

*Individual Ready
Reserve*

Did you know...

An Orientation Handbook
for IRR Soldiers



Individual Ready Reserve (IRR)

Did you know

- . . . *Y*ou are in the IRR? What is the IRR?
- . . . *Y*ou can get promoted and complete your military education while in the IRR?
- . . . *Y*ou can do active tours while in the IRR and where to find vacancies?
- . . . *T*here are training opportunities available while in IRR?
- . . . *Y*ou can drill or complete correspondence courses for retirement points?
- . . . *H*ow much your retirement pay would be at age 60?
- . . . *T*here are expectations and requirements while you are assigned to the IRR?
- . . . *T*here are minimum annual participation requirements in the IRR?
- . . . *W*hat happens if you don't do the minimum requirements?
- . . . *W*hat opportunities are available in the Selected Reserves?
- . . . *T*he Active Guard and Reserve or Regular Army may be available to you?
- . . . *H*ow much money you could make this year in the Reserves?
- . . . *T*here are incentives, bonuses and education benefits available?
- . . . *T*here are points of contact who want to help you?

The information in this Handbook is current as of May 2007.
For the most recent information, visit <https://www.hrc.army.mil/site/reserve/> or
call your Career Management Office at 1-800-318-5298.

... You are in the IRR? What is the IRR?

Welcome to the Individual Ready Reserve!

First, we want to **Thank You** for your continued service and dedication to serving your country. If you're like most Soldiers assigned to the IRR, you probably know very little about the IRR. This book will help answer some questions and explain the many opportunities available to you in either the IRR or Selected Reserve.

WHY ARE YOU IN THE IRR?

Here are a couple of reasons you were assigned to the IRR:

- You left active duty or your Reserve unit but have a Service Obligation remaining.
- You requested the assignment due to a change in career decisions or lack of time available for military activities.

YOUR GOALS AND CHOICES

Now that you are in the IRR, what is your plan and what are your goals? Are they:

- To continue to accumulate "Good Years" in the IRR, working for that "20-Year Letter"/retirement?
- To take a break for a few years, then return either to active duty or a Reserve unit?
- To complete your obligation with minimal activity, then resign with no association with the Army?
- To request resignation due to a lack of time available to commit to maintaining the requirements?

THE BENEFITS

Here are some of the benefits the IRR has to offer:

- Continued service to your country
- Maintain an affiliation with the military
- Authorization to travel on Space Available flights
- Travel at the government's expense during Annual Training
- Work toward retirement with minimal time away from your personal life
- Perform short tours as desired
- Compete for promotion
- Attend schools
- Participate in exercises or annual training
- Annual Training if you choose
- Enroll in correspondence courses
- Participate with a Reinforcement Training Unit (RTU) if you choose
- Earn full benefits and pay while on short tours of active duty

HOW TO ACHIEVE A "GOOD RETIREMENT YEAR"

- Must obtain 50 points each year.
- 15 automatic points for membership in the Ready Reserve.
- Obtain additional points through:
 - Annual training (AT)
 - Short tours of active duty, exercise support
 - Drill (Battle Assemblies) with a local Reserve unit for points only
 - Complete correspondence courses
 - One point earned for each day in an active duty status
 - Once you earn 20 "good years" (50 points or more each year) you are eligible for reserve retirement pay at age 60
 - The more points you accrue now the higher your retirement pay will be at age 60!

However you decide to participate, Career Managers are waiting to assist you in fulfilling your goals by simply calling 1-800-318-5298. ★

... You can get promoted and complete your military education while in the IRR?

*D*id you know that while you are in the IRR you can attend your necessary military educational schools required for promotion and additional professional development training?

*D*id you also know you can get promoted while in the IRR? Individuals assigned to the Ready Reserve compete for promotions with other Ready Reserve Soldiers.

The Army Reserve wants to provide you the opportunity to attend schools to further your promotion potential, increase your occupational knowledge, gain management and leadership skills and to further develop your interests and abilities. Your military schooling may even supplement your civilian employability or provide you college credits towards a degree. In some cases, you may be eligible to reclassify to a new military occupational skill (MOS) and receive a special incentive/bonus (based on critical needs of the Army).

A few of the schools you can enroll in and attend while in the IRR are listed below:

- Captain's Career Course (CCC)
- Combined Arms Exercise (CAX)
- Intermediate Level Education (ILE)
- Warrior Leader Course (WLC)
- Basic NCO Course (BNCOC)
- Advanced NCO Course (ANCOC)

Additional Professional Development Education includes the following:

- Reserve Component National Security Issues Seminar
- Postgraduate Intelligence Program – Reserve

To see details on applying for promotions, visit the HRC-STL website at <https://www.hrc.army.mil/site/reserve/> or by calling your Career Management Office at 1-800-318-5298. ★

... You can do active duty tours while in the IRR and where to find vacancies?

While you are in the IRR, you may be able to volunteer for 179 or 365 days short tours called Active Duty Operational Support (ADOS). You accrue points toward a qualifying retirement year. A list of tour opportunities can be found on the HRC-STL website at: <https://www.hrc.army.mil/site/protect/Reserve/Soldierservices/tours/tourslist.htm>

Make sure you check back periodically as the list of tours are continually updated. Below are **sample** vacancies:

