qualified but unauthorized to administer oaths is ineffective as an oath of office because of defective attestation. However, it is valid as an acceptance and will be recorded as such on all Army records. In such instances, a valid oath of office will be secured and will be dated as of the date actually accomplished. Both oaths will accompany the papers forwarded under paragraph 2-8b(1).

(4) When the appointment involves a WO or enlisted member of the Active Army, enter the member’s current grade in parentheses under appointee’s address.

(5) Indicate the number of years, months, and days credited after “D” on the memorandum of appointment. This is when credit for service in an active status based on education and experience is used to determine grade eligibility at the time of appointment.

(6) An oath of office executed with reservations of any nature or modification will not be recorded as an acceptance. Appointment will be canceled if the member does not desire to execute an oath without reservations.

c. Unless for justifiable reasons, the appointee should reply within 90 days or in sufficient time to comply with orders for concurrent AD. If this is not done, notify the appointee of withdrawal of the appointment and request return of documents sent him or her earlier.

d. Major commanders will notify PERSCOM (TAPC-OP) (appropriate control branch), ALEX VA 22332-0400, of all selected officers not ordered to AD. Include the reason why officers were not ordered to AD. Notify PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RD, 9700 Page Boulevard, St. Louis, MO 63132-5200 when selected applicants are not tendered an appointment or when the appointment is not accepted.

e. Do not execute the oath of office before date of entry on AD when the appointment is for concurrent AD, and the

appointee is currently serving in the active Armed Forces. Do not execute the oath of office before the graduation date when an appointment depends on satisfactory completion of prescribed schooling.

f. Notify PERSCOM (TAPC-OPD-R) when a member declines an appointment and PERSCOM is the approving authority. Send the letter of appointment and allied papers with the letter of declination to PERSCOM (TAPC-OPD-RD) (STL) as noted *ind* above.

### **2-7.1. Warrant officer appointment procedures**

a. Effective 1 October 1992 all warrant officer candidates (WOC) required to attend WOCS or WOCS-RC will be appointed to WO, W-1 on successful completion of the course. For Army National Guard applicants, the provisions of NGR 600-101 will govern appointments.

b. On successful completion of 50% of WOCS or WOCS-RC, the WOCS is responsible for notifying the appointment authority of the names, social security numbers, and WOCS graduation date of all WOC in the current class. This should be coordinated through the Office of the Deputy Assistant Commandant (ARNG) and Deputy Assistant Commandant (USAR) in the case of Reserve component candidates.

c. The appointing authority will issue a memorandum of appointment, Reserve warrant officer, (fig 2-3) and DA Form 71 (Oath of Office—Military Personnel)/NGB Form 337 (Oath of Office), to be completed per instructions thereon, to the WOCS for execution on graduation day. NGB Form 89a (Certificate of Eligibility) may be issued by the Chief, NGB for those ARNG WOCS graduates not being appointed as warrant officers. For USAR appointees without concurrent call to active duty, the memorandum of appointment will contain the current USAR unit of assignment and UIC in the standard name line.

d. All appointments (to include current or former commissioned officers) to WO, W-1, except appointments under paragraph 1-9b(1), will be contingent on technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) or certification by the MOS proponent as technically and tactically certified for award of an authorized WO MOS.

(1) Failure to successfully complete technical and tactical certification as stated above may result in termination of the WO appointment. (See AR 135-175, AR 635-100, NGR 600-101, and NGR 635-100.)

(2) Reserve component WO, W-1, not on active duty, must successfully complete technical and tactical certification within 2 years of appointment unless extended by HQDA (see para 2-7.1d(3) below).

(3) Reserve component WO, W-1, not on active duty, may request a 1-year extension, when through no fault of their own, they are unable to successfully complete technical and tactical certification within 2 years of appointment. Requests will be forwarded through command channels to HQDA (DAAR-PE) or NGB (NGB-ARP-PO), as appropriate.

e. The Oath of Office (DA Form 71/NGB Form 337) will be executed upon WOCS or WOCS-RC graduation. NGB Form 89a (Certificate of Eligibility) may be issued by the Chief, NGB for those ARNG WOCS graduates not being appointed as warrant officers. The soldier will be provided the originals of the Memorandum of Appointment (fig 2-3) and a copy of the Oath of Office (DA Form 71/NGB Form 337).

f. Appointing authority will provide CDRUSTAPC, Alexandria, VA//TAPC-OPD-CW//via electrical message with the standard name line of all individuals appointed to WO1 with concurrent active duty. For USAR appointees to WO1 without concurrent active duty, electrical message will be provided CDRARPERCEN ST. LOUIS MO//DARP-OPF-WO//. Message must be sent within 48 hours of appointment.

### **2-8. Disposition of appointment documents**

a. On receipt of DA Form 71, the appointing authority will—

(1) Record the officer's date of acceptance on the memorandum of appointment.

(2) For all original appointments, send an officer's commission (DD Form 1A), or WO's appointment (DA Form 1290) to the appointee. Indicate the date of the member's acceptance on the commission or warrant as the date of appointment. Forward a copy of DA Pam 600-2 (The Armed Forces Officer) to all commissioned officers.

b. The appointing authority will take the following action:

(1) When appointment is for concurrent AD, send documents in the order shown below to PERSCOM (TAPC-MSR) ALEX VA 22332-0400. All other appointments will be sent to Commander, ARPERCEN, ATTN: DARP-PRA 9700 Page Boulevard, St. Louis MO, 63132-5200. Send copies of records indicated *ina* through *f* below to Commander, ARPERCEN, ATTN: DARP-OPL, 9700 Page Boulevard, St. Louis, MO 63132-5200 for all basic branch lieutenants appointed in the USAR without concurrent AD.

(a) One copy of the memorandum of appointment.

(b) DA Form 71.

(c) Original DA Form 61.

(d) Original SF 88.

(e) Original DD Form 398-2 when appropriate.

(f) Original DD Form 398.

(g) Original DA Form 160, when applicable.

(h) Original DA Form required by paragraph 2-1m or n as applicable.

(2) File copies of the records indicated in (1)a, c, d, e, f, and h above with a copy of the SF 93 in MPRJ or Health Record, as appropriate. AR 640-10 governs documents filed in the MPRJ. Forward records of officers appointed with concurrent AD to the first duty station. For those appointed from an Active Army status, send the records to the member's commanding officer. Forward records for all other appointees to the appropriate commander or Cdr, ARPERCEN, ATTN: DARP-PRA-A as noted in b(1) above.

c. The appointing authority will establish necessary procedures for notifying the losing service or State adjutant general of the member's acceptance. This applies to Reserve commissioned officers or WOs of the Army. Provide adequate information so the losing agency can identify the member involved. When appointment is made for assignment to the Civil Affairs Branch, send a copy of the appointment letter to HQDA(DAMO-ODS) WASH DC 20310-0440.

d. The appointing authority will send a memorandum as in figure 2-4 to each commissioned officer (other than a commissioned warrant officer) initially appointed in the USAR. This applies to officers not ordered to concurrent AD or not serving on AD in any status.

e. The examining board report and related papers will be processed as prescribed in AR 25-400-2. Original documents will be returned to the applicant when no longer needed.

## 2-9. Commissions and warrants

Obtain stocks of DD Form 1A and DA Form 1290 from AG publications channels. Appointing authorities will safeguard these forms at all times and protect them from mutilation during mailing.

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### a. Citizens by naturalization.

I have this date seen the original certificate of citizenship, No. . . (or certified copy of the court order establishing citizenship) stating that *(Name)* was admitted to the United States citizenship by the court of *(City and State)* on *(Date)*.

### b. Citizenship through naturalization of parent.

I have this date seen the original certificate of citizenship, No. . . issued to *(Name)* by the Immigration and Naturalization Service, Department of Justice, stating that *(Name of applicant)* acquired citizenship on *(Date)* .

### c. Noncitizen who has declared *(His) (Her)* intention to become a citizen of the United States.

I have this date seen the original Alien Registration Receipt Card Form No. 1-151, bearing No. . . issued to *(Name)* on *(Date)*.

*Note.* 1. An individual, not a citizen of the United States by birth, will submit a statement by an officer of the Army or a notary public as indicated above. (This requirement may be omitted for commissioned officers and warrant officers of the Army holding current appointments.) Facsimiles or copies, photostatic or otherwise, of naturalization certificates, declarations of intention, certificates of citizenship, or alien registration receipt cards will not be made. The reproduction of these certificates or any parts thereof without proper authority constitutes a felony.

2. If the applicant does not possess Form No. 1-151, the commander processing the application will request a statement as to lawful entry of the individual into the United States for permanent residence from the District Director, Immigration and Naturalization Service of the district in which the alien resides. Statement of lawful entry will be made a part of the application. Evidence of lawful entry is not required for a noncitizen serving in the Active Army within the United States if he entered such service outside the United States and was ordered to the United States for military service. For such individual the verification that the individual was ordered to the United States by competent military orders will be attached to the application.

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**Figure 2-1. Citizenship statements for applicants not citizens of the United States by birth**

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a. Citizens by naturalization.

I have this date seen the original certificate of citizenship, No. . . (or certified copy of the court order establishing citizenship) stating that *(Name)* was admitted to the United States citizenship by the court of *(City and State)* on *(Date)*.

b. Citizenship through naturalization of parent.

I have this date seen the original certificate of citizenship, No. . . issued to *(Name)* by the Immigration and Naturalization Service, Department of Justice, stating that *(Name of applicant)* acquired citizenship on *(Date)* .

c. Noncitizen who has declared *(His) (Her)* intention to become a citizen of the United States.

I have this date seen the original Alien Registration Receipt Card Form No. 1-151, bearing No. . . issued to *(Name)* on *(Date)*.

*Note.* 1. An individual, not a citizen of the United States by birth, will submit a statement by an officer of the Army or a notary public as indicated above. (This requirement may be omitted for commissioned officers and warrant officers of the Army holding current appointments.) Facsimiles or copies, photostatic or otherwise, of naturalization certificates, declarations of intention, certificates of citizenship, or alien registration receipt cards will not be made. The reproduction of these certificates or any parts thereof without proper authority constitutes a felony.

2. If the applicant does not possess Form No. 1-151, the commander processing the application will request a statement as to lawful entry of the individual into the United States for permanent residence from the District Director, Immigration and Naturalization Service of the district in which the alien resides. Statement of lawful entry will be made a part of the application. Evidence of lawful entry is not required for a noncitizen serving in the Active Army within the United States if he entered such service outside the United States and was ordered to the United States for military service. For such individual the verification that the individual was ordered to the United States by competent military orders will be attached to the application.

1 Encl

*(Signature block)*

Date of acceptance\_\_\_\_\_

(Note. To be entered on all copies not furnished the applicant.)

The following paragraph will be added when the appointment is with concurrent active duty:

6. Failure to comply with active duty orders will result in cancellation of this appointment.

**Figure 2-2. Memorandum of appointment, Reserve commissioned officer (other than a commissioned warrant officer)**

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*(Type on appropriate headquarters letterhead.)*

*(Date)*

MEMORANDUM FOR:

A:  
B:

SUBJECT: Appointment as a Reserve Warrant Officer of the Army under sections 591 and 597, title 10, United States Code.

1. By order of the Secretary of the Army you are appointed as a Reserve warrant officer of the Army effective on your acceptance, in the grade and with the social security number shown in the address above.
2. This appointment is for an indefinite term.
3. Execute the enclosed form for oath of office and return promptly to this headquarters, ATTN: . . . Your execution and return of the oath of office constitutes your acceptance of appointment. Prompt action is requested since cancellation of this appointment is required if acceptance is not received within 90 days, or as otherwise prescribed. On receipt of the properly executed oath of office, a warrant (DA Form 1290 will be forwarded to you. If you do not desire to accept the appointment, return this memorandum with your statement of declination thereon.
4. The component to which you will be assigned after your appointment becomes effective is shown after A above. Your primary MOS is shown after B.
5. After acceptance of this appointment, any change in your permanent home address or a temporary change of address of more than 30 days duration will be reported by you to the custodian of your military personnel records.

FOR THE COMMANDER:

2 Encl

*(Signature block)*

Date of acceptance \_\_\_\_\_

Note: To be entered on all copies not furnished the applicant.)

The following paragraph will be added for initial appointments following completion of WOCS or WOCS-RC:

6. You must successfully complete technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) per the Statement of Understanding at Enclosure 2 and other regulations or you will be subject to discharge under provisions of Army Regulations.

The following paragraph will be added when the appointment is with concurrent active duty:

7. Failure to comply with active duty orders will result in cancellation of this appointment.

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**Figure 2-3. Memorandum of appointment, Reserve warrant officer**

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Statement of Understanding for Appointments as a Warrant Officer

I understand that if I am appointed as a warrant officer in the Reserve of the Army with concurrent active duty, that this appointment is contingent on technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) unless I have been pre-certified by WO MOS Proponent.

I further understand that if I am appointed as a warrant officer in the Reserve of the Army without concurrent active duty, that this appointment is contingent on technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) within 2 years of appointment unless I have been pre-certified by the WO MOS proponent or unless extended by IIQDA.

I also understand that if I am eliminated from, or fail to successfully complete the technical and tactical certification as specified above, I may be subject to discharge, under regulations in effect at that time, from the Reserve of the Army *(Date)*.

*(Signature)*  
*(Name typed)*  
*(Social Security Number)*

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**Figure 2-3.1. Statement for applicants for appointment as warrant officers contingent on successful Warrant Officer Technical and Tactical Certification for a WO MOS (para 2-1c)**

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*(Type on appropriate headquarters letterhead.)*

*(Date)*

MEMORANDUM FOR: *(On Initial Appointment, send to each officer of the USAR not ordered to, or serving on active duty in any status)*

SUBJECT: Army Reserve Officer Career Development Pattern

1. Welcome to the officer ranks of the Army of the United States. This appointment is only the beginning in your military career. Within statutory limitations and dependent on your personal circumstances the Army has many opportunities for you to acquire military education and experience and earn professional advancement. You are encouraged to take maximum advantage of those opportunities.
2. It is important as you enter your current grade that you understand just what your obligations are for military education for promotion to the next higher grade. AR 135–155 gives this information for both mandatory *(Unit and nonunit members)* and Troop Program Unit Vacancy promotions *(Unit members only)*. In the case of mandatory promotions, you must complete the military education requirements by the convening date of the board held in the year preceding your promotion eligibility date or you will not be considered eligible for selection and nonselection for promotion will result. Two successive nonselections to the grade of LTC and below terminate, by law, your career as a USAR commissioned officer. Individuals appointed in Army promotion list branches as lieutenants must complete a resident basic course within 36 months of appointment or be subject to discharge. Also, all MAJs promoted to LTC by either mandatory or unit vacancy board selection who were educationally qualified by completing the 50 percent C&GS must successfully complete the remainder of C&GS within 3 years of the effective date of promotion or be removed from the Active Reserve status.
3. AR 135 155 and the Army Reserve Magazine are good sources that you should read to keep you current on the latest Reserve promotion policies and help you plan your Reserve career. Please address any questions on your Reserve status and career progress to your unit commander or if you are a nonunit member, to the Commander, U.S. Army Reserve Personnel Center, ATTN: DARP-OP, 9700 Page Boulevard, St. Louis, MO 63132–5200.

*(Signature of appointing authority)*

**Figure 2–4. Memorandum for initial commissioned officer appointees (other than a commissioned warrant officer)**

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*Statement of Understanding for Appointment as a Commissioned Officer*

*(Date)*

I understand that my appointment as a commissioned officer in the United States Army Reserve may be/is being accomplished prior to completion of a National Agency Check/DOD National Agency Check Plus Written Inquiries, issuance of a Secret security clearance, and a Federal Bureau of Investigation Name Check.

I further understand that if as a result of the post-commissioning investigative processes, I am determined unacceptable for appointment as a commissioned officer, I will be discharged from the United States Army Reserve and that I will receive an appropriate discharge certificate

*(Date)* .

*(Signature)*

*(Name typed)*

*(Social security number)*

**Figure 2–5. Statement for applicants for appointment in the health professional, chaplain, or attorney who are being appointed or may be appointed prior to completion of a National Agency Check/DOD National Agency Check Plus Written Inquiries (NAC/ DNACI) (para 2–1d)**

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*Statement of Understanding for Appointment as a Commissioned Officer*

I understand that due to my immigrant alien status, I will not be eligible to obtain a security clearance during my tenure in the United States Army Reserve. I further understand that I will be precluded from assignment to positions and duties requiring access to classified information. If I decide to become a citizen of the United States of America, I understand I will be eligible to apply for a security clearance after I have attained citizenship.

