

Effective 31 January 1997

Army Reserve

Request for Reserve Unit Assignment of Individual Ready Reserve Members

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This UPDATE printing publishes a new change 1, which is effective 31 July 1997. The strikethrough and underscore method is used for the portions of text that are revised.

For the Commander:

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**Summary.** This regulation prescribes policies, responsibilities, and procedures for United States Army Recruiting Command personnel to transfer members of the Individual Ready Reserve to a United States Army Reserve troop program unit.

**Applicability.** This regulation applies to and is binding on all individuals and commanders subordinate to Headquarters, United States Army Recruiting Command. Penalties for violation of this regulation or failure to comply with its provisions include the full range of statutory sanctions for military and civilian personnel. The provisions of AR 140-10 take precedence over this regulation, except when specifically allowed by Headquarters, Department of the Army and

Commander, United States Army Reserve Personnel Center. This regulation does not apply when processing members of the United States Army Reserve control group (Reserve Officers' Training Corps) for troop program unit membership under the Simultaneous Membership Program. This regulation does not apply when processing Individual Ready Reserve members seeking formal school training under the Prior Service Training Program.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP-PPB), Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A; plus 5 copies to ARPERCEN (ARPC-EPS) and FORSCOM (AFPR-RR). This regulation is published in the Recruiting Station Operations UPDATE.

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**Glossary**

**1. Purpose**

This regulation prescribes policies, responsibilities, and procedures for United States Army Recruiting Command (USAREC) personnel to transfer members of the Individual Ready Reserve (IRR) to a United States Army Reserve (USAR) troop program unit (TPU).

**2. References**

For required and related publications and blank forms see appendix A.

**3. Explanation of abbreviations**

Abbreviations used in this regulation are explained in the glossary.

**4. Policy**

a. An enlisted member of the IRR who applies voluntarily for TPU membership is considered an applicant upon signing a completed USAREC OP 2 (DA Form 4187) (IRR Transfer). See figure 1 for transfer flowchart.

b. Enlisted members of the IRR may request transfer to a USAR TPU subject to the assignment limitations of AR 140-10, paragraphs 2-6, 2-6.1, 2-11, 2-15, and 4-28.

c. When an enlisted soldier of the IRR is within 6 months 10 days of terminal service obligation date, the soldier will be processed for extension or immediate reenlistment with concurrent transfer to a TPU.

(1) If the soldier is within 6 months 10 days of expiration term of service (ETS) and the recruiter verifies that the soldier is eligible for a reenlistment bonus or requires a physical, the recruiting battalion (Rctg Bn) operations noncommissioned officer (NCO) will call (1000 to 1600 cen-

tral standard time) the Enlisted Services Division at the United States Army Reserve Personnel Center (ARPERCEN) and request an extension control number. Telephone numbers are commercial (314) 538-2202 or DSN 892-2202.

(2) If the soldier is within 6 months 10 days of ETS and is not eligible for a reenlistment bonus or does not require a physical, the Rctg Bn operations NCO will call the Enlisted Services Division at ARPERCEN (see (1) above) and request an immediate reenlistment control number.

(3) All reenlistment and extension control numbers issued by the Enlisted Services Division at ARPERCEN that are not used within 10 working days must be canceled. This is accomplished by the Rctg Bn operations NCO calling the Enlisted Services Division, ARPERCEN (see (1) above for telephone numbers) and canceling the control number.

(4) A typed copy of the reenlistment or extension contract must be sent via facsimile to the Enlisted Services Division, ARPERCEN, within 48 hours of completion. The facsimile number is commercial (314) 538-2201. The original contract must be mailed to Commander, ARPERCEN, ATTN: ARPC-EPS-R, 9700 Page Blvd Ave., St Louis, MO 63132-5200.

d. Recruiter credit may be awarded when the

\*This regulation supersedes USAREC Regulation 140-3, 26 June 1995.

soldier's data is entered on the Army Recruiting and Accession Data System (ARADS) and the Recruit Quota System (REQUEST) and the reservation has been completed. The soldier's data may not be entered on REQUEST until eligibility for transfer has been verified as prescribed in paragraph 5.

e. Once all applicant processing is completed, the REQUEST reservation is automatically transmitted to ARPERCEN for publication of orders.

f. Unit interviews will be required whenever the conditions at (1) or (2) below exist. The interview will be recorded on the reverse side of the USAREC OP 2 (DA Form 4187) with written consent of the soldier and the gaining TPU commander.