Sample #1

O-150307-8	
MOS	ALL
Rank	MAJ - LTC
Type	MOB or COTTAD
Length	One year, with willingness to extend to two years
Location	HQDA, G-3/5/7, Force Management Directorate, The Pentagon
Start	Negotiable
Duty Description	Serve as a Stationing Manager in the Initiatives (Stationing) Division, Force Management Directorate. IAW AR 5-10, Stationing, and the Army Stationing Strategy, review, analyze, coordinate, staff, and manage complex Army stationing changes implementing Army Transformation actions, including Army Modular Force (AMF), Global Defense Posture Realignment (GDPR), and Base Realignment and Closure (BRAC). Provide technical advice to the Army leadership and Army Commands, Army Service Component Commands, and Direct Reporting Units, including active and reserve components, as well as joint, other services, defense and non-defense activities, on matters concerning stationing, to include facilities and training requirements. Play an integral role in analyses and functions related to BRAC. Provide for public and Congressional notification of all approved stationing actions and publish movement directives for those which involve relocation of units. Assist in the conduct of Command-requested site surveys. Present briefings to senior Army and OSD leaders on stationing, force structure, force management, and other issues as required.
Special Requirements	Must have valid Secret security clearance. Must possess excellent written and oral communication skills. Ability to work with multiple staff sections and commands to resolve conflicting positions. Experience in an installation management position or force management position a plus. Some TDY required. For consideration submit a copy of last three Officer Evaluation Reports, Military Biographical Summary. Multiple positions available.
Contact Information	Mr. Al Welch, 703 693-3139, al.welch@us.army.mil , or COL Rob Grubbs, 703 692-6906, rob.grubbs@us.army.mil

Sample #2

E-150307-14	
MOS	All
Rank	SGT - SFC
Type	ADOS (Active Duty Operational Support)
Length	179 Days with a possibility of extension
Location	Army Operations Center (AOC) Pentagon
Start	On going requirements
Duty Description	We are looking for the top tier Reserve and Guard Component NCOs to run critical administrative support positions within the AOC. Will perform duties which includes, but are not limited to, preparing and distributing classified briefing materials and AV system set up for briefs and shift updates. Duty schedule will include rotating day and night shifts, weekends and holidays to support 24/7 activities.
Special Requirements	<p>Must have a Secret clearance with the ability to obtain an Interim Top Secret clearance. Must possess strong computer skills using Microsoft Office software. For consideration, you must submit the following documents:</p> <ol style="list-style-type: none"> 1. Last three NCO Evaluation Reports 2. Military Biographical Summary (POC of this announcement will provide format) 3. Current DA Photo 4. Current APFT Card (HTWT Statement Form and Profile if applicable)
Contact Information	MSG Sandra Adams-Jones, sandra.adamsjones@sg.army.mil , Phone: 703-607-8516, Fax: 703-607-7418 or SGT Makota Labor, makota.labor@sg.army.mil , Phone: 703-607-8517, Fax: 703-607-7418

Sample #3

O-150307-35	
MOS	02A/11A/16A/21A/35D/39D
Rank	O11 - MAJ
Type	IMA, ADOS (Active Duty Operational Support)
Length	179 days
Location	Colombia
Start	Recurring
Duty Description	Intel Asst Officer, Ops Planner, Rime Intel Planner, Counter Mine Planner, Logistics Planner.
Special Requirements	<p>Secret clearance required Spanish speaker ? QB 3/3 ? QB 2/2</p>
Contact Information	210 ? 295-8252/8381 (See USARSO Homepage for complete listing)



... There are training opportunities available while in IRR?

While you are assigned to the IRR you may not want to join a unit but want to participate in some other way to earn your 50 points for the year. Another option is to apply for and attend an Annual Training (AT) tour during one of the Army's training exercises. These exercises are held at approximately the same time each year. To check out what exercises are available and requirements for each, go to <https://www.hrc.army.mil/site/protect/Reserve/Soldierservices/tours/recurringRequirements.htm>

Some examples of the annual exercises are below:

- Foal Eagle (Korea)
- Reception, Staging, Onward Movement and Integration (RSOI) (Korea)
- Ulchi Focus Lens (Korea)
- Call Forward (CONUS)
- Strategic Decision Making Exercise (SDME) (Carlisle Barracks, PA)

If you are an enlisted soldier interested in supporting a specific exercise, contact the Current Requirements Team at 1-314-592-0403. ★

... You can drill or complete correspondence courses for retirement points?

If it is not the right time in your life to be part of a Reserve unit or attend exercises or if you just want to increase your number of retirement points; there are other ways to participate and accumulate points so you still have a “good retirement year”. Here are some options:

Reinforcement Training Units

Reinforcement Training Units (RTU) provide training opportunities for non-unit IRR/IMA Soldiers to earn enough retirement points to achieve creditable years of service towards retirement at age 60. RTU Soldiers can augment their yearly retirement point totals by performing non-paid drills or Re-scheduled Training (RST). 15 points are awarded to all Army Reserve Soldiers for membership, a combination of additional active duty days for training and non-paid drills (Battle Assemblies) may allow RTU Soldiers to achieve their 50-point minimum (90-point maximum) for a creditable year of service. For more information on RTUs go to <https://www.hrc.army.mil/site/protect/Reserve/Soldierservices/programs/rtu.htm>

Correspondence Courses

Another way to earn retirement points is the Army Correspondence Course Program (ACCP) which provides 348 correspondence courses and approximately 2,300 subcourses relating to everything from mathematics and missile maintenance to psychological operations and public affairs. Below are a few of the benefits of correspondence courses:

- Reserve Component Soldiers can use ACCP to help obtain MOS qualification or to keep their MOS skills updated.
- Reserve and National Guard Soldiers accrue one retirement point for every three credit hours of course work they complete.
- IRR Soldiers who don't attend regularly scheduled battle assemblies, ACCP enrollment is one of the ways to accumulate points.

For more information about ACCP go to: <http://www.atsc.army.mil/accp/aipdnew.asp> or contact ACCP at 1800-275-2872 option #3.

Continuing Education for Points: You may also receive retirement points for continuing education depending on your military specialty (i.e. nurses, lawyers, doctors). Refer to <https://www.hrc.army.mil/site/protect/Reserve/soldierservices/retirement/earningpoints.htm> ★

... How much your Retirement Pay would be at the age 60?