*(Date)*

*(Signature)*  
*(Name typed)*  
*(Social security number)*

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**Figure 2–6. Statement for immigrant alien applicants for appointment as a health professional, chaplain, or attorney who are requesting appointment as a commissioned officer. (Para 2–1d)**

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## **Chapter 3 Appointments**

### **Section I Appointment of Officers and Former Officers**

#### **3–1. General**

Applications of officers and former officers must meet the requirements in chapter 1 and be processed according to chapter 2. Applications will be sent to PERSCOM, Appointment Directorate, ATTN: TAPC–OPD–RD, 9700 Page Boulevard, St. Louis, MO 63132–5200. This activity will conduct a review of the official military personnel file (OMPF).

#### **3–2. Restriction on appointments**

Appointments under this section will not be made in general officer grades or for assignments in—

- a. AMEDD.
- b. Chaplain.
- c. Civil Affairs.
- d. JAGC.

### **Section II Appointment as Commissioned Officers of Army Warrant Officers and Enlisted Personnel**

#### **3–3. General**

a. This section lists special requirements and procedures for appointment of enlisted personnel and WOs as commissioned officers in the USAR. Chapters 1 and 2 apply except as otherwise indicated in this section.

- b. Appointments will not be made for assignment in—
- (1) Army Medical Department.
  - (2) Chaplains.
  - (3) Judge Advocate General's Corps.
  - (4) Staff Specialist.
  - (5) Civil Affairs.

c. Applicant must not have reached his or her 28th birthday at date of appointment. Waiver of maximum age limitations will be considered when—

(1) Applicant becomes overage due to administrative processing. This is provided the application was submitted within a reasonable period to permit normal processing. Also, the delay encountered resulted from circumstances beyond the control of the applicant. To ensure adequate time for a processing, applicant should submit application before the 27th birthday. Submit any waiver with detailed explanation of delay in processing per paragraph 1–8a.

(2) The applicant has outstanding leadership qualifications for which a requirement exists. Requests for such waivers will be sent with recommendations for final determination by the proper CONUSA.

### **3-4. Special requirements**

Personnel in the following categories may apply under this section.

a. WOs and enlisted persons serving on AD in any component of the Armed Forces in grades E-5 through E-9. Applicant must have completed at least 6 months honorable AD in those grades in any component of the Armed Forces. Completion of the Army Precommission Extension Course (APCEC) is not required. It is desirable for personnel without wartime service. Former WOs and enlisted personnel who have become administratively eligible by enlistment or transfer as a Reservist of the Army in one of the upper five grades. To qualify, one must have had 6 months AD in the rank of WO or in one of the upper five enlisted grades.

b. Army Reservists currently serving in active status in grades E-2 through E-4 subject to the following:

- (1) Completion of 1 year of AD in the Army or 1 year of Active Reserve service and an initial tour of ADT.
- (2) Successful completion of the APCEC.

(3) Possessing marked qualifications that justify appointment prior to service in the upper five enlisted grades.

c. Reserve WOs and enlisted members in grades E-5 through E-9 who meet all of the following requirements.

(1) Are in an active status in the Army Reserve.

(2) Have satisfactorily completed the APCEC.

(3) Have completed an initial tour of ADT.

(4) Successful completion of a National Guard State OCS approved by HQDA will be substituted for (2) or (3) above. Applicants will not be required to appear before an examining board.

d. WOs and enlisted personnel of any component of the Armed Forces of the United States and former WOs and former enlisted personnel (*not in categories (a) through (c) above*) who have—

(1) Completed at least 1 year of honorable AD in any of the Armed Forces of the United States.

(2) At least a baccalaureate degree from an accredited college or university as listed in *Education Directory—Colleges and Universities*.

## **Section III**

### **Appointments of Chaplains**

#### **3-5. General**

This section prescribes special requirements and procedures for appointment of qualified members of the clergy for assignment as chaplains. Chapters 1 and 2 apply except as otherwise provided in this section.

#### **3-6. Special requirements**

a. Applicants with prior service as chaplains in any component of the Armed Forces of the United States must meet the requirements shown in (2) below. Applicants for initial appointment in ranks above second lieutenant and former officers without prior service as chaplains must meet the following criteria:

(1) Education—

(a) Possess a baccalaureate degree of not less than 120 semester hours from a college that is listed in the *Education Directory, Colleges and Universities* or from a school whose credits are accepted by a college listed therein.

(b) Have completed 3 resident years of graduate professional study in theology or related subjects (normally validated by the possession of a Master of Divinity or equivalent degree or 90 semester hours), that lead to ecclesiastical endorsement as a member of the clergy fully qualified to perform the ministering functions of a chaplain, at a graduate school listed in the *Education Directory Colleges and Universities* or an accredited school listed in the *Directory, ATS Bulletin Part 4* or at a school whose credits are accepted by a school listed as accredited in these two documents.

(c) As an exception to (b) above, a senior seminary student may apply 180 days before graduation and ordination. This is provided the request is for appointment with concurrent AD. Along with the transcript of undergraduate credits, an applicant must submit a consolidated transcript of graduate credits completed at the time of application. Also include a statement from the registrar of the hours that will be completed on graduation. The Chief of Chaplains will verify successful completion of graduate studies prior to appointment.

(2) Ecclesiastical endorsement. Receive endorsement from an ecclesiastical endorsing agency recognized by the Armed Forces Chaplains Board. In granting ecclesiastical endorsement, endorsing agents must use DD Form 2088, Ecclesiastical Endorsement. Obtain copies of the forms from the Executive Director, Armed Forces Chaplains Board (OASD MI&L), WASH DC 20301-4000. This endorsement will certify that the applicant is—

(a) A fully qualified member of the clergy of a religious faith group represented by the certifying endorsing agency.

(b) Qualified spiritually, morally, intellectually, and emotionally to serve as a chaplain of the Army.

(c) A member of the clergy who is qualified to provide for the free exercise of religion by all members of the Army, their dependents, and other authorized persons.

(d) The conditional endorsement will indicate the applicant will receive full endorsement on graduation from the seminary and/or ecclesiastical affirmation as a fully qualified member of the clergy. The Chief of Chaplains will verify ecclesiastical endorsements before appointment. A senior theological student requesting AD on graduation must secure conditional ecclesiastical endorsement by a recognized endorsing agency. This is an exception to the above.

b. Interview Statement. Each applicant must be interviewed by a senior chaplain, Active or Reserve Component, who will serve as a field screening chaplain. This requirement does not pertain to applicants for the Staff Specialist branch (Chaplain Candidate). The procedure for initiating the interview and forwarding the interview statement is as follows:

(1) The applicant will arrange for the interview. The name and location of the nearest field screening chaplain may be obtained by consulting with the State Area Command chaplain for National Guard applicants. Army Reserve applicants may contact the nearest Army Reserve unit or Office of the Staff Chaplain of the CONUSA in which the application is being initiated. Should there be no chaplain of the appropriate component in the area to conduct the interview, it may be conducted by a chaplain of another component; e.g. National Guard for Army Reserve, Army Reserve for National Guard, or by an Active Army chaplain. In cases where no military chaplain is accessible, HQDA(DACH-PEP), WASH DC 20310-2700 should be consulted for guidance. Applicants will not be reimbursed for any travel or incidental expenses connected with the interview requirement.

(2) The applicant will list the date and place of the interview and the identity of the interviewing chaplain in the Remarks section of NGB Form 62(Application for Federal Recognition as an Army National Guard officer or Warrant officer and Appointment as a Reserve Commissioned officer or Warrant officer of the Army in the Army National Guard of the United States.) or DA Form 61.

(3) Chaplains conducting interviews will forward the interview statement directly to HQDA(DACH-PEP), WASH, DC 20310-2700. Use the military letter format. (See the format at fig 3-2 for applicant interview statement.)

c. Each chaplain applicant will complete, date, and sign the statement of understanding for chaplain appointment at figure 3-3. This serves as the final action of applying for appointment as chaplain with any and all components of the Army chaplaincy. It must be completed after the interview required by paragraph 3-6b has been conducted. Applicants for concurrent active duty should mail it directly to HQDA(DACH-PEP), Pentagon, WASH DC 20310-2700. Applicants not applying for concurrent active duty should forward the statement of understanding as part of their application packet.

d. Applicants for initial appointment in the rank of second lieutenant with assignment to the Staff Specialist Branch, SSI, 00A56 (Chaplain Candidate) must meet the following:

(1) Present consolidated transcript of a minimum of 120 semester hours of undergraduate credits as described in a(1)(a) above.

(2) Present ecclesiastical approval from an endorsing agency recognized by the Department of Defense.

(3) Present a statement that the applicant is either enrolled as full-time student or has been accepted for the next entering class. This statement must be from a registrar of a graduate theological seminary or other graduate school as described in a(1) above. Also acceptable is an official transcript from a graduate theological seminary indicating that the applicant has graduated. Add to this a statement from the denominational endorsing agency that the applicant is actively engaged in fulfilling the requirement to become a qualified member of the clergy.

(4) **(Rescinded.)**

### **3-7. Appointment grade and date of rank**

a. Grade.

(1) Appointment will not be made in the rank of second lieutenant, except as provided in (2) below or in general officer grades. Entry grade and date of rank in commissioned officer grades will be determined by the entry grade credit awarded on appointment. The entry grade credit awarded will be the sum of the prior commissioned service allowed. This includes the amount of constructive service credit allowed (para 3-7a(3) and (4)). A period of time will be counted only once when computing credit. Appointment may be made in the following grades:

(a) Applicants without prior commissioned service will be credited with 3 years service in an active status. They will be appointed in the rank of first lieutenant.

(b) Reserve Component commissioned officers will be ordered to AD with assignment to the Chaplain Branch. Assignment will be in their Reserve grades unless a higher grade, below that rank of major is authorized.

(c) Former commissioned officers (other than commissioned WOs) will be appointed in the highest grade for which they qualify. This is based on the total credit allowed under (3) and (4) below.

(d) Reserve Component commissioned officers of an Armed Force other than the Army approved for interservice transfer may be appointed in the Reserve of the Army. These officers will be given the same grade and date of rank (DOR) as held in the former Armed Force.

(2) Applicants (para 3-6d) may be appointed as second lieutenants with assignment to the Staff Specialist Branch, SSI 00A56. This is until they become eligible for appointment as first lieutenant in the Chaplain Branch. An applicant

when appointed as a first lieutenant will be credited with the actual service and constructive service credit allowed under (3) and (4) below. Such credit will not be less than 3 years service in an active status.

(3) Constructive service credit. The purpose of constructive service credit is to provide grade and DOR comparability. This is for a person who begins commissioned service after obtaining the additional education, training, or experience required for appointment or assignment as a commissioned officer in a professional field. This relates to a contemporary who began commissioned service immediately after obtaining a baccalaureate degree. Compute and award constructive service credit as follows:

- (a) Count a period of constructive service only once.
- (b) Do not count periods of time spent in an active status as a commissioned officer or on AD.
- (c) Credit qualifying periods of less than 1 full year proportionately.
- (d) The number of years creditable as constructive service credit may not exceed the following:

---

**Table 3-1**  
**Creditable service credit**

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**Category:** Entry grade for appointment or assignment.

**Credit:** 3 years

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**Category:** Seven or more years of extensive practical experience in a ministry as documented on DD Form 2088 submitted by the individual's Ecclesiastical Endorsing Agency.

**Credit:** 1-year

---

**Category:** Unusual cases involving special experience or unique qualifications as determined by the Secretary of the Army or his designee, upon the recommendation of the Chief of Chaplains.

**Credit:** One-half year for each year to maximum 3 years.

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(4) Prior active commissioned service credit. Credit for prior service as a commissioned officer may not exceed that computed in accordance with the following table: Qualifying periods of less than one full year shall be proportionately credited.

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**Table 3-2**  
**Qualifying periods**

---

**Qualifications:** (a) Active duty commissioned service (other than as a commissioned warrant officer) to include periods of active duty for training.

**Credit:** 1 year for each year served

---

**Qualifications:** (b) Commissioned service (other than as commissioned warrant officers) in an active status, but not on active duty, for persons appointed as Reserve commissioned officers.

**Credit:** 1 year for each year served

---

(5) Maximum entry grade credit. Total entry grade credit granted will not exceed that which the person needs to receive an entry grade of major.

b. Date of rank.

(1) The DOR of an officer commissioned in the Reserve of the Army and appointed to the Chaplain Branch will be determined by the entry grade credit awarded on appointment.

(2) The DOR of a chaplain in the Reserve of the Army, ordered to AD and placed on the Active Duty List (ADL), may be adjusted. This is provided under AR 600-20, chapter 6.

### 3-8. Applications

a. Appearance before an examining board by applicants for the Chaplains Branch or the Staff Specialist Branch (Chaplain Candidate) is not required. Exception may be directed by HQDA. Applicants for rank above second lieutenant must furnish the documents listed below and those required by chapter 2. Second lieutenant Staff Specialist Branch appointees with SSI 00A56 need not submit transcripts of undergraduate studies or forms required by chapter 2. These are forms other than DA Form 61, SF 88, and SF 93.

(1) Senior theological students.

(a) Transcript and statement of registrar as specified in paragraph 3-6a(1)(c).

(b) Conditional ecclesiastical endorsement as specified in paragraph 3-6a(2)(d).

(2) Other applicants.

(a) A consolidated transcript of undergraduate and graduate work.

(b) Ecclesiastical endorsement.

b. Applicants applying for the rank of second lieutenant will furnish the papers required by chapter 2 and other documents specified in paragraph 3-6d.

c. Forward ecclesiastical approvals, conditional endorsements, or ecclesiastical endorsements directly to HQDA (DACH-PEP) WASH DC 20310-2700. This may be done by either the applicant or the denominational endorsing agency. Area commanders are authorized to send applications and allied papers to HQDA(DACH-PEP) without these documents when appointment is without concurrent AD.

d. When a second lieutenant assigned to the Staff Specialist Branch, SSI 00A56 (Chaplain Candidate) fails to qualify for appointment as first lieutenant with assignment to Chaplains, action will be taken as prescribed in AR 135-175.

e. Applicant will furnish two copies of a recent photograph, head and shoulder type, 3-by-5 inches, with the name printed on the back.

f. Applicants for appointment as chaplains may be appointed before completion of a NAC/DNACI or obtaining a Secret clearance provided they sign a statement of understanding as shown in figure 2-5.

### **3-9. Verification of ecclesiastical and educational qualifications**

a. The area commander will send the application and allied papers of favorably considered applicants to HQDA(DACH-PEP), WASH DC 20310-2700 (para 3-8c).

b. HQDA(DACH-PEP) will secure verification of the applicant's ecclesiastical and educational qualifications. Application and allied papers will be returned to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RD, 9700 Page Boulevard, St. Louis, MO 63132-5200. Include a statement that the applicant does or does not meet the ecclesiastical and educational requirements.

## **Section IV**

### **Appointment in the Judge Advocate General's Corps**

#### **3-10. General**

This section prescribes the special requirements for appointment of personnel in the JAGC. Only qualified applicants will be appointed in the JAGC. This section lists the minimum requirements. Application packets for appointment to the JAGC, USAR should be obtained from either the Commandant, TJAGSA, ATTN: JAGS-GRA, Charlottesville, VA 22903-1781 or PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RA, 9700 Page Boulevard, St. Louis, MO 63132-5200.

#### **3-11. Special eligibility requirements**

The general eligibility requirements of chapter 1 are supplemented by this section. Applicants must—

a. Meet the eligibility requirements of AR 27-1.

b. Have successfully completed the minimum military education requirements of AR 27-1 for JAGC officers. This education is for appointment in the grade for which the applicant is otherwise eligible under paragraph 3-12 below, except:

(1) If the applicant is otherwise qualified, The Judge Advocate General (TJAG) has the discretion to authorize the applicant's appointment in the JAGC, with the condition that—

(a) Company grade officers complete The Judge Advocate Officer Basic Course within 12 months of the date of appointment.

(b) Field grade officers complete The Judge Advocate Officer Advanced Correspondence Course within 30 months of the date of appointment.

(c) Reserve officers under conditional appointments must not fail to satisfy the educational requirements of (a) or (b) above. Failure will result in the termination of the appointment unless an extension is granted. TJAG may grant an extension to the time periods in (a) or (b) on a showing of good cause. Extension will be for a specific period designated by TJAG. The extension will operate to continue the conditional appointment. The appointment will be terminated for failure to complete the education requirement within the extension period (AR 135-175, para 4-4a(18)).

(2) These military education prerequisites are waived if the applicant requests appointment and concurrent voluntary AD with the JAGC under AR 601-102.