(1) There must be a reasonable assurance that soldiers residing beyond a reasonable commuting distance be available and will satisfactorily participate in unit training assemblies. Reasonable commuting distance is the distance from the soldier's home to the USAR center. It is defined as a 50-mile radius that does not exceed 1.5 hours of travel time one way under average traffic, road, and weather conditions by automobile. (Complete number 5 on the reverse side of USAREC OP 2 (DA Form 4187).)

(2) If the applicant was previously transferred from a TPU as an unsatisfactory participant, a unit interview is required in accordance with AR 140-10, paragraph 4-28 and table 4-1. (Complete number 6 on the reverse side of USAREC OP 2 (DA Form 4187).)

g. Recruiter will followup in accordance with USAREC Reg 601-95. Ownership of the new soldier will be transferred from USAREC to the new TPU upon receipt of when assignment orders are received and the soldier has been taken to the unit for inprocessing.

h. Rctg Bn operations NCO that are guidance counselor (GC) qualified (additional skill identifier (V7)) and any operations NCO in the rank of master sergeant awaiting attendance to the GC course are allowed to process and access IRR transfers. Verification procedures are outlined in USAREC Reg 601-96.

i. Prequalification and qualification may be accomplished by either USAR or Regular Army operations or GC personnel. When Rctg Bn operations or GC is referenced in this regulation those functions may be accomplished by either.

j. Rctg Bn operations will check the soldier's IRR status by accessing the ARPERCEN Personnel Network (PERNET) system via Data Query (DQRY) or Reserve Data Maintenance System (RDMS). When the PERNET system is inaccessible by the Rctg Bn, the request will be forwarded to the appropriate recruiting brigade (Rctg Bde).

k. Facsimile documents are authorized. GC will verify all data on ARBILD with all required documents at accessioning. GC will check USAREC OP 2 (DA Form 4187), section V, "has been verified," and will place his or her name in the authorized representative block, sign, and date the facsimile copy upon accessioning. Original signed documents will be forwarded to the Rctg Bn within 24 hours. The statement

"Accessed using fax copies" will be entered in section V (signature block) of the original USAREC OP 2 (DA Form 4187). The facsimile documents will be permanently filed in the USAREC Fm 794 (Enlistment Processing Worksheet) and become part of the Rctg Bn residual file.

NOTE: All facsimile documents must be legible.

l. Exceptions to the provisions of this regulation may be requested through HQ USAREC (RCRO-PP-PPB), Fort Knox, KY 40121-2726. When an exception to policy has been granted, the USAREC control number will be listed in the upper right-hand corner of the USAREC OP 2 (DA Form 4187).

m. Rctg Bn operations section will maintain USAREC Fm 1078 (IRR Transfer Control Log) on all IRR transfers (see fig C-2). The IRR transfers verified by the Rctg Bn operations via DQRY, RDMS, or Vacancy Potential Transcripts (VACPOT) do not require control numbers.

n. Eligibility and processing of technical warrant officers will be accomplished in accordance with appendix B.

### 5. Prequalification

Applicant transfer processing is determined by the soldier's IRR status. Recruiter can check VACPOT or telephonically contact the Rctg Bn operations section for determination of status via either DQRY or RDMS prior to execution of USAREC OP 2 (DA Form 4187). ~~The use of REQUEST Quick Look (QIKLOK) is authorized in cases when VACPOT is not available prior to obtaining the applicant's signature. The recruiter can also use the REQUEST Quick Look (QIKLOK) program to determine what vacancies are available for either duty military occupational specialty qualified (DMOSQ) positions or Will-Train Yes positions. This QIKLOK can be done prior to obtaining the applicant's signature and date on the USAREC OP 2 (DA Form 4187).~~

a. The applicant agrees to transfer. Recruiter verifies IRR status and job availability via VACPOT or QIKLOK.

b. The recruiter and applicant will complete USAREC OP 2 (DA Form 4187) (see fig C-1), sections I, III, and IV (AR 140-10, paras 1-8, 2-6, and 4-26).