Reserve retirement pay eligibility is based on completing 20 good or qualifying years of service in any combination of Active Component, Selected Reserve or IRR. After your 20 “good” years, you will qualify for retired reserve pay starting at age 60 and each month after that for the rest of your life! You’ve already earned one point for every day already spent on active duty.

You must achieve a “good retirement year” by obtaining 50 points annually. You receive 15 points automatically for being a Ready Reserve member. IRR Soldiers must obtain their points through other means to include volunteering for special assignments on active duty, drilling for points only, or completing correspondence courses. The more points, the higher the retired pay.

There are 2 examples of possible Reserve Retirement pay calculations at age 60. Pay varies based on your rank, number of years served, total number of retirement points and your specific retirement date. See 2 examples:

Calculate Retired Pay Application

The Calculate Retired Pay Application enables Army Reserve Soldiers (retiring at age 60) to estimate their retirement pay. For AGR Soldiers retiring with an Active Duty retirement, please visit the [Office of the Secretary of Defense Military Compensation site](#).

Example 1:

First Name	<input type="text"/>	*=Required Fields
Middle Initial	<input type="text"/>	How to estimate retired pay?
Last Name	<input type="text"/>	
Year Born*	1975 <input type="button" value="v"/>	How is year born used?
Grade at Retirement*	MSG (E8) <input type="button" value="v"/>	How are grades estimated?
Total Years of Service at Retirement*	22 - 23 years <input type="button" value="v"/>	How is service estimated?
Total Points at Retirement*	3500	How are points estimated?
<input type="button" value="Generate Pay Estimate"/> <input type="button" value="Clear"/>		

Estimated monthly pay in today's dollars: \$1057.00.

Anticipated monthly pay at age 60 in 2035: \$2418.34.

[Go to printer friendly version of the Calculate Retired Pay Application-Worksheet.](#)

Note: This estimate is based solely on the information you provided. If the retirement information is incorrect or changes prior to your actual retirement, the projected pay contained in this worksheet may differ from the actual amount you will receive. The estimated monthly retired pay cannot exceed seventy-five percent of the monthly base pay. Therefore, you should not base your financial decisions based solely on this document.

Grade	Over 20 Years	Over 22 Years	Over 24 Years	Over 26 Years	Over 28 Years	Over 30 Years	Over 32 Years	Over 34 Years	Over 36 Years	Over 38 Years	Over 40 Years
MSG (E8)	0.289	0.302	0.309	0.327	0.327	0.333	0.333	0.333	0.333	0.333	0.333

The Calculate Retired Pay Application enables Army Reserve Soldiers (retiring at age 60) to estimate their retirement pay. For AGR Soldiers retiring with an Active Duty retirement, please visit the [Office of the Secretary of Defense Military Compensation site](#).

Example 2:

First Name	<input type="text"/>	*=Required Fields
Middle Initial	<input type="text"/>	How to estimate retired pay?
Last Name	<input type="text"/>	
Year Born*	1976 <input type="button" value="v"/>	How is year born used?
Grade at Retirement*	LTC (O5) <input type="button" value="v"/>	How are grades estimated?
Total Years of Service at Retirement*	20 - 21 years <input type="button" value="v"/>	How is service estimated?
Total Points at Retirement*	3200	How are points estimated?
<input type="button" value="Generate Pay Estimate"/> <input type="button" value="Clear"/>		

Estimated monthly pay in today's dollars: \$1590.40.

Anticipated monthly pay at age 60 in 2036: \$3747.88.

[Go to printer friendly version of the Calculate Retired Pay Application-Worksheet.](#)

Note: This estimate is based solely on the information you provided. If the retirement information is incorrect or changes prior to your actual retirement, the projected pay contained in this worksheet may differ from the actual amount you will receive. The estimated monthly retired pay cannot exceed seventy-five percent of the monthly base pay. Therefore, you should not base your financial decisions based solely on this document.

Grade	Over 20 Years	Over 22 Years	Over 24 Years	Over 25 Years	Over 28 Years	Over 30 Years	Over 32 Years	Over 34 Years	Over 36 Years	Over 38 Years	Over 40 Years
LTC (O5)	0.497	0.512	0.512	0.512	0.512	0.512	0.512	0.512	0.512	0.512	0.512

Go to the HRC-St. Louis website at <https://www.hrc.army.mil/site/Reserve/Soldierservices/retirement/> to figure your estimated retirement pay. For more information call your Career Management Office at 1-800-318-5298. ★

... There are expectations and requirements while you are assigned to the IRR?

You were placed in the IRR for the remainder of your service obligation or because you volunteered to stay in the Army. You will remain assigned to the IRR until: your service obligation expires, you choose to join a Reserve unit, become an Individual Mobilization Augmentee (see Selected Reserve TAB), return to active duty, elect discharge, or retire from the Reserves if eligible.

While you are assigned to the IRR, you are required to:

- Promptly report any change of address to Commander, HRC-St.Louis.
- Complete and promptly return ALL military correspondence.
- Attend a one day muster each year when directed by proper authority.
- Comply with other requirements imposed by the Commander, HRC-St. Louis.

Below are examples of possible requirements you may be asked to complete:

- A paper copy of a Readiness Screening Questionnaire or, if you prefer, completing the on-line virtual screening questionnaire (IW-VSP)
- Performing up to 15 days worth of training

IRR Soldiers will receive full pay and allowances when performing additional training and accrue points towards a qualifying retirement year.

To achieve a “good retirement year” Soldiers need to obtain 50 points each year. You automatically receive 15 points for membership in the Ready Reserve. Then based on your schedule and availability, you can obtain additional points through volunteering to perform annual training (AT), short tours of active duty, exercise support, attend drill (Battle Assemblies) with a local Reserve unit for points only, or complete correspondence courses. You can earn one point for each day in an active duty status. The more points you accrue now the higher your reserve retirement pay will be at age 60!