#### **3-12. Appointment grade and date of rank**

a. *Grade.*

(1) Appointments under this section are subject to the requirements of chapter 1 and paragraph 3-11. Persons receiving original appointments as Reserve officers of the Army with assignment to the JAGC will be appointed in the highest grade entitled under 10 USC 3359 as follows:

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**Table 3–3**  
**Appointment grades**

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**Commissioned Service Credit:** 3 years or more, but less than 7 years  
**Appointment Grade:** First Lieutenant

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**Commissioned Service Credit:** 7 years or more, but less than 14 years  
**Appointment Grade:** Captain

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**Commissioned Service Credit:** 14 years or more, but less than 21 years  
**Appointment Grade:** Major

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**Commissioned Service Credit:** 21 years or more, but less than 23 years  
**Appointment Grade:** Lieutenant Colonel

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**Commissioned Service Credit:** 23 years or more  
**Appointment Grade:** Colonel or Lieutenant Colonel as determined by HQDA.

---

**Notes:**

In determining the appointment grade of a prospective JAGC officer, the years of commissioned service credit will be the sum of all credit awarded for constructive service credit and prior commissioned service under paragraphs (2), (3), and (4) below. A period of time will be counted only once when computing credit. Qualifying periods of less than one full year will be proportionately credited.

---

(2) Constructive service credit will be computed and awarded as follows:

---

**Table 3–4**  
**Constructive service credit**

---

**Qualifications:** (a) Award of the first professional law degree (J.D. or LL.B) by a law school accredited by the American Bar Association (ABA) at the time the applicant received the degree.

**Credit:** 3 years

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**Qualifications:** (b) Special legal experience in unusual cases, based on the needs of the Army command or activity to which the appointee will be assigned.

**Credit:** One-half year for each year of qualifying experience, up to a maximum of 3 years credit.

---

**Notes:**

Requests for such credit will accompany the application for appointment and will fully justify the unique needs of the command or activity and the special qualifications of the person to be appointed. Periods spent in an active status or on AD may not be counted when computing constructive service credit.

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(3) Credit for prior commissioned service will be computed as follows:

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**Table 3–5**  
**Prior commissioned service credit**

---

**Qualifications:** (a) Active duty commissioned service (other than as a commissioned warrant officer) to include periods of annual training or other active duty for training performed while a member of any component of the military services.

**Credit:** 1 year for each year of service

---

**Qualifications:** (b) Commissioned service (other than as a commissioned warrant officer) in an active status, while serving in any component of the military services, but not on extended active duty.

**Credit:** 1 year for each year of service

---

(4) An officer completing an educational program qualifies for constructive service credit under (2)(a) above, while in an active commissioned status, in less than 3 years may be credited with constructive service credit in the amount by which 3 years exceeds the time spent in the qualifying educational program in an active status.

*b. Date of rank.*

(1) The date of rank of an officer commissioned in the Reserve of the Army and assigned to the JAGC is the date of appointment. The DOR will further be backdated by the period of commissioned service credit awarded under *a* above. This is in excess of that amount used to establish the officer's appointment grade.

(2) The DOR of a JAGC Reserve officer ordered to AD and placed on the ADL may be adjusted under AR 600–20, chapter 6.

### **3–13. Applications**

*a.* Applications for JAGC Reserve officer appointments with concurrent order to voluntary AD with the JAGC under

AR 27–1 must comply with the requirements of that regulation. All other applicants must comply with the general requirements of chapter 2 and submit the following documents.

(1) A consolidated transcript of all undergraduate and law school studies. The transcript must be prepared by the schools where the work was completed. If the schools compute class standings, the transcript should show the applicant's class standing.

(2) A certificate or statement from the clerk of the highest court of a State or a Federal court. It should show the admission to practice and current standing before the bar.

(3) Letters based on personal acquaintance from at least three judges, lawyers, law school professors, or military officers. The letters will relate to the applicant's reputation and professional standing.

(4) Description of the applicant's full-time or part-time legal experience. Legal experience includes private practice, governmental, judicial teaching, military legal experience, and legal clerkships.

(5) Two copies of a recent photograph, head and shoulder type, 3– by 5–inches with the applicant's name on the back.

*b.* Individuals applying for a TPU vacancy, or an IMA vacancy will forward the application—

(1) Through the commander and any intermediate commanders where assignment is requested.

(2) Through the Office of the Staff Judge Advocate of the CONUSA concerned and in the case of applications to fill TPU vacancies, through the FORSCOM Staff Judge Advocate.

(3) Through the Commandant, TJAGSA, ATTN: JAGS–GRA, Charlottesville, VA 22903–1781.

(4) To PERSCOM, Appointment Directorate, ATTN: TAPC–OPD–RA, 9700 Page Boulevard, St. Louis, MO 63132–5200.

*c.* Applicants for appointment as JAGC officers may be appointed before completion of a NAC/DNACI or obtaining a Secret clearance provided they sign a statement of understanding as shown in figure 2–5.

## **Section V**

### **Appointment of Professional and Technical Personnel**

#### **3–14. General**

This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed below. Chapters 1 and 2 will apply except as indicated in this section.

*a.* Archivist.

*b.* Aeronautical engineering.

*c.* Automotive engineering.

*d.* Bacteriology.

*e.* Biochemistry.

*f.* Biological sciences.

*g.* Business administration.

*h.* Chemical engineering and chemistry.

*i.* Civil engineering.

*j.* Education specialists.

*k.* Electrical accounting machine specialists.

*l.* Electrical engineering, including radio, television, and wire communications.

*m.* Electronic data processing system specialists.

*n.* Entomology.

*o.* Fire prevention and firefighting.

*p.* Food technology (inspection, procurement, testing, research, and related subjects).

*q.* Geographers.

*r.* Geology, geophysics, and meteorology.

*s.* Geopolitical and area specialists.

*t.* Guided missile specialists.

*u.* Harbor craft specialists.

*v.* Health physicist.

*w.* Highway engineering and traffic.

*x.* Industrial specialists (engineering, management, and security).

*y.* Language and foreign liaison.

*z.* Law enforcement officials, administrative, and allied investigative specialists.

*aa.* Legal.

*ab.* Marine engineering.



- ac. Mathematicians, statisticians, and physicists.
- ad. Mechanical engineering.
- ae. Metallurgical engineering.
- af. Military historians.
- ag. Mining engineering.
- ah. Naval architectural.
- ai. Nuclear specialists (nuclear physicist, radiological chemist, nuclear chemistry, nuclear engineering, and nuclear effects engineering, biophysics, and bioradiology).
- aj. Parasitology.
- ak. Penology.
- al. Petroleum and natural gas engineering.
- am. Pharmacology and toxicology.
- an. Photographic (still, motion picture, television, and related subjects).
- ao. Plant pathology.
- ap. Plant physiology.
- aq. Postal.
- ar. Printing and reproduction.
- as. Psychology.
- at. Psychological warfare (journalism, international relations, psychology, and related subjects).
- au. Public information, including field press censorship.
- av. Purchasing, storage, and distribution (logistics).
- aw. Radar engineering.
- ax. Railway service.
- ay. Safety engineering.
- az. Submarine diving.
- ba. Traffic management.
- bb. Zoology.
- bc. Operations Research/Systems Analysis.

### 3–15. Branch

The branch of assignment for applicants will be determined by the authority tendering appointment. It is based on the applicant's qualifications and the needs of the service. Female applicants must refer to AR 611–101 for all current restrictions which apply to specialty codes, specialty skill identifiers, or additional skill identifiers which may not be awarded to women and the types of units in which women may not serve consistent with the Direct Combat Probability Coding Policy.

### 3–16. Special requirements

- a. Each applicant for a direct appointment must possess the professional or technical ability required to perform the duties appropriate to the grade of appointment and branch of assignment. This is in addition to the requirements of chapter 1.
- b. For appointment to fill vacancies in the Reserve Troop Program, an applicant's service must be required. There must not be a qualified Reserve commissioned officer of the appropriate or lower grade available to fill the vacancy.
- c. For appointment with concurrent AD, an applicant's services must be required to meet the needs of the Active Army.
- d. Applicants for appointment must have *at least a baccalaureate degree* from an accredited college or university as listed in the *Education Directory—Colleges and Universities*. It is preferable that a major field of study closely relates to the specialty serving as the basis for appointment. Further, the applicant must have completed at least 1 year of full-time employment after receiving a baccalaureate degree in a position directly related to the degree.
- e. Area commanders will ensure that members satisfactorily pursue the proper military education in order to qualify for promotion and retention.
- f. Include the following letters of appraisal with the application for appointment of all persons without prior military service:
  - (1) Letter of appraisal from a college official who has had direct contact with the applicant.
  - (2) Letters of appraisal from last two employers (full or part time). Use DD Form 370 (Request for Reference)). For members without work experience, submit two letters of appraisal from school officials in addition to (1) above.
  - (3) Letters of appraisal from two residents of the applicant's home community.

### 3-17. Grade

Appointment is authorized in grade of second lieutenant.

## Section VI

### Appointment for Assignment in the Civil Affairs Branch

#### 3-18. General

Applicants seeking appointment with assignment to the Civil Affairs Branch must meet the special requirements. This is in addition to the requirements of chapters 1 and 2 of this text.

Not used

## Section VII

### Appointment for Assignment in the Staff Specialist Branch

#### 3-19. General

*a.* This section prescribes the special requirements and procedures for appointment and assignment to Staff Specialist Branch. Chapters 1 and 2 apply except as indicated.

*b.* Appointments to the Staff Specialist Branch will not be made when a person can be properly assigned to another branch.

#### 3-20. Eligibility

Chaplain candidates should consult section III for eligibility requirements. All other applicants must—

*a.* Meet general requirements of chapter 1.

*b.* Qualify for a SSI listed in paragraph 3-22.

*c.* Possess advanced professional or technical experience and training.

*d.* If he or she is a staff specialist who acquired qualifications in any other branch, he or she must be transferred to that branch according to AR 140-10. Those members with exceptional technical and professional skills are exempt when approved by PERSCOM (TAPC-OPD-R). Successful completion of an appropriate level branch school qualifies a member in that branch.

#### 3-21. Applications

*a.* Chaplain candidates will apply under section III.

*b.* Other applications will be processed according to chapter 2. PERSCOM (TAPC-OPD-R) is the approval authority for appointment in the Staff Specialist Branch other than Chaplain candidates, Selective Service officers, or Nonmilitary Subject Instruction officers.

#### 3-22. Specialist categories for appointment

Appointment may be made in the Staff Specialist Branch for the following SSI listed below. This is as determined by PERSCOM (TAPC-OPD-R). Appointment is based on the professional and technical qualifications and overall value to the service on an individual basis.

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**Table 3-6**

**Specialist categories for appointment**

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**Proponent agency:** Chief of Chaplains (DACH-PEP)

**Title:** Duty unassigned (chaplain candidate or seminarian)

**SSI:** 00A56

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**Proponent agency:** PERSCOM (AG Branch, TAPC-OPG-A)

**Title:** Selective service officer

**SSI:** 41B

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**Proponent agency:** PERSCOM (AG Branch, TAPC-OPG-A)

**Title:** Appropriate specialty instructor (teaching methods)

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**Proponent agency:** PERSCOM (AG Branch, TAPC-OPG-A)

**Title:** Appropriate specialty instructor (physical science)

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**Proponent agency:** PERSCOM (AG Branch, TAPC-OPG-A)

**Title:** Appropriate specialty instructor (English)

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**Proponent agency:** PERSCOM (AG Branch, TAPC-OPG-A)

**Title:** Appropriate specialty instructor (social science)

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**Table 3-6**  
**Specialist categories for appointment—Continued**

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Notes:

As determined by PERSCOM (TAPC-OPD-R) based on the professional and technical qualifications and overall value to the service on an individual case.

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## **Section VIII**

### **Appointment in the Army National Guard of the United States**

#### **3-23. General**

a. When federally recognized, an officer or WO of the ARNG will be appointed as a Reserve of the Army for service as a member of the ARNGUS.

b. Grade on appointment will be as provided in paragraph 1-9.

c. Applicants requiring a waiver of conviction of any of the offenses listed in paragraph 1-8a(3)(a) through (c), will not be permitted to appear before a Federal Recognition Board before granting of waiver. Forward requests for waiver to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-R, 9700 Page Boulevard, St. Louis, MO 63132-5200.

#### **3-24. Personnel eligible to be appointed**

To become an officer of the ARNGUS, a person must first be appointed and federally recognized in the same grade in the ARNG. That person must also meet the security standards of paragraph 1-6h.

#### **3-25. Applications**

Applications for appointment as Reserve commissioned or WOs of the Army will be submitted according to NGR 600-100 and NGR 600-101.

#### **3-26. Notice of appointment**

Letters tendering appointments as Reserve commissioned or WOs of the Army are dated when actually issued. An exception occurs when an officer is granted Federal recognition based on temporary Federal recognition. The appointment will be on the date issued. However, such appointments are considered to have been accepted on, and effective from the date of such temporary Federal recognition.

## **Section IX**

### **Appointment as Reserve Warrant Officers of the Army**

#### **3-27. General**

This section prescribes special requirements for the appointment of Reserve WOs of the Army for service in the Army Reserve. Chapters 1 and 2 apply as provided in this section.

#### **3-28. Special requirements**

a. Personnel listed in (1) through (6) below qualifying for WO MOSs currently authorized in AR 611-112 may apply for appointment under this section. Former commissioned and warrant officers may qualify for the award of an MOS by previous training and experience. Enlisted members will attain qualification for appointment through completion of WOCS or WOCS-RC. This is indicated in DA Pam 351-4. Reserve enlisted personnel and Reserve officers are eligible for appointment under this regulation. Acceptance of appointment as Reserve WO will automatically terminate any other Reserve status. Persons serving on AD will be appointed only as authorized in paragraph 1-5b(4).

(1) Enlisted personnel of the Reserve Components of the Armed Forces.

(2) Enlisted soldiers in the active military service of the Armed Forces. This is if they submit an application for AD (DA Form 160) with their application for appointment.

(3) Former WOs currently in civilian status. Applicants applying under this section, of otherwise qualified, will not be subject to the requirements of paragraphs 1-5 and 1-6a. However, they must have been appointed within 1 year after date of last discharge as a WO.

(4) WOs in the active military service holding only temporary appointments, without component, may request appointment as a Reserve WO at any time before release from AD.

(5) Officers and former officers who qualify for a WO MOS except for commissioned officers who have been removed or are approaching mandatory removal from an active status for completion of maximum age or service are ineligible.

(a) *(Rescinded.)*

(b) *(Rescinded.)*

(c) *(Rescinded.)*

(6) Qualified technical experts or specialists who are former members of any component of any U.S. Armed Forces or civilians with no military status.

b. Applications for Army attache career WOs will be limited to persons who meet the requirement of AR 611-60. In addition, they must have been assigned and performed duties in any Army attache office for at least 6 months in a military or civilian status.

c. Applicants for the intelligence career fields must meet the requirements specified in AR 140-192.

d. Applicants for bandmaster must meet additional technical requirements. Evaluations are made in the following areas to determine qualifications:

(1) Civilian and service music education and experience.

(2) Knowledge of sound band management, to include the operation of concert bands, dance bands, and ensembles.

(3) Conducting capabilities to include baton techniques, musicality of presentation, and rehearsal techniques. Also, included are a member's podium presence, military bearing, and sound leadership traits.

(4) Technical skills, to include sight-reading, melodic dictation, harmonic dictation, aural and written harmony, arranging and knowledge of instrumentation. In some cases, a definite evaluation cannot be made by a review of the application and allied papers. In this event, PERSCOM (TAPC-OPD-R) will direct that a technical examination be administered to the applicant by a bandmaster. This examination will be at the CONUS Army HQs or major overseas headquarters where the member applied or at HQs Forces Command. All travel involved will be at the applicant's expense.

(5) Personnel applying for Army Band Officer will include the following items with their applications and allied papers.

(a) Chronological listing of all military and civilian positions held to include specific scope of responsibilities.

(b) Representative list of programs of solos played or recitals given on major instruments for public performance.

(c) Representative list or programs of band numbers conducted in public performance.

e. Appearance before examining board is waived for personnel on AD applying for WO WO MOS 670A, Health Services Maintenance Technician.

## **Section X**

### **Appointment in the Physician Assistant (PA) Program**

#### **3-29. General**

*(Rescinded.)*

#### **3-30. Military trained**

*(Rescinded.)*

#### **3-31. Civilian trained**

*(Rescinded.)*

## **Section XI**

### **Appointment For Duty in The Army General Counsel's Honors Program**

#### **3-32. General**

The section prescribes the procedures for determining appointment grade and date of rank of officers appointed under the Army General Counsel's Honors Program. AR 601-337 outlines the procedures for applying for commissioning under the Honors Program.

