

Army National Guard Participation in the IRR Affiliation Program (IAP) Standard Operating Procedures (SOP)



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UNCLASSIFIED

Summary. This is the Army National Guard (ARNG) Standard Operating Procedure (SOP) for the Individual Ready Reserve (IRR) Affiliation Program (IAP). The purpose of this SOP is to establish the standards for IRR Affiliation. This SOP also describes the responsibilities and technical application requirements unique to the ARNG's application of the IRR Affiliation Program.

Applicability. This publication applies to all levels within the ARNG holding a responsibility to administer the IAP program. This publication also applies to ARNG Soldiers performing duties as Reserve Component Career Counselors at active duty transition points.

Proponent. ARNG G1, Personnel Policy Division (ARNG-HRH), Army National Guard. Feedback and comments may be sent to iap@ng.army.mil.

Supplementation. Supplementation of this SOP and establishment of command and local forms are prohibited without prior approval of the Chief, Personnel Policy Division, ARNG-HRH.

Management Controls. This SOP is subject to command directives and policy of the Director, ARNG has ARNG-HRH management control provisions.

References. All references for this SOP are listed in the Glossary.

Abbreviations and Special Terms. All abbreviations and special terms for this SOP are explained in Appendix H.

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Chapter 1 Introduction

1-1. Background

a. The overarching purpose of the IAP is to maintain the IRR Soldier, and their family, connection with their greater Army family. Under the IAP concept, ARNG and USAR units function as a local resource to IRR Soldiers and their families providing support and assistance, when requested by the IRR Soldier, by connecting them with military, community, and other resources.

b. The U.S. Army Human Resources Command (HRC) is responsible for the overall management of all Soldiers in the Individual Ready Reserve (IRR). In the spring of 2011, The United States Army Reserve (USAR) asked HRC to initiate an IRR Affiliation Program with the intent of affiliating every IRR Soldier with a reserve component (RC) unit located, ideally, no more than 50 miles from their home.

c. On 1 July 2011, the USAR, in direct partnership with Human Resources Command (HRC) and selected Army National Guard (ARNG) Pilot States, implemented the IAP to provide IRR Soldiers and their families with a local support network. This initiative will improve IRR Soldier readiness, promote the Continuum of Service (COS), and retain Soldiers with valuable skills, abilities, knowledge, and experience. The principal directive is the USAR OPOD 11-082. Since the ARNG maintains a substantial number of armories throughout the United States (much greater than that of the USAR), the Chief of the Army Reserve sought out the Army National Guard's partnership and assistance in implementing IAP.

1-2. Phasing

a. Phase I of IAP

(1) Recognizing the potential value of the program to the Army as a whole, ARNG initiated a pilot program in July 2011 to test the concept's applicability within its force structure. During IAP Phase I (July to October 2011) 47,000 IRR Soldiers were affiliated with either a drilling USAR TPU unit or with units in the seven ARNG pilot States. The administrative burden at unit level to administer the IAP partnership, to date, has proven to be insignificant. Therefore, on 20 January 2012, the Director, ARNG encouraged all Sate TAGs to participate in partnership with the USAR and HRC, in implementing IAP not later than 29 Feb 12. Subsequently, the ARNG G1 issued full implementation guidance in the form of PPOM# 12-010.

b. Phase II of IAP

(1) In April 2012, HRC affiliated Soldiers transitioning from active service to the IRR with a specific reserve component unit. Those Soldiers departing active service without a SELRES assignment were affiliated with the nearest USAR/ARNG unit to their home for the remainder of their IRR service. In addition, Soldiers being assigned to the IRR from the reserve component are to be affiliated back to their previous SELRES unit for the duration of their remaining Ready Reserve service obligation.

(2) IAP will be administratively managed with an enhanced module within the Reserve Component Management System's (RCMS) called the Retention Management Software (RMS). This enhanced USAR module, modified for use by the ARNG, is easily understood and comparable to other core RCMS applications. The USAR provided initial training on the RCMS RMS module for the pilot States; ARNG conducted additional regional training as the program moved to full implementation. Continued training after implementation is the individual State's responsibility supplemented by subject matter experience provided by ARNG-HRH.