Will I get mobilized involuntarily in the IRR?

IRR Soldiers play a critical role in our Nation’s defense and may be involuntarily called to active duty service by the President of the United States for limited periods of time during times of war or national emergency.

When the President orders members of the IRR to active duty, they will be mobilized according to prescribed statutory authorities: *Partial Mobilization* (up to 24 consecutive months); and *Full Mobilization* (duration of the War or Emergency and for six months thereafter).

What is my Military Service Obligation? What does it mean?

Each Soldier incurs a statutory Military Service Obligation (MSO) of no less than six years and no more than eight years. The MSO is incurred upon initial entry into the Armed Forces whether by induction, enlistment, or appointment. Soldiers will fulfill their MSO in one or more of the following statuses: Active Duty, Selected Reserve, and/or Individual Ready Reserve. This MSO can be terminated by the Army prior to its fulfillment for reasons of separation due to discharge, dismissal, or being dropped from the rolls.

A contractual obligation which may run concurrently or extend past the length of your MSO is incurred when an individual voluntarily enters into an agreement to serve in a military status for a specific period of time (i.e., reenlistment, special schooling, receipt of a bonus).

Most members of the IRR have a remaining statutory or contractual military service obligation. In some cases Soldiers remain assigned to the IRR because they want to achieve a military retirement or because they want to remain a viable military asset. Transitioning into the IRR will not only allow you to successfully complete your service obligation, but can help achieve long-term professional and personal goals.

☛ **Enlisted Soldiers** assigned to the IRR will automatically be discharged upon their ETS (completion of their service contract), unless they choose to reenlist.

☛ **Officers** who complete their MSO must make a positive election to remain assigned to the IRR, resign their commission or transfer to the Retired Reserve if eligible. Failure to make any election will result in transfer to the Standby Reserve for one year. If, after one year in the Standby Reserve, no positive election is made, you will be discharged. If you believe you have completed your MSO and have not received the MSO election form, contact your Career Management Office to receive the form for your election. ★

... There are minimum annual participation requirements in the IRR?

While you are in the IRR, you are required to report any change of address, complete and return all military correspondence, report for an annual one-day muster if directed and comply with any other requirement imposed by the Commander, HRC-St. Louis.

If you are ordered to training, HRC will work with each Soldier to coordinate times and locations. You can contact your Career Management Office for assistance in completing these requirements. Remember, employers are required to release you for training. By simply completing and complying with the following minimum requirements, you will be determined a “satisfactory participant” for the year. Here are some examples:

1. Promptly report any change of address to Commander, HRC-St. Louis (use one of the following ways):

- Calling your Career Management Office at 1-800-318-5298
- Completing an Army Reserve Status and Address Verification Form (AHRC Form 3725-E)
- Logging into My Record Portal at <https://www.hrc.army.mil/portal/default.aspx>

2. Complete and promptly return all military correspondence (examples are below):

- Manual Submission of the Readiness Screening Questionnaire
- Army Reserve Status and Address Verification Form (AHRC Form 3725-E)
- Muster Orders

3. Comply with other requirements imposed by Commander, HRC-St. Louis (if selected you will be notified):

- Report to a one day Muster duty each year when directed by proper authority
- Report to a Military Installation for up to 15 days of active duty
- As directed by the Commander, HRC-STL, logon to the Individual Warrior-Virtual Screening Portal (see IW-VSP below for details)

4. Report for a 1 day annual muster when directed by proper authority.

Requirements Details

1. Muster Duty:

☛ You may be ordered to physically report to your local Reserve Center and perform either a Readiness or Personnel Accountability Muster. In either case you will be paid a stipend (\$176 as of January 2007).

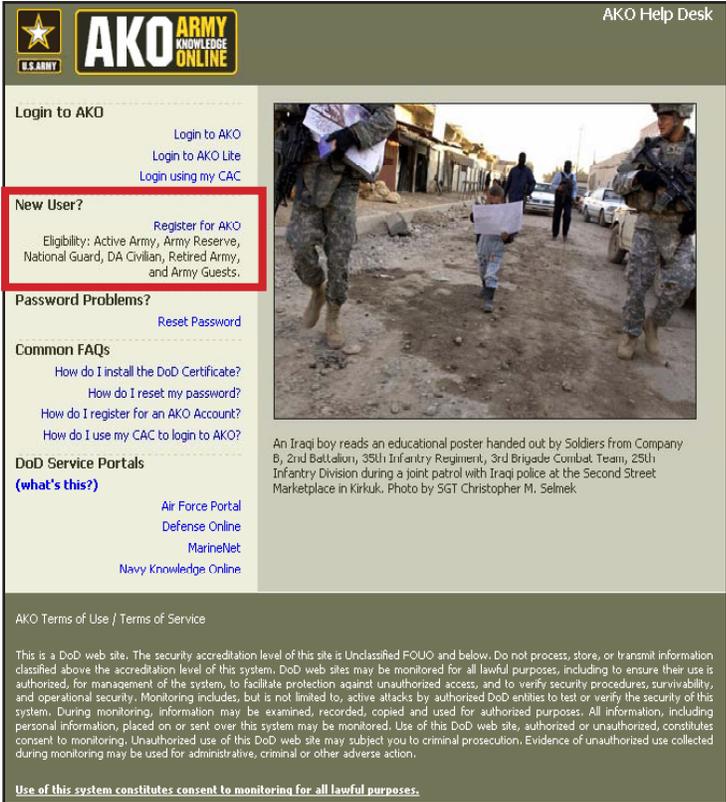
- Readiness Muster - Soldiers who receive orders will physically muster for a minimum of two hours (not to exceed a full duty day) at the muster site at their local Reserve Center and execute selected tasks on the Soldier Readiness Processing (SRP) checklist. Army Reserve personnel specialists will review personnel records, record individual readiness status, conduct an IRR Orientation Brief and provide information regarding unit training opportunities.

