

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) Regarding Utilization of United States Army Reserve (USAR) Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) Soldiers in Support of the Reserve Officers' Training Corps (ROTC)

1. Purpose. The purpose of this MOI is to assist HQ, U.S. Army Cadet Command and subordinate Regions, Brigades, and Battalions in the utilization of IRR/IMA soldiers (attached for retirement points only) to accomplish their mission. This MOI consolidates pertinent regulatory and general policies, procedures, and guidance in the recruitment, selection, attachment, utilization, administration and accountability of these soldiers.

2. Applicability. This MOI is applicable to HQ, U.S. Army Cadet Command and subordinate Regions, Brigades, and Battalions/extension centers.

3. References. Required and related publications are listed in Appendix A.

4. IRR/IMA manpower resources.

a. IRR/IMA programs contain a large pool of knowledgeable, professional soldiers (officers and enlisted) who can be attached to ROTC organizations to serve as Assistant Professors of Military Science or as support personnel in the areas of training, recruiting, administration and supply.

b. In return, IRR/IMA soldiers earn retirement points toward 20 qualifying years of service and retirement in the USAR, as well as other additional benefits.

5. Recruiting IRR/IMA soldiers.

a. Upon request from Region Assistant Chief of Staff-USAR (ACoS-USAR), the Army Reserve Personnel Command (AR-PERSCOM) will provide a roster of prospective IRR/IMA soldiers in your geographical area (Appendix B). Region will distribute these rosters to the brigades and battalions to identify qualified IRR/IMA soldiers to fill training and support requirements.

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b. The Region, ACoFS, USAR, is the subject matter expert in the recruitment of IRR/IMA soldiers. Recommend commanders utilize their expertise in conducting recruiting activities.

6. Selection process.

a. Unit commanders will conduct a face-to-face interview and receive approval from the designated ROTC approving authority before requesting attachment of an IRR/IMA soldier (Appendix B). The interview process will include a reciprocal agreement between the commander and IRR/IMA soldier concerning the soldier's specific duties, contributions and availability.

b. New commanders will interview IRR/IMA soldiers who are already attached to discuss reciprocal agreements made with the former commander. Determine (mutually) if the reciprocal agreement will continue as is, or needs to be changed.

7. Attachment and training of IRR/IMA soldiers.

a. Requests for attachment orders will be routed through Region, ATTN: ACoFS, USAR, for administrative review and forwarded to AR-PERSCOM. Refer to Appendixes C and D for details.

b. Commanders will ensure IRR/IMA soldiers train in an official military duty status, or as properly authorized guest military instructors of the school.

c. IRR/IMA soldiers are entitled to military benefits (medical, compensation, etc.) only when in an official military duty status. Commanders will not authorize training until attachment order is received.

d. Duty will be performed in an inactive duty status (IDT) for retirement points only--no pay.

e. Attached IRR/IMA soldiers will only perform duty in an active training status (Active Duty Training (ADT)/Active Duty for Special Work (ADSW)/Annual Training (AT)) when funding and training opportunities are available and approved. Refer to Appendixes E and F.

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8. Administration of IRR/IMA soldiers. UPDATE 23, Reserve Components Personnel contains regulatory guidance concerning IRR/IMA soldiers. Appendix G provides unique guidance for evaluation reports. Appendix H is a directory of pertinent offices at AR-PERSCOM. Again, utilize the Region, ACofS, USAR to coordinate and resolve administrative issues concerning IRR/IMA soldiers.

9. IRR/IMA Soldiers Personnel Report.

a. To ensure proper utilization and accountability, unit Commanders will prepare a semi-annual IRR/IMA Soldiers Personnel Report (using the format provided in Appendix I) through Region, ATTN: ACofS, USAR, for consolidation and forwarding to HQ, Cadet Command, ATTN: ATCC-AR.

b. Reports will be received by this headquarters NLT the first day of October and April beginning 1 April 1999.

10. Point of contact for this MOI is Cadet Command, Assistant Chief of Staff, USAR, COL Morrow, (757) 727-4575, DSN 680-4575, FAX (757) 727-4161.