(1) Soldiers listed on the VACPOT (dated within the past 6 months) are immediately eligible for transfer to a TPU and do not require a transfer control number. Print "VACPOT" on the USAREC OP 2 (DA Form 4187) in the upper left-hand corner.

(2) Soldiers not on the VACPOT but found to be transferable via DQRY or RDMS are also immediately eligible for transfer. Print either "DQRY" or "RDMS" (as appropriate) in the upper left-hand corner of the USAREC OP 2 (DA Form 4187).

(3) The recruiter will physically verify the current height and weight of applicant in accordance with AR 600-9 and post results on USAREC OP 2 (DA Form 4187), section IV. At this time the recruiter will sign the USAREC OP 2 (DA Form 4187). Individuals not meeting the screening table standards of AR 600-9, table 1, must meet the body fat content tables of AR 600-9, appen-

dix B. A current (i.e., within 30 days of signed USAREC OP 2 (DA Form 4187)) tape test result is acceptable. Tape test can be performed by the company leadership team, Rctg Bn staff, or by a TPU commander or designated representative. Results of the tape test will be filed in the Rctg Bn residual packet (USAREC Fm 794).

(4) Those soldiers flagged for physical training (PT) failure must take and pass a PT test before the flag can be lifted by ARPERCEN. DA Form 705 (Army Physical Fitness Test Scorecard) along with USAREC OP 2 (DA Form 4187) must be sent via facsimile through the Rctg Bn to the ARPERCEN liaison team. The PT test can be performed by the company leadership team, Rctg Bn staff, or by a TPU commander or designated representative.

c. Recruiting station (RS) commander verifies that soldier agrees to transfer to TPU within 48 hours of IRR soldier (signing and dating) accepting TPU and position on USAREC OP 2 (DA Form 4187). This can be accomplished either in person or by a memorandum for record (MFR).

d. The recruiter will assemble the IRR packet starting with the USAREC Fm 794 and USAREC OP 2 (DA Form 4187) with the following documents:

(1) Attached to USAREC OP 2 (DA Form 4187) will be a copy of the applicant's DD Form 214 (Certificate of Release or Discharge From Active Duty), copy of the VACPOT, or the soldier's record from either DQRY or RDMS. Either report with the soldier's data will substitute for the DD Form 214 when it is not available. However, every effort should be made to get the applicant's DD Form 214.

NOTE: Current consolidated leads list can be used as a verification document to verify basic pay entry date, ETS, rank, and military occupational specialty (MOS).

(2) In addition to (1) above, the recruiter will verify the applicant's identity by obtaining a picture identification (ID) card with signature. The recruiter will attach a copy of the ID document to the USAREC OP 2 (DA Form 4187). If the soldier does not possess a picture ID then any two of the following documents may be used:

- Social security card.
- Drivers license (without picture).
- State issued ID card (without picture).
- Birth certificate.
- TD Form IRS W-2 (Wage and Tax Statement).
- Pay slip from employer or leave and earnings statement.

(3) A copy of the verifying documents will be retained in the Rctg Bn residual packet (USAREC Fm 794).

e. An applicant listed on the VACPOT will complete USAREC OP 2 (DA Form 4187), sections III and IV, paragraph 2a, in addition to initialing signing and dating beside the selected vacancy on the VACPOT. ~~If the applicant accepts any vacancy on the VACPOT, the applicant must make and sign a statement to that effect. This will be done on the VACPOT itself.~~ Recruiter will attach a copy of the VACPOT with all supporting documents and forward to Rctg Bn operations.

NOTE: Applicants accepting any vacancy on VACPOT will also initial item 2b.

f. When QIKLOK is used to verify a vacancy, the applicant will also initial paragraph 2a on the complete USAREC OP 2 (DA Form 4187), sections III and IV, if they are duty military occupational specialty qualified (DMOSQ). They can also initial paragraph 2b if they are willing to take any will-train yes vacancy for which they are qualified.

NOTE: All IRR transfers must be projected on ARADS prior to any look-ups being done.