- Personnel Accountability Muster - Soldiers who receive orders will call and schedule an appointment with their local Army Reserve Center, report to their local Reserve Center and complete their muster duty. Muster duty will be a minimum of two hours (not to exceed a full duty day) at the muster site. Army Reserve Support Personnel will provide Soldiers access to the Virtual Screening Portal, conduct an IRR Orientation Brief and provide information regarding unit training opportunities.

☛ **YOU WILL NOT BE MOBILIZED AT EITHER TYPE OF MUSTER!**

2. Individual Warrior Virtual Screening Portal (IW-VSP):

a. If you are not ordered to Muster Duty you may logon to the IW-VSP and complete the readiness questionnaire. You will first need to register for an Army Knowledge Online (AKO) login and password if you do not already have one at <https://www.us.army.mil/suite/login/welcome.html>



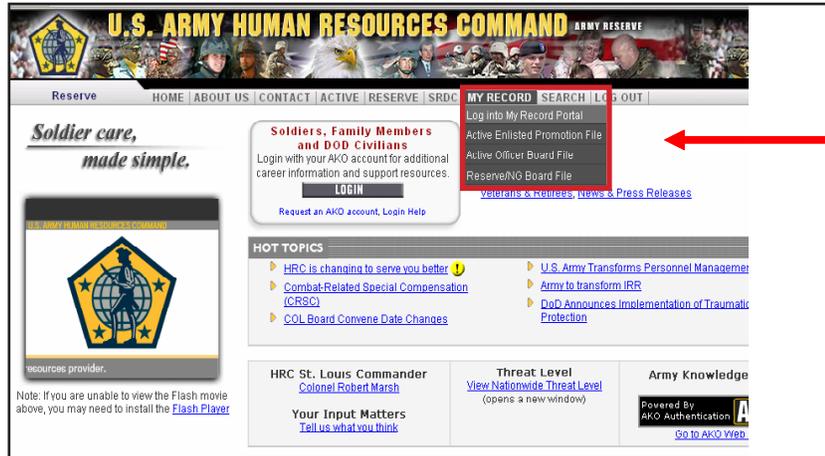
The screenshot shows the AKO (Army Knowledge Online) login page. At the top left is the U.S. Army logo and the AKO logo. At the top right is the text "AKO Help Desk". The main content area is divided into several sections:

- Login to AKO**: Includes links for "Login to AKO", "Login to AKO Lite", and "Login using my CAC".
- New User?**: This section is highlighted with a red box and a red arrow. It contains a link "Register for AKO" and lists eligibility: "Eligibility: Active Army, Army Reserve, National Guard, DA Civilian, Retired Army, and Army Guests."
- Password Problems?**: Includes a link "Reset Password".
- Common FAQs**: Includes links for "How do I install the DoD Certificate?", "How do I reset my password?", "How do I register for an AKO Account?", and "How do I use my CAC to login to AKO?".
- DoD Service Portals (what's this?)**: Includes links for "Air Force Portal", "Defense Online", "MarineNet", and "Navy Knowledge Online".

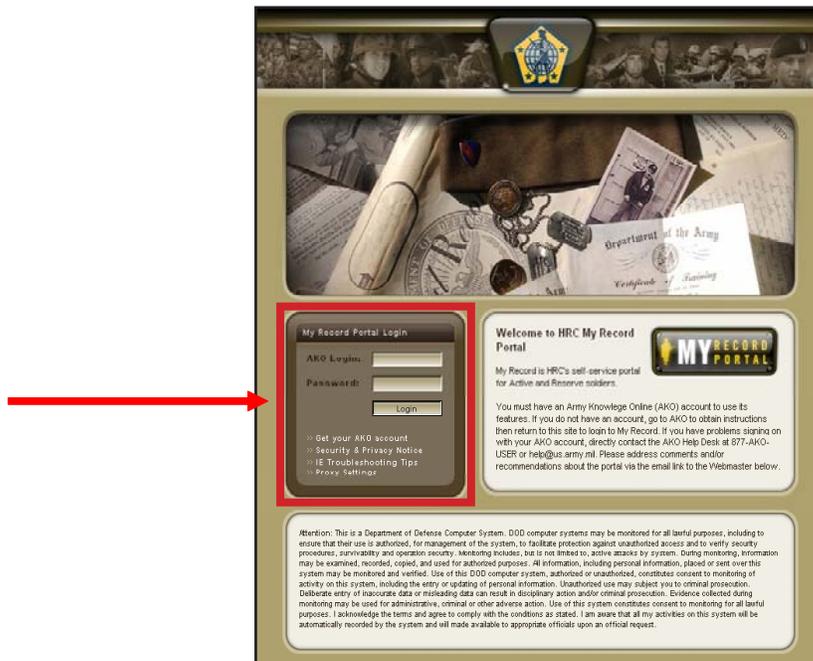
On the right side of the page, there is a photograph of an Iraqi boy reading an educational poster. Below the photo is a caption: "An Iraqi boy reads an educational poster handed out by Soldiers from Company B, 2nd Battalion, 35th Infantry Regiment, 3rd Brigade Combat Team, 25th Infantry Division during a joint patrol with Iraqi police at the Second Street Marketplace in Kirkuk. Photo by SGT Christopher M. Selmek".

At the bottom of the page, there is a section for "AKO Terms of Use / Terms of Service" which contains a disclaimer: "This is a DoD web site. The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DoD web sites may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD web site, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DoD web site may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action." Below this disclaimer is the text: "Use of this system constitutes consent to monitoring for all lawful purposes."