FOR THE COMMANDER:

9 Encls

- | | |
|--|---|
| 1. Appendix A
References | (ORIGINAL SIGNED)
JOHN W. CORBETT
Colonel, GS
Chief of Staff |
| 2. Appendix B
Recruiting and ROTC Selection Authority | |
| 3. Appendix C
Request for Attachment - DA Form 4651-R | |
| 4. Appendix D
Requesting Release from Attachment - DA Form 4651-R | |
| 5. Appendix E
Performance of Duty and Retirement Points | |

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6. Appendix F
Documenting Individual Inactive Duty Training (IDT)
7. Appendix G
Evaluation Reports
8. Appendix H
AR-PERSCOM Directory
9. Appendix I
IRR/IMA Soldiers Personnel Report

DISTRIBUTION:

Commander, U.S. Army Cadet Command, ATTN: ATCC-ZS/ATCC-IG/
ATCC-T/ATCC-NG/ATCC-P/ATCC-R/ATCC-SC, Ft Monroe, VA
23651-5000

Deputy Commanding General, U.S. Army Cadet Command, P.O. Box
339512, Ft Lewis, WA 98433-9512

Commander, First Region (ROTC), U.S. Army Cadet Command, ATTN:
ATOA-CG/ATOA-RC, Fort Bragg, NC 28307-5000

Commander, Second Region (ROTC), U.S. Army Cadet Command, ATTN:
ATOB-CG/ATOB-AR, Fort Knox, KY 40121-5610

Commander, Fourth Region (ROTC), U.S. Army Cadet Command, ATTN:
ATOD-ZA/ATOD-RC, Fort Lewis, WA 98433-7100

C
D

Appendix A
References

AR 40-501 Standards of Medical Fitness.

AR 135-91 Service Obligations, Methods of Fulfillment, Participation, Requirements, and Enforcement Procedures.

AR 135-200 Active Duty for Training, Annual Training, and Active Duty for Special Work of Individual Soldiers.

AR 140-1 Mission, Organization, and Training.

AR 140-10 Assignments, Attachments, Details, and Transfers.

AR 140-185 Training and Retirement Point Credits and Unit Level Strength Accounting Records.

AR 140-145 Individual Mobilization Augmentation (IMA) Program.

AR 350-41 Training in Units.

AR 135-381 Incapacitation of Reserve Component Soldiers.

AR 600-8-1 Army Casualty/Memorial Affairs/LOD Investigations, 18 Sep 86

AR 600-8-1 Army Casualty Operations/Assistance Insurance, 20 Oct 94.

AR 600-8-2 Suspension of Favorable Personnel Actions (Flags).

AR 600-8- 22 Military Awards.

AR 600-8-105 Military Orders.

AR 600-9 The Army Weight Control Program.

AR 623-105 Officer Evaluation Reporting System.

AR 623-205 Enlisted Evaluation Reporting System.

AR 670-1 Wear and Appearance of Army Uniforms and Insignia.

Appendix B
Recruiting and ROTC Selection Authority

1. Recruiting.

a. AR-PERSCOM maintains a database of all IRR/IMA soldiers. Semiannually, the Region, ACofS, USAR, will query AR-PERSCOM database and obtain an updated roster containing the names of IRR/IMA soldiers living within a given radius of each subordinate ROTC training site. Region will transmit rosters to the brigades. The brigades will then transmit to battalions.

b. The rosters will include the soldier's full name, rank, address, city, state, ZIP, home phone number, primary and secondary Br/MOS, secondary Br/MOS, highest civilian and military education level.

2. Selection authority.

a. Battalion commanders will approve selection and sign requests for attachment of IRR/IMA majors (and below). Brigade commanders will approve selection and sign requests for attachment of IRR/IMA lieutenant colonels to the brigade or battalion. Region commanders will approve selection and sign requests for attachment of IRR/IMA colonels to their Region.

b. IRR/IMA officers will not be attached to a battalion if they are senior in grade to the ROTC unit commander. However, IRR/IMA officers who are senior by date of rank to the ROTC Commander may be attached to the Brigade or Region, with duty at a battalion's training site. Those officers' rating chains will be at the Brigade or Region level. Attached IRR/IMA soldiers who are currently senior in grade or date of rank will be identified to the Region ACofS.

3. New commanders will notify the Region, ACofS, USAR, if an attached IRR/IMA officer is senior in grade or date of rank.

Appendix C

Request for Attachment DA Form 4651-R

1. AR 140-10, paragraph 3-7 and 3-9, authorizes AR-PERSCOM to attach IRR/IMA soldiers (including Early Commissioned Program (ECP) Lieutenants) for training (retirement points only--no pay).

2. To attach an IRR/IMA soldier, the unit of attachment will submit a Request for Attachment (DA Form 4651-R) to the Region, ACoS, USAR. The ACoS, USAR will forward the request to AR-PERSCOM and coordinate actions to obtain attachment orders.

