



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

AFRC-PRA (135-200a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General Policy #22-02: Active Duty for Operational Support – Reserve Component (ADOS-RC) and Other Training Duty (OTD)

1. Purpose. To provide ADOS-RC and OTD (1G funded) standards, requirements, and procedures. Units will initiate and approve duty using the Tour of Duty (TOD) platform and publish orders in the Regional Level Application Software (RLAS) for ADOS-RC and OTD missions. This policy change does not apply to current OTD-School (1F funded) policies.

2. Duty Justification.

a. ADOS-RC is utilized for temporary projects or approved missions in support of the Army Reserve. If an ADOS-RC mission is a recurring or an enduring requirement, the command should pursue a permanent authorization.

b. OTD is utilized for readiness training; training as a resident student at a Training and Doctrine Command school; unit or Soldier operational training; skill training, marksmanship training and participation; exercises as approved by Headquarters, Department of the Army or the United States Army Reserve Command (USARC); and annual screening or muster.

3. For additional information, contact Mr. George Damour, USARC ADOS-RC Program Manager, at (910) 570-8862 or [george.b.damour.civ@army.mil](mailto:george.b.damour.civ@army.mil).

3 Encls

1. References
2. ADOS-RC Procedures
3. OTD Procedures

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USARC XOs

OCAR Directors & Deputies

## References

1. Army Regulation (AR) 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 20 Oct 20.
2. AR 135-156, Reserve Component General Officer Personnel Management, 17 May 17.
3. AR 40-501, Standards of Medical Fitness, 27 Jun 19.
4. AR 40-502, Medical Readiness, 27 Jun 19.
5. AR 140-1, Mission, Organization, and Training, 20 Feb 04.
6. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAG), 5 Apr 21.
7. AR 600-8-8, Total Army Sponsorship Program, 29 Jun 19.
8. AR 600-8-24, Officer Transfers and Discharges, 8 Feb 20.
9. AR 600-110, Identification, Surveillance, and Administration of Personnel Affected with Human Immunodeficiency Virus, 22 Apr 14.
10. AR 635-200, Active Duty Enlisted Administrative Separations, 28 Jun 21.
11. Joint Travel Regulations (JTR), 1 Feb 22.
12. Department of Defense Instruction (DoDI) 1215.06, Uniform Reserve, Training, and Retirement Categories for the Reserve Components, 19 May 15.
13. DoDI 1205.12, Civilian Employment and Reemployment Rights for Service Members, Former Service Members and Applicants of the Uniformed Services, 20 May 16.

## **Active Duty for Operational Support-Reserve Component (ADOS-RC) Procedures**

### **1. RESPONSIBILITIES.**

#### **a. Major Subordinate Commands (MSC):**

(1) Utilize Tour of Duty (TOD) to manage ADOS-RC (except for medical ADOS-RC) missions that are more than seven (7) days in length. ADOS-RC missions seven (7) days or less do not require a TOD entry. The intent to this exception is to allow Commanders the flexibility to utilize Soldiers on short term notice to perform short periods of duty without the administrative process that normally accompanies TOD. Commands will refrain from using this authority to place Soldiers on consecutive short missions of less than seven days each. Soldiers performing duty, regardless of length, must meet all readiness and qualification standards contained within this policy. MSCs have the ultimate responsibility for maintaining records showing duty validation, approval, and Soldier qualifications. All records associated with this process are subject to audit. Units will adhere to specific requirements outlined in the ADOS-RC Checklist.

(2) Appoint ADOS-RC primary and alternate Program Managers. Ensure all TOD Program Managers receive training to retain TOD procedures.

(3) Ensure management procedures comply with this policy.

(4) Assign a sponsor for every Soldier performing duty outside of their assigned unit.

(5) Ensure all Soldiers on orders for 90 consecutive days or more properly in/out process through the nearest military installation to obtain a DD Form 214 prior to release from active duty. Some installations will provide DD Form 220 (Active Duty Report) for Soldiers on duty for less than 90 days IAW AR 135-200, Chapter 6-9a(3).

(6) All MSC ADOS-RC mission requests are force requester funded. MSCs will not submit unfunded ADOS-RC requests to the USARC HQ.

(7) MSCs are responsible for generating ADOS-RC orders and ensuring appropriate entitlements and restrictions IAW the Joint Travel Regulations (JTR).

#### **b. USARC G-1:**

(1) Manage the ADOS-RC program.