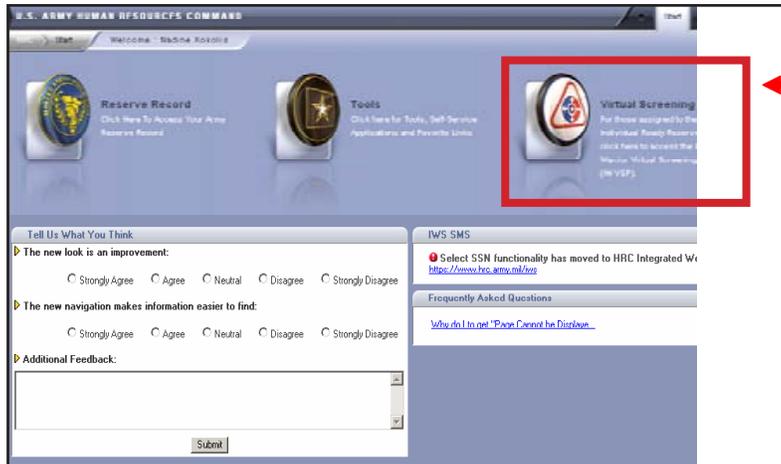
b. Once you have an AKO login and password established, logon to the HRC website at <https://www.hrc.army.mil/site/reserve/> and click on My Record for the login prompt.



c. Enter your AKO user name and password; click Login.



d. Click on the link to the IW-VSP and follow the instructions to complete the virtual screening.



There are five separate screens of readiness questions that pertain to contact information, personnel records, medical, security clearances, military training and deployments. If updates are necessary, provide information in the spaces provided.

At the end of the questionnaire you will be prompted to “**finish**” all updates at which time a certificate of completion will be generated for your records. You will also receive a confirmation email to your AKO account requesting you contact your Career Management Office to substantiate any update. You may be required to provide official documentation (i.e., marriage license, birth certificates, copy of orders, etc). Once you have completed the virtual screening process, you will not be able to go back in to the portal until your Career Management Office has processed your responses. The IW-VSP will reset once this action is complete. At any time you experience technical difficulties or have a question, there is a contact number located at the bottom of each screen.

If at anytime you need to update your mailing address, contact information, or Civilian Employment Information (CEI), you can always login into My Record and click on the Reserve Record icon:



Access to your Reserve Record is available to you 24/7. Keep in mind that you are free to communicate with your Career Management Office via email or telephone. Contact information is available on the HRC-STL website at <https://www.hrc.army.mil/site/reserve/> or by calling your Career Management Office at 1-800-318-5298.

Manual Submission Process – Readiness Screening (paper copy)

If you are not ordered to Muster duty and you are unable to obtain Internet access to the Individual Warrior Virtual Screening Portal (IW-VSP), you can request a copy of the Readiness Screening Questionnaire. Requests can be made by calling your Career Management Office at 1-800-318-5298. You must then mail the completed questionnaire to:

**Department of the Army
Human Resources Command
1 Reserve Way (ATTN: AHRC-PLM-P)
St. Louis, MO 63132**



... What happens if you don't do the minimum requirements?

☛ If you do not perform your minimum annual requirement you may be considered an “unsatisfactory participant”. Unsatisfactory Participation could result in **separation under Other Than Honorable Conditions Discharge**. This could result in the loss of benefits at separation and recoupment of bonuses received. Below are a few of the benefits that you will be ineligible for or may be in jeopardy of losing if given an Other Than Honorable Discharge:

An Other Than Honorable Discharge makes a Veteran *Ineligible* for these benefits:

- Health Benefits
- Commissary/Exchange
- Military Family Housing
- Overseas Relocation Assistance
- Excess Leave/Permissive TDY
- Preference for USAR/ARNG
- Montgomery G.I. Bill
- Wearing of Military Uniform
- Admission to Soldiers' Home “1”
- Burial in Army National Cemeteries
- Burial in Army Post Cemeteries “2”
- Civil Service Preference “13” (Office of Personnel Management)
- Civil Service Retirement Credit
- Reemployment Rights (Dept. of Labor)
- Unemployment Compensation for Ex-Service members (Dept. of Labor)
- Naturalization Benefits (Dept. of Justice Immigration & Naturalization Service)

These benefits would be determined by **the Veteran Administration for a Soldier who received an Other Than Honorable Discharge:**

- Pension for Non-Service Connected Disability or Death
- Medal of Honor Roll Pension
- Insurance
- Vocational Rehabilitation (DV)
- Educational Assistance
- Home and other Loans
- Hospitalization & Domiciliary Care
- Medical and Dental Services
- Prosthetic Appliances (DV)
- Guide Dogs & Equipment For Blindness (DV)
- Special Housing (DV)
- Automobiles (DV)
- Funeral and Burial Expenses
- Burial Flag
- Burial in National Cemeteries
- Headstone Marker
- Old Age, Survivors & Disability Insurance (Social Security Administration)
- Job Preference, Public Works Projects “13” (Commerce)



... What opportunities are available in the Selected Reserve?

The Selected Reserve is comprised of Troop Program Units (TPU), Individual Mobilization Augmentation (IMA), and Active Guard and Reserve (AGR). Soldiers assigned to these units plan on participating each year with the unit as a means of getting a “good retirement” year and gaining extra points each year.

1. Troop Program Units

Troop Program Units (TPU) are traditional Reserve units where drills (Battle Assemblies) are usually scheduled over one weekend -- a Saturday and Sunday -- each month but can include reporting for duty on Friday night. In addition, units have a two-week annual training (AT) period every year. TPUs may be asked to participate in additional training or may be required to mobilize.

To inquire about TPU vacancies you may contact your Career Management Office at 1-800-318-5298 or 1-800-318-5298 ext 0600 to speak with a Retention NCO.