3. An IRR/IMA soldier must meet the following criteria to be eligible for attachment:

a. Be listed in AR-PERSCOM's personnel database as an IRR (AT/Reinforcement/Officer Active Duty Obligor (OADO)) or as IMA. A copy of the soldier's most recent IRR/IMA assignment orders will resolve discrepancies.

b. Attached for an indefinite period to only one unit at a time. An IMA soldier can be attached to only one unit for an indefinite period plus his IMA assignment. However, a soldier may be attached simultaneously to another unit for a definite period (i.e., ADSW, AT). AR-PERSCOM will advise if a conflicting attachment exists.

c. Current physical. If the soldier's records indicate the soldier does not have a current physical, a qualifying physical must be completed and forwarded to AR-PERSCOM (a faxed copy will expedite the process).

d. No flagging actions that prohibit attachment.

3. To submit a Request for Attachment:

a. The unit of attachment will prepare a DA Form 4651-R in accordance with AR 140-10, paragraph 9-8. A sample form is provided at Figure C-1 of this MOI. Forms may be completed in black ink, typed or computer generated.

b. The ROTC commander and IRR/IMA soldier together complete

Appendix C - Continued
Request for Attachment DA Form 4651-R

DA Form 4651-R. Ensure each party signs and dates the form in the correct blocks. Attachment is voluntary; requests will not be accepted unless signed by the IRR/IMA soldier.

c. The DA Form 4651-R will be processed through the Region, ACofS, USAR. The ACofS will review for administrative correctness and coordinate/forward to: Commander, AR-PERSCOM, ATTN: (refer to Appendix H), 9700 Page Avenue, St. Louis, MO 63132-5200. Units will not forward request direct to AR-PERSCOM.

4. Effective date of attachment will normally be the same as the date AR-PERSCOM publishes the order. Soldiers will not train with the unit of attachment until orders are received.

5. Commanders will request assistance from the Region, ACofS, USAR, if a soldier's attachment order is not received within 30 days of submitting the DA Form 4651-R to the Region. Units will not contact AR-PERSCOM directly.

6. In the absence of the Region, ACofS, USAR, units will contact the Cadet Command, ACofS, USAR, for assistance.

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FIGURE C-1 SAMPLE DA FORM 4651-R REQUEST FOR ATTACHMENT (RETIREMENT PTS ONLY)

REQUEST FOR RESERVE COMPONENT ASSIGNMENT OR ATTACHMENT <small>For use of the form, see AR 140-10, the procedure agency's AFAC.</small>						DATE 31 Sep 1997
1. TO: Commander, AR-PERSCOM ATTN: ARPC-OPC (Cbt Arms Tra) 9700 Page Avenue St Louis, MO 63132-5200			2. FROM: U. S. Army ROTC Instructor Group Jackson University Anytown, KY 00000-0000			
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>Authority for collecting personal information and social security numbers is 10 U.S.C. 3012. Disclosure by member is mandatory. Principal purpose is to transfer Reservist between units. Routine uses: To document transfer and attachment actions. The SSN is used for maintenance of records and compiling statistics.</p>						
3. NAME AND CURRENT ADDRESS James A. Hopkins 4545 Tumbleweed Circle Anytown, KY 00000-0000				4. SSN 000-00-0000		
				b. HOME TELEPHONE NUMBER (Area Code) (000) 000-0000		
				c. OFFICE TELEPHONE NUMBER (Area Code) (000) 000-0000		
d. GRADE D-3	e. DOR 950901	f. BRANCH QM	g. SSN/FMOS 92A	h. FEED 890413		
i. RVE 0414	j. ETS N/A	k. SEX F	l. HEIGHT & WEIGHT 71/185	m. OCB 670307		
n. TYPED NAME, GRADE AND SIGNATURE OF RESERVIST CPT James A. Hopkins <i>James A. Hopkins</i>					DATE 31 Sep 1997	
4. ACTION <input type="checkbox"/> a. VOLUNTEER			<input checked="" type="checkbox"/> b. ATTACHMENT <input type="checkbox"/> c. RELIEVED FROM ATTACHMENT			
5. EFFECTIVE DATE 971014		6. AUTHORITY AND REASON FOR TRANSFER Paragraph 3-10, AR 140-10, Attachment for Retirement Points Only (Voluntary)				
7. REQUEST ASSIGNMENT / ATTACHMENT / TRANSFER TO: U.S. Army ROTC Instructor Group Jackson University Anytown, KY 00000-0000			a. AUTOVON NUMBER (000) 000-0000			
			b. INPUT STATION NUMBER			
			c. UNIT PAYROLL NUMBER			
d. TOE / TD	e. PARA	f. LINE	g. POSITION TITLE	h. DUTY MOS	i. GRADE AUTHORIZED	
j. TYPED NAME, GRADE, TITLE AND SIGNATURE OF GAINING UNIT CDR <i>Mark Rearden</i> MARK REARDEN, LTC, IN, PMS/Bo Commander					DATE 31 Sep 1997	
8. UNIT RELIEVED FROM ASSIGNMENT / ATTACHMENT UIC			a. AUTOVON NUMBER			
			b. INPUT STATION NUMBER			
			c. UNIT PAYROLL NUMBER			
9. TYPED NAME, GRADE, SIGNATURE OF LOSING UNIT COMMANDER					DATE	
7. ENCLOSURES <input type="checkbox"/> a. ORDER <input type="checkbox"/> b. DD FORM 4 <input type="checkbox"/> c. DD FORM 214 <input type="checkbox"/> d. AFSPJ <input type="checkbox"/> e. OTHER						
8. REMARKS Provide copy of Attachment Order to HQ, Second Region (ROTC), ATTN: ATOB-AR, Ft Knox, KY 40131-5610. FAX telephone - (502) 624-3936/DSN 464-3936. Provide copy of Attachment Order to organization in block #5.						