#### **3-33. Appointment grade and date of rank**

Officers who receive a new appointment as Reserve commissioned officers under the Army General Counsel's Honors Program (AR 601-337) will have their appointment grade and date of rank determined under the procedures described in paragraph 3-12.

---

*Statement of Understanding for Appointment as a Commissioned Officer*

I understand that my appointment as a commissioned officer in the United States Army Reserve is being accomplished prior to completion of required National Agency Check and Federal Bureau of Investigation Name Check.

I further understand that if as a result of completion of the post-commissioning investigative processes I am determined unacceptable for appointment as a commissioned officer, I will be discharged from the United States Army Reserve and that I will receive an appropriate discharge certificate.

*(Date)*

*(Signature)*  
*(Name typed)*  
*(Social security number)*

**Figure 3–1. Statement for applicants for appointment in the Chaplains Branch who are being appointed prior to completion of National Agency Check (para 3–8)**

---

*(Type on appropriate headquarters letterhead.)*

*(Office Symbol)*

*(Date)*

MEMORANDUM FOR: OFFICE, CHIEF OF CHAPLAINS, ATTN: DACH-PEP, WASH DC 20310–2700

SUBJECT: Interview Statement for (Applicant's name)

1. I interviewed *(Applicant's name)* an applicant for a commission in the ARNG or USAR Chaplaincy, on *(Date)*
2. In my opinion, the applicant *(Does) (Does not)* meet the eligibility criteria set out in AR 135–100. *(Specify criteria that the applicant does not meet.)*
3. My evaluation of the applicant is as follows: *(Answer each item below with at least 25 words.)*
  - a. Professional and academic qualifications.
  - b. Pastoral abilities.
  - c. Military experience.
  - d. Motivation for ministry in the Army Chaplaincy.
  - e. Willingness to work cooperatively with chaplains of other faith groups and respect the integrity of other faith groups.
  - f. Ability to deal with people.
  - g. Personality traits.
  - h. Appearance, poise, and general physical condition.
  - i. Overall potential for ministry in the Army Chaplaincy.
  - j. Assignment limitations.
  - k. Demonstrates verbal and written proficiency in the English Language.
4. I *(Do) (Do not)* recommend that *(His) (Her)* application for a commission in the ARNG or USAR Chaplaincy be accepted. *(Explain the reason for reaching your decision.)*

*(Name)*  
*(Rank)*  
*(Position)*

**Figure 3–2. Format for applicant interview statement**

---

---

*Statement of Understanding for Chaplain Appointment*

I (*Name*) understand that I have been endorsed to serve as a chaplain officer with the Army National Guard or the U.S. Army Reserve with or without concurrent active duty by (*Name of religious faith group*). As certified by the endorsement which I have received, I am a fully qualified member of the clergy of (*List religious faith group or independent church*). I consider myself spiritually, morally, intellectually, and emotionally qualified to serve as a chaplain. I attest that during my pre-appointment interview with a field screening chaplain, (*Name*) the interview treated my professional and academic qualifications, pastoral abilities, military experience, and motivation for ministry in the Army chaplaincy. The interview treated my willingness to work cooperatively with chaplains of other faith groups and to respect their integrity. While remaining faithful to my denominational beliefs and practices, I understand that, as a chaplain, I must be sensitive to religious pluralism and will provide for the free exercise of religion by military personnel, their families, and other authorized personnel served by the Army. The interview also treated my ability to deal with people and my personality traits. The interviewer had the opportunity to assess my appearance, poise, and general physical condition. Further, my verbal and written proficiency in the English language was assessed. The interviewer determined whether or not any personal concerns affecting myself or my family would result in the limitation of assignment world-wide in the future. My responses in the interview constitute a valid tool for assessment of my overall potential for service with the Army chaplaincy. I have completed (*Number*) years of active professional clergy service after completion of the educational requirements for the chaplaincy.

(*Signed*)

(*Date*)

---

**Figure 3-3. Statement of understanding for Chaplain appointment**

---

Department of Defense policy is to accommodate religious practices when accommodation will not have an adverse impact on military readiness, unit cohesion, standards, health, safety or discipline.

The Army places a high value on the rights of its members to observe the tenets of their respective religions.

Unit commanders are authorized to initially approve or deny requests for accommodation of religious practices. Conditions of accommodation may change based on military need.

Policy guidelines are contained in AR 600-20 and AR 165-20.

I understand that the Army cannot guarantee accommodation of religious practices.

(*Signed*)

(*Date*)

---

**Figure 3-4. Statement of acknowledgment for accommodation of religious practices (para 2-1)**

---

## **Chapter 4 Examining Boards**

### **4-1. Appointment**

*a.* HQ USAREC will appoint boards of officers to examine applications for selection and attendance at WOCS or WOCS-RC. Area commanders and PERSCOM TAPC-OPD-A (STL), will appoint boards of officers to examine commissioned officer applicants for appointment when required. Boards will consist of an uneven number of members of not less than three. All members should be field grade officers serving in a grade equal to or higher than that under consideration. Officers in grade of captain may be substituted when a sufficient number of field grade officers are not available. At least one member of the board must be from the branch the applicant is applying. Two members will be from the Active Army and, where possible, from the RA. The member designated as president will be from the Active Army and will be the senior member. If members of the Active Army are not available, a Reserve who is on an Active Guard/Reserve (AGR) tour may be used. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment on an aviation commissioned officer SSI or WO MOS. A rated aviation WO may be used if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A WO of the specialty for which the applicant is applying will be appointed to serve as a technical adviser (with vote) to examining board members when interviewing a WO applicant. A commissioned officer with a SSI related to that of the specialty for which the applicant is applying may be appointed to serve as a technical adviser (with vote). This applies when it is determined that an appropriate WO is not available within a reasonable commuting distance. Also, the substitute officer must have the means and is willing to travel the

distance involved. Authority to appoint boards may be delegated by appointment authorities to those organizations as follows:

- (1) Installation commander for applicants being considered for appointment in grades of major and below.
- (2) Commanders of General Officer Commands and U.S. Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel. This is only if applicant held a previous appointment as a commissioned officer in the Armed Forces.
- (3) The Defense Attache will examine applicants for appointment with concurrent AD as Attache Technical Assistants, MOS 350L. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attache and the Attache Technical Assistant using DA Form 6225 (Interview Appraisal Sheet). These applications will be further examined by a board of MI officers appointed by the Chief, MI Branch, PERSCOM (TAPC-OPF-M).
- (4) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on AD with the Army who are applying for concurrent AD. When the installation is not commanded by a general officer, the application will be sent to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.
- (5) The U.S. Army Military District of Washington will appoint boards of those applications as stated in paragraph 2-2b(8).
- (6) Commandant, TJAGSA, will appoint a board of judge advocate officers (with a WO technical advisor, with vote, as appropriate) who will consider requests for direct appointment as Reserve officers of the Army with assignment to the JAGC or as a WO with MOS 550A
  - b. Boards will be convened as close as practicable to the location of the applicant concerned.
  - c. Boards will be appointed and proceedings conducted according to AR 15-6 and this regulation.
  - d. For AD applicants for commissioned officer appointment, centralized selections will be conducted at HQDA and no field board is required. For USAR (TPU), board levels will be determined by area commanders. For ARNG, board level will be determined by Chief, NGB.
  - e. For all WO applicants less ARNG centralized selection boards will be conducted by HQ USAREC.
  - f. The examining board will notify in writing the Commander, ARPERCEN, ATTN: DARP-OPF-WO, 9700 Page Boulevard, St. Louis, MO 63132-5200 of the best qualified for the USAR TPU/AGR WO vacancy and all others who are qualified as WOC. The qualified individual's application minus the board proceeding will be sent to ARPERCEN at above address.

#### **4-2. Notification to applicants**

- a. When the examining board receives applications and allied papers from members seeking appointment, the following is done. The board president will notify the applicant of the time and place of the appearance before the board. Travel and other expenses incurred by the applicant not on AD will not be chargeable to the Government.
- b. Applicants will be scheduled so that no one will have to spend more than 1 day at the examining place.
- c. When possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.
- d. When necessary, the applicant will be advised in advance of any additional information the board desires or regulations required to correct or complete an application.

#### **4-3. Retest policy**

When a retest is required (para 1-6c), the entire test battery will be administered and retest scores become the official scores of record. The test examiner will provide for a written statement. It will show the date and place the test was administered, title, and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

#### **4-4. Interviewing**

The board will interview each applicant prior to having access to applications or allied papers using the DA Form 6227 (Officer Leadership Board Interview, Interview Record, OLB-1 Answer Sheet). This is except as provided in paragraph 4-5b. Instructions for conducting and recording results of the interview are contained in DA Pam 611-227.

#### **4-5. Appraisal of experience**

- a. Applicants without prior commissioned officer service. After the interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each board member will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The

word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplains and JAG Branches, use DA Form 6224 (Interview Appraisal Sheet M).

(2) For WOs, Chaplains, and JAG Branch applicants, use DA Form 6225 (Interview Appraisal Sheet S). (This form will be modified to indicate WO application when appropriate.)

*b.* Applicants with prior commissioned or WO service. In recognition of commissioned or former commissioned status and/or RA and Reserve of the Army WO status, board action will be waived.

#### **4-6. Disposition of records**

*a.* The board will forward the following papers through channels to the appropriate commander concerned for action:

- (1) Report of proceedings of the board of officers.
  - (2) Copy of military memorandum/letter appointing the board.
  - (3) Application and allied papers for each applicant.
  - (4) Test score statement, when required by paragraph 4-3.
  - (5) DA Form 6227 completed by each board member on each applicant.
  - (6) DA Form 6224 or DA Form 6225, as appropriate, completed by each board member for each applicant.
- b.* A statement substantially as follows will be included in the board report when applicable:

"This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibit . . . . . through. . . . . When these exhibits are removed, protective markings will be canceled."

## **Chapter 5 Posthumous Appointments**

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

This chapter prescribes special requirements and procedures for tendering posthumous appointments as Reserve of the Army commissioned and WOs.

### **5-2. Authority to tender appointments**

PERSCOM (TAPC-OPD-R)(STL) is the only authority for tendering posthumous Reserve of the Army commissioned and WO appointments.

### **5-3. Conditions under which posthumous appointments may be tendered**

*a.* Posthumous commissions. Posthumous commissions may be issued when—

(1) The member was appointed to a commissioned grade but was unable to accept the appointment because of death in line of duty.

(2) The member successfully completed a course of instruction which authorizes appointment on successful completion of the course. Further, the member was recommended for appointment by the commanding officer or officer in charge of the school. However, the member was unable to accept the appointment because of death in line of duty on or after the scheduled date of completion of the course of instruction.

(3) The member was officially recommended for appointment and the recommendation was approved by the appropriate appointing authority. However, the member was unable to accept the appointment because of death in line of duty on or after the date of approval.

*b.* Posthumous warrants. Posthumous warrants may be issued when—

(1) The member was appointed to a WO grade but was unable to accept the appointment because of death in line of duty.

(2) The member successfully completed a course of instruction which authorizes WO appointment on successful completion of the course. Further, the member was recommended for appointment by the commanding officer or officer in charge of the school. However, the member was unable to accept the appointment because of death in line of duty on or after the scheduled date of completion of the course of instructions.

(3) The member was officially recommended for appointment by an examining board. However, the member was unable to accept the appointment because of death in line of duty on or after the scheduled date of completion of the course of instruction.



#### **5-4. Submission**

Commanders with knowledge of a member who may be considered for a posthumous appointment will furnish the information listed in (a) through (d) below. Forward it through proper military channels to PERSCOM, Appointment Directorate, ATTN: TAPC-OPD-RD, 9700 Page Boulevard, St. Louis, MO 63132-5200.

*a.* Date and cause of member's death.

*b.* A statement indicating that the member's death was or was not in the line of duty. In this connection, a posthumous commission or warrant may be issued in the name of a reservist whose cause of death was incurred in line of duty while he or she was—

- (1) Serving on AD or ADT.
- (2) Traveling to or from ADT.
- (3) Engaged in IADT.

*c.* Scheduled date of completion of course of instruction, date the member was recommended for appointment as a result of successful completion of course of instruction, and official who made the recommendation.

*d.* Date member was officially recommended for appointment, date the recommendation was approved, and official who approved the recommendation for appointment.

#### **5-5. Bonus, gratuity, pay, or allowance**

No person is entitled to any bonus, gratuity, pay, or allowance because of a posthumous commission or warrant.

#### **5-6. Effective date of appointment**

A commission or warrant issued under paragraph 5-3*a* or *b* will be issued as of the date of the appointment, recommendation, or approval, as the case may be.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 15-6**

Procedures for Investigating Officers and Boards of Officers. (Cited in para 4-1.)

#### **AR 25-400-2**

The Modern Army Recordkeeping System (MARKS). (Cited in para 2-8e.)

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

Judge Advocate legal Service. (Cited in para 3-11 and 3-13.)

#### **AR 40-501**

Standards of Medical Fitness. (Cited in paras 1-6g, 2-1, and 2-3.)

#### **AR 56-9**

Watercraft. (Cited in paras 1-6d(3), 2-1z and 2-2.)

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

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in para 1-10a.)

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

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches. (Cited in paras 1-4, 1-71, 1-9a, 1-10a, and 2-2.)

#### **AR 140-10**

Assignments, Attachments, Details, and Transfers. (Cited in paras 2-1s and 3-20.)

#### **AR 140-192**

Organization, Training, Assignment and Retention Criteria for Military Intelligence, Signals Intelligence, Electronic Warfare and Signal Security Units. (Cited in paras 1-6h, 2-1, 2-3, and 3-28c.)

#### **AR 195-3**

Acceptance and Accreditation of Criminal Investigative Personnel. (Cited in para 2-1.)

#### **AR 381-20**

U.S. Army Counterintelligence (CI) Activities. (Cited in para 2-1.)

#### **AR 600-20**

Army Command Policy and Procedures. (Cited in paras 3-7b and 3-12b.)

#### **AR 611-60**

Assignment to Army Attache Duty. (Cited in para 3-28b.)

#### **AR 611-101**

Commissioned Officer Specialty Classification System. (Cited in para 3-15.)

#### **AR 611-112**

Manual of Warrant Officer Military Occupational Specialties. (Cited in para 3-28.)

#### **NGR 600-100**

Commissioned Officers—Federal Recognition and Related Personnel Activities. (Cited in para 3-25.)

#### **NGR 600-101**

Warrant Officers—Federal Recognition and Personnel Actions. (Cited in para 3-25.)

**DA Pam 351-4**

U.S. Formal Schools Catalog. (Cited in para 3-28.)

**DA Pam 600-2**

The Armed Forces Officer. (Cited in para 2-8.)

**DA Pam 611-227**

Manual for the Officer Leadership Board Interview, Interview Record. (Cited in para 4-4.)

**Section II  
Related Publications**

**AR 40-48**

NonPhysician Health Care Providers

**AR 135-155**

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

**AR 135-156**

General Officer Assignments, Promotions, Retention In and Removal From an Active Status

**AR 140-50**

Officer Candidate School Course

**AR 145-1**

Senior ROTC Program: Organization, Administration, and Training

**AR 351-5**

Army Officer Candidate Schools

**AR 600-3**

The Army Specialty Proponent System

**AR 600-8-104**

Military Personnel Information Management/Records

**AR 600-39**

Dual Component Personnel Management Program

**AR 601-210**

Regular Army and Army Reserve Enlistment Program

**AR 611-85**

Selection of Enlisted Volunteers for Training as Aviation Warrant Officers

**AR 614-120**

Interservice Transfer of Army Commissioned Officers on the Active Duty List

**AR 635-100**

Personnel Separations—Officer Personnel

**Section III  
Prescribed Forms**

**DA Form 61**

Application for Appointment. (Cited in paras 1-6a(2), 2-1a, 2-8, and 3-8a.)

**DA Form 71**

Oath of Office—Military Personnel. (Cited in paras 2-7b and 2-8 and figures 2-2 and 2-3.)

**DA Form 1290**

Warrant Officer Commission. (Cited in paras 2-8a(2), 2-9, and fig. 2-3.)

**DA Form 3574**

Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100, or AR 135-101, As Applicable—Individuals Without Prior Service. (Cited in paras 1-10a, 2-1a(6)(l), and 2-1m.)

**DA Form 3575**

Certificate of Acknowledgement and Understanding of Service Requirements For Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100, or AR 135-101, As Applicable—Individuals Without a Statutory Service Obligation. (Cited in paras 1-10a, 2-1a(6)(l), and 2-1n.)