Chapter 2 Responsibilities

2-1. Army G-1

The Army G-1 is responsible for establishing policy and operational procedures pertaining to the several active component transition points.

2-2. Army Human Resources Command (HRC) --

- a. holds command authority for IRR Soldiers and is responsible for --
 - (1) all core personnel management functions to include evaluations, promotions, military education, awards, etc.
 - (2) all pay related actions to include the publication of orders regarding those actions. Such orders include when an IRR Soldier desires to attend Annual Training or Inactive Duty Training drill with their affiliated unit for retirement points only.
 - (3) all records management functions to include maintaining iPERMS and TAPDB.
 - (4) all UCMJ responsibility.
 - (5) line of duty authority determination.
 - (6) program management and analysis as well as strategic communications and education of the program.
- b. insures all Soldiers entering the IRR are affiliated with a reserve component unit via IAP.

2-3. USAR G-1 --

- a. serves as the lead agency for implementation and operation of the overall IRR Affiliation Program to include development and implementation of plans, coordination of strategic communication between USAR and ARNG stakeholders and IRR Soldiers.
- b. is responsible for the development of program metrics to demonstrate performance against program's objectives.
- c. Provide all funding requirements for the program

2-4. ARNG G-1 --

- a. is the ARNG proponent responsible for partnering functions with HRC and the USAR and managing the ARNG's participation in IAP.
- b. ARNG G-1 has delegated operational authority for IAP program management to ARNG-HRH.

2-5. ARNG-HRH --

- a. is responsible for performing program management and analysis of the IAP from the ARNG's perspective and acts as the affiliating agent working in concert with HRC and USAR.
- b. acts as the coordinating LNO for the States.
- c. ensures the ARNG specific portions of RMS are appropriate for program management.
- d. is responsible for strategic communication and education of stakeholders at all levels within the ARNG and conducts continued management oversight of the IAP.

2-6. Individual State's G-1 --

- a. is responsible to initiate and manage Unit IAP programs as directed in PPOM 12-010.
- b. ensures all applicable levels within the State force structure are knowledgeable in the nuances of the IRR Affiliation Program, Retention Management Software, and service support requirements as contained in this SOP.
- c. provides management oversight of IAP within their State and provides command emphasis to full time support in supporting units.
- d. maintains RCMS restricted access permission system at the JFHQ level. Permissions granting authority is not to be delegated below the immediate G1 control.
- e. provides oversight to the IAP within their State and compiles data for participating ARNG units for submission to ARNG-HRH, as requested. Such data may include, but is not limited to --
 - (1) participating Unit and POC information
 - (2) number of IRR Soldiers affiliated by unit
 - (3) number of IRR Soldiers who have made initial contact with their affiliated unit, either telephonically or in person.
 - (4) number and type of issues which required unit intervention (i.e., administrative, pay, medical, family, deployment, etc).
 - (5) number of Annual Training (AT) orders requested.
 - (6) number of IAP Soldiers attending IDT.
 - (7) number of IAP Soldiers deployed with affiliated unit
 - (8) number of IAP Soldiers entering SelRes
 - (9) number of IAP Soldiers extending beyond the end of their military service obligation (MSO).
- f. when desired by the Affiliated Soldier, to facilitate enlistment into the ARNG. However, in the converse, to ensure that IAP Soldiers not desiring further contact are not under any type of duress encouraged to participate in training or join any ARNG unit.
- g. will ensure proper coordination of Rear Detachment Support and Family Readiness Group services for those affiliated Soldiers and their Families who are cross leveled for mobilization.