## 6. Qualification

The Rctg Bn operations section will verify that the applicant is qualified for transfer in accordance with AR 140-10, paragraph 4-28, and tables 4-1 and 4-2.

a. If an applicant is not on the VACPOT and documentation is not available, the Rctg Bn operations NCO will verify eligibility through PERNET and either DQRY or RDMS field of PERNET (see app D). The following items will be verified: ~~IRR assignment status, current pay grade, pay entry basic date, primary military occupational specialty (PMOS), and ETS GRD, INDSKL, CUI-RORG, EDRECI, MPARSN, CHRSVC, PEBD, PMOSEN, and EXRRD.~~ Verified information will be printed from either DQRY or RDMS screen of PERNET and filed in the Rctg Bn residual packet (USAREC Fm 794). If the Rctg Bn operations determines that the soldier is transferable, the letters "DQRY" or "RDMS" as applicable will be entered in the upper left-hand corner of the USAREC OP 2 (DA Form 4187).

b. If the PERNET system indicates "no record on file," "record received but not accessed," "in a TPU," or is missing data in one of the required fields, the Rctg Bn operations NCO will send supporting documents via facsimile to the USAREC liaison team for review and acceptability by ARPERCEN prior to further processing. Documents such as assignment orders, DD Form 214, NGB Form 22 (Report of Separation and Record of Service), IRR assignment orders, DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States), and leave and earnings statement should be used to verify the applicant's status.

(1) The Rctg Bn operations section will send the packet via facsimile to the USAREC liaison team for review and issuance of an "Alpha" transfer control number. The following blocks of the USAREC OP 2 (DA Form 4187) must be completed:

(a) The "TO" and "FROM" blocks.

(b) SECTION I, "NAME," "GRADE OR RANK/PMOS/AOC," and "SOCIAL SECURITY NUMBER" blocks.

(c) SECTION III, "SIGNATURE OF SOLDIER" and "DATE," blocks 9 and 10.

(ed) SECTION IV, "GENDER," "HEIGHT," "WEIGHT," "RSID," "AGE," "DOB," "VERIFIED BY RCTR," "RCTR SIGN," "DATE," and "RCTR SSN" blocks.

IMPORTANT NOTE: All soldiers must either meet the weight for height screening requirement or be within the maximum allowable percent body fat standards. The height and weight must

be entered on the USAREC OP 2 (DA Form 4187) when sent to ARPERCEN for an "Alpha" transfer control number. If the soldier is over the weight for height screening table then the appropriate DA Form 5500-R (Body Fat Content Worksheet (Male)) or DA Form 5501-R (Body Fat Content Worksheet (Female)) must accompany the USAREC OP 2 (DA Form 4187) for issuance of an "Alpha" transfer control number.

(2) The USAREC liaison team will verify the soldier's eligibility for transfer and issue transfer eligibility control numbers three times a day sending facsimile results to Rctg Bde operations at 1200, 1400, and 1600 central standard time each day. Upon receipt of transfer control numbers from Rctg Bde operations, the USAR Rctg Bn operations NCO will enter the number in the upper left-hand corner of the USAREC OP 2 (DA Form 4187).

c. If it is determined that the soldier was transferred to the IRR for one of the reasons outlined in AR 140-10, table 4-1, then:

(1) The Rctg Bn operations NCO will instruct the recruiter to assemble the packet in accordance with AR 140-10, paragraph 4-28 and table 4-1, and forward with supporting documents to the Rctg Bn operations section.

(2) The Rctg Bn operations will send USAREC OP 2 (DA Form 4187) (see b(1) above) and supporting documents via facsimile to the USAREC liaison team for processing.

(3) The USAREC liaison team will review the documents and verify the soldier's eligibility for transfer.

(4) After the soldier's eligibility has been verified, the USAREC liaison team will issue an "Alpha" transfer control number.