**DD Form 1A**

Officers Commission. (Cited in paras 2-8a(2) and 2-9.)

**Section IV****Referenced Forms****DA Form 2**

Personnel Qualification Record—Part I. (Cited in para 2-1a(6)(d).)

**DA Form 2-1**

Personnel Qualification Record—Part II. (Cited in paras 2-1a(6)(e) and 2-1v.)

**DA Form 145**

Army Correspondence Course Enrollment Application. (Cited in para 2-1a.(6)(k))

**DA Form 160**

Application for Active Duty. (Cited in paras 2-1a (7)(c), 2-1h, 2-8b(1)(g), and 3-28a(2).)

**DA Form 1058-R**

Application for Active Duty for Training. (Cited in para 2-1a.(6)(j).)

**DA Form 2166-7**

NCO Evaluation Report. (Cited in para 2-1a(6)(f).)

**DA Form 4187**

Personnel Action. (Cited in para 2-2b(12).)

**DA Form 6224**

Interview Appraisal Sheet M. (Cited in paras 4-5a(1) and 4-6a(6).)

**DA Form 6225**

Interview Appraisal Sheet S. (Cited in paras 4-1a(3), 4-5a(2), and 4-6a(6).)

**DA Form 6227**

Officer Leadership Board Interview, Interview Record OLB-1 Answer Sheet. (Cited in paras 4-4 and 4-6a(5).)

**DD Form 369**

Police Record Check. (Cited in para 2-1u(2).)

**DD Form 370**

Request for Reference. (Cited in para 3-16f(2).)

**DD Form 398**

Personnel Security Questionnaire. (Cited in paras 2-1f(1), and 2-8b(1)(f))

**DD Form 398-2**

Dept of Defense National Agency Questionnaire (NAQ) Check. (Cited in paras 2-1f(1) and 2-8(e).)

**DD Form 2088**

Required Information to Accompany Ecclesiastical Endorsement/Approval. (Cited in para 3-6a(2).)

**SF 88**

Report of Medical Examination. (Cited in paras 2-1e, 2-8b(1)(d), and 3-8a.)

**SF 93**

Report of Medical History. (Cited in paras 2-1e and 3-8a.)

**Form 1-151**

Immigration and Naturalization Service Alien Registration Receipt Card. (Cited in fig 2-1.)

**Form 240**

Department of State Report of Birth Abroad of a Citizen of the United States of America. (Cited in para 2-1o(2).)

**FD Form 258**

Fingerprint Card. (Cited in para 2-1f(1).)

**Form N-600**

Immigration and Naturalization Service Certificate of Citizenship. (Cited in para 2-1o(1).)

**NGB Form 62**

Application for Federal Recognition as an Army National Guard Officer or Warrant officer and Appointment as a Warrant officer and Appointment as a Reserved Commission officer or Warrant officer of the Army in the Army National Guard of the United States. (Cited in para 3-6b(2).)

**NGB Form 89A**

Certificate of Eligibility. (Cited in para 2-7.1c.)

**NGB Form 337**

Oath of Office. (Cited in para 2-7.1c.)

## **Glossary**

### **Section I Abbreviations**

**AANT**

additional assembly for nuclear training

**AAPART**

Aviator Annual Proficiency and Readiness Test

**AAUTA**

additional airborne unit training assembly

**ABA**

American Bar Association

**ABCMR**

Army Board for Correction of Military Records

**ACH**

Army community hospital

**ACB**

Army Classification Battery

**ACIP**

aviation career incentive pay

**ACOA(F&A)**

Assistant Comptroller of the Army for Finance and Accounting

**ACS**

Army community service

**ACT**

American College Test

**AD**

active duty

**ADA**

air defense artillery, additional drill assembly

**ADAPCP**

Alcohol and Drug Abuse Prevention and Control Program

**ADL**

active duty list

**ADRB**

Army Discharge Review Board

**ADSW**

active duty for special work

**ADT**

active duty for training

**AEC**

Army extension courses

**AER**

academic evaluation report

**AFA**

Army Flight Activity

**AFQT**

Armed Forces Qualification Test

**AFS**

a Federal service

**AFTP**

additional flight training periods

**AG**

Adjutant General

**AGR**

Active Guard Reserve

**AHS**

Academy of Health Sciences

**AIDS**

acquired immunity deficiency syndrome

**AIM**

Airman's Information Manual

**AIMA**

aviation individual mobilization augmentee

**AIT**

advanced individual training

**ALEDC**

Associate Logistics Executive Development Course

**ALO**

authorized level of equipment

**ALSE**

aviation life support equipment

**AMC**

Army Medical Center

**AMEDD**

Army Medical Department

**AMEDD/ECP**

Army Medical Department/Early Commissioning Program

**AMOS**

additional military occupational specialty

**AMSA**

Area Maintenance Support Activity

**AMSC**

Army Medical Specialist Corps

**AMTP**

Aviation Mobilization Training Program

**ANC**

Army Nurse Corps

**ANCOG**

Advanced Noncommissioned Officers Course

**AOG**

area of concentration

**APART**

annual proficiency and readiness test

**APCEC**

Army Precommissioning Extension Course

**APFT**

Army Physical Fitness Test

**APL**

Army promotion list

**APO**

Army post office

**AR**

armor

**ARCOM**

Army Reserve Command

**ARFPC**

Army Reserve Forces Policy Committee

**ARG**

Aviation Readiness Group

**ARM**

Army Reserve Marksman

**ARMS**

Aviation Resource Management Survey

**ARMR**

Army Readiness and Mobilization Region

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ARPERCEN**

U.S. Army Reserve Personnel Center



**ARRTC**

U.S. Army Reserve Readiness Training Center

**ARSTAF**

Army Staff

**Art**

Article

**ARTEP**

Army Training and Evaluation Program

**ASA**

Assistant Secretary of the Army

**ASA (M&RA)**

Assistant Secretary of the Army for Manpower and Reserve Affairs

**ASF**

aviation support facility

**ASI**

additional skill identifier

**ASMRO**

Armed Services Medical Regulatory Office

**ASVAB**

Armed Services Vocational Aptitude Battery

**AT**

annual training

**ATA**

additional training assemblies

**ATC**

air traffic control

**ATCAR**

Active Transition/Conversion Army Reserve (ATCAR) Program

**ATM**

aircrew training manual

**ATP**

Aircrew Training Program, alternate training phase

**ATPU**

aviation troop program units

**ATM**

aviation training manual

**ATTN**

attention

**AUG**

augmentation

**AUS**

Army of the United States

**AUSA**

Association of the United States Army

**AUVS**

automated unit vacancy system

**AVIM**

aviation intermediate maintenance

**AVUM**

aviation unit maintenance

**AWOL**

absent without leave

**BAMC**

Brooke Army Medical Center

**BAQ**

basic allowance for quarters

**BASD**

basic active service date

**bde**

brigade

**BFITC**

Battle Focused Instructor Training Course

**BG**

brigadier general

**BI**

background investigation

**BNCOC**

Basic Noncommissioned Officers Course

**BOAC**

Branch Officer Advanced Course

**BP**

basic pay

**BPED**

basic pay entry date

**br**

branch

**BT**

basic training

**CA**

Civil Affairs

**CAC**  
casualty area commander

**CAR**  
Chief, Army Reserve

**CART**  
Centralized aviation readiness training

**CAS**<sup>3</sup>  
Combined Arms and Services Staff School

**CC**  
Cadet Command

**CCF**  
Central Personnel Security Clearance Facility

**CCSP**  
Commissioning of Completion Students Program

**CDAP**  
career development aviator program

**Cdr**  
commander

**CDT**  
cadet

**CE**  
Corps of Engineers

**CEWI**  
combat electronics warfare intelligence

**CG**  
commanding general

**CGSOC**  
Command and General Staff Officers Course

**CH**  
Chaplain

**CHAMPUS**  
Civilian Health and Medical Program of the Uniformed Services

**CHAMPVA**  
Civilian Health and Medical Program of the VA

**CINC**  
commander-in-chief

**CID**  
Criminal Investigation Division

**CINCUSAREUR**  
Commander in Chief, U.S. Army, Europe and Seventh Army

**CL**

Clerical Aptitude Area

**CLP**

Consolidated Loan Program

**CMF**

career management field

**CMIF**

career management information file

**CNGB**

Chief, National Guard Bureau

**CO**

combat operations, commanding officer

**COE**

Chief of Engineers

**COL**

colonel

**con**

control

**CONUS**

continental United States

**CONUSA**

the numbered armies in the continental United States

**CPL**

corporal

**CPMOS**

Career progression military occupational speciality

**CPT**

captain

**CRCGSC**

Chaplain Reserve Component General Staff Course

**CRNA**

Certified Registered Nurse Anesthetist

**CSA**

Chief of Staff, Army

**CSC**

Command and Staff College

**CSM**

command sergeant major

**CVSP**

cardiovascular screening program

**CWO**

chief warrant officer

**DA**

Department of the Army

**DAMPL**

Department of the Army Master Priority List

**DC**

Dental Corps

**DCSPA**

Deputy Chief of Staff for Personnel and Administration

**DCSPER**

Deputy Chief of Staff for Personnel

**DD/EFT**

direct deposit/electronic fund transfer

**DEERS**

Defense Enrollment Eligibility Reporting

**DENTAC**

U.S. Army Dental Activity

**DEP**

Delayed Entry Program

**DEROS**

date eligible for return from overseas

**DFAS**

Defense Finance and Accounting Service

**DFR**

dropped from the rolls

**DIC**

Dependency and Indemnity Compensation

**DIMA**

drilling individual mobilization augmentee, Drilling Individual Augmentation Program

**DLPE**

date of last physical examination

**DMOS**

duty military occupational specialty

**DNACI**

DOD National Agency Check Plus Written Inquiries

**DOB**

date of birth

**DOD**

Department of Defense

**DODPM**

Department of Defense Military Pay and Allowances Entitlements Manual

**DOR**

date of rank

**DROS**

date returned from overseas

**DS**

drill sergeant/direct support

**DSM**

Diagnostic and Statistical Manual of Mental Disorders

**DSN**

Defense Switched Network

**ECG**

Electrocardiogram

**ECP**

Early Commissioning Program

**EIC**

excellence-in-competition

**EL**

electronics aptitude area

**ENTNAC**

Entrance National Agency Check

**EOM**

end of month

**EPTS**

existed prior to entry service

**ET**

equivalent training

**ETS**

expiration term of service

**FA**

field artillery

**FAA**

Federal Aviation Administration

**FAO**

finance and accounting office

**FEB**

flight evaluation board

**FEMA**

Federal Emergency Management Agency

**FHP**

Flying Hour Program

**FICA**

Federal Insurance Contribution Act

**FISL**

Federal Insured Student Loan

**FLIP**

flight information publications

**FOA**

field operating agency

**FORSCOM**

United States Forces Command

**FTNGD**

Full-time National Guard duty

**FTTD**

full-time training duty

**FTUS**

full-time unit support

**FW**

fixed wing

**FY**

fiscal year

**FYME**

Army First-Year Graduate Education Program

**G1**

Assistant Chief of Staff, G1 (Personnel)

**G2**

Assistant Chief of Staff, G2 (Intelligence)

**G3**

Assistant Chief of Staff, G3 (Operations and Plans)

**G4**

Assistant Chief of Staff, G4 (Logistics)