DA FORM 4651-R, SEP 87

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Appendix D

Requesting Release from Attachment DA Form 4651-R

1. Guidance for Request for Release from Attachment is provided in AR 140-10, paragraph 9-8.

2. The ROTC Approval Authority for Requesting Release from Attachment of an IRR/IMA soldier is as follows:

a. Battalion commanders will approve Request for Release from Attachment for Majors and below.

b. Brigade commanders will approve Request for Release from Attachment for Lieutenant Colonels and below.

c. Region commanders will approve Request for Release from Attachment for Colonels and below.

3. The soldier's unit of attachment will complete the Request for Release from Attachment, DA Form 4651-R, and forward to the Region, ACoFS, USAR, for coordination and forwarding to AR-PERSCOM. Upon receipt of the request, AR-PERSCOM will issue Released from Attachment orders.

4. Preparing a Request for Release from Attachment, DA Form 4651-R (sample provided in Figure D-1):

a. Forms may be prepared in black ink, typed or computer generated.

b. Request will be addressed to Commander, AR-PERSCOM, ATTN: (see Appendix H-Personnel Management Officer), 9700 Page Avenue, St. Louis, MO 63132-5200.

c. Both the soldier and approving authority will sign, indicating they both agree the reciprocal training relationship is to be terminated. The soldier's initial attachment orders to the ROTC unit, will be attached to the DA Form 4651-R requesting release.

d. If a soldier is unavailable or unwilling to sign, the soldier's signature block will reflect "soldier is unavailable for signature" and in the remarks block "soldier is no longer participating in ROTC training" or "soldier is no longer participating satisfactorily in ROTC training."

5. Reasons for Release from Attachment include (but not limited to):

a. A soldier who can no longer participate satisfactorily

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Appendix D - Continued
Requesting Release from Attachment DA Form 4651-R

(ordered to active duty with the Active Army, AGR tour, assignment to a Troop Program Unit (TPU), relocating to another state, etc.). The commander will advise the soldier in writing and attach a copy of the letter to the DA 4651-R.

b. Substandard performance or the soldier's contributions are no longer required. The commander will advise the soldier in writing and attach a copy to the DA Form 4651-R.

c. IRR/IMA soldier is senior in grade to the commander (see paragraph 6 below).

d. Soldier voluntarily requested release from attachment.

6. AR 140-1, paragraph 3-9c, states an IRR/IMA cannot be senior in grade to the commander of the unit attached. Rating problems also occur when an officer is senior by date of rank to the commander. The Region, ACofS, USAR will be notified promptly for guidance concerning soldiers that may require release from attachment for this reason.

a. Whenever possible, these officers should be considered for attachment in other positions within the Region.

b. If a position is not available, the authority stated in paragraph 1 above, will contact the officer and advise that a Release from Attachment is required. Whenever possible, the IRR/IMA officer will be notified in person or by phone, followed by a memorandum.

c. The Request for Release (DA Form 4651-R) and a copy of the memorandum (both signed by the Approving Authority), will be forwarded through the Region, ACofS USAR for coordination and forwarding to AR-PERSCOM, citing AR 140-1, paragraph 3-9c in Item 4e as reason.

7. If Released from Attachment orders are not received within 30 days, the battalion will request assistance from the Region, ACofS, USAR.