(5) Upon receipt of the "Alpha" transfer control number, the Rctg Bn operations NCO will make appropriate annotations on USAREC Fm 1078 and enter the number in the upper left-hand corner of the USAREC OP 2 (DA Form 4187).

d. Applicants who are placed in the IRR for reasons listed in AR 140-10, table 4-1, rules 15 and 16, require a waiver before immediate reenlistment, extension, or transfer can be accomplished. Documents will be sent to the USAREC liaison team via facsimile for review before they are given to the Enlisted Services Division, ARPERCEN, for waiver consideration.

e. A soldier who is eligible for reassignment to a TPU position, per AR 140-10, paragraph 4-28 and table 4-1, may be limited from such reassignment based on a condition which occurred while assigned to the IRR, or because of an existing status. Therefore, soldiers will be screened against AR 140-10, table 4-2, for transfer eligibility.

f. For enlisted members of the IRR who were separated under conditions listed in AR 140-10, paragraph 4-28, and tables 4-1 and 4-2, the documentary evidence required to support unit assignments depend on the narrative reason for separation and not the reenlistment eligibility code. The reason for separation determines which of the requirements must be met before the unit assignment is authorized.

g. The Rctg Bn operations NCO will access the D47 menu on the Army Recruiting Command

Central Computer System mainframe to obtain test and physical data (including color perception). If the data is not on the Army Recruiting Command Central Computer System mainframe the Rctg Bn operations NCO (or section) will request the data from the USAREC liaison team on USAREC FL 142 (Request for Prior Service Verification). This data is mandatory for all non-DMOSQ individuals who are being assigned to a "WILL TRAIN" position displayed on REQUEST. GC will make sure the soldier is fully qualified based upon QUALS. Individuals who are being assigned to a DMOSQ position do not require test and physical data information, but must be otherwise eligible for transfer as specified above.

## 7. Assignment

The applicant may be processed in person at either the Military Entrance Processing Station (MEPS) or the Rctg Bn operations section by a qualified V7 GC. The GC will enter the following statement on the USAREC OP 2 (DA Form 4187), section II, "DUTY STATUS CHANGE," "Applicant was interviewed and processed in person at the (enter MEPS or Rctg Bn operations)." Initials of the GC or Rctg Bn operations NCO will follow the statement. IRR soldiers processed at the MEPS will not use transportation or hotel facilities provided for other MEPS applicants. Anytime ARBILD and LOOKUP are required, the applicant's record must be projected on ARADS by the recruiter or recruiting station commander. Rctg Bn operations or GC can sign and date for RS commander on USAREC OP 2 (DA Form 4187).

a. One-pass processing:

(1) VACPOT only - GC will review the USAREC OP 2 (DA Form 4187) verifying that the ~~applicant has initialed paragraph 2a and that the form is complete and has been signed~~ sections I, III, and IV are completed by the IRR soldier, recruiter, and RS commander. Also, make sure the statements on the back of USAREC OP 2 (DA Form 4187) that are applicable are properly completed. GC will check USAREC OP 2 (DA Form 4187), section V, "has been verified," and will place name in the authorized representative block, sign, and date at time of accessioning.

(2) QIKLOK only - QIKLOK can be completed by GC or operations section prior to any documents being signed and forwarded to the Rctg Bn operations section or GC shop. ~~GC will review the USAREC OP 2 (DA Form 4187) verifying that the applicant has initialed paragraph 2a, section IV, and that the form is complete and has been signed. After the documents are forwarded to either the operations section or the GC shop, the GC will review the USAREC OP 2 (DA Form 4187) verifying that sections I, III, and IV are completed by the IRR soldier, recruiter, and RS commander. Also, make sure the statements on the back of the USAREC OP 2 (DA Form 4187) that are applicable are properly completed.~~ GC will check USAREC OP 2 (DA Form 4187), section V, "has been verified," and will place name in the authorized representative block, sign, and date at time of accessioning.

(3) One-pass REQUEST usage:

(a) The GC will complete the record on

ARADS and send to REQUEST. GC must enter the ETS date in ARBILD before doing look-up. Do look-up using ARTYPE "TRR," BT "no," AIT "no," and BAT "no." For test and physical data see paragraph 6g. Unit interviews, if required, will be conducted in accordance with paragraph 4f. (There will be no ACASP with ARTYPE TRR.)