**GCMCA**

general court-martial convening authority

**GED**

general education development

**GM**

general-mechanics

**GO**

general officer

**GOCOM**

United States Army Reserve General Officer Command

**Gp**

Group

**GPO**

U.S. Government Printing Office

**GS**

general staff, or general support

**GSL**

Guaranteed Student Loan

**GT**

general technical aptitude area

**HDL**

High Density Lipoprotein

**HHB**

headquarters and headquarters battery

**HHC**

headquarters and headquarters company

**HHD**

headquarters and headquarters detachment

**HIV**

human immunodeficiency virus

**HPLR**

Health Professionals Loan Repayment

**HPSP**

U.S. Army Health Professions Scholarship Program

**HQDA**

Headquarters, Department of the Army

**HREC**

health record

**HSA**

health service area

**HSC**

U.S. Army Health Services Command

**HSG**

high school graduate

**HSDG**

high school diploma graduate

**HSR**

health services region



**IADT**

initial active duty for training

**IAFT**

individual aircrew flight training

**IATF**

individual aircrew training folders

**IDT**

inactive duty training

**IET**

initial entry training

**ILD**

in line of duty

**IMA**

individual mobilization augmentee, Individual Mobilization Augmentation

**IMFL**

Intensive Management Force List

**inf**

infantry

**ING**

Inactive Army National Guard

**IRR**

Individual Ready Reserve

**ISN**

input station number

**ISR**

In-service recruiter, Individual Soldier Report

**ITC**

Instructor Training Course

**JAG**

judge advocate general

**JAGC**

Judge Advocate General Service Organization

**JD**

juris doctor

**JFTR**

Joint Federal Travel Regulations

**JTR**

Joint Travel Regulations

**JUMPS**

Joint Uniform Military Pay System

**JUMPS-RC**

Joint Uniform Military Pay System-Reserve Components

**LD**

line of duty

**LEDC**

Logistics Executive Development Course

**LLB**

Bachelor of Laws

**LTC**

lieutenant colonel

**M&RA**

Manpower and Reserve Affairs

**MAC**

Military Airlift Command

**MACOM**

major Army command

**MAJ**

major

**MARC**

manpower requirements criteria

**MC**

Medical Corps

**MCM**

Manual for Courts-Martial

**MDW**

United States Army Military District of Washington

**MEB**

Medical Evaluation Board

**MEDCEN**

U.S. Army Medical Center

**MEDDAC**

U.S. Army medical department activity

**MEDEVAC**

medical evaluation

**MEDETS**

Army medical detachments

**MEPCOM**

Military Entrance Processing Command

**MEPS**

Military entrance processing stations

**MG**

major general

**MI**

Military Intelligence, middle initial

**mil**

military

**MJC**

military junior college

**MM**

motor mechanics

**MOBTDA**

mobilization table of distribution and allowances

**MOI**

memorandum of instruction

**MOS**

military occupational specialty

**MOSC**

military occupational specialty code

**MOU**

memorandum of understanding

**MP**

military police

**MPA**

Military Personnel—Army

**MPC**

military personnel code

**MPRJ**

Military Personnel Records Jacket, U.S. Army

**MPV**

military pay voucher

**MRD**

mandatory removal date

**MSC**

Medical Service Corps

**MSG**

master sergeant

**MSO**

military service obligation

**MTDA**

modification table of distribution and allowances

**MTF**

medical treatment facility

**MTOE**

modification table of organization and equipment

**MUSARC**

Major United States Army Reserve Command

**MUTA**

Multiple Unit Training Assembly

**NA**

not applicable

**NAC**

National Agency Check

**NBPRP**

National Board for the Promotion of Rifle Practice

**NCO**

noncommissioned officer

**NCO-ER**

Noncommissioned officer evaluation report

**NCOES**

Noncommissioned Officer Education System

**NDSL**

National Direct Student Loan

**NGB**

National Guard Bureau

**NGPA**

National Guard Personnel, Army

**NGPEC**

National Guard Professional Education Center

**NGR**

National Guard regulation

**NLD**

not in line of duty

**No.**

number

**NOAA**

National Oceanic and Atmospheric Administration

**NOK**

next of kin

**NPS**

nonprior service, no prior service

**NRA**

National Rifle Association

**OADO**

office active duty obligor

**OBC**

officer basic course

**OC**

outpatient clinic

**OCAR**

Office of the Chief, Army Reserve

**OCOA**

Office of the Comptroller of the Army

**OCONUS**

outside continental United States

**OCRC**

Officer Candidate Reserve Component Course

**OCS**

Officer Candidate School

**OCSA**

Office of the Chief of Staff, U.S. Army

**ODCSOPS**

Office of the Deputy Chief of Staff for Operations and Plans

**ODCSPER**

Office of the Duty Chief of Staff for Personnel

**OER**

officer evaluation report

**OJT**

on-the-job-training

**OLB**

officer leadership board

**OLBI**

officer leadership board interview

**OMAR**

operations and maintenance, Army Reserve

**OMB**

Office of Management and Budget

**OML**

order of merit list

**OMPF**

official military personnel file

**OPMS–USAR**

Officer Personnel Management System—U.S. Army Reserve

**OPS**

operations

**OSB**

Officer Selection Battery

**OSD**

Office of the Secretary of Defense

**OSGLI**

Office of Servicemen's Group Life Insurance

**OSUT**

one station unit training

**OTJAG**

Office of the Judge Advocate General

**OTSG**

Office of the Surgeon General

**PA**

physician assistant

**PAD**

patient administration division

**PCS**

permanent change of station

**PE**

physical examination

**PEB**

Physical Evaluation Board

**PEBD**

pay entry basic date

**PEBLO**

physical evaluation board liaison officer

**PED**

promotion eligibility date

**PERSCOM**

U.S. Total Army Personnel Command

**PFC**

private first class

**PFR**

personal financial record

**PHS**

Public Health Service

**PL**

public law

**PLDC**

Primary Leadership Development Course

**PMNCO**

personnel management noncommissioned officer

**PMO**

personnel management officer

**PMOS**

primary military occupational specialty

**PMOSC**

primary military occupational specialty code

**PMS**

professor of military science

**POV**

privately owned vehicle

**PP**

proficiency pay

**PS**

prior service

**PSG**

platoon sergeant

**PTCA**

percutaneous transluminal coronary angioplasty

**PV1&2**

Private E-1 & E-2

**PW**

prisoner of war

**PZ**

primary zone

**QMC**

Quartermaster Corps

**QRP**

Qualitative Retention Program

**R&D**

research and development

**RA**

Regular Army

**RC**

Reserve components

**RC-SBP**

Reserve Component—Survivor Benefit Plan

**RCC**

Reserve Component Category

**RCCPDS**

Reserve Components Common Personnel Data System

**RCMPF**

Reserve Component Master Pay File

**RCRPL**

Reserve Components Resource Priority List

**RCS**

requirements control symbol

**RCS-CSRES**

reports control symbol; control symbol Army Reserve

**RCTB**

Reserve Components Troop Basis

**RCTI**

Reserve Component Training Institute

**RCTMF**

Reserve Component Tax Master File

**RCUMF**

Reserve Component Unit Master File

**reasg**

reassign

**RE-code**

reenlistment eligibility code

**reenl**

reenlist

**REFRAD**

release from active duty

**regt**

regiment

**reinf**

reinforcement

**RFD**

Reserve forces duty

**RMA**

readiness management assembly

**ROA**

Reserve Officers Association



**ROTC**

Reserve Officers' Training Corps

**ROTC/SMP**

Reserve Officers' Training Corps/Simultaneous Membership Program

**RPA**

Reserve Personnel Army

**RPMF**

Reserve Personnel Master File

**RRC**

United States Army Region Recruiting Command

**RST**

rescheduled training

**RSUTA**

regularly scheduled unit training assembly

**RT**

readiness training, refresher training, reinforcement training

**RTU**

Reinforcement Training Unit

**RY**

retirement year

**RYE**

retirement year ending

**S2**

intelligence officer (U.S. Army)

**S3**

operations and training officer (U.S. Army)

**S4**

supply officer (U.S. Army)

**SA**

Secretary of the Army

**SADT**

special active duty for training

**SAP**

supervisory aircraft pilot

**SBI**

Special Background Investigation

**SBP**

Survivor Benefit Plan

**SC**

surveillance-communications

**SDAP**

special duty assignment pay

**SECDEF**

Secretary of Defense

**SF**

standard form

**SFC**

sergeant first class

**SFTS**

synthetic flight training systems

**SGLI**

Servicemen's Group Life Insurance

**SGM**

sergeant major

**SGT**

sergeant

**SIDPERS**

Standard Installation/Division Personnel System

**SIDPERS-USAR**

Standard Installation/Division Personnel System United States Army Reserve

**SLRP**

Student Loan Repayment Program

**SMOS**

secondary military occupational specialty

**SMP**

simultaneous membership program

**SMSO/LNCO**

State Military Support Office/Liaison NCO

**SOF**

special operations forces

**SOJT**

supervised on-the-job training

**SOS**

statement(s) of service

**SOUTHCOM**

United States Army Southern Command

**SPC**

specialist

**SPCMCA**

special court-martial convening authority

**SPD**

separation program designator

**SQI**

special qualifications identifiers

**SQT**

skill qualification test

**SRC**

Standard requirement code

**SRIP**

Selected Reserve Incentive Program

**SS**

staff specialist

**SSC**

Senior Service College

**SSG**

staff sergeant

**SSI**

specialty skill identifier

**SSN**

social security number

**SSS**

Selective Service System

**ST**

skilled technical service

**STA**

split training assembly

**Stat**

statute

**STRAP**

Special Training Assistance Program

**svc**

service

**SZ**

secondary zone

**TAADS**

The Army Authorization Documents System

**TAG**

The Adjutant General

**TDA**

table of distribution and allowances

**TDPFO**

temporary duty pending further orders

**TDRL**

temporary disability retired list

**TDY**

temporary duty

**temp**

temporary

**TIMIG**

Time in grade

**TIS**

time in service

**TJAG**

The Judge Advocate General

**TO**

transportation officer

**TOE**

table of organization and equipment

**TPC**

training pay category

**TPU**

troop program unit

**TR**

transportation request

**TRADOC**

United States Army Training and Doctrine Command

**TRC**

Training Retirement Category

**TSG**

The Surgeon General

**TTAD**

temporary tour of active duty

**UCMJ**

Uniform Code of Military Justice

**UIC**

unit identification code

**USACE**

United States Army Corps of Engineers

**USACGSC**

United States Army Command and General Staff College

**USAREC**

United States Army Enlisted Records and Evaluation Center

**USAHPSA**

United States Army Health Professional Support Agency

**USAHSC**

United States Army Health Services Command

**USAIRR**

United States Army Investigative Records Repository

**USAIS**

United States Army Infantry School

**USAPDA**

United States Army Physical Disability Agency

**USAR**

United States Army Reserve

**USARAE**

United States Army Reserve Affairs, Europe

**USAR-AGR**

United States Army Reserve Active Guard Reserve

**USARB**

United States Army recruiting battalion

**USARC**

United States Army Reserve Command

**USAREC**

United States Army Recruiting Command

**USAREUR**

United States Army, Europe

**USARF**

United States Army Reserve Forces

**USAROTCC**

United States Army Reserve Officer Training Corps Cadet Command

**USARPAC**

United States Army Pacific Command

**USASMA**

United States Army Sergeants Major Academy

**USASOC**

United States Army Special Operations Command

**USASSC**

United States Army Soldier Support Center

**USC**

United States Code

**USCG**

U.S. Coast Guard

**USESSA**

United States Environmental Science Services Administration

**USF**

uniformed services facility

**USMA**

United States Military Academy

**USMAPS**

United States Military Academy Preparatory School

**USMEPC**

United States Military Enlistment Processing Center

**USPFO**

United States property and fiscal officer

**USPHS**

United States Public Health Service

**UTA**

unit training assemblies

**VA**

Veterans' Affairs

**VC**

Veterinary Corps

**vol**

voluntary

**WO**

warrant officer

**WOCS/WOCS-RC**

Warrant Officer Candidate School (Reserve Components)

**WOTS**

Warrant Officer Training System

**YTP**

yearly training program

**1SG**

first sergeant

**1LT**

first lieutenant

**2LT**

second lieutenant

## **Section II**

### **Terms**

(The following terms have been tailored to fit specific regulations as indicated and as such may not be completely applicable to other regulations. AR 310–25 is the official Dictionary of Army Terms.)

#### **Active Army**

*a.* The Active Army consists of (1) Regular Army soldiers on active duty; (2) Army National Guard of the United States and Army Reserve soldiers on active duty except as excluded below; (3) Army National Guard soldiers in the service of the United States pursuant to a call; and (4) all persons appointed, enlisted, or inducted into the Army without component.

*b.* Excluded are soldiers serving on (1) active duty for training (ADT); (2) Active Guard Reserve (AGR) status; (3) active duty for special work (ADSW); (4) temporary tours of active duty (TTAD) for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 673b).

#### **Active duty**

Full-time duty in the active military service of the United States. As used in this regulation, the term is applied to all Army National Guard of the United States and U.S. Army Reserve soldiers ordered to duty under Title 10, U.S. Code, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32, U.S. Code. (AR 135–18.)

#### **Active duty list (ADL)**

An order of seniority list (required by 10 USC 620) of commissioned officers on active duty in the U.S. Army other than those listed below (10 USC 641).

*a.* Reserve officers.

(1) On active duty for training.

(2) On active duty under 10 USC 175, 265, 3015, 3019, 3033, 3496, or 32 USC 708.

(3) On active duty under 10 USC 672(d) or 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components.

(4) On active duty to pursue special work.

(5) Ordered to active duty under 10 USC 673 b, or

(6) On active duty under 50 USC App 460(b)2 for the administration of the Selective Service System.

*b.* The Director of Admission, Dean, and permanent professors at the United States Military Academy. The Registrar, Dean, and permanent professors at the United States Air Force Academy.

*c.* Warrant officers

*d.* Retired officers on active duty.

*e.* Students at the Uniformed Services University of the Health Sciences. (AR 135–155)

#### **Active duty credit**

Soldiers who are credited with completing 2, 3 or 4 years of active duty when they serve to within 90 days of the 2-, 3- or 4-year periods. (AR 140–10)

#### **Active Guard Reserve (AGR)**

Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) personnel serving on active duty (AD) under Title 10, U.S. Code, section 672(d) and Army National Guard (ARNG) personnel serving on full-time National Guard duty (FTNGD) under Title 32, U.S. Code, section 502(f). These personnel are on FTNGD or AD (other than for training or AD in the Active Army) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components and are paid from National Guard Personnel, Army or Reserve Personnel, Army or Reserve Personnel Army appropriations. Exceptions are personnel ordered to AD as

*a.* General officers

*b.* United States Property and Fiscal Officers under 32 USC 708.

*c.* Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act, (50 USC App 460(b)(2)).

*d.* Members of the Reserve Forces Policy Board serving under 10 USC 175.

*e.* Members of Reserve components on active duty to pursue special work (10 USC 115(b)(1)(B)(vi) and 10 USC 641(I)(D)).

#### **Active status**

The status of an Army National Guard of the United States or U.S. Army Reserve commissioned officer, other than a

commissioned warrant officer, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

### **Active service**

Service on active duty or full time National Guard duty. (AR 135–18.)

### **Administrative board procedure**

An administrative separation action wherein the respondent will have a right to a hearing before a board of commissioned, warrant, or noncommissioned officers. It is initiated in the same manner as the Notification Procedure. (AR 135–178)

### **Administrative separation**

Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by the Department of the Army (DA) or by law. If one of the basis for separation includes a continuous unauthorized absence of 180 days or more, the consulting counsel will advise the soldier that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Veterans Administration, notwithstanding any action by a Discharge Review Board. Separation by sentence of a general or special court-martial is not an administrative separation. (AR 135–178)

### **Administrative separation board**

A board of officers, or officers and NCO's, appointed to make findings and to recommend retention in or separation from the service. The board states the reason and recommends the type of separation or discharge certificate to be furnished. (AR 135–178)

### **Applicant**

*a.* A person who applies voluntarily for reenlistment in the USAR and is found eligible. A participant in the USAR AGR Program is considered an applicant on signing a completed DA Form 3340. (AR 140–111)

*b.* A member of the RA, ARNG, ARNGUS, or USAR who applies voluntarily for order to active duty or full-time National Guard duty in the Active Guard Reserve Program. (AR 135–18.)

### **Appointed counsel for consultation**

Can be defined as either *a* or *b*.

*a.* A qualified counsel who is a commissioned officer of the Judge Advocate General's Corps who is appointed to consult with and advise, at the outset of any initiated involuntary separation proceedings, an individual being processed for separation under chapter 2, section II. This officer will advise the individual concerning the basis for his or her contemplated separation and its effect, the rights available to him or her, and the effect of any action taken in waiving such rights. The consulting counsel may advise the individual regarding the merits of the contemplated separation action when, in his or her professional judgement, such advice is appropriate. The consulting counsel should, however, inform the individual that he or she cannot represent him or her before a board of officers unless he or she is also appointed as counsel for representation. Communications between the individual and consulting counsel regarding the merits of the separation action are privileged communications between the attorney and client. (AR 135–175)

*b.* A qualified counsel who is a commissioned officer of the Judge Advocate General's Corps who is appointed to consult with and advise, at the outset of any initiated involuntary separation proceedings, and individual being processed for separation under this regulation. Nonlawyer counsel may be appointed when the soldier's place of assignment is more than 250 miles from sufficient judge advocate resources. When a nonlawyer counsel is appointed, appropriated authority will certify in a permanent record that a lawyer with these qualifications is not available and state the qualifications of the substituted nonlawyer counsel, who must be a commissioned officer in the grade of first lieutenant or higher. Such counseling may be accomplished face-to-face, by mail, or by telephone, as appropriate. This officer will advise the individual concerning the basis of the contemplated separation and its effect, the rights available to the soldier, and the effect of any action taken by the soldier in waiving such rights. The soldier will also be advised that the enlistment may be voided if he or she is being considered for separation for fraudulent entry (desertion from another military service). Consulting counsel may also advise the soldier regarding the merits of the contemplated separation when counsel believes such advice is proper. The soldier should be informed that the counsel cannot represent the soldier before an administrative board unless appointed as counsel for representation. Consulting counsel will advise the soldier that if he or she receives a discharge certificate which is less than an honorable discharge certificate, there is no automatic upgrading nor review by any Government agency. Upgrading is considered only on application to the Army Board for Correction of Military Records of the Army Discharge Review Board. Consideration by either of these boards does not guarantee upgrading of a discharge certificate that is less than an honorable discharge certificate. Communications between the soldier and consulting counsel regarding the merits of the separation action are privileged communications between the attorney and his or her client. If one of the basis for separation includes a continuous unauthorized absence of 180 days or more, the counsel



will inform the soldier that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Veterans Administration, notwithstanding any action by a Discharge Review Board. (AR 135–178)

### **Appointed counsel for representation**

Can be defined as either *a* or *b*.

*a.* A counsel appointed to represent an individual who is being processed for separation during the course of any hearing before a board of officers. This counsel will possess the qualifications in (1) or (2) below, as applicable. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual.

(1) The appointed counsel for an individual being processed for separation, which could result in issuance of a discharge under other than honorable conditions (chap 2), is a lawyer within the meaning of the Uniform Code of Military Justice, Article 27(b)(1), unless an appropriate authority certifies in the permanent record that a lawyer with these qualifications is not available and states the qualifications of the substitute nonlawyer counsel. (See fig 1–1 for an example of a statement of nonavailability and appointment of counsel.)

(2) The appointed counsel for an individual being processed for separation for cause, where only separation with an Honorable Discharge Certificate may be effected (para 2–11), should be a lawyer if one is reasonably available. This lawyer need not be qualified under Article 27(b)(1), UCMJ. If a lawyer is not reasonably available, the appointed counsel must be a commissioned officer in the grade of first lieutenant or higher. (AR 135–175)

*b.* A military counsel designated per AR 27–10, chapter 6, or a civilian counsel retained by the soldier at no expense to the Government, to represent the soldier in a hearing before an administrative separation board. Such military counsel will be a lawyer per Article 27B91), Uniform Code of Military Justice. The convening authority may designate a nonlawyer as assistant counsel. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual (AR 135–178).

### **Approved applicant**

A USAR soldier selected to attend an officer candidate course. (AR 140–50)

### **ARCOM**

A table of distribution and allowance unit commanding USAR units in a geographical area.

### **Area command**

A geographic area of command with RC functions and responsibilities. (AR 140–1)

### **Area commands**

The following are defined as area commands:

- a.* (Rescinded.)
- b.* United States Army, Europe (USAEUR)
- c.* United States Army Pacific Command USARPAC
- d.* United States Army Southern Command (SOUTHCOM)
- e.* United States Army Special Operations Command (USASOC)
- f.* United States Army Reserve Personnel Center (ARPERCEN)
- g.* United States Army Reserve Command (USARC)

### **Area commanders**

Commanders of area commands.

### **Area Maintenance Support Activity (AMSA)**

A USAR activity established to provide, on an area basis, technical assistance and organizational maintenance support beyond the supported units' capability to accomplish during scheduled training assemblies. (AR 140–1)

### **Armed Forces (Interservice) Championships**

Annual matches held at the interservice level. Pistol championships are held in Nashville, Tennessee, and are conducted by the National Guard. Service rifle championships are conducted at Quantico, Virginia, by the U.S. Marine Corps prior to the National Matches. International matches are conducted by the U.S. Army at Fort Benning, Georgia.

### **Army**

The Regular Army, Army of the United States Army National Guard of the United States, and the United States Army Reserve (AR 140–111).

