



Commander's Guide

for

Individual Ready Reserve Affiliation Program (IAP)

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ARNG-HRH



IAP Problem Statement, Intent, and Objectives

Problem Statement

IRR Soldiers and their families do not have access to a local military network to maintain readiness

Intent

- Partner with HRC to develop a pilot ARNG program to geographically affiliate IRR members with reserve component units
- Recommend an enterprise solution that uses existing automation

Objectives

- Provide IRR Soldiers and their families a local network of support
- Improve IRR Soldier readiness
- Retain Soldiers with valuable skills, knowledge, abilities and experiences
- Promote Continuum of Service



Mission Statement

On 1 July 2011, the USAR, in direct partnership with HRC and the ARNG, will implement the Individual Ready Reserve Affiliation Program (IAP) providing IRR Soldiers and their families with a local support network – available to improve IRR Soldier readiness, promote the Continuum of Service (COS), and retain Soldiers with valuable skills, abilities, knowledge, and experience.



Theme / Messages

Theme: IAP promotes the welfare and readiness of IRR Soldiers and Families.

Messages:

- The US Army will establish the IRR Affiliation Program (IAP) to provide members of the IRR with a local network support and resources.
- All Soldiers entering or currently in the IRR will be affiliated.
- Affiliated IRR Soldiers are under no obligation to participate in any unit training or to maintain contact with the unit. They will only be required to acknowledge their affiliation to a unit and that they understand that resources and support will always be available to them while assigned to the IRR.
- IAP will ensure that IRR Soldiers and their Families have a local person and unit to turn to for information and support.



Theme / Messages Con't

- IAP will improve IRR Soldier readiness and support the Continuum of Service as Soldiers transition between active status and reserve status.
- The IAP will be cooperatively managed by the USARC, HRC, and the ARNG.
- IAP kicks off 1 July 2011 – All CONUS IRR Soldiers will be affiliated first, and then all OCONUS IRR Soldiers will be affiliated.
- In December 2011, IAP will start operating at AC Transition Points to affiliate AC soldiers as they separate. The ARNG IAP will also be operational across the force.
- The USAR Pilot Program ran December 2010 - June 2011 to assess business management processes involved in implementing the IAP.



IRR Affiliation Pilot Program

ARMY G1 Responsibilities:

- AC transition point policy and procedures



IRR Affiliation Pilot Program

USAR G1 Responsibilities:

- Serve as lead agency for the IRR Affiliation Pilot Program (program development and implementation plan)
- Coordinate the release of strategic communications to inform the IRR Soldiers, stakeholders, and Army Reserve of the IRR Affiliation Program and expectations
- Coordinate development of business rules for the IRR Affiliation Program to ensure program quality and integrity
- Coordinate development of program metrics that demonstrate actual performance against the program's objectives
- Coordinate systems updates and any associated costs which result from the affiliation process



IRR Affiliation Pilot Program

USAR G1 Responsibilities Con't:

- RCMS system management
- USAR policy, analysis, and resourcing



IRR Affiliation Pilot Program

ARNG G1 Responsibilities:

- Program management and analysis
- Affiliating agent
- State/Territory TAG coordination
- RCMS-G system management
- ARNG transition point policy and management
- Program STRATCOM/ education



IRR Affiliation Pilot Program

HRC Responsibilities:

- Develop the process to affiliate IRR Soldiers with a unit
- Provide affiliated Soldiers with a welcome letter
- Establish a long-term IT management plan
- Perform core IRR management functions
 - Awards, evaluations, promotions, military education, etc
 - Publish attachment orders for all affiliated Soldiers desiring to actively participate in unit battle assemblies
 - Process DA Form 1380s (Record of Individual Performance of Reserve Duty Training)
 - Publish AT orders for all IRR Soldiers electing to attend annual training events



IRR Affiliation Pilot Program

HRC Responsibilities con't:

- IRR Soldier personnel management
- Affiliating agent
- Program management and analysis
- AC TP management
- Database and records management (TAPDB/TAPDB-R)
- Program STRATCOM/ education
- IRR Soldier UCMJ and LOD authority



IRR Affiliation Pilot Program

ARCD Responsibilities:

- USAR program manager
- Analysis and evaluation
- USAR TP policy and management
- Program STRATCOM/ education



IRR Affiliation Pilot Program

AC/RC Career Counselors Responsibilities:

- Affiliating agents
- Re-affiliate Soldiers as required
- Facilitate contact between Soldier and unit
- Program STRATCOM/ education



IRR Affiliation Pilot Program

IRR Soldiers Responsibilities:

- Maintain accurate contact information
- Attend an annual one day muster, conducted by HRC
- Acknowledge program and resources
- Comply with HRC Commander requirements



IRR Affiliation Pilot Program

Unit Responsibilities:

- Initiate contact with Soldier contact within 30 days of affiliation
 - Unit Welcome Letter
 - Provide unit battle assembly schedule/provide directions to the unit
- Account for and integrate Soldiers and their Families
- Allow and encourage affiliated Soldiers to attend/participate in battle assemblies, unit events, scheduled HRC musters (screenings) & SRPs
- Provide family service support as needed
- Provide and/or coordinate Rear Detachment support and FRG services for affiliated Soldiers who are cross-leveled for mobilization
- Coordinate all personnel actions through the appropriate HRC career management team



IAP In A Nut Shell

- What it is...
 - RC supplementary support to HRC's IRR Soldiers and their families.
 - An additional tool to improve the readiness of the IRR.
 - Reinforcement to a key element of COS.
 - IRR Soldier's local link to the Army family.
- What it isn't...
 - Does not replace HRC's C2 and personnel management responsibilities over IRR.
 - Not a RC recruiting program.
 - Not an additional readiness management requirement for unit commanders.
 - Not a unit commander's source of additional manpower.



What is “unit support to affiliated IRR Soldiers”?

- Examples of unit provided support/information:
 - Medical readiness events and resources.
 - Employer Partnership Program.
 - ESGR – Contact info for local ombudsman.
 - VA – Contact information to local clinics, counselors and State advocates.
 - Contact info to local, regional and virtual Family Readiness personnel and centers.
 - Local Career Counselor contact information.
 - New and emerging programs.
- Assistance to Soldiers with minor personnel related issues and questions.
- Facilitate communication between Soldier and HRC.
- Provide rear detachment support for mobilized affiliated Soldiers and their families.



Key Definitions

- IRR Soldier's IAP Status:

- Affiliated

- No orders, only system generated memo with unit info and POC.
 - Unit communicates program, resources and training event information.
 - Soldier is not required to participate in unit training or maintain contact.
 - All current and future IRR Soldiers affiliated to a RC unit.

- Attached

- HRC publishes attachment orders to RC unit.
 - Units assist Soldiers process pay (DA 1380) and request and validate AT orders.
 - Soldiers can attach to any RC unit for points-only training.
 - Attachment not required for annual training.

- Communication – IAP measurement of readiness i.e., knowledge increases potential for improved readiness and continued service.
- Transition Point (TP) – points of entry into the IRR.
 - AC Installations
 - Army Reserve Centers
 - Army National Guard Armories



Program Business Rules

- All current and future IRR Soldiers are affiliated.
- Affiliations only to units w/ UA (USAR) or 79T, Readiness NCO (ARNG) or other designated Full-time support personnel.*
- Affiliations based on MOS, rank, gender, etc... an option but not a requirement.
- Career counselors and HRC will provide memo with unit and contact information.
- 50 miles from home of record or 90 minute travel.
- Communication by units:
 - Monthly – Welcome Letter to newly affiliated Soldiers.
 - Annually – Letter to all IRR Soldiers reinforcing support, resources and COS.
- Mobilized IRR Soldiers different; become priority of support for USAR.



Program Metrics

Metric	Measure
Assess IRR Soldier Readiness	<p>New: USAR/ARNG – number of monthly confirmed contacts w/Soldiers by unit and Career Counselors/Readiness NCOs.</p> <p>HRC - Number of SRP checklist submitted to HRC HRC - Number of 1380s processed HRC - Number of orders validated</p>
IRR Soldier access to unit support and family readiness services	<p>New: USAR - % of units with program info added to local FRG SOPs and policies. (Goal 100%) - Program info added to USAR Reg 608-1, USAR Family Programs</p> <p>USAR/ARNG - 6 month survey USAR/ARNG - 12 month survey</p>
Determine workload impact on unit missions	<p>6 month survey 12 month survey</p>
Promote Continuum of Service	<p>Number transitioned to:</p> <ul style="list-style-type: none"> - SELRES - Active Component - National Guard - Number retained beyond MSO



Application Reporting Requirements

- Number of IRR Soldiers assigned by State
- Number of IRR Soldiers who made contact (in-person & telephonically) with their affiliated unit.
- Number of Soldiers contacted by affiliated unit and number of issues which required unit intervention and the category of these issues (i.e.: administrative, pay, medical, family, and deployment).
- Number of Annual Training (AT) orders requested
- Number of Soldiers who attended Individual Training (IDT)
- Number of Soldiers deployed from affiliated unit, number of Soldiers who entered SELRES and number of extension beyond MSO for IRR Soldiers



Instructions for IDT Attendance

- Mission. AR unit personnel will assist their attached IRR Soldiers process DA Form 1380s for completed periods of Inactive Duty for Training (IDT).
- The Human Resources Command (HRC) will process all DA Form 1380s for attached IRR Soldiers.
- IRR Soldiers will only be credit with retirement points for IDT periods.
- IRR Soldiers must be attached to a RC unit in order to perform points only IDT.