(2) Maintain administrative controls within TOD permissions.

(3) Process, validate, and staff actions for approval from the USARC Deputy Commanding General (DCG) and Chief of Staff (CoS).

(4) Provide ADOS-RC guidance to the MSCs for orders and administrative actions to the MSC-level. Coordinate with USARC G-38, G-1, Office of the Chief of the

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Army Reserve (OCAR), and Human Resources Command (HRC) for funding distribution as required.

c. USARC Internal Review will conduct audits of commands to verify ADOS-RC policy compliance.

**2. GENERAL CRITERIA.**

a. Policy, procedures, documents, and updates for ADOS-RC are located at: <https://xtranet/usarc/g1-agd/SAB/Pages/default.aspx>. Sample memorandums and forms are provided in the figure list and appendix section of this document.

b. Packets for ADOS-RC missions should be submitted in TOD no less than **45** days before the start date.

c. Packets must comply with TOD automated Soldier readiness requirements.

d. All ADOS-RC requests for duty in the USARC HQ, regardless of the number of days, must be submitted through the USARC ADOS-RC Program Manager for processing.

e. OCONUS missions must follow the Joint Travel Regulations (JTR) guidance when requesting Permanent Change of Station (PCS) and Household Goods (HHG) shipment.

**3. DUTY JUSTIFICATION.**

a. Full-time staffing shortfalls and command and control duties are not justifiable reasons for ADOS-RC requests. Army Reserve leaders will ensure ADOS-RC mission requests and duties performed are consistent with established guidance and regulations.

b. ADOS-RC duty period must cover the entire duration of the project or training including weekends and holidays.

c. An Exception to Policy (ETP) is required to backdate an ADOS-RC order. MSCs will submit all ETP requests through the USARC ADOS-RC Program Manager to the approval authority, HQDA, DCS, G-1 (DAPE-MP) IAW with AR 135-200, Chapter 6-5(a).

d. ADOS-RC funding will not be utilized to fund duty that meets the requirements for Other Training Duty (OTD). ADOS-RC must be utilized in accordance with AR 135-200, Chapter 6.

e. Soldiers will not participate in battle assembly or annual training with the parent unit while performing ADOS-RC duty with another unit or headquarters. Soldiers will

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provide administrative information (APFT Scorecards, ACFT Scorecards, PHA Information, etc.) to the parent unit upon request IAW AR 135-200, Chapter 6-27(e).

**4. QUALIFICATION CRITERIA.**

a. When Soldiers perform duty outside of their parent unit, the parent unit will add a comment in TOD describing the impact of the mission on the unit. The first Colonel in the Soldier's parent unit chain of command will sign a memorandum of concurrence (see figure 2-3). The parent unit will upload the memo to TOD.

b. Commanders, First Sergeants, and Command Sergeants Major may only perform ADOS-RC duty in support of their assigned leadership position. If performing duty in any other capacity, he or she must be reassigned prior to start date of the ADOS-RC mission with approval from the MSC Commander. Senior ranking personnel (GO/COL/CSM/SGM) who apply for missions require an impact statement from their losing command IAW AR 135-200, Chapter 6-28(b).

c. Army Reserve Military Technicians (MTs) and Department of the Army Civilians (DACs) can perform ADOS-RC, provided they meet all criteria outlined in this policy and AR 135-200. See Paragraph 6 for further details.

d. Officers on voluntary active duty orders (12301d) selected for command must be released from active duty (REFRAD) in order to assume command on the given date, or will be considered "declined with prejudice".

e. Soldiers remain mobilization assets to parent units while performing ADOS-RC duty IAW AR 135-200, Chapter 6-28(d).

f. In compliance with the JTR, any duty performed for 180 days or more requires a PCS and per diem is not authorized.

**5. SOLDIER READINESS CRITERIA.**

a. Soldiers must have a current Periodic Health Assessment (PHA).

b. Soldiers will meet the medical fitness standards in AR 40-501 and Medical Readiness Class MRC 1 or MRC 2 IAW AR 40-502. Soldiers applying for continuation missions (multiple ADOS orders) must reapply and meet all Soldier readiness criteria.

c. Amber codes in vision and hearing are authorized. Commanders will address amber codes in other Individual Medical Readiness areas in their comments in TOD.

d. Medical Retention Board/Medical Evaluation Board (MRB/MEB) adjudication is required when a Soldier has a permanent P3 or P4 profile.