2-6. Affiliated Unit

- a. Unit Commanders will ensure full time support personnel --
 - (1) initiate and conduct IAP operations as directed in PPOM 12-010 and this SOP.
 - (2) are well versed in the IAP documents and publications in order to properly assist the affiliated Soldier and their family.
 - (3) are familiar with and competent in the use of the Retention Management Software used to manage the IAP Program and will insure, at a minimum - monthly, all notifications received via RMS receive welcome or annual letters electronically.
 - (4) contact all IAP Soldiers within 30 days of receiving affiliation notice via the auto generated electronic letter capability within RMS. Units will also, annually, send the Soldier another contact letter using the RMS auto generated annual letter capability. Contact letters and any attachments will include unit contact information.
 - (5) when prompted by RMS reconcile any anomalies between the affiliated Soldiers current mailing address and contact information and the information of record.
- b. Units will provide affiliated Soldiers with supporting Family Support Group contact information, IDT schedules, direction to unit armory, etc. Unit leadership will encourage soldiers to attend unit events and screenings, but at no time will they be over- zealous (which may be construed as harassment) the Soldier to be recruited back to the SelRes.

c. Coordinate military personnel actions, as requested by the affiliated Soldier, through the HRC Career Management Team. Examples of support and information include: assistance to Soldiers with personnel issues and questions, rear detachment support for mobilized Soldiers and their Families, local career counselor contact information, new and emerging programs of interest. Full time unit staff also serves as a conduit connecting the Soldier or their family with community, state or federal resources.

f. If requested by the affiliated IRR Soldier, units will facilitate their attendance and participation in unit or annual training.

2-7. Affiliated Soldier

As pertaining to IAP, the affiliated Soldier will --

- a. acknowledge the existence of the IAP and its resources.
- b. comply with HRC Commander requirements.
- c. Provide and maintain current contact information.

Chapter 3 Vision and Intent

3-1. Concept.

a. IAP is envisioned as a local support system for IRR Soldiers and their families to turn to for information and support. IRR Soldiers, by definition, do not have an actual unit they are assigned to; this program will affiliate them with a local ARNG or USAR unit for the purpose of maintaining a connection to the Army Family for continuum of service. The affiliated Soldier is under no obligation to ask for assistance of any type or participate in any type of unit training. They are only required to acknowledge their affiliation to a unit and that they understand resources and support are available to them while they are assigned to the IRR.

b. The IAP is a reserve component support system to IRR Soldiers and their families. It is a local link for IRR Soldier's to the Army family and a key element of continuum of service.

c. The IAP does not replace or relieve HRC's command and control and personnel management over the Individual Ready Reserve. The IAP is not an additional readiness management requirement for local unit commanders, neither is it a source for additional manpower for the unit. While Soldiers in the IAP may be spoken to about joining the ARNG or USAR unit they are affiliated with, this program is not a recruiting tool and aggressive encouragement on the part of local recruiting commands is discouraged.

3-2. Unit and Soldier Relationship

a. All current and future IRR Soldiers will be affiliated to a Reserve Component unit.

b. The IRR Soldier is neither assigned nor attached to the affiliated unit. At all times, the Soldier remains the command responsibility of HRC for all levels of personnel management and administration.

c. Affiliation of a Soldier does not require any type of order; only a system generated memo with local unit information and points of contact. The local unit will communicate the program, resources and training event information but the Soldier is not required to participate.

d. IRR Soldiers may participate in Inactive Duty for Training (IDT) for retirement points only. Such Soldiers must be attached on orders by HRC to a RC unit in order to perform IDT for retirement points only (see Appendix 2 to Annex F - Instructions for processing DA Form 4651-R (Request for Reserve

Component Assignment or Attachment)). Affiliated unit personnel will assist their attached IRR Soldiers processing DA Form 1380s (Record of Individual Performance of Reserve Duty Training) for completed periods of IDT (see Appendix 3 to Annex F - Instructions for processing DA Form 1380). All requests must be submitted to HRC no later than 45 days prior to the event.

e. Under certain circumstances, with the prior approval of HRC, IRR Soldiers may participate in up to 12 days of annual training (AT) per year for pay (subject to availability of funding). IRR Soldiers do not have to be attached to a unit to perform AT with that unit. All requests must be submitted to HRC no later than 45 days prior to the training event (see Appendix 4 to Annex F - Instructions to process Requests for Annual Training). The IRR Soldier will coordinate dates and location with their unit of affiliation. Fragmented ATs (i.e. 6 days now and 6 days later) may be approved by the HRC IAP Management Team.

f. IRR Soldiers may participate in Soldier Readiness Processing events (see Appendix 5 to Annex F - Requests for Soldier Readiness Process (SRP) Orders).

g. Soldiers attending training or other events incurring any type of injury or illness, are covered by the same rules, policies and procedures as an active participating Soldier. While HRC is responsible for administration and completion of the line of duty, the affiliated unit will assist the Soldier as needed. See Appendix 6 to Annex F titled Medical and Line of Duty.