(b) GC will complete ARRQST and pull priority vacancy that matches a vacancy listed on the attached VACPOT or QIKLOK. This must be accomplished within 30 calendar days of acceptance as indicated by the applicant's signature and date on the USAREC OP 2 (DA Form 4187).

(c) In cases where no other the selected vacancy cannot be found the GC will notify the recruiter. The recruiter and applicant will be required to complete a new USAREC OP 2 (DA Form 4187) or terminate applicant processing. Exception to this would be if the applicant initiated both 2a and 2b of section IV of the USAREC OP 2 (DA Form 4187).

(4) One-pass notification: GC will telephonically contact recruiter with unit and unit identification code (UIC), MOS, and grade. Recruiter will notify applicant and annotate appropriate documents with assignment information.

b. Alternate processing may be used:

(1) If applicant is on VACPOT and no DMOSQ vacancy exists (requires WILL TRAIN or prior service training (PST) option (see USAREC/FORSCOM/TRADOC Reg 601-98)).

(2) If applicant is not on VACPOT.

(3) If distance from applicant's residence to the TPU exceeds reasonable commuting dis-

tance; over 50-mile radius or 1.5 hours of travel time (see para 4f(1)).

(4) Or if waiver is required.

(5) Upon receipt of test and physical data, GC will complete the record on ARADS and send to REQUEST. GC must enter the ETS date in ARBILD prior to doing a look-up. Do look-up using ARTYPE "TRR," BT "no," AIT "no," and BAT "no."

(a) When no data is required (see para 6g) and an individual holds an MOS that has a valid vacancy, GC can review QIKLOK in applicants PMOS primary MOS, secondary MOS, or additional MOS. In these situations, the Armed Forces Qualification Test (AFQT) score, line score fields, and physical data will be left blank in ARBILD. All line score and physical data fields must be complete for PST or WILL TRAIN vacancies.

(b) When all data fields, except for the AFQT score are present, the GC will leave the AFQT score blank.

(6) When no opportunities are displayed on REQUEST or when the ARRQ03 screen displays, "Unit Will Not Provide Training For The Following Vacancies," the GC will first attempt to obtain PST funds from the appropriate Major United States Army Reserve Support Command or utilize available close in training seats. If the Major United States Army Reserve Support Command or United States Army Reserve Command opts to load a vacancy, the GC will make sure the soldier is fully qualified (based on QUALS).

(7) The recruiter will be notified on the unit vacancy or vacancies for which the applicant is qualified. The following data will be provided to the recruiter and annotated on the prospect data record: Duty military occupational specialty and grade, unit, and ~~UIC~~ unit identification code.

(8) The recruiter will contact the applicant. Recruiter, and applicant, and RS commander will complete section IV of USAREC OP 2 (DA Form 4187) by filling out paragraphs 2a and/or 2b and all other pertinent applicable statements on the reverse side of the USAREC OP 2 (DA Form 4187) (see app C for detailed instructions in preparing the form).