FIGURE D-1 SAMPLE DA FORM 4651-R REQUEST FOR RELEASE FROM ATTACHMENT (VOL)

REQUEST FOR RESERVE COMPONENT ASSIGNMENT OR ATTACHMENT <small>For use of (1) (4) form, use AR 140-10; the procuring agency is NDAAG.</small>						DATE 31 March 1998
1. TO: Commander, AR-PERSCOM ATTN: ARPC-OPC (Cbt Arms) 9700 Page Avenue St Louis, MO 63132-5200			2. FROM: U.S. Army ROTC Instructor Group Jackson University Anytown, KY 00000-0000			
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>Authority for collecting personal information and social security number is 10 U.S.C. 3012. Disclosure by member is mandatory. Principal purpose is to transfer Reservist between units. Routine uses: To document transfer and attachment actions. The SSN is used for maintenance of records and compiling statistics.</p>						
3. NAME AND CURRENT ADDRESS James A. Hopkins 4545 Tumbleweed Circle Anytown, KY 00000-0000					a. SSN 000-00-0000	
					b. HOME TELEPHONE NUMBER (Area Code) (000) 000-0000	
					c. OFFICE TELEPHONE NUMBER (Area Code) (000) 000-0000	
d. GRADE O-3	e. DOR 950901	f. BRANCH QM	g. SSIPWOC 92A	h. PEDD 890413		
i. RYE 0414	j. ETS N/A	k. SEX F	l. HEIGHT & WEIGHT 71/185	m. DOB 670307		
n. TYPED NAME, GRADE AND SIGNATURE OF RESERVIST James A. Hopkins, CPT <i>James A. Hopkins</i>					DATE 31 March 1998	
A. ACTION <input type="checkbox"/> a. VOL ASGMT <input type="checkbox"/> b. ATTACHMENT <input checked="" type="checkbox"/> c. RELIEVED FROM ATTACHMENT (Voluntary)						
o. EFFECTIVE DATE 980515			p. AUTHORITY AND REASON FOR TRANSFER Paragraph 3-10, AR 140-10, Released from Attachment (Voluntary)			
q. REQUEST ASSIGNMENT / ATTACHMENT / TRANSFER TO: UIC				r. AUTOVON NUMBER		
				s. INPUT STATION NUMBER		
				t. UNIT PAYROLL NUMBER		
u. YOE / TO	v. PARA	w. LINE	x. POSITION TITLE	y. DUTY MGS	z. GRADE AUTHORIZED	
j. TYPED NAME, GRADE, TITLE AND SIGNATURE OF GAINING UNIT COM <i>Mark Reardon</i>					DATE 31 March 1998	
6. LOST RELIEVED FROM ASSIGNMENT ATTACHMENT UIC 0NDAA U.S. Army ROTC Instructor Group Jackson University Anytown, KY 00000-0000				s. AUTOVON NUMBER (000) 000-0000		
				b. INPUT STATION NUMBER		
				c. UNIT PAYROLL NUMBER		
7. INCLOSURES <input checked="" type="checkbox"/> a. ORDER of Attachment <input type="checkbox"/> d. DD FORM 214 <input type="checkbox"/> b. DD FORM 4 <input type="checkbox"/> e. MPRJ <input checked="" type="checkbox"/> f. OTHER Letter to soldier.						
8. REMARKS Provide copy of Released from Attachment Order to HQ, Second Region (ROTC), ATTN: ATOB-AR, Ft Knox, KY 40121-5610, FAX (502) 624-3936, DSN 464-3936. Provide copy of order to Requesting Authority, block #5.						

DA FORM 4651-R, SEP 87

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APPENDIX E

Performance of Duty and Retirement Points

1. IRR/IMA soldiers perform duty under two separate categories: inactive duty training and active duty training. As soldiers attached to ROTC detachments, they will normally serve in an unpaid status and receive reserve retirement points as compensation. Both inactive duty and active duty can be in an unpaid status. If a reservist earns a minimum of 50 retirement points per year for 20 years, he may qualify for a reserve retirement (and pension) at age 60. Consequently, there is considerable motive for IRR/IMA soldiers to perform ROTC duty in an unpaid status.

2. Inactive duty training (IDT). An official duty status and is the typical status in which IRR/IMA soldiers will serve while attached to ROTC detachments. IAW AR 140-185, Chapter 2, IRR/IMA soldiers must train a minimum of four hours to earn one (1) inactive duty retirement point; eight hours to earn two (2) inactive duty retirement points. The maximum is two inactive duty retirement points per day. Currently, the maximum number of inactive duty retirement points authorized for retirement pay is 75 per year.