3-3. Assignment Functionality

Currently affiliation parameters are based on the physical distance between the Soldier's residence and the nearest RC facility; there is no current correlation between the Soldiers' branch, MOS, rank, skill set or gender and the selection of affiliated unit. The affiliation process is purely geographical - the fully functional RMS electronically searches for RC units (both ARNG & USAR) within a radius of up to 50 miles from the zip code of the Soldier's residence and determines the number of Soldiers currently affiliated with each unit. In those cases where there is more than one armory or reserve center within the 50-mile radius, the Soldier is allowed the option to select with which unit to affiliate. If the Soldier has no desire to select a unit, the Soldier is involuntarily affiliated; RMS will in these instances affiliate the Soldier based on predetermined metrics and business rules. Note: in remote areas the affiliation radius may be extend up to 225 miles.

Annex A
PPOM #12-010

PPOM #12-010, Full Implementation Guidance for the Army National Guard IRR Affiliation Program, and supporting documents may be located on is the ARNG G1 Gateway under the Personnel Policy Library tab.

Follow this link:

<https://g1arng.army.pentagon.mil/Policies/PPOMHRH/Pages/download.aspx?FileID=12452>

Enclosure 1 to ARNG HRH PPOM #12-010 provides detailed implementation instructions for completing the IAP Data Worksheet. Because of the precise data base requirements, action personnel are advised to thoroughly read this document prior to attempting to complete the IAP Data Worksheet.

Follow this link:

<https://g1arng.army.pentagon.mil/Policies/PPOMHRH/Pages/download.aspx?FileID=12404>

The IAP Data Worksheet contains specific data on the affiliated unit, the IAP Point of Contact within that unit and specific data for RMS to computer generate the Welcome and Annual Letters.

Follow this link:

<https://g1arng.army.pentagon.mil/Policies/PPOMHRH/Pages/download.aspx?FileID=12405>

Other informational documentation is also attached to PPOM 12-010.

Annex B
Subject Matter Briefing

The Commander's Guide is a packaged PowerPoint briefing containing the salient points of the IRR Affiliation Program. The brief is in two parts - 1) a general overview of the philosophy and responsibilities, and 2) detailed user training slides.

It may be located within the ARNG G1 Gateway - <https://g1arng.army.pentagon.mil/Pages/Default.aspx>
Follow this link: <https://g1arng.army.pentagon.mil/Programs/IAP/Pages/default.aspx>

Annex C
Retention Management Software (RMS) User Guide

The Retention Management Software User Guide contains detailed, step-by-step screen shot explanations on how to navigate and operate the RMS application. It is continuously up-dated by the contractor and can be located on the USAR's IAP information site.
Follow this link: Will be accessible to ARNG personnel upon the pending release of the RMS module.

Annex D
Orientation Handbook for IRR Soldiers

The Orientation Handbook is a document provided to Soldiers on assignment to the IRR. It contains numerous points of interest, which includes, among other things, the details on IAP. This document should be reviewed by unit IAP POCs, because it will be the stimulus enhancing IRR Soldiers to contact a local reserve component unit for information or assistance. It is continuously up-dated by the contractor and can be located on the USAR's IAP information site.

Follow this link:

https://www.hrc.army.mil/site/reserve/soldierservices/programs/IRR_handbook.pdf

Annex E **IAP Frequently Asked Questions**

Q: What is the IRR Affiliation Program?

A: The IRR Affiliation Program (IAP) is a program to partner Soldiers in the IRR with a local ARNG or USAR unit. The program is administered by Human Resource Command (HRC), Ft Knox KY and executed by units throughout the ARNG and the USAR nationwide.