Instructions for Processing DA 1380

- Once the training period is complete, unit personnel will submit a DA Form 1380 to HRC so the Soldier can be compensated with the corresponding points.
- The DA Form 1380 will be signed by the commander or supervisor of the Soldier substantiating that the duty was performed.
- Unit personnel will ensure the DA Form 1380 is legible and complete.
- The unit personnel will send the DA form 1380 electronically to the HRC mailbox hrc.irr.affiliation@conus.army.mil



Instructions for Requesting Annual Training (AT) Orders

- IRR Soldiers are authorized up to 12 days of AT per year (subject to available funding). The Soldier must coordinate dates and location with his/her unit of affiliation.
- IRR Soldiers do not have to be attached to a unit to perform Annual Training.
- Fragmented ATs (i.e. 6 days now and 6 days later) must be approved by the HRC POC Mr. Lynn Alsup at (502) 613-4157.
- All applications must be submitted to HRC no later than 45 days prior to the training event.



Instructions for Requesting Annual Training (AT) Orders Con't

- Applications for Duty must contain:
 - a. DA Form 1058
 - b. Agency Request letter signed by the Commander to include:
 1. This request is for ___ days of annual training for FYXX
 2. Start date of tour
 3. Grade/Name/SSN/MOS
 4. Unit of Duty: Unit, Address, zip code
 5. Unit of Duty UIC
 6. Mode of Transportation
 7. Mileage for local travel
 8. Rental car authorization: Yes-must have justification/No
 9. Lodging available: Yes/No
 10. Duty uniform
 11. Security Clearance required: Yes/No
 12. Specific requirements: if any
 13. Unit POC



Instructions for Requesting Annual Training (AT) Orders Con't

- All AT must start on a Monday (must justify any other day). If Monday is a holiday then the tour will begin on Tuesday. Soldiers are expected to work on weekends while on AT orders.
- DA Form 5500/5501 if needed
- Check for completeness and then send electronically to: hrc.irr.affiliation@conus.army.mil



Instructions for Requesting Soldier Readiness Process (SRP) Orders

- HRC will process requests from IRR Soldiers who want to participate in their affiliated unit's scheduled SRP.
- Unit SRP events must provide complete medical and dental screening, as well as all other requirements listed on DA Form 7425.
- Requests for muster duty AT to attend unit scheduled SRP event are limited to the months of January through August of each calendar year.
- The unit and/or the Soldier will contact the Muster Outreach Team (MOT) 877-303-2400, hrc.irr.affiliation@conus.army.mil to request a one day muster order.
- The request for orders must be submitted 8 weeks/2 months prior to the date of a unit scheduled SRP event.
- The Soldier will receive a Unit Visit Muster order, which will contain contact information for the local Army Reserve Careers Division (ARCD) counselor.



Instructions for Requesting Soldier Readiness Process (SRP) Orders Con't

- Unit personnel will verify attendance and assist the Soldier in completing their pay documents. The completed pay documents and DA Form 7425 will then be submitted to the MOT.
- The MOT will receive the pay documents, take appropriate actions in the Soldier Management System (SMS) to ensure proper tracking, and coordinate pay with the Reserve Pay Section



Instructions for Processing DA 4651-R Request for RC Assignment or Attachment

- HRC will process attachment requests for IRR Soldiers who wish to participate in unit training on a point-only training status.
- Affiliated IRR Soldiers may only attend Battle Assembly with the unit designated on the attachment order.
- Tasks to Subordinate Units. No Change
- The Soldier and unit will complete the DA Form 4651-R, Request for Reserve Component Assignment or Attachment and send electronically to HRC using the e-mail address hrc.irr.affiliation@conus.army.mil.
- The request for orders must be submitted 30 days prior to the start date of the scheduled unit training.
- The Soldier and unit will receive orders attaching the Soldier to the unit for an indefinite period. Should the Soldier decide to end their attachment another DA Form 4651-R requesting release from attachment will be required.



Procedures for Line Of Duty (LOD)

- Affiliated IRR Soldiers injured while performing IDT or AT are covered medically.
- Commanders will seek immediate treatment for an injured Soldier and initiate the Line of Duty process in accordance with AR 600-8-4.
- Unit commanders will coordinate directly with the IRR Management Team and ensure that the DA Form 2173 and all supporting documents are transferred to HRC.



Key Contacts and Links

- USAR G1 Action Officer – (910) 570-8814 – USARCIRRAffPrgm@usar.army.mil
- USAR Program Manager – (770) 960-3766 – USARCIRRAffPrgm@usar.army.mil
- HRC IRR Management Team – (877) 303-2400 – hrc.irr.affiliation@conus.army.mil
- IAP AKO Knowledge Center – <https://www.us.army.mil/suite/page/648503>
- US Army Human Resources Command, IRR Management Team/ Muster Outreach Team – (877) 303-2400 – hrc.irr.affiliation@conus.army.mil
- ARNG-HRH Team: Mr. Gregory Heffner – (703) 607-5350 gregory.heffner@us.army.mil & SGM Larry Johnson – (703) 607-8660 – larry.t.johnson@us.army.mil