2. Individual Mobilization Augmentation

The Individual Mobilization Augmentation (IMA) program allows individuals to augment an Active Component unit or government agency to meet military manpower requirements in the event of military contingency, pre-mobilization, mobilization, sustainment and /or demobilization operations. IMA Soldiers are required to perform a minimum of 12 days annual training (AT) per fiscal year. Periods of inactive duty for training (IDT) for pay may be authorized within budgetary constraints. Most of these positions allow for the Soldier and the assigned Unit to coordinate the timing of the AT and drills. This program typically provides more flexibility in scheduling training. Some IMAs may prefer to do their two weeks in conjunction with their “drills” so they are there for one block of time and are done for the year. Just remember you need to do a total of 35 extra points (you get 15 points for Reserve membership) to obtain your 50 points for a “good retirement year”. Each IMA position is different and the training schedule must be coordinated between the Soldier and the assigned unit.

To view the CURRENT IMA vacancies go to <https://www.hrc.army.mil/site/protect/Reserve/Soldierservices/guidance/avail-positions.htm> and click on “IMA and ARE vacancy list”. You can search by location, rank or MOS/AOC. For more information you can call your Career Management Office at 1-800-318-5298.

Below is a **sample** of some vacancies that exist or existed.

★ These vacancies are constantly changing so it helps to look periodically.

STATE	CITY	GRD	DMOS	AGENCY	TITLE	CLEAR- ANCE	ASI	LIC	DRILL	UIC	POSID
AE	APO	E6	25B30	US ARMY ELEMENT INTERNATIONAL MILITARY ACTIVITY NATO	WWMCCS OPERATOR	NONE			Y	W0VXAA	PARA: 005 LINE: 29 POSN: 0001
AE	APO	E6	42L30	37TH TRANSPORTATION GP AUG	EXECUTIVE ADMIN ASST	NONE	E3		Y	WCJZ99	PARA: 101 LINE: 08 POSN: 0001
AE	APO	E6	88N30	598TH US ARMY TRANSPORTA- TION TERMINAL GROUP	MOVEMENT SPECIALIST	NONE			Y	W289AA	PARA: 004 LINE: 14 POSN: 0001
AK	ELMEN- DORF AFB	E6	25B30	US ARMY ELEMENT ALASKA COMMAND	GCCS/ WWMCCS SPEC	TOP SEC.			Y	W45PAA	PARA: 360 LINE: 03 POSN: 0001
AK	FT WAIN- WRIGHT	E6	68W30	US ARMY MEDICAL DEPT. ACTIVITY ALASKA	PRATICAL NURSE SGT	NONE	M6		Y	W0EEAA	PARA:412C LINE: 09A POSN: 0001
AL	FT RUCKER	E6	15P30	US ARMY AVIATION CENTER AND FT RUCKER	AVN OPS CHIEF	NONE			Y	W0U950	PARA:913B LINE: 03 POSN: 0001

... Active Guard and Reserve (AGR) program or Regular Army may be available to you?

AGR

The Active Guard and Reserve (AGR) Program is the full time support for the Army Reserve in worldwide positions. AGR Soldiers serve full time and enjoy the same benefits as Regular Army Soldiers, including full commissary and Post Exchange privileges, medical care for themselves and their immediate family, and the opportunity for immediate retirement after 20 years of active service.

To apply for the AGR program Soldiers must be in the grades of Specialist through Sergeant First Class, Warrant Officer One through Chief Warrant Officer Four, or Second Lieutenant through Major.

What eligibility requirements must I meet to apply for entry into the AGR Program?

Soldiers applying for entry into the AGR Program must:

- Have less than 15 years of active service
- Must be able to pass an Army retention physical (Category 3)
- Must be able to pass a Defense Central Investigative Index (DCII)
- May not be under a suspension of favorable personnel action (flagged)
- May not have a bar to reenlistment
- May not have been relieved for cause or involuntarily removed from a duty assignment or unit
- Enlisted Soldiers must be at least 18 years old, no older than 55 years old and eligible for reenlistment.

For more information visit the website <https://www.hrc.army.mil/site/protect/Reserve/Soldierservices/tours/agrtours.htm> or call your Career Management Office at 1-800-318-5298.

Regular Army

Opportunities are available for your return to active duty through either a recruiter or through the HRC-Alexandria website at <https://www.hrc.army.mil/site/active/index2.asp>. One possibility for officers is the Call to Active Duty program or the Limited Call to Active Duty program. ★

... How much money you could make this year in the Reserves?

Most Troop Program Units (TPU) perform one weekend a month and 15 days Annual Training (AT) a year. Below are the 1 April 2007 pay charts for a weekend and the annual amount. To review pay and allowances go to <http://www.dfas.mil/>

Annual: Based on 24 days worth of Drills (48 Military Unit Training Assemblies) which are also known as Battle Assemblies and Annual Training (15 days)

Weekend: Based on 2 days or 4 Military Unit Training Assemblies

ENLISTED PAY

Grade		2 yrs	3 yrs	4 yrs	6 yrs	8 yrs	10 yrs
E-6	Annual	5,054.60	5,261.24	5,461.58	5,670.58	6,142.61	6,325.94
	Weekend	296.80	309.92	322.64	335.92	365.88	377.52
E-5	Annual	4,495.59	4,695.93	4,901.94	5,221.98	5,543.37	5,799.99
	Weekend	263.72	276.44	289.52	309.84	331.16	348.52
E-4	Annual	4,048.8	4,251.66	4,452.75	4,628.03	4,628.03	4,628.03
	Weekend	238.20	251.08	263.80	275.04	275.04	275.04
E-3	Annual	3,700.28	3,907.72	3,907.72	3,907.72	3,907.72	3,907.72
	Weekend	217.44	230.56	230.56	230.56	230.56	230.56