All IRR Soldiers are affiliated to an ARNG or USAR unit with full time support staff to assist them as needed. Affiliations based on MOS, rank, gender, or preference is an option but not a requirement. Soldiers are provided with a memo containing their affiliated unit's contact information. IRR Soldiers will be affiliated to a unit within 50 miles from their home of residence or up to 225 miles for those geographically dispersed areas.

Affiliated IRR Soldiers will be under no obligation to participate in unit training or to maintain contact with the unit; they will only be asked to acknowledge the program, their affiliation to a RC unit, and that resources and support will always be available to them while assigned to the IRR.

Q: Can I attach to a unit for training? Can I earn retirement points?

A: Yes. At the Soldier's request, full time unit support personnel will submit requests for attachment to HRC requesting authorization for the affiliated IRR Soldier to participate in unit training for retirement points only.

The affiliated Soldier (with affiliated unit assistance) will complete the DA Form 4651-R (Request for Reserve Component Assignment or Attachment) and send electronically via e-mail to HRC at hrc.irr.affiliation@conus.army.mil.

The request for orders must be submitted no later than 45 days prior to the start of the training event.

Q: How are DA Form 1380s processed?

A: DA Form 1380 (Record of Individual Performance of Reserve Duty Training) is required in order for IRR Soldiers to be compensated for performance of duty. Upon completion of duty performance, the Soldier's affiliated unit will complete the form and forward to HRC, Ft Knox IAP Management Team at hrc.irr.affiliation@conus.army.mil.

Q: Can I participate in Annual Training (AT)?

A: Yes. Subject to funds availability and with prior approval of HRC, IRR Soldiers may participate in up to 12 days of AT per year. The IRR Soldier must coordinate dates and location with their affiliating unit. The affiliating unit will assist the Soldier in requesting approval and AT orders from HRC. Requests must be submitted up to 45 days prior to the training event. The starting date of AT participation must always begin on a Monday.

Q: Do the 12 days of AT per year have to be performed all at one time or can they be fragmented?

A: No, the 12 days of AT per year do not have to be performed all at one time. Fragmented AT periods are authorized but under the same conditions as the question above, with coordination of dates and location with affiliating unit, availability of funds and prior approval of HRC up to 45 days prior to training.

Q: What must be included in the request to HRC?

A: DA Form 1058-R (Application for Active Duty for Training Active Duty for Special Work Temporary Tour of Active Duty and Annual Training for Soldiers of the Army National Guard and the US Army Reserve)

B. Cover letter from the affiliating Unit Commander, which will include:

Mode of Transportation

Mileage for local travel

If requesting rental car, must provide justification.

Lodging available: Yes/No

Security clearance required: Yes/No

Specific requirements: If any

Unit POC

DA Form 5500/5501: if applicable

NOTE: All AT periods start on a Monday (must justify beginning on any other day.). However, if Monday is a holiday - then the AT tour will begin on Tuesday. Soldiers are expected to work on weekends while on AT orders.

Q: Can I attend the affiliated unit's SRP to complete any such SRP requirements designated by HRC?

A: No. Normally, IRR Soldiers will attend SRPs at the direction of and location designated by HRC.

Q: Can I complete my USAR Annual Muster requirement with my affiliated unit?

A. IRR Soldiers are required to complete an annual muster at the direction of and location provided by HRC. ARNG units (to include the affiliated unit) have no responsibility regarding the USAR Annual Muster requirements.

Q: Should I choose to attend (and receive appropriate permission from HRC), where will I be able to draw individual gear.

A: UNDETERMINED AT THIS TIME - ACTUAL PROCESS DETERMINATION IS UNDER REVIEW.

Important IAP Points of Contact

Army National Guard-HRH Team - (703) 607-5350 or Mr. Gregory Heffner

Army National Guard-HRH Team - (703) 607-5846 or Mr. John Schmidt

Army National Guard-HRH Team - (703) 607-9169 or CW4 Diane S. Fredette

US Army Human Resources Command, IRR Management Team/ Muster Outreach Team at 1-888-ARMYHRC (276-9472) or email at hrc.irr.affiliation@conus.army.mil

Annex F **IAP Service Support**

This annex and its appendices provide specific instructions and guidance for management and sustainment of IRR affiliated Soldiers.