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e. Soldiers must have a valid passing APFT IAW AR 135-200, Chapter 6-5a(3) and Army Directive 2022-05 dated 23 Mar 22. The APFT is maintained as the test of record until the Army Combat Fitness Test (ACFT) can be updated and established as the test of record. Upon publication, Soldiers must be in compliance with published ACFT policies.

f. Soldiers will meet the Army weight control and body composition standards IAW AR 600-9 and AR 135-200, Chapter 6-5a(2).

g. Soldiers with a suspension of favorable personnel action (Flag) will not be processed for ADOS-RC missions. IAW AR 600-8-2, a flag prohibits favorable personnel actions.

h. Soldiers must possess a valid security clearance IAW AR 135-200, Chapter 6-5 a(5).

i. Soldiers must meet grade and position skill requirements.

j. Soldiers can attend PME while performing ADOS-RC, provided the PME and funding is approved during the ADOS-RC approval process. Ideally, the Soldier should attend PME with ADT funds. However, the gaining unit can fund the Temporary Duty TDY cost for school.

k. Soldiers will adhere to specific requirements outlined in the USARC ADOS-RC Checklist.

**6. Army Reserve Military Technician (MT)/Department of the Army Civilian (DAC).**

a. Army Reserve MT/DACs can perform ADOS-RC, provided they meet all criteria outlined in this policy and AR 135-200. MT/DAC will not perform duty in an ADOS-RC capacity to fulfill their full-time position requirements.

b. IAW Department of Defense Instruction (DoDI) 1215.06, Reserve Component Service Members not employed as military technicians will receive priority consideration for ADOS.

c. IAW DoDI 1205.12, commanders will consider the impact ADOS-RC duty may have on other organizations when selecting a Soldier employed as an Army Reserve MT/DAC. MT/DACs applying for ADOS-RC will provide advance written notice to their civilian supervisors at least **30** days prior to departure for the ADOS-RC tour.

(1) Once a command considers a MT/DAC outside of their command for a mission, communication between both commands should begin immediately to ensure all parties involved are aware of the impact.

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(2) When a gaining command selects a MT/DAC for ADOS-RC, the gaining command will initiate contact with the losing command (MT/DAC chain of command) to discuss impacts. This communication requires General Officer communication for maximum situational awareness.

(3) If the losing chain of command deems the individual as mission critical, the gaining command should consider alternate applicants for duty.

(4) If there is no operational impact to the losing chain of command, the gaining command will prepare a DA Form 4187 that documents consensus and signature between the GOs. The TOD manager at the gaining command will upload the signed DA Form 4187 into TOD. The packet will not process until completion of this step.

(5) If there is an operational impact to the losing chain of command, the losing command must submit a DA Form 4187 with justification explaining how the MT/DAC's absence imposes severe operational impact to the command and advise as to when the hardship due to the Service member's absence is anticipated to end. If the first GOs in the gaining and losing commands are unable to reach a consensus, both commands will elevate the request to their commanders. If the MSC Commanders are unable to reach a consensus, the gaining command will elevate the action to the USARC DCG for decision.

(6) If the USARC DCG approves the request, the gaining command will upload the DCG's response in TOD. The packet will not process until completion of this step.

(7) This process also applies to extending MT/DACs on ADOS-RC orders.

(8) Applicants must adhere to the ADOS-RC Checklist. Failure to comply with these procedures may result in the revocation of orders by the gaining command and the Service Member will return to duty in their civilian position.

d. For questions and further guidance on MT/DAC process, contact the USARC Civilian Personnel Management Office (CPMO).

**7. GENERAL OFFICERS (GO).**

a. Submit all GO requests for ADOS-RC duty to the USARC ADOS-RC Program Manager. The Program Manager will review the requests for administrative compliance and staff with USARC G-3/5/7 for mission validation and USAR General Officer Management Office (GOMO) to verify Active Federal Service (AFS); track duty days performed; and process ETPs.

b. All requests for GO ADOS-RC duty over 179 days, consecutive or cumulative in a fiscal year, require the CAR/CG, USARC approval. Forward packets through the



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USARC ADOS-RC Program Manager to USAR GOMO for staffing prior to final adjudication by the Secretary of the Army.

c. Per the JTR, GO requests for duty within the same location with no break in service will be considered a continuation from the previous mission. However, a short break in service prior to performing the additional mission within the same location will not be in violation of the JTR.

d. GO requests will outline duties to be performed, specific duty dates, and location for each portion of the mission. GOs can submit multiple duty periods in one packet to include non-consecutive periods of orders.

e. GOs are not subject to the restrictions set forth by the 1825 day threshold policy.