3. Active duty training. AR 135-200 authorizes IRR/IMA soldiers (except ECP LT's) to perform active duty training with active component organizations. AR 140-185 authorizes a soldier to earn up to 365 active duty retirement points per year (maximum of one active duty retirement point per day). The various categories are described below.

a. Active duty for training (ADT). AR 135-200, Chapter 4, authorizes IRR/IMA soldiers (except ECP LTs) to perform ADT without pay (for active duty retirement points only) when planned and organized for the development of the individual soldier. A cover memorandum and Application for Active Duty Training (DA Form 1058-R) is required. Travel requirements must be identified. Upon completion of training, a copy of the order and DA Form 1380 must be forwarded to the AR-PERSCOM, ATTN: (see Appendix H - Reserve Support Teams) to receive credit for retirement points.

b. Active Duty for Special Work (ADSW). AR 135-200, Chapter 5, authorizes attached IRR/IMA soldiers (except ECP LTs) to participate in ROTC training in an active duty status (for pay) when training has been approved and funded. Cadet Command does not receive an annual allocation of ADSW funds. Therefore, ADSW is subject to the availability of ADSW funds at TRADOC or AR-PERSCOM. Request for ADSW orders will include a memorandum

APPENDIX E - Continued
Performance of Duty and Retirement Points

IAW AR 135-200, Chapter 6, Figure 6-1, and DA Form 1058-R.

c. Annual Training (AT). Although attached IRR soldiers have participated in ROTC training in past years in an AT status, AR-PERSCOM currently prohibits such participation. IMA soldiers are normally required to perform their AT with or in support of the IMA organization attached as an IMA. Submit request for AT via DA Form 1058-R.

d. The Region, ACofS, USAR, will provide additional guidance concerning active duty training and the preparation of required documents. All requests for active duty orders will be processed through the Region, ACofS, USAR, to Commander, U.S. Army Cadet Command, ATTN: ATCC-AR. Cadet Command will endorse properly prepared and justified ADSW requests and forward them through TRADOC to AR-PERSCOM.

Appendix F

Documenting Individual Inactive Duty Training (IDT)

1. AR 140-185, Chapter 2, provides guidance for documenting retirement points.

2. Documenting retirement points. To receive credit for retirement points earned, IRR/IMA soldiers must prepare a Record of Individuals Performance of Reserve Training (DA Form 1380) in accordance with AR 140-185, paragraphs 2-4, 3-3, Appendix E, Figure 3-1. The ROTC commander must also sign certifying the training was completed (copies are maintained by the soldier and unit). The original DA Form 1380 must be mailed to the Commander AR-PERSCOM, ATTN: (see Appendix H-RST Teams), 9700 Page Avenue, St. Louis, MO 63132-5200.

a. Training performed at the unit of attachment requires only the DA Form 1380 (Figure F-1).

b. Training performed away from the ROTC unit of attachment but within commuting distance of the soldier's residence (50 miles/90 minutes), requires a DA Form 1380 and an IDT Order (see Figure F-2 for Format 272). ROTC Commanders are authorized to publish these orders. Do not forward copies to AR-PERSCOM.

c. Training performed away from the vicinity of the unit of attachment and not within commuting distance of the soldier's residence (50 miles/90 minutes), requires a DA Form 1380 and a DD Form 1610.

Figure F-1 - SAMPLE DA FORM 1380 - DOCUMENTATION OF IDT

FIGURE F-1 SAMPLE DA FORM 1380 - DOCUMENTATION OF IDT

ARMY RESERVE RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING <small>For use of this form see AR 140-106; the proponent agency is OCAR</small>					7. DATE 4 Apr 97	
2. FROM: (Reporting Agency) (Include ZIP Code) U.S. Army, ROTC Instructor Group, Jackson University, Anytown, KY 00000-0000					3. RETIREMENT YEAR ENDING DATE 0414	
4. TO: (Custodian of reservists' field 201 file) (Include ZIP Code) Commander, AR-PERSCOM ATTN: AFRC-PSR-(See Appendix R in MOI) 9700 Page Avenue St Louis, MO 63132-5200						
5. LAST NAME - FIRST NAME - MIDDLE INITIAL DOE, John A.			6. GRADE O-3	7. SOCIAL SECURITY NO. 000-00-0000	8. BRANCH QM	
9. INDIVIDUAL'S ASSIGNED ORGANIZATION (If different from office of address)						
10. THE ABOVE NAMED RESERVIST PERFORMED <input type="checkbox"/> EQUIVALENT <input type="checkbox"/> APPROPRIATE <input type="checkbox"/> SUITABLE <input type="checkbox"/> OTHER (Check appropriate box) DUTIES, TRAINING OR INSTRUCTION ON THE DATES AND FOR THE HOURS INDICATED AS AUTHORIZED BY (No authorization) Orders 000-00, Cdr, AR-PERSCOM, 14 Oct 97						
a. DATE			b. HOURS	c. RETIREMENT POINTS	d. NATURE OF DUTIES, TRAINING OR INSTRUCTION	
DAY	MONTH	YEAR				
02	04	98	8	N2	D-Inactive duty training with active duty unit. Conduct SROTC Spring FTX	
03	04	98	8	N2	"	"
11. TYPED NAME, GRADE AND POSITION OF OFFICER HAVING KNOWLEDGE OF DUTIES PERFORMED REILLY A. MANSON LTC, IN, PMS/Battalion Commander					12. SIGNATURE OF OFFICER (From 11) <i>Reilly A. Manson</i>	
13. FOR CUSTODIAN OF INDIVIDUAL RESERVIST'S RECORDS						
<input type="checkbox"/> REPORTED TO SERVICING DATA PROCESSING UNIT.				<input type="checkbox"/> PAY DATA		<input type="checkbox"/> EXTRACTED <input type="checkbox"/> NOT APPLICABLE