1. Units and affiliated IRR Soldiers are required to review the appendices and become familiar with each specific process and ensure all requests are legible and complete.
2. Administration Issues. All IRR Soldiers are the responsibility of HRC, which holds command authority and responsibility for --
 - a. all core personnel management functions to include evaluations, promotions, military education, awards, etc.
 - b. issuing Common Access Cards (CAC). Currently, AR 600-8-14 only authorizes CACs for IRR Soldiers on orders in excess of 30 days.
 - c. all pay related actions to include the publication of orders regarding those actions. Such orders include when an IRR Soldier desires to attend Annual Training or Inactive Duty Training drill with their affiliated unit for retirement points only.
 - d. all records management functions to include maintaining iPERMS and TAPDB.
 - e. all UCMJ related matters involving IRR Soldiers attached or unattached, but performing AT with an RC unit will be referred to the CG, HRC for adjudication.
 - f. line of duty authority determination.
 - g. conducting an annual muster. Note: ARNG affiliated units have NO responsibility for or involvement in the IRR Annual Muster. If the affiliated Soldier should inquire about annual muster requirements, locations, or details see Appendix 5 and refer them to HRC website <https://www.hrc.army.mil/site/reserve/soldierservices/programs/FY12Muster.pdf>
 - h. issues pertaining to security clearances. IRR Soldier should contact their career counselor at HRC if they believe they are due a periodic reinvestigation.
 - i. issuing uniforms. RC unit commanders can request a clothing issue only for attached IRR Soldiers. See AR 700-84 or IRR Management Team 1-888-ARMYHRC (276-9472) hrc.irr.affiliation@conus.army.mil for additional guidance.

This annex contains 7 appendices:

Appendix 1 - Sample Unit Welcome Letter

Appendix 2 - Instructions for Processing DA Form 4651-R

Appendix 3 - Instructions for Processing DA Form 1380

Appendix 4 - Instructions for Requesting Annual Training Orders

Appendix 5 - Instructions for Requesting Soldier Readiness Processing Orders or Muster Orders

Appendix 6 - Medical and Line of Duty Issues

Appendix 7 - Period Health Assessment (PHA) for IRR Soldiers

Appendix 8 - Instructions for Acquiring and Issuing Individual Equipment for IAP Soldiers - PENDING DEVELOPMENT

**APPENDIX 1 TO Annex F ARNG IAP SOP
Commander's Welcome Letter**

A sample welcome letter is shown at

https://g1arng.army.pentagon.mil/Programs/IAP/Documents/Supporting%20Documents/Commander%27s%20Welcome%20Letter_Template.docx.

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**APPENDIX 2 to Annex F ARNG IAP SOP
INSTRUCTIONS FOR PROCESSING DA FORM 4651-R
(REQUEST FOR RESERVE COMPONENT ASSIGNMENT OR ATTACHMENT)**

DA Form 4651-R (Request for Reserve Component Assignment or Attachment) is the form required to request attending training for retirement points only, can be located at <http://armypubs.army.mil/eforms/pdf/a4651.pdf>

1. At the Soldier's request, affiliated unit personnel will submit requests to HRC for affiliated Soldiers to attend training for retirement points only.
2. The Soldier and unit will complete the DA Form 4651-R and send electronically to HRC using the e-mail address hrc.irr.affiliation@conus.army.mil.
3. The request for orders must be submitted up to 45 days prior to the start of the event.
4. 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.

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**APPENDIX 3 to Annex F ARNG IAP SOP
INSTRUCTIONS FOR PROCESSING DA FORM 1380
(RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING)**

DA Form 1380 (Record of Individual Performance of Reserve Duty Training) is the form required to record attendance and performance; it can be located at <http://armypubs.army.mil/eforms/pdf/A1380.PDF>

1. Full time support personnel will certify duty performance using DA Form 1380.
2. The DA Form 1380 substantiating that the duty was performed will be signed by the commander or supervisor of the Soldier.
3. When duty performance is complete, unit personnel will submit DA Form 1380 electronically to HRC hrc.irr.affiliation@conus.army.mil.
4. HRC will annotate the IAP Soldier's records for the duty performed.