**8. Individual Ready Reserve (IRR)/Individual Mobilization Augmentee (IMA).**

a. ADOS-RC requests for Soldiers assigned to the IRR/IMA performing duty in support of the Army Reserve require the approval of CG, HRC IAW AR 135-200, Chapter 6-29. Send requests for duty to the USARC ADOS-RC Program Manager for processing. The USARC ADOS-RC Program Manager will submit validated packets to HRC for final approval and publishing of orders.

b. IRR/IMA Soldiers must coordinate with the requesting unit to submit an ADOS-RC packet. Soldiers will adhere to the specific requirements outlined in the ADOS-RC Checklist.

c. Documents required:

(1) IRR/IMA ADOS-RC Mission Worksheet.

(2) DA Form 1058.

(3) Justification Memorandum (figure 2-8) signed by MSC (COL or higher).

(4) Funding Memorandum (see figure 2-7).

d. The requesting unit approves the IRR/IMA ADOS-RC request through their chain of command to their MSC in TOD.

**9. MEDICAL ADOS.**

a. Commanders may approve Medical OTD orders for behavioral health emergencies at the unit-level for an initial evaluation period of three (3) days or less (accounting for travel, if required, and evaluation). For continued behavioral health resources contact the Psychological Health Program (PHP) by visiting their website at

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www.usar.army.mil/PHP and selecting a staff member in your region. PHP staff will assist with access to treatment.

b. Coordinate with the USARC Health Promotions Branch for any ADOS inquiries for medical purposes.

10. **APPROVAL AUTHORITY.** See Delegation of Authority #22-03: Active Duty for Operational Support-Reserve Component (ADOS-RC) Mission Requests Within the Office of the Chief of Army Reserve (OCAR) Headquarters and Delegation of Authority #22-04: Active Duty for Operational Support-Reserve Component (ADOS-RC) Mission Requests Within the United States Army Reserve Command (USARC) Headquarters and Major Subordinate Commands.

11. **EXCEPTIONS TO POLICY.** An ETP request must be submitted to the USARC ADOS-RC Program Manager in memorandum format, endorsed by the MSC CG, NLT **60** days prior to the desired mission start date for the following:

a. **17 years Active Federal Service (AFS).** Soldiers must have served fewer than 17 years AFS. Reserve component Soldiers who have completed 17 years, but less than 20 years of AFS, require HQDA, DCS, G-1 (DAPE-MP) approval. The MSC Commander must endorse the ETP request (see figure 2-5). Submit the AFS ETP request to the USARC ADOS-RC Program Manager. The request will be submitted to the USARC DCG for recommended approval/disapproval. If the USARC DCG recommends disapproval, the request is denied and returned to the MSC. If the USARC DCG recommends approval, the request is forwarded to HQDA, DCS, G-1 (DAPE-MP) for consideration.

b. **1825 Threshold.** IAW Title 10, United States Code, Section 115(b)(2)(B), ETPs for 1825 threshold may be requested for Soldiers who cumulatively perform more than 1825 days of active duty within 2190 days (five out of six years). Annual Training (AT), Initial Active Duty for Training (IADT), Inactive Duty Training (IDT), and Active Duty Training Schools (ADTS) are not counted against the 1825-day threshold. Submit the 1825 ETP request memorandum (figure 2-4) to the USARC ADOS-RC Program Manager. The CAR is the approval authority for 1825 exceptions to policy IAW AR 135-200. Approval authority is delegated to the USARC Deputy Chief of Staff, G-1 and Deputy G-1.

c. **Performing duty within six months of Expiration Term of Service (ETS) or Mandatory Removal Date (MRD).** ADOS-RC duty must not fall within six months of the Soldier's ETS or MRD. This requirement may be waived where exceptional military need exists and the Soldier can complete the mission before ETS or MRD. The MSC Commander is the approval authority for requests to perform duty within six months of ETS or MRD. Missions must be completed a minimum of seven days prior to ETS or MRD to properly allow Soldiers to out-process.

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d. **Professional Military Education (PME).** Soldiers who have not completed PME for their grade will need MSC Commander approval for PME exceptions.