DA FORM 1380, FEB 75

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

USAPFC V3.00

Figure F-2 - Sample Orders Format 272.

DEPARTMENT OF THE ARMY
U.S. ARMY ROTC INSTRUCTOR GROUP
ANYTOWN STATE UNIVERSITY
ANYTOWN, KY 00000-0000

ORDERS 000-001

01 March 1997

DOE, JOHN H.
1111 ANYWHERE STREET
ANYTOWN, KY 00000-0000

000-00-000 MSG 11B50
USAR CON GP (REINF)
9700 PAGE AVENUE
ST LOUIS MO 63132-5200

You are authorized to perform inactive duty training for retirement points only. No pay, allowances, or travel at Government expense is authorized.

Report to: Bldg T-81, Camp Elsewhere, Elsewhere, KY 00000-0000

Period: 26-27 April 1997

Purpose: Conduct Spring ROTC FTX

Reporting date: 26 April 1997

Additional Instructions: (A) Training commences at 0800 hours on 26 April 1997 and ends at 1700 hours on 27 April 1997. (B)

Meals and quarters are available at no cost to the individual.

Format: 272

FOR THE COMMANDER:

JOHN S. SMITH
CPT, CM
Adjutant

DISTRIBUTION:

- 2 - Individual
- 1 - Bn orders file
- 1 - Bn Supply SGT

Appendix G
Evaluation Reports

1. Specific guidance for IRR/IMA soldiers is provided in AR 623-105, Chapter 4 (officers) and AR 623-205, Chapter 5 (enlisted).

2. Annual Reports. Annual evaluation reports will be completed on IRR/IMA soldiers (regardless of the number of retirement points earned during the rating period).

a. The rating period will begin the effective date of attachment.

b. IRR/IMA soldiers will be included in the unit of attachment's rating scheme and notified/counseled accordingly.

3. The 120-day minimum rating period applies to reports on attached IRR/IMA soldiers. When an IRR/IMA soldier does not meet the training requirements set by the commander prior to the soldier meeting the 120 day minimum rating period requirement, the commander can request relief from attachment. If the soldier's release from attachment orders reflect the soldier was not attached for more than 120 days, an evaluation report is not required.

4. Specific administrative instructions for preparing report:

a. Include the following data in Part I:

Authentication	- Senior Rater (unit's) telephone number and E-Mail address.
Command Code	- Type TC.
Station Code	- Leave blank.
Unit	- Type IRR or IMA, ATCH AR-PERSCOM-ROTC SPT, ROTC unit, university/college, city, state, zip, UIC, and TRADOC.
Period Covered	- From and Thru dates will be the start date of attachment and the ending date of attachment or 12 month rating period, whichever comes first.
Performance and Potential	- No longer a requirement to list the number of points earned/drill assemblies attended.

b. Duty performed with organizations other than the ROTC unit of attachment, will not be discussed in the ROTC unit of attachment evaluation report.

c. Active duty training (ADSW/AT) performed with other than

the ROTC unit of attachment (during the same rating period) will be reflected as nonrated time.

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Appendix G - Continued
Evaluations Reports

5. Original evaluation reports (with a copy of attachment order) will be mailed through Region, ATTN: ACoFS, USAR, to: Commander, AR-PERSCOM, ATTN: ARPC-PSV-EO (officers) or ATTN: ARPC-PSV-EE (enlisted), 9700 Page Avenue, St. Louis, MO 63132-5200.

6. Phone numbers for AR-PERSCOM are: OER Branch (314) 592-0000 Ext/0676/3728, DSN 892-0000 Ext/0676/3728 or 1-800-648-5484; NCOER Branch is (314) 592-0377, DSN 892-0377 or 1-800-648-5485.