**Army promotion list (APL)**

A promotion list of officers under consideration which includes all branches except AMEDD and CH. The AMEDD promotion list includes all its branches. These branches are MD, DC, VC, ANC, MSC, and AMSC. (AR 135–155 And AR 140–10)

**Army Reserve Command (ARCOM)**

A table of distribution and allowance unit, with a numerical designation, commanding USAR units within a geographical area.

**Basic training**

Initial entry training which provides nonprior service personnel instruction in basic skills common to all soldiers and precedes advanced individual training (AIT). (AR 135–178)

**Candidate**

An approved applicant who is actually attending an officer candidate school. (AR 140–45)

**Character of service for administrative separation**

A determination reflecting a soldier's military behavior and performance of duty during a specific period of service. The three characters are: Honorable, General (Under Honorable Conditions); and under Other Than Honorable Conditions. This service of soldiers in entry level status is normally described as uncharacterized.

**Civilian-sponsored distance**

The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders. (AR 135–200)

**Commuting distance**

The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders. (AR 135–200).

**Competition**

Any firing of arms in which scores are kept and official bulletins published or awards given. The match may or may not require entry fees.

**Contractually obligated member**

A soldier who has completed his or her statutory service obligation and is serving on a contractual obligation or a member enlisted or appointed under circumstances in which a statutory obligation was not incurred (AR 135–92)

**Contractual term of service**

The military service obligation incurred by completion of the oath of enlistment on an enlistment, of reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation which is to be served in a unit of the Selected Reserve. Example. The 3X3 enlistment option requires that 3 years be served in a unit of the Selected Reserve and the remaining 3 years be served in the Individual Ready Reserve (IRR). (AR 135–7 and AR 140–111)

**Convening authority**

Can be defined as either *a* or *b*.

*a.* The separation authority.

*b.* A commanding officer who is authorized by this regulation to process the case, except for final action, and who otherwise has the qualifications to act as a separation authority. (AR 135–178)

**Deactivate**

When a Reserve unit stands down and the soldiers are reassigned, the TDA/TOE is eliminated, and the flag/colors are permanently retired.

**Defense support industry**

Any business or corporation so determined by the Federal Emergency Management Agency (FEMA). (AR 135–133)

**Delayed Entry Program (DEP)**

A program where soldiers may enlist and who are assigned to USAR Control Group (Delayed Entry) until they enlist in the Regular Army. (AR 135–178)

## **Dependent**

The following definition does not apply for purposes of pay and allowance, medical care, exchange privileges, or other benefits. For the purpose of this regulation, to determine eligibility for voluntary order to active military service, dependent means

*a. A spouse.* This definition does not include a common law spouse unless the marriage has been recognized by a civil court.

*b. An unmarried natural or adopted child.* Any unmarried natural (legitimate or illegitimate) or adopted child, under 18 years of age, of an applicant. The term "natural child" includes any illegitimate child determined to be the applicant's natural or adopted child is not a dependent if

(1) The child has been adopted by another person (final adoption court order or decree issues and effective), or

(2) Custody has been terminated by court order (final court order issued and effective) or as provided by State law.

*c. Stepchild.* A stepchild under 18 years of age living with the applicant.

*d. Another supported person.* Any other person who, in fact, depends on the applicant for over over-half of their support, (AR 134–18)

## **Distinguished Designation**

Award of the Distinguished Pistol Shot or Distinguished Rifleman Badge. These awards are made to individuals who have earned 30 credit points while firing a service rifle or a service pistol and service ammunition in Excellence in Competition Matches.

## **Education levels**

*a. High School Diploma Graduate credentials.*

(1) *High school diploma graduate (HSDG).* A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction. The diploma must be issued from the school where the individual completed all of the program requirements. The following are included in the high school diploma category:

(a) Is attending high school in the senior year, is entering the senior year, or has achieved senior status and at the time of enlistment presents the documentation that he or she has met all requirements to graduate. Documentation will be one of the following:

1. A certificate of graduation.

2. An official school transcript.

3. A statement of completion from and appropriate school official.

4. A letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.

5. A statement from and appropriate school official that the applicant is a high school graduate.

(b) Is attending high school in the senior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the first phase of initial active duty for training (IADT) within 270 days of enlistment. The applicant must submit proof of graduation (see (a) above) before entering on IADT.

(c) Is attending high school in the junior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the first phase of IADT within 280 days of enlistment. The applicant must have received a high school diploma, or submit proof of graduating (see (a) above), before entering the second phase of IADT. The bonus or SLRP addendum's to the reenlistment contract are void where the soldier enters the second phase of IADT without proof of graduation.

(d) The applicant has lost the original diploma issued by the high school and submits proof of graduation per (a) 1 through 4 above.

(2) *High school diploma graduate via adult education diploma (ADUL).* A secondary school diploma awarded on the basis of attending and completing an adult education or external diploma program, regardless of whether the diploma was issued by a secondary or post secondary institution. Diploma must have been issued as a result of attendance and not issued solely on the basis of a test.

(3) *High school diploma graduate via college credit (HSDC).* An individual who has attended a college or university and successfully completed at least 12 semester hours or 22 quarter hours of college level credit. Credit that is earned through testing or for the pursuit of high school equivalency is not acceptance under this definition. Credits

will only be accepted from schools which are accredited by one of the following agencies (for foreign credentials, evaluated per para g below):

- (a) New England Association of Colleges and Secondary Schools.
- (b) Middle States Association of Colleges and Secondary Schools.
- (c) North Central Association of Colleges and Secondary Schools.
- (d) Northwest Association of Colleges and Secondary Schools.
- (e) Southern Association of Colleges and Secondary Schools.
- (f) Western Association of Colleges and Secondary Schools.

*b. Alternate High School credentials.*

(1) *Test Based Equivalency Diploma (GEDH)*. A diploma or certificate of General Education Development (GED) or other Test-Based High School Equivalency Diploma. This includes state-wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a High School Diploma.

(2) *Occupational Program Certificate of Attendance (VOCT)*. A certificate awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. The individual must also have completed 11 years of regular day school.

(3) *Correspondence School Diploma (CORR)*. A secondary school diploma or certificate awarded on completion of correspondence school work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or post-secondary educational institution.

(4) *Home Study Diploma (HOME)*. A secondary school diploma or certificate, typically by a parent or guardian that an individual completed their secondary education at home.

(5) *High School Certificate of Attendance (ATTN)*. An attendance-based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as the GED or CHSPE. A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma.

*c. Less than a High School Diploma, Non-High School Graduate (NHSG)*. An individual who has not graduated from high school or has not received an alternate credential listed in *b* above.

*d. High School Senior (HSSR)*. An individual who is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 356 days.

*e. Currently in High School (CIHS)*. A high school student, other than a senior, who has completed the 10th grade.

*f. Degree credentials.*

(1) *Associate Degree*. A certificate conferred on completion of a 2-year program at a junior college, university, or degree producing technical institute.

(2) *Professional Nursing Diploma*. A certificate conferred on completion of a 3-year hospital school of nursing program.

(3) *Baccalaureate Degree*. A certificate conferred on completion of a 4-year college program other than a First Professional Degree.

(4) *First Professional Degree*. A certificate conferred on completion of the academic requirement for the first degrees awarded in selected professions: Architecture, Certified Public Accountant, Chiropractic or Podiatry (D.S.C or

POD.D), Dentistry (D.D.S. or D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathy (D.O.), Pharmacy, Veterinary Medicine, Law (L.L.B. or J.D.), and Theology (B.D.), Rabbi, or other First Professional Degree.

(5) *Master's Degree*. A certificate conferred on completion of additional academic requirements beyond the Baccalaureate or First Professional Degree but below the Doctorate level.

(6) *Post Master's Degree*. A certificate conferred on completion of additional academic requirements beyond the Master's Degree but below the Doctorate level.

(7) *Doctorate Degree*. A certificate conferred in recognition of the highest academic achievement within an academic field, excluding Honorary Degrees and First Professional Degrees.

*g. Foreign credentials.*

(1) A person completing high school or having college credits from foreign colleges or universities must have his or her documents evaluated and accredited by one of the following:

(a) A State Board of Education, a state university or recognized university or college listed in the Accredited Institutions of Post-secondary Education book published by the American Council on Education (ACE).

(b) International Education Research Foundation, P.O. BOX 66940, Los Angeles, CA 90066.

(c) World Education Services, Inc., Old Chelsea Station, P.O. Box 745, New York, NY 10011.

(d) International Consultants, Inc. (ICI), of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.

(e) Education Credentials Evaluation, Inc., (ECE), P.O. Box 17499, Milwaukee, WI 53217.

(f) Educational Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Suite 1000, Sacramento, CA 95814.

(2) The following countries, territories and nations are exempt from evaluation requirement and their education documents will be treated in the same manner as any U.S. school:

(a) Federated States of Micronesia.

(b) Republic of Marshall Islands.

(c) Commonwealth of the Northern Mariana Islands.

(d) Guam.

(e) American Samoa.

(f) Canada.

(g) Puerto Rico.

(h) Virgin Islands.

(i) Department of Defense Dependent School System.

(3) Evaluation of transcripts may require a fee to be paid by the individual.

(4) An evaluation of transcripts as outlined above for foreign transcripts, diplomas, etc., is in lieu of being listed in the Accredited Institutions of Postsecondary Education, published by the American Council of Education.

### **Enlisted Personnel Management System USAR**

A centralized personnel management system for the USAR enlisted force, beyond the MOS system, that affects all aspects of enlisted personnel management, including training, evaluation, classification, use and promotion. (AR 135-205)

### **Enlisted**

*a. ARNG.* An original or first voluntary term of military service in the ARNGUS consummated by subscription to the oath of enlistment (DD Form 4). Where eligible per applicable laws and regulations, persons authorized an enlistment are personnel without prior service or personnel without prior service in any of the other U.S. Armed Forces except the Air National Guard (ANG).

*b. USAR.* A voluntary enrollment in the USAR as an enlisted soldier. An enlistment is consummated by subscription to the prescribed oath of enlistment. The term "enlistment" includes enlistment of both nonprior service and prior service personnel with the latter category also including prior USAR personnel and personnel with prior service in any of the other U.S. Armed Forces. (AR 135-7)

### **Entry level status**

Status which begins on enlistment in the ARNG or USAR. It terminates

*a.* For soldiers ordered to IADT for one continuous period 180 days after beginning training.

*b.* For soldiers ordered to IADT for the split or alternate training option 90 days after beginning Phase II (AIT). (Soldiers completing Phase (BT or BCT) remain in entry level status until 90 days after beginning Phase II.)

*c.* (Rescinded.)

*d.* Service which is not creditable per DODPM, table 1-1-2, is excluded from the period of entry level status.

### **Entry on duty date**

The date travel officially begins (per compete orders). The official travel date is determined by the mode of

transportation authorized and actually used to comply with the reporting date shown on the order. (AR 135–200 and AR 124–210)

**Equipment concentration site**

An equipment storage area established by a MUSARC commander to support USAR units during MUTA, AT, and mobilization. (AR 140–1)

**Equivalent in hours**

Flexibility of the length of USAR school constructional assemblies for instructors and students (that is, 48 2–hour training assemblies, 24 unit training assemblies (UTA), or 12 multiple unit training assemblies (MUTA–2)). (AR 140–1)

**Equivalent training (ET)**

Can be defined as either *a* or *b*.

*a.* Training, instruction, or appropriate duty for individual members of a unit which is in lieu of regular scheduled unit training (RST) or regularly scheduled unit training assemblies (RSUTA), and for which pay and/or retirement point credit is authorized. (AR 135–91)

*b.* Training in lieu of RST or RSUTA. (See RST and RSUTA below and para 3–11.) (AR 140–1)

**Excellence-in-Competition Badge**

An award presented for placing in the top 10 percent of the eligible non-distinguished competitors in an Excellence-in-Competition Match.

**Excellence-in-Competition Match**

A match in which credit toward the Distinguished designation may be earned and bronze or silver Excellence-in-Competition badges awarded. Also referred to as a “Leg” match.

**Expiration term of service (ETS)**

The scheduled date on which an individual’s statutory or contractual (whichever is later) term of military service will end.

**Extended active duty (EAD)**

Active duty performed by a member of the ARNGUS or USAR when strength accountability passes from the ARNG or USAR to the Active Army.

**Extensions**

Can be defined as either *a* or *b*.

*a.* Are not new contracts or agreements but extensions of the terms of service of the existing, or current, USAR enlistment contracts or agreements. Such extensions never extend the statutory obligation of the individual (AR 135–7 and AR140–111).

*b.* The continuation of active ARNG service with the ARNG of the same State, Territory, or Commonwealth consummated by subscription to the oath of extension. This definition may be used with the term immediate reenlistment. (AR 135–7)

**Extreme community hardship**

A situation that may, because a reservist is mobilized, have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship shall be made by the reservist and must be supported by documentation as required by the Secretary of the Army. (AR 135–133).

**Extreme personal hardship**

An adverse impact on a reservist’s dependents resulting from his or her mobilization. Any request for a determination of such hardship will be made by the reservist and must be supported by documentation as required by the Secretary of the Army. (AR 135–133)

**Full-Time National Guard Duty (FTNGD)**

Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member’s status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 to Title 32, U.S. Code, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States. (AR 135–18.)

**Full-Time Support (FTS) Program**

This program encompasses personnel assigned as a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the Army National Guard and the U.S. Army Reserve. These personnel include civilian personnel, members of the Active Army, and personnel serving on Active Guard Reserve status. The Active Guard Reserve Program is a component of the Full-Time Support Program. (AR 135-18.)

**General Officer Command (GOCOM)**

A USAR TPU other than an ARCOM, commanded by a general officer. (AR 140-1)

**Immediate reenlistment**

Can be defined as either *a* or *b*.

*a.* A voluntary enrollment in the USAR as an enlisted soldier immediately on separation from service in the USAR. This term represents a concurrent action in which the separation documents are not given to the individual until the individual has been reenlisted. It differs from the term reenlistment since it implies that there will be no break in continuous USAR service. (AR 135-7 and 140-111)

*b.* This term represents concurrent action in which the separation/discharged documents are not given to the soldier until reenlistment (within 24 hours from date of separation/discharge) in the ARNG of the same or another state has been effected. When discharged documents have not been prepared, see the term "extension." (AR 135-7)

**Inactivate**

Occurs when a Reserve unit stands down and the soldiers are reassigned, but the Colors and TDA/TOE are only temporarily retired.

**Individual Mobilization Augmentation (IMA) detachment**

A functional non-TPU that consists of at least five Army mobilization designees, providing IDT for soldiers in a nonpay status. (ARR 140-1 and AR 140-10)

**Individual Mobilization Augmentation (IMA) proponent**

Any DOD, DA, or other Federal agency whose mobilization TDA or TOE provides positions to be filled by preselected USAR soldiers. (AR 140-1)

**Individual Ready Reserve (IRR)**

Soldiers who are assigned to the following Ready Reserve USAR Control Groups: (AT), (Reinf), and (OADO). (AR 135-91, AR 135-200, AR 140-10 and AR 140-50)

**Initial entry training (IET)**

A term used to identify mandatory training each member of the U.S. Army must complete upon initial entry in the service to qualify in a military speciality or branch and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of basic training and speciality or branch qualification while serving on active duty or active duty for training. For ARNGUS and USAR soldiers it includes completion of initial active duty for training (IADT) the officer basic course (OBC), and the warrant officer basic course (WOBC).

**Involuntary separation**

Separation from commissioned or warrant status as a Reserve of the Army based on cause (i.e., substandard performance of duty, moral or professional dereliction, or for security reasons). (AR 135-175)

**Inservice personnel**

Personnel currently serving in USAR units of the Selected Reserve, or as Individual Ready Reserve or Standby Reserve soldiers. (AR 140-111).

**Installation championships**

Matches conducted at the installation level prior to the MACOM and continental U.S. Army championships.

**Instruction**

Includes teaching, assisting, preparing instruction, practicing, taking part as a student, or giving assistance either in a classroom or practical application. Also included as firing on ranges while training, but not in competition.

**Joint AT–ADT–IDT training**

AT or ADT in conjunction with, but not concurrent with, IDT by subsections or by individual members of a unit to provide for travel away from the IDT site. (See AR 140–1, para 3–15.)

**Juvenile offender**

A person judged guilty of an offense by a domestic court of the United States or its territorial possessions, or by a foreign court, without regard to whether a sentence has been imposed or suspended, or any other subsequent proceedings in the case. The law of the jurisdiction of the court will determine whether a given proceeding constitutes an adjudication of guilt. Adjudication as a juvenile offender includes adjudication as a juvenile delinquent, wayward minor, or youthful offender. (AR 135–178)

**“Leg”**

A term derived from the stand or legs upon which a trophy cup is placed. In order to take which a trophy cup is placed. In order to take permanent possession of certain trophies, the trophy had to be won more than one time, and the winner took possession of one of the “Legs.” Previous regulations required that Army competitors win Excellence-in-Competition Badges in specific matches, coined “Leg” matches, prior to being awarded a Distinguished Designation Badge. The present system is based on a credit point system. Total credit points earned in any one match constitutes a “Leg.”