**APPENDIX 4 to Annex F ARNG IAP SOP
INSTRUCTIONS FOR REQUESTING ANNUAL TRAINING ORDERS**

DA Form 1058R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual training for Soldiers of the Army National Guard and U.S. Army Reserve) is the form required to request an IRR Soldier to attend Annual Training (AT); it can be located at http://www.armymwr.com/UserFiles/file/All_Army_Sports/A1058_R.pdf

1. IRR Soldiers are authorized up to 12 days of AT per year (subject to available funding). The Soldier must coordinate dates and location with their unit of affiliation.
 - a. IRR Soldiers do not have to be attached to a unit to perform AT with that unit.
 - b. Fragmented ATs (i.e. 6 days now and 6 days later) must be approved by the HRC POC (see paragraph 7).
 - c. All AT periods must start on a Monday (unusual exceptions to policy requests to begin on any other day must be justified/attached). If Monday is a holiday, then the AT tour will begin on the following Tuesday.
 - d. Soldiers are expected to work on weekends while on AT orders.
3. All applications must be submitted to HRC no later than 45 day prior to the training event.
4. Applications for AT duty must contain the following:
 - a. Completed DA Form 1058 (Application for Active Duty Training, Active Duty for Special Work, Temporary Tour of active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve)
 - b. Agency Request letter signed by the commander will include all of the following:

This request is for ___ days of annual training for FY20XX
 Start date of tour: (see note below)
 Grade, Name, SSN, MOS:
 Unit of Duty: Unit, Address, zip code
 Unit of Duty UIC
 Mode of Transportation
 Mileage for local travel
 Rental car authorization: Yes (must have justification attached)/No
 Lodging available: Yes/No
 Billeting available: Yes/No
 Duty uniform: _____
 Security clearance required: Yes/No
 Specific requirements: If any
 Name telephone and e-mail of Affiliated Unit POC
 DA Form 5500/5501 (if applicable)

Verify completeness of documents and forward to: hrc.irr.affiliation@conus.army.mil

**APPENDIX 5 to Annex F ARNG IAP SOP
REQUESTS FOR SOLDIER READINESS PROCESS [SRP] OR MUSTER ORDERS**

1. Affiliated unit personnel will assist IRR Soldier who request to participate in an SRP with their affiliated unit contingent on HRC's funding availability for medical testing, submit a request for muster orders from the U.S. Army Human Resources Command (HRC).
2. IRR Soldiers are required to complete an annual musters. Musters can be completed with the affiliated unit during a scheduled SRP, an Army Reserve Careers Division counselor, or a regional muster event scheduled by HRC.
 - a. HRC will process requests from IRR Soldiers who want to participate in their affiliated unit's scheduled SRP.
 - b. Unit SRP events must provide complete medical and dental screening, as well as all other requirements listed on DA Form 7425.
 - c. Requests for muster duty AT to attend unit scheduled SRP events are limited to the months of January through August of each calendar year.
 - d. The unit and/or the Soldier will contact the Muster Outreach Team (MOT) to request a one day muster order.
 - e. The request for orders must be submitted NLT one (1) month prior to the date of a unit scheduled SRP event.
 - f. The Soldier will receive a Unit Visit Muster order, which will contain contact information for the local Army Reserve Careers Division (ARCD) counselor.
 - g. 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.
 - h. The Muster Outreach Team (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.
3. MOT Point of Contact 1-888-ARMYHRC (276-9472), hrc.irr.affiliation@conus.army.mil.
4. Should the affiliated IRR Soldier inquire about their responsibility to attend an IRR Annual Muster, refer them to the US Army Human Resources Command, IRR Muster Outreach Team (MOT) at 1-888-ARMYHRC (276-9472) or email at hrc.irr.affiliation@conus.army.mil.
5. Also attached for your convenience to provide to the inquiring affiliated IRR Soldier is an IRR Muster schedule and map which has been downloaded from the HRC website.
<https://www.hrc.army.mil/site/reserve/soldierservices/programs/FY12Muster.pdf>.