**12. MISSIONS EXCEEDING 179 DAYS.**

a. Any duty performed for 180 days or more requires a PCS; per diem is not authorized.

b. A subsequent mission at the same duty location violates the 180 consecutive day rule if the TDY duration was previously known or reasonably anticipated from the date when the initial order was issued (see the JTR).

**13. SOLDIERS PERFORMING DUTY WITHIN THE USARC HEADQUARTERS (HQ).**

a. See Delegation of Authority #22-04: Active Duty for Operational Support-Reserve Component (ADOS-RC) Mission Requests Within the United States Army Reserve Command (USARC) Headquarters and Major Subordinate Commands.

b. The USARC Deputy Chief of Staff (DCoS) initiates and provides oversight to the annual process. Staff directorates will coordinate with the ADOS-RC Program Manager for ADOS-RC requests.

c. Staff directorates provide justification and funding memos for any emergent requests throughout the year for CoS approval.

d. All requests are processed through the USARC ADOS-RC Program Manager as outlined in this policy. Individual Soldier administrative actions are processed in accordance with MSC internal policies/procedures and USARC published guidance.

e. Directorates will ensure all Soldiers in/out process the USARC Special Troops Battalion (STB).

**14. SOLDIERS PERFORMING DUTY WITHIN THE OCAR HQ.**

a. See Delegation of Authority #22-03, Active Duty for Operational Support-Reserve Component (ADOS-RC) Mission Requests Within the Office of the Chief of Army Reserve (OCAR) Headquarters for the most current approval authorities.

b. All requests are processed through the USARC ADOS-RC Program Manager as outlined in this policy. Individual Soldier administrative actions are processed in accordance with MSC internal policies/procedures and USARC published guidance.

c. Directorates will ensure all Soldiers in/out process OCAR Personnel Service Support (PSS), [usarmy.usarc.ocar.mbx.pss-human-resources@army.mil](mailto:usarmy.usarc.ocar.mbx.pss-human-resources@army.mil).

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**15. RELEASE FROM ACTIVE DUTY (REFRAD).**

a. Release from ADOS-RC is governed by AR 600-8-24 (officers) and AR 635-200 (enlisted).

b. REFRAD, by regulation, is the termination of active duty status and transfer or reversion to inactive duty status, including transfer to the IRR.

c. The guidance set forth in this policy does not preclude separation or elimination action under regulatory guidance when circumstances warrant that such action in lieu of involuntary REFRAD (such as substandard performance of duty, misconduct, moral or professional dereliction, or for security reasons).

d. Soldiers may request voluntary early release from ADOS-RC using the Voluntary Release from ADOS-RC memo (see figure 2-1), which includes the reasons for the request. The request must be forwarded to the first COL or GS-15 civilian equivalent in the chain of command at least **30** days before the desired release date. This will allow adequate out-processing time and provide for the use of accrued leave, if applicable.

e. Criteria for involuntary early release due to conduct, efficiency, or performance of duty:

(1) A Soldier's negative conduct, reflected in a specific incident or a pattern of behavior, may justify early release from active duty.

(2) A Soldier's duty performance or efficiency, if determined to be seriously deficient, may justify early release from active duty.

(3) Army Body Composition Program failure. If Soldiers fail to meet Army Body Composition Program standards, REFRAD and/or discharge proceedings may be initiated IAW AR 600-8-24 and AR 635-200.

f. Criteria for Involuntary Early Release not due to misconduct or substandard performance:

(1) Funding. Lack of available funding may result in termination of ADOS-RC orders.

(2) Mission Requirements. A change in mission requirements may result in no further need for the Soldier's skills and/or pay grade prior to the original REFRAD date of the orders.

(3) Deployment. A Soldier may deploy or be subject to recall.

**Active Duty for Operational Support-Reserve Component (ADOS-RC) Procedures**  
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(4) Convalescent Leave. Soldiers may request transfer to the Soldier Readiness Unit (SRU) for continuation of medical care with prior medical approval.

g. First-line supervisors will notify affected Soldiers of reasons for their involuntary release from an ADOS-RC mission. Supervisors will provide reasons for Soldiers on the Recommendation for Involuntary Early Release from ADOS-RC memo (see figure 2-2) and counsel Soldiers before they are released. Soldiers' rebuttals or written comments will be submitted to supervisors within 15 calendar days of notification.