**Major commands**

The following are defined as major commands:

- a. Major United States Army Reserve Commands (MUSARC).
- b. Army Reserve Commands (ARCOM).
- c. General Officer Commands (GOCOM).

**Major U.S. Army Reserve Command (MUSARC)**

Any ARCOM/GOCOM that reports directly to the U.S. Army Reserve Command or any area command for the 7th and 9th ARCOMs and USAR units falling under the Special Operations Command.

**Mandatory training requirement**

That part of the military service obligation in which assignment to a unit or Control Group (AT) is mandatory. (AR 140–10)

**Material error**

One or more errors of such a nature that in the judgement of the reviewing official (or body) caused an individual’s nonselection by a promotion board. Had such error(s) been corrected at the time the individual was considered, a reasonable chance would have resulted that the individual would have been recommended for promotion. (AR 135–155)

**Members and former members**

A member of a Reserve component who holds a current status in the Army National Guard or the U.S. Army Reserve. Generally, for officers of the Army Reserve, and individual who accepted an indefinite term appointment under the provision of title 10, USC, chapter 337, and whose appointment has not been terminated, is current member. A former member is one who formerly held status in a Reserve component, but who does not hold a current status in any such component. (AR 135–180)

**Military Intelligence (MI) combat electronic warfare intelligence (CEWI) units**

Integrated tactical intelligence units at corps and below. (Pending completion of activation of CEWI units, the term also refers to existing tactical signal intelligence electronic warfare, signal security, and MI units in support of corps and lower level units.) (AR 140–1)

**Military record**

An account of a soldier’s behavior while in military service, including personal conduct and performance of duty. (AR 135–178)

**Minister of Religion**

A person classified as either a duly ordained minister of religion a regular minister of religion as follows:

- a. Duly ordained minister of religion. A person who has been ordained per the ceremonial ritual or discipline of a church, religious sect, or organization, established on the basis of the community’s doctrine and practices of a religious character, to preach and teach the doctrines of such church, sect, or organization and to administer the rites and ceremonies in public worship, and whom as regular customary vocations, preaches and teaches the principles of



religion and administers the ordinances of worship as embodied in the creed or principles of such church, sect, or organization.

*b.* Regular minister of religion. A person who as a customary vocation, preaches and teaches the principles of the religion of a church, a religious sect, or an organization of which he or she is a member, without having been formally ordained as a minister of religion but who is recognized by such church, sect, or organization as a regular minister.

**Minority group**

Any group distinguished from the general population in terms of race, color, religion, gender, or national origin. (See AR 600–20 DA Pam 600–26.)

**Moral or professional dereliction**

Conduct within the control of the individual concerned, which tends to bring the individual or the Army into disrepute. (AR 135–175)

**Multiple Unit Training Assembly (MUTA)**

Two or more UTAs conducted consecutively. (AR 135–91)

**National Board for the Promotion of Rifle Practice**

A Federal advisory committee consisting of prominent representatives from the military services and civilian marksmanship community. It provides recommendations and other advice to the Secretary of the Army.

**National matches**

The National Matches (AR 920–30) are part of the Civilian Marksmanship Program (AR 920–20) and include the National Trophy Matches, the NRA National Rifle and Pistol Championships, the Small Arms Firing School, and special events and ceremonies. The National Matches are conducted annually at Camp Perry, Ohio.

**Nominee**

An ARNGUS or USAR soldier in the zone of consideration for promotion to the next higher grade. (AR 135–155)

**Non-distinguished competitor**

An individual who has not earned 30 credit points for the weapon being used in an Excellence in Competition Match.

**Nonlocatee**

An enlisted soldier who has failed to furnish an address through which personal contact is possible. (AR 135–178)

**Nonpay training status**

The status of individual members who, with their consent and when authorized by the CG, ARPERCEN, and ARCOM or GOCOM commander, OCONUS or OCONUS unit commander, take part in training or related activity, without pay, for retirement credit only. (AR 140–1)

**No previous (prior) service (NPS)**

This term is used to identify an applicant who, at the time of enlistment or appointment in the U.S. Army Reserve, has never previously served creditably in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

**Notification procedure**

The initiation of an administrative separation process in which the respondent is notified in writing of the proposed separation, the bases thereof, the results of separation, and his or her rights. This term is commonly used when the respondent does not have a right to a hearing before a board of officers. (AR 135–178)

**Nonobligated member**

Soldiers who have completed their statutory military service obligation and are serving on a contractual obligation, or were enlisted or appointed under circumstances in which a statutory obligation was not incurred. (AR 140–10)

**Obligated member**

Soldier who have not completed their statutory military service obligation. The statutory military service obligation. The statutory obligation is incurred by law on initial entry into the service. (AR 140–19)

**Obligated officer**

An officer who has an obligation incurred by operation of law or by execution of a contractual agreement to serve in a Reserve status for a specified period of time. (AR 135–175)

**Officer**

Includes commissioned officers, warrant officers (W1–W5), and commissioned warrant officers (W2– W4), unless otherwise specified.

**Office active duty obligor**

An officer appointed in the USAR from the ROTC program, or under programs monitored by TSG, the Chief of Chaplains, or TJAG, who is obliged to serve on AD or ADT and does not enter on AD at the time of the appointment. (AR 135–91, AR 135–200, and AR 140–1)

**Officer Personnel Management System—USAR**

A centralized personnel management system for units and nonunit IRR USAR officers who are not on extended AD. (AR 140–1)

**One station unit training (OSUT)**

Initial entry training in which elements of BT and AIT are provided in the same unit, under one cadre throughout the total period of training. In OSUT, elements of BT and AIT are either integrated provided simultaneously, or are nonintegrated provided in distinct BT/AIT phases. (AR 135–178)

**Organizational maintenance shops**

The structures that house functional areas used to train organizational maintenance personnel and to perform organizational level maintenance on USAR unit equipment. (AR 140–1).

**Other approved EIC matches**

EIC matches approved by the Secretary of the Army or a designee and conducted in conjunction with NRA regional or state championships.

**Overstrength**

Assigned strength which exceeds that authorized by the TOE and TDA. Assignment of a soldier as overstrength may be the result of a unit reorganization, deactivation, or relocation. It may also be as a result of an assignment error, or as an authorized exception to policy to correct an injustice. (AR 135–155)

**Permanent promotion**

A promotion in the Regular Army or in a Reserve component of the Army. (AR 135–155)

**Preponderance of evidence**

Evidence which after a consideration of all the evidence presented, points to a certain conclusion as being more credible and probable than any other consistent with two or more opposing propositions, it is insufficient. (AR 135–178)

**Previous (prior) services (PS)**

This term is used to identify a soldier who, at the time he or she is accessed to the U.S. Army Reserve by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

*Note. 1. Soldiers classified as Glossary No Previous Service, or Glossary Nonprior Service for the purpose of enlistment in a Regular or Reserve component should be identified, processed, and administered as having previous military service on enlistment in the U.S. Army Reserve. 2. USAR soldiers being assigned between elements or commands within the USAR (i.e. from the IRR to a TPU) are classified as “in-service” personnel.*

**Prior enlistment or period of service**

Service in any component of the Armed Forces which culminates in the issuance of a discharge certificate or certificate of service. (AR 135–178)

**Professional development**

A function of individual training education and experience to sustain a combat ready force. (AR 135– 7).

**Promotion eligibility date (PED)**

The earliest date on which an officer who is recommended and selected may be promoted to the next higher grade. (AR 135–155)

**Promotion to fill officer position grade vacancies**

An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade. (AR 135–155).

**Readiness training**

Specialty related training for IRR soldiers, coordinated and administered by ARPERCEN. (AR 135– 200)

**Ready Reserve**

Units and individual reservists liable for active duty as outlined in 10 USC 672 and 673. (AR 135– 133)

**Reasonable commuting distance**

The longest distance a soldier can be expected to travel involuntarily between his or her residence and a site where inactive duty training (IDT) will be conducted.

*a.* For officers, warrant officers, and enlisted soldiers, it is a distance within a 50–mile radius of the IDT site. It will not exceed 1½ hours of travel time one-way by car under average traffic, weather, and road conditions.

*b.* An alternative reasonable commuting distance for enlisted soldiers can be applied when all of the conditions are met. It is a distance within a 100–mile radius of the IDT site. It will not exceed 3 hours of travel time on-way by car under average traffic, weather, and road conditions. The alternative reasonable commuting distance may be applied only when the soldier is assigned to a unit that normally conducts multiple unit training assemblies (MUTA) on 2 connective days (MUTA–4) and Government-provided meals and quarters are furnished at the training site.

**Reenlistment**

*a.* A second or subsequent voluntary enrollment in the USAR. This term differs from the term “immediate reenlistment” since it is used to identify continuing military service or reentry into the military service from civilian status as a prior service applicant. (AR 135–7 or 140–111)

*b.* Reentry into the ARNG of an individual who has had a break in ARNG service or has been discharged from one State for the purpose of joining the ARNG of another State, regardless of a break in service, or is joining the ARNG from the Air National Guard (ANG). (AR 135–7)

**Reenlistment activity**

Refers to individuals, offices, agencies, or commands, responsible for, or rendering, reenlistment administrative support to USAR enlisted personnel. (AR 140–111)

**Regularly scheduled unit training assembly (RSUTA)**

Training time treated as a UTA or MUTA for which pay and retirement point credit are authorized. (AR 140–1)

**Release from active duty**

Termination of active duty status and transfer or reversion to inactive duty status, including transfer to the IRR. Unit members of ARNGUS and USAR revert to their respective Reserve component to complete unexpired enlistment’s and/or statutory obligations. (AR 135–178 or AR 140–111)

**Reinforcement Training Unit (RTU)**

Provides training in a nonpay status. (AR 140–1)

**Required period of duty**

Period of active duty or active duty for training (ADT) that an officer is obligated to perform, either by law or by execution of a contractual agreement. (AR 135–175)

**Rescheduled training (RST)**

Training placed on the unit training schedule for subsections of the unit or for individuals at a time, date, and location other than the RSUTA. Pay and retirement point credit are authorized. (AR 140– 1.)

**Reserve Components of the Army**

The Army National Guard of the United States (ARNGUS) and the United States Army Reserve.

**Reserve of the Army**

Enlisted members of the ARNGUS and the USAR. (AR 135–178)

**Respondent**

An enlisted soldier who has been notified that action has been initiated to separate the soldier. (AR 135–178)

**Retired Pay**

Pay granted members and former members of the Reserve components under title 10, USC, section 1331, after completion of 20 or more years of qualifying service and on attaining age 60. This pay is based on the highest grade satisfactorily held at any time during an individual's entire period of service, other than in an inactive section of a Reserve component. (AR 135–180)

**ROTC cadet**

A student enrolled in the Senior Reserve Officers' Training Corps (SROTC) as a cadet under 10 USC 2104 or 10 USC 2107 (AR 135–178).

**ROTC program**

The Senior Reserve Officers' Training Corps of the Army. (AR 135–91, AR 135–178, and AR 135– 91)

**Satisfactory participation**

A level of performance where a soldier avoids incurring the condition of unsatisfactory participation as defined in AR 135–91 paras 3–1 and 3–2. (AR 135–7 or AR 135–91)

**Selected Reserve**

Can be defined as follows:

*a.* Part of the Ready Reserve of each Reserve component consisting of units and individuals who participate actively in paid training periods and serve on paid active duty for training each year. (AR 135–133)

*b.* USAR Selected Reserve units and individuals that comprise all TPUs, IMAs, and full-time AD support personnel. This term should not be confused with Selected Reserve Force(s) in JCS Pub 1. (The term Selected Reserve is included here to preclude a possible misinterpretation of the language used in 10 USC 268 which directly relates to this regulation.) (AR 140–1)

*c.* Officers, warrant officers, and enlisted soldiers who are:

(1) Members of the Army National Guard of the United States (ARNGUS).

(2) Assigned to troop program units of the USAR.

(3) Serving on active duty (10 USC 672d or full-time duty (32 USC 502f) in an Active Guard Reserve (AGR) status.

(4) Individual mobilization augmentees (IMA).

**Self-terminating orders**

Orders that direct ADT, ADSW, TTAD, or AT for a specific time. When the orders expire, a soldier is automatically released from such duty without further action. (AR 135–200 and 135–210)

**Separation**

An all inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control or personnel without a military status, death, or discharge from the Army National Guard of the United States with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the U.S. Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations. (AR 135–91 or AR 135–178)

**Separation authority**

An officer authorized to take final action on specified types of separations. (AR 135–178)

**Standby Reserve**

Units or members of the Reserve Components, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty as provided in 10 USC 672 and 10 USC 674. (AR 135–133)

**Statutorily obligated member**

A soldier who is serving by reason of law. (AR 135–91 or 135–178)

**Statutory term of service**

The military service obligation incurred on initial entry into the Armed Forces under 10 USC 651. (AR 135–7 and AR 140–111)

**Substandard performance of duty**

Performance of duty which has fallen below standards prescribed by the Secretary of the Army. (AR 135–175)

**Temporary promotion**

Promotion to a grade in which a soldier holds a temporary appointment in the AUS. (AR 135–155)

**Temporary tours of active duty**

Voluntary active duty performed for a prescribed period of time by Army National Guard and U.S. Army Reserve soldiers in support of an Active Army mission. Normally, such tours will not exceed 139 days. (AR 140–158)

**Troop program unit (TPU)**

A TOE or TDA unit of the USAR organization which serves as a unit on mobilization or one that is assigned a mobilization or one that is assigned a mobilization mission. The “unit” in this case is the largest separate unit prescribed by the TOE or TDA. (AR 135–155)

**Unit Training Assembly (UTA)**

An authorized and scheduled training assembly of a least 4 hours. This assembly is mandatory for all troop program unit members. (AR 135–91)

**Unit vacancy**

A position authorized by paragraph and line number of a TOE or TDA which is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength. (AR 135–155)

**Unsatisfactory participant**

A member of a unit or the USAR Control Group who fails to participate as outlined in AR 135–91, chapter 4, section III. (AR 135–7 or AR 135–91.)

**U.S. Army Civil Preparedness Support Detachment**

A USAR unit which provides communication support to FEMA. (AR 140–1)

**U.S. Army Reserve (USAR)**

A Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individuals reservists to be ordered to active duty in the event of a national emergency. (AR 140–1 and AR 140–111).

**U.S. Army Reserve Army Flight Activity (AFA)**

A TDA activity of a MUSARC that has the same mission, responsibility, and degree of authority as an ASF, but supports fewer assets (for example, fewer than 20 aircraft assigned, and fewer than 30 aviators assigned or attached for training). (AR 140–1)

**U.S. Army Reserve Aviation Support Facility (ASF)**

A TDA activity of a MUSARC that assures the proper use and operation of USAR aviation assets. Provides aviation training and logistics support beyond the capability of supported units during training assemblies. (AR 140–1)

**U.S. Army Reserve Command (ARCOM)**

A TDA HQ of the USAR established to command a grouping of attached, nondivisional units of the USAR. (AR 140–1)

**U.S. Army Reserve Personnel Center (ARPERCEN)**

A field operating agency of the Chief, Army Reserve (CAR) which manages the professional career development of individual USAR soldiers to provide trained individual USAR soldiers for mobilization. This agency commands the IRR and Standby Reserve, and administers the USAR, AGR, and IMA programs. (AR 140–1)

**U.S. Army Small Arms Championships**

Annual rifle, pistol, and machine gun matches held at Fort Benning, Georgia.

**USAR Active Guard Reserve Management Program (USAR-AGR-MP)**

A centralized personnel management system that provides a program a career development for USAR personnel serving on active duty in an Active Guard Reserve status, not programmed against the Active Army end strength. Administered by CG, APERCEN, it provides a highly qualified corps of USAR projects ad programs. (AR 135-210 and AR 140-111)

**Warrant officers**

All USAR warrant officers not on active duty and Reserve warrant officers on active duty who are

- a.* On active duty for training.
- b.* On active duty under 10 USC 175M 265, 3015, 3019, 3033, 2496, or 32 USC 708, or
- c.* On active duty under 10 USC 672(d) or under 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components. (AR 135-155)

**Years for percentage purposes**

Denotes total qualifying service converted to years for use as a multiplier in determining pay (AR 135-180).

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

This section contains no entries.

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