Appendix H
AR-PERSCOM Directory

AR-PERSCOM OFFICES

1-800 NUMBERS

COMMERCIAL

Customer Service	1-800-318-5298	(314) 592-0123
SDO After 1600Hrs/Weekends		(314) 592-0707
Headquarters Company		(314) 592-0708
LOD/Incapacitation Pay		(314) 592-4408
Veterans Spt Br		(314) 592-0555
Retention and Entitlements		(314) 592-0573
SGLI		(314) 592-0554
Survivor Benefits and Transition/Separation		(314) 592-0553
IMA Branch	1-800-325-0404	(314) 592-0407
OER Branch	1-800-648-5484	(314) 592-0676
NCOER Branch	1-800-648-5485	(314) 592-0377
Military Pay		(314) 538-3622
Awards		(314) 592-0573
Pay and Allowances		(314) 592-0482
Travel		(888) 332-7366
Historical record of LES		(317) 510-2819

OFFICER PERSONNEL MGT TEAMS

Director/Asst Director		(314) 592-0664/ 0674
Special Officer Branch	1-800-325-1879	(314) 592-0407
Acquisition Corps ATTN: ARPC-OPQ	1-800-325-4972	(314) 592-0608
Chaplain ATTN: ARPC-OPA	1-800-325-4914	(314) 592-0654
JAG Attn: ARPC-OPB	1-800-325-4916	(314) 592-0653
Combat Arms ATTN: ARPC-OPC	1-800-325-4973	(314) 592-0601
Combat Support (CS) ATTN: ARPC-OPD	1-800-325-4987	(314) 592-0602
Combat Svc Spt (CSS)	1-800-325-4980	(314) 592-0603

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Appendix H - Continued
AR-PERSCOM Directory

REGIONAL SUPPORT TEAMS (RST)

MAIL DA FORM 1380'S TO:

Commander, AR-PERSCOM
ATTN: (see below - mail to team responsible for soldier's state)
9700 Page Avenue
St Louis, MO 63132-5200.

OFFICE	OFFICE SYMBOL	PHONE #
Chief of RST		(314) 592-0556
Team 1 - 94 th RST CT, MA, ME, NH, RI, VT	ARPC-PSR-A	(314) 592-0568
Team 2 - 77 th RST NY, NJ	ARPC-PSR-B	(314) 592-0563
Team 3 - 99 th RST DE, DC, MD, PA, VA, WV	ARPC-PSR-C	(314) 592-0570
Team 4 - 81 st RST AL, FL, GA, KY, MS, NC, SC, TN	ARPC-PSR-D	(314) 592-0564
TEAM 5 - 88 th RST IL, IN, MI, MN, OH, WI	ARPC-PSR-E	(314) 592-0565
TEAM 6 - 90 TH RST AR, LA, NM, OK, TX	ARPC-PSR-F	(314) 592-0567
TEAM 7 - 89 TH RST IA, KS, MO, NE	ARPC-PSR-G	(314) 592-0566
TEAM 8 - 96 TH RST CO, ND, MT, SD, UT, WY	ARPC-PSR-H	(314) 592-0569
TEAM 9 - 63 RD RST AZ, CA, NV	ARPC-PSR-I	(314) 592-0561
TEAM 10 - 70 TH RST ID, OR, WA	ARPC-PSR-J	(314) 592-0562
TM 11 - OCONUS	ARPC-PSR-K	(314) 592-0571

Appendix I
IRR/IMA Soldiers Personnel Report

1. To ensure proper utilization and accountability of IRR/IMA soldiers attached to support ROTC organizations, commanders will account for and report semiannually the status of attached IRR/IMA soldiers through their Region, ACofS, USAR. Regions will submit a consolidated report to HQ, Cadet Command, ATTN: ATCC-AR, NLT the 1st day of October and April each fiscal year.

2. Report format will be as follows:

___ Region (ROTC)
Attached IRR/IMA Soldiers Personnel
(1 Apr or 1 Oct) Semiannual Report, FY ___

RGN	BDE			LAST	FIRST		
HQ	HQ	BN	RNK	NAME	NAME	MI	SEX
X			LTC	SMITH	JAMES	S.	M
	X		LTC	JAMES	JESSIE	J.	M
	X		MAJ	JONES	DORIS	M.	F
	1	SMITH COLLEGE	MAJ	SMITH	JOHN	S.	M
	1	ANYTOWN UNIV	MAJ	JOHNSON	PAMELA	J.	F
	1	HUNTFIELD UNIV	CPT	JENKINS	JOHN	B.	M
	2	SMITHERS COL	MAJ	JOHNSON	SARA	A.	F
	2	HUNTER UNIV	MAJ	WHETSON	JOHN	C.	M
	2	SMITHFIELD U	CPT	PORTERHOUSE	JAMES	D.	M
	3	JONES UNIV	MAJ	JONES	HENRY	A.	M
	3	JENKINS	CPT	BRIGGS	JOE	B.	M

(Commander's Signature, Date)

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