h. For officers, the requirements of AR 600-8-24 apply. Supervisors that initiated the involuntary early release will forward a memorandum (figure 2-2) with supporting documentation detailing the reasons for early release and the Soldier's rebuttal or comments. Staff all memorandums through the entire chain of command, with recommendations for approval or disapproval from each level, to the first COL or GS-15 civilian equivalent for final determination. Forward the memorandum, along with supporting documentation detailing the reasons for early release, and the Soldier's rebuttal or comments to HRC for further processing.

i. For enlisted Soldiers, supervisors that initiated the involuntary early release will prepare a memorandum, to include supporting documentation, detailing the reasons for early release and the Soldier's rebuttal or written comments. Staff all memorandums through the entire chain of command, with recommendations for approval or disapproval from each level to the first COL or GS-15 civilian equivalent for final determination. AR 135-200 allows for release of Soldiers on ADOS-RC before the termination date on their orders based on the needs of the Army.

j. The first General Officer in the chain of command will be the initial approval authority for involuntary REFRAD for the reasons of conduct or substandard performance for officers and the final approval authority for enlisted Soldiers. HRC is the final approval authority for officers.

k. All Soldiers performing ADOS-RC missions are required to out-process and completely clear their unit prior to their REFRAD date. Soldiers are responsible for any out-processing requirements not accomplished prior to the REFRAD date. Soldiers will report to the mobilization site a minimum of 14 days prior to the REFRAD date. The REFRAD date needs to incorporate any use/lose leave days, plus allowable travel days to the Soldier's home of record.

16. **Figures and appendix list.** This information is available at <https://xtranet/usarc/g1-agd/SAB/Pages/default.aspx>.

**Active Duty for Operational Support-Reserve Component (ADOS-RC) Procedures**  
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**Figure List:**

- Figure 2-1: Sample Voluntary Release from ADOS-RC Memo
- Figure 2-2: Sample Recommendation for Involuntary Early Release
- Figure 2-3: Sample Command Concurrence Memo
- Figure 2-4: Sample 1825 Exception to Policy Memo
- Figure 2-5: Sample AFS Exception to Policy Memo
- Figure 2-6: Sample Rank Exception to Policy Memo
- Figure 2-7: Sample Funding Memorandum
- Figure 2-8: Sample Justification Memorandum

**Appendixes:**

- A. ADOS-RC Packet Checklist
- B. DA Form 1058
- C. IRR IMA ADOS-RC Worksheet
- D. DA Form 4187 for MILTECHDAC
- E. MILTECHDAC Process Flow Chart

## Other Training Duty (OTD) Procedures

### 1. OTD DUTY JUSTIFICATION.

a. OTD provides structured training to individuals and units for full-time attendance at organized and planned training in support of (ISO) specialized skill training, flight training, combat crew training, unit conversion, new or displaced equipment training, new systems training, refresher and proficiency training, professional development education programs, functional training, nonadditional skill identification producing training, supply and equipment maintenance support, staff assistance, the Organizational Inspection Program, and Command and Control Functions. Active Duty Training (ADT) collectively refers to Annual Training (AT), OTD, and Initial Active Duty for Training (IADT). OTD is a subset of ADT.

b. The primary purpose of OTD is to provide individual and/or unit readiness training. OTD may support Active Component (AC) missions and requirements such as operational support (OS), thereby adding substance to the total force. Benefit to the organization conducting the training is incidental. OTD will not be used to meet real or perceived manpower shortages to perform organization missions or administration, or to augment the Regular Army. Commanders, Army Reserve leadership, civilian and military, are responsible for ensuring mission requests and duties performed are consistent with established guidance and regulation.

c. OTD is used for enhanced readiness of individual Military Occupational Skills (MOS), Additional Skill Identifier (ASI), and collective training of Soldiers. OTD includes but is not limited to:

(1) Events driven by the Army Training Strategy that are above AT and Inactive Duty Training (IDT) statutory minimums (SAG 1A and 1G, MDEPs TRCD and PRSA). The primary focus is operational Reserve training days (>39 days, this consists of 24 Battle Assemblies and 15 AT Days) which allow the Army Reserve formation to achieve and sustain readiness.

(2) Training as a resident student at a DA Training and Doctrine Command (TRADOC) school, when funded with school dollars (SAG 1F, MDEP TRIT).

(3) Operational training to train in a Soldier's 5-digit MOS and maintain MOS proficiency (use AT if conducting this training as part of a unit collective training event).

(4) Marksmanship training and participation as a competitor to improve weapon proficiency. Use ADOS-RC for required administration and support.