**APPENDIX 6 To Annex F ARNG IAP SOP
MEDICAL AND LINE OF DUTY**

1. Affiliated IRR Soldiers who incur and injury or illness while performing IDT or AT are covered by the same, rules, policies and regulations as other Soldiers for the purpose of documentation, care and treatment.
2. Commanders will seek immediate treatment for an injured Soldier and initiate the Line of Duty process in accordance with AR 600-8-4. http://www.apd.army.mil/pdf/AR600_8_4.pdf
3. Unit Commanders, or their designee, will coordinate directly with the IRR Management Team at HRC, Ft Knox, KY, assist with the initiation and completion of DA Form 2173 (Statement of Medical Examination and Duty Status), and ensure that the DA Form 2173 and all supporting documents are transmitted to HRC. hrc.irr.affiliation@conus.army.mil.

UNDER CURRENT STUDY

Defining the actual procedures and responsibility cut off for processing DA Form 2173

Appointing an Investigation Officer

Payment of locally incurred medical expenses from a civilian medical institution

This appendix will be update as metrics are defined.

**APPENDIX 7 To Annex F ARNG IAP SOP
Period Health Assessment (PHA) for IRR Soldiers**

The IAP Soldier may access information on the Periodic Health Assessment (PHA) in AKO at the page entitled MEDPROS Force Health Protection - follow this link.

<http://www.usarj.army.mil/reserves/doc/pha.pdf>

APPENDIX 8 To Annex F ARNG IAP SOP
Instructions for Acquiring and Issuing Individual Equipment for IAP Soldiers

Under development

Glossary and Forms

TERMS

AC
Active Component

AKO
Army Knowledge Online <https://www.us.army.mil/>

ARNG
Army National Guard

ARNG G1 GATEWAY [ARNG G1 Personnel Gateway Home](#)

AT
Annual Training

C2
Command and Control

COS
Continuum of Service

DARNG
Director of the Army National Guard

ESGR
Employee Support of Guard/Reserve

FRG
Family Readiness Group

HRC
U.S. Army Human Resources Command

IAP
Individual Ready Reserve Affiliation Program

IDT
Inactive Duty Training

IRR
Individual Ready Reserve

IT
Information Technology

G-1
Military Personnel Office(r)

LOD
Line of Duty

MILPO
Military Personnel Office(r)

MOS
Military Occupational Specialty

MOT
Muster Outreach Team

MSO
Military Service Obligation

OPORDER
Operation Order

POC
Point of Contact

PPOM Policies and Regulations
Personnel Policy Operational Message

Q&A
Questions and Answers

RC
Reserve Component

RCMS
Reserve Component Management System

RMS
Retention Management Software

SOP
Standard Operating Procedure

SRP
Soldier Readiness Processing

STRATCOM
Strategic Communications

TAG
The Adjutant General

TAPDB
Total Army Personnel Data Base

TAPDB-G
Total Army Personnel Data Base - Guard

TAPDB-R
Total Army Personnel Database - Reserve

UCMJ
Uniform Code of Military Justice

USAR
US Army Reserve

USARC
US Army Reserve Command

VA
Department of Veterans Affairs

FORMS

DA Form 1058 - Application for Active Duty Training, Active Duty for Special Work, Temporary Tour of active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve
http://armypubs.army.mil/eforms/pdf/A1058_R.pdf

DA Form 1380 - Record of Individual Performance of Reserve Duty Training
<http://armypubs.army.mil/eforms/pdf/A1380.PDF>

DA Form 2173 - Statement of Medical Examination and Duty Status
<http://armypubs.army.mil/eforms/pdf/A2173.PDF>

DA Form 4651- Request for Reserve Component Assignment or Attachment
<http://armypubs.army.mil/eforms/pdf/a4651.pdf>

DA Form 7425 – Readiness and Deployment Checklist
<http://armypubs.army.mil/eforms/pdf/a7425.pdf>