OFFICER PAY

Grade		2 yrs	3 yrs	4 yrs	6 yrs	8 yrs	10 yrs
O-4	Annual	9,668.67	10,278.54	10,411.44	10,975.29	11,579.46	12,331.68
	Weekend	577.96	616.52	625.12	660.92	699.28	747.04
O-3	Annual	8,305.98	8,927.79	9,691.35	10,132.35	10,617.45	10,931.82
	Weekend	497.64	537.12	585.60	613.60	644.40	664.36
O-2	Annual	7,202.82	8,235.39	8,499.99	8,666.31	8,666.31	8,666.31
	Weekend	431.96	497.52	514.32	524.88	524.88	524.88
O-1	Annual	5,754.18	6,881.25	6,881.25	6,881.25	6,881.25	6,881.25
	Weekend	342.64	414.20	414.20	414.20	414.20	414.20



... There are Incentives, Bonuses and Education Benefits available to you?

Incentives and Bonuses: The following incentives are being offered as of April 2007. You can find current information at the HRC-STL website or you can speak with a Retention and Training Division (RTD) Career Counselor at 314-592-0600. You can also visit the RTD website https://usarcintra/rtd/rt/incent_affil.htm to view Incentives, bonuses and education benefits that may be available to you.

Unit Affiliation Bonus: Available to Officers and Enlisted. When you come off of Active Duty, even if you have time left on your obligation, you can still qualify for this bonus if you are in a TPU. \$10,000 for 3 years and \$20,000 for 6 years.

Prior Service Enlistment: Available for Enlisted Soldiers only, at the end of your enlistment and you then decide to enlist again for active duty you may be eligible for \$7500 for a 3-year enlistment and \$15,000 for a 6-year enlistment.

Reenlist for TPU: Available for Enlisted Soldiers only, \$7500 for 3 years and \$15,000 for 6 years.

☛ If you are mobilized IRR serving OCONUS, you can transfer to a TPU while OCONUS to receive your bonus while you are in a Tax-free status.

Education Benefits: There are three different types of educational benefits that may be available to you:

The Montgomery G.I. Bill (MGIB). When you complete Basic Training and Advanced Individual Training you may be eligible for MGIB.

- Reserve Soldiers, depending on how long they enlist, can receive up to \$10,000 to help pay for college
- Depending on how long they enlist, Active Duty Soldiers can receive up to \$40,000 to help pay for college

Student Loan Repayment

- IRR to TPU Soldiers can receive up to \$10,000 loan repayment
- Active Duty Soldiers can receive up to \$60,000 loan repayment

Tuition Assistance

- ☛ Soldiers assigned to a TPU, IMA, AGR or Active Duty can receive tuition assistance up to \$4500 for each year for Associates, Bachelors or Masters Degree. Tuition assistance is not available for the IRR unless the Soldier is mobilized. Tuition Assistance does not apply to books. ★

... *There are Points of contact who want to help you?*

Helpful numbers:

General information	1-800-318-5298
HRC-STL Retention	314-592-0600
Current requirements	314-592-0403
Career Management Office	1-800-318-5298
Army Correspondence Course Program	1-800-275-2872 option #3

If you need to send documents to update your record, to ensure timely response to your request, please include your full name, address, phone number, and SSN on all correspondence. Please forward your documentation to:

**U.S. Army Human Resources Command
1 Reserve Way ATTN: (use office symbol below)
St. Louis, Missouri 63132-5200**

BRANCH

OFFICE SYMBOL

Maneuver, Fires and Effects Division (MFE)

Maneuver Branch (O,E and W)
Infantry Team (IN)
Armor Team (AR)
Aviation Team (AV)
Fires and Effects Branch (O,E, and W)
Field Artillery (FA)
Air Defense/Public Affairs (AD/PA)
Maneuver Support Branch (O,E, and W)
Engineer Team (EN)
Military Police Team (MP)
Chemical Team (CM)
Special Operations Branch (SO)
Special Forces Team (SF)
Psychological Operations/Civil Affairs Team (PO/CA)

AHRC-DDM-M
AHRC-DDM-MI
AHRC-DDM-MR
AHRC-DDM-MA
AHRC-DDM-E
AHRC-DDM-EF
AHRC-DDM-EA
AHRC-DDM-B
AHRC-DDM-BE
AHRC-DDM-BM
AHRC-DDM-BC
AHRC-DDM-F
AHRC-DDM-FS
AHRC-DDM-FP

**Maneuver Fires and Effects Personnel Action Branch
Operations Support Division**

Network and Space Operations Branch
Intelligence, Surveillance, Reconnaissance (ISR) and Area Expertise Branch
Special Programs Branch
Operations Support Personnel Actions Branch

**AHRC-DDM-P
AHRC-DDO**
ARHR-DDO-N
AHRC-DDO-M
AHRC-DDO-S
AHRC-DDO-P

Field Support Division

Military Schools Branch (Lt's)
Retention Branch

AHRC-DDA-M
AHRC-DDA-R

Force Sustainment Division

Logistics Branch
Soldier Support Branch
Acquisition Branch
Judge Advocate General Branch
Force Sustainment Division Personnel Actions Branch

AHRC-DDF
AHRC DDF-L
AHRC DDF-W
AHRC-DDF-A
AHRC-DDF-J
AHRC-DDF-P

Senior Leader Development Division

Colonels Branch
Warrant Officers Branch
CSM/SGM Branch
Sr Ldr Dev Personnel Actions Branch

AHRC DDS-C
AHRC DDS-W
AHRC DDS-S
AHRC DDS-P

For additional information, please visit HRC-STL website:
https://www.hrc.army.mil/site/Reserve/contact_rssc/default.asp