(5) Exercise participation to include Army Reserve Engagement Cells (AREC), Army Reserve Affairs (ARA), ISO exercises approved by Headquarters, Department of the Army (HQDA), Army Commands (ACOMs), or Army Service Component Commands (ASCCs). Use ADOS-RC for administration and support.

## **Other Training Duty (OTD) Procedures (continued)**

d. OTD status will not be used for duty that meets the requirements for ADOS-RC. Utilize OTD in accordance with Army Regulation (AR) 135-200, Chapter 4.

e. A Soldier is not normally permitted to perform more than 180 days cumulative days of OTD per Fiscal Year (FY). The OTD period must cover the entire duration of the training including weekends and holidays. Training orders will be sent to the Soldier at least 30 days before the report date in accordance with (IAW) AR 600-8-105.

### **2. RESPONSIBILITIES.**

a. Major Subordinate Commands (MSCs):

(1) Tour of Duty (TOD) is required to manage all mission requests that are more than 45 days in length. OTD missions of 45 days or less do not require a TOD submission. The intent of this exception is to allow commanders the flexibility to utilize Soldiers for readiness training events without the administrative process that normally accompanies TOD. This policy change is not intended to place Soldiers on back to back 45 day orders with minimum breaks to avoid the TOD requirement for missions greater than 45 days.

(2) All Commands will establish proper internal controls to account for OTD orders not entered into TOD and publish OTD orders based on funds availability.

(3) Appoint a primary and alternate point of contact/permissions manager for OTD orders and TOD requests.

(4) Establish OTD internal controls and management procedures that can be audited and comply with this policy. Missions, regardless of length, must meet all Soldier readiness standards and qualifications contained within this policy. MSCs maintain ultimate responsibility for maintaining records showing duty validation, approval, and Soldier qualification. All records associated with this process are subject to audit.

(5) Ensure all Soldiers on orders for 90 days or more properly in and out process through the nearest military installation to obtain a DD Form 214 prior to release from active duty (some installations will provide a DD Form 220 for Soldiers on duty for less than 90 days).

b. United States Army Reserve Command (USARC) G-3/5/7 will manage OTD funding in the Special (1G) account. OTD is subject to the availability of funds.

### **3. GENERAL CRITERIA.**

a. This OTD policy applies to Special (1G) accounts only and is not applicable to school funds (1F).



## **Other Training Duty (OTD) Procedures (continued)**

b. Commands will adhere to published directives on TOD. This includes requests for information, approvals, and disapprovals.

c. Inquiries on the status of requests will be provided to the MSCs' primary or alternate points of contact, not the Soldier requesting the mission.

d. Packets must comply with TOD automated Soldier readiness requirements per USARC published guidance. All MSC mission requests are force requester funded. MSCs will not submit an unfunded request to USARC.

e. MSCs are responsible for publishing orders and ensuring appropriate entitlements and restrictions IAW the Joint Travel Regulations (JTR), Chapter 3 and all other policies.

f. DA Civilians (DACs) and Military Technicians (MTs) are authorized to perform OTD, provided they meet all other criteria outlined in this policy and AR 135-200. DACs and MTs will not perform duty in an OTD capacity to fulfill their full-time staff requirements. DACs and MTs requesting to perform OTD missions will adhere to the guidance prescribed in Enclosure 2 – ADOS-RC Procedures, paragraph 6 to ensure commanders support and approve these mission requests.

g. USARC Internal Review will conduct audits of commands to verify compliance with this policy.

h. Updates are located at <https://mobcop.aoc.army.pentagon.mil/TOD>.

### **4. SOLDIER READINESS CRITERIA.**

a. Individual Medical Readiness (IMR) must be current and contain no red codes based on MEDPROS/MODS review, including PHA, HIV, Medical, Dental, Vision, Hearing, Immunizations, and Women's Readiness. Any failure to meet established standards must be addressed in the commander's comments in TOD.

b. Amber codes in vision and hearing are authorized. Amber codes in other IMR areas must be addressed in the commander's comments in TOD.

c. HIV test date must be within two years of the mission start date for missions 30 days or less including travel time. For missions longer than 30 days, HIV test date must be within six months prior to mission start date (see AR 600-110).

d. Medical Retention Board/Medical Evaluation Board (MRB/MEB) adjudication is required when a Soldier has a permanent P3 or P4 profile. If MEDPROS is not updated to reflect board adjudication, upload a copy of the board determination memorandum as appropriate to the USARC G-3/5/7 OTD Program Manager.

## Other Training Duty (OTD) Procedures (continued)

e. Soldiers must have a valid APFT IAW AR 135-200, Chapter 6-5a(3). The APFT is maintained as the test of record until the Army Combat Fitness Test (ACFT) can be updated and established as the test of record. Upon publication, Soldiers must be in compliance with published ACFT policies.

f. Soldiers will meet the Army weight control and body composition standards IAW AR 600-9 and AR 135-200, Chapter 6-5a(2).

g. Soldiers must possess a valid security clearance IAW AR 135-200, Chapter 6-5a(5).

h. A flag, properly imposed IAW AR 600-8-2, prohibits entry on active duty including OTD.

i. Professional Military Education (PME) requirements for Noncommissioned Officers (NCOs) and officers are below. PME requirements will be completed prior to seeking an OTD mission.

<b>Training Requirements</b>	<b>Targets for Completion</b>
Basic Leader Course	Within 15 Months Time-in-Grade as SGT
Advanced Leaders Course	Within 21 Months Time-in-Grade as SSG
Senior Leader Course	Within 24 Months Time-in-Grade as SFC
Sergeants Major Course	Selected for SGM, trained then promoted
Captains Career Course Phases B	Within 36 Months Time-in-Grade as CPT
Intermediate Level Education	Within 36 Months Time-in-Grade as MAJ

j. If conditionally promoted, NCOs must complete all Noncommissioned Officer Education System (NCOES) requirements in order to perform OTD for missions 30 days or longer. A Soldier can attend PME while performing OTD, provided it is identified and approved during the mission approval process. Ideally, the Soldier should attend PME with ADT funds. However, the gaining unit can fund the Temporary Duty (TDY) cost for school.

k. Soldiers must have served fewer than 17 years of Active Federal Service (AFS). If a Reserve Component Soldier has completed 17 or more years of AFS, approval from the Deputy Chief of Staff (DCS), G-1 (DAPE-MP) is required. Send all Exception to Policy (ETP) requests through USARC G-3/5/7 (AFRC-OPR), to HQDA, DCS G-1 for approval.

l. OTD must not fall within six months of the Soldier's Expiration Term of Service (ETS) or Mandatory Removal Date (MRD). This requirement may be waived where exceptional military need exists, and the Soldier can complete the mission before ETS or MRD. Missions must be completed a minimum of seven days prior to ETS/MRD to

## **Other Training Duty (OTD) Procedures (continued)**

properly allow Soldiers to out-process. Send ETP requests through the USARC G-3/5/7 (AFRC-OPR-T).

### **5. APPROVAL AUTHORITY.**

- a. See Delegations of Authority #22-03 and #22-04.
- b. All General Officer mission requests, regardless of length, must be submitted to USARC for the Deputy Commanding General's approval.
- c. A Soldier is not normally permitted to perform more than 180 cumulative days of OTD per FY. This 180-day restriction does not apply to OTD as a resident student.
- d. All requests must be approved in TOD.
- e. MSC will maintain all mission documentation for three FYs from mission start dates.

### **6. EXCEPTIONS TO POLICY (ETP).**

a. ETPs must be submitted through USARC G-3/5/7 (AFRC-OPR-T). MSC Commanders will endorse ETPs in memorandum format and upload in TOD no later than 45 days prior to the desired mission start date. Approval authorities are as follows:

- (1) 17 or more years of AFS requires HQDA DCS, G-1 approval.
  - (2) 1825 threshold requires USARC CG (or designee) approval.
  - (3) MRD requires Assistant Secretary of the Army (Manpower and Reserve Affairs) approval.
  - (4) PME for missions of 30 days or more, IAW paragraph 4i, requires MSC Commander approval.
- b. The first GO in the chain of command has ETP authority for OTD orders approval, except for those outlined in para 6a.
  - c. ETP justifications must be clear and concise.
  - d. Soldiers may not perform duty until the ETP is adjudicated and returned to the unit approved in writing.
  - e. IAW Title 10, United States Code, ETPs will be submitted for Soldiers who perform more than 1825 days of active duty within 2190 days (5 out of 6 years). Annual Training (AT), Initial Active Duty for Training (IADT), Inactive Duty Training (IDT), and Active Duty Training School (ADTS) are not counted against the 1825-day threshold.