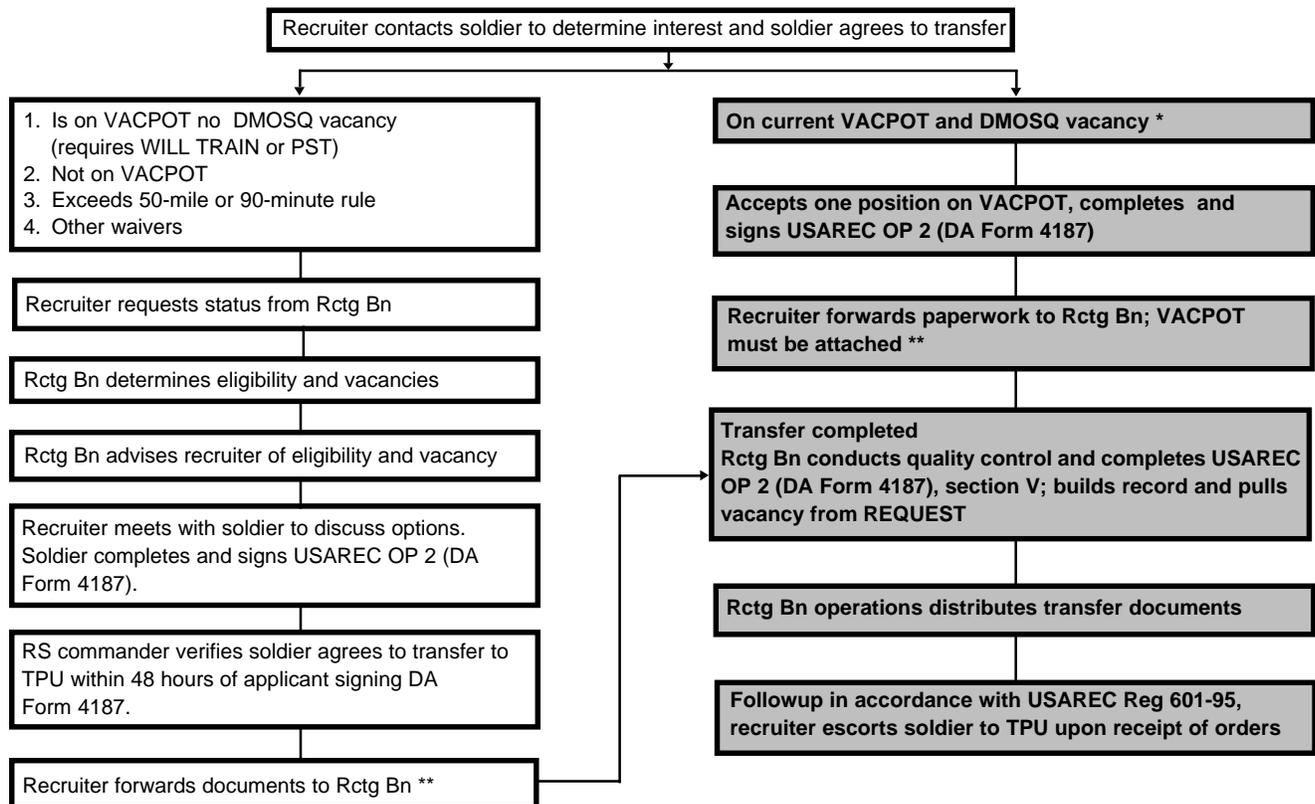
(9) Unit interviews, as required, will be conducted in accordance with paragraph 4f.

(10) Recruiter will send completed forms to USAR Rctg Bn operations.

(11) GC will verify all data on ARBILD with all required documents. GC will check USAREC OP 2 (DA Form 4187), section V, "has been verified," and will place name in the authorized representative block, sign, and date at time of accessioning.

(12) GC will go into REQUEST and pull vacancy listed on the USAREC OP 2 (DA Form 4187). This must be accomplished within 30 calendar days of acceptance by the applicant's signature and date on the USAREC OP 2 (DA Form 4187).

c. The Rctg Bn operations section will file the original USAREC Fm 794, USAREC OP 2 (DA Form 4187), all facsimile and supporting documents in the Rctg Bn residual file. Distribution



\*Test and physical data not required for DMOSQ soldiers.

\*\*Facsimile O.K., forward original documents to Rctg Bn within 24 hours.

Figure 1. IRR to TPU transfer process

instructions are provided at appendix C.

## 8. Actions after accessioning

a. All applicants will be informed that their assignment orders will be mailed to their USAR unit and their home address by ARPERCEN. Applicants will not be permitted to participate in inactive duty for training assemblies or attend annual training prior to receipt of assignment orders in accordance with AR 140-10, paragraph 1-9. Applicants will not be paid for any participation until appropriate orders are published. The Rctg Bn operations section will be provided an automated printout of orders information monthly by the USAREC liaison team. Ownership of IRR transfers will be in accordance with USAREC Reg 601-95.

b. ~~Upon receipt of ARPERCEN assignment orders, the recruiter will escort the soldier to the USAR~~ Recruiters will escort all IRR soldiers to their unit after assignment orders are received by either the soldier or the unit for inprocessing and orientation (AR 135-91) and completion of DA Form 3540 (Certificate and Acknowledgment of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program Units of the U.S. Army Reserve) and as appropriate DA Form 5261-3-R (Selected Reserve Incentive Program - Affiliation Bonus Addendum) will be completed by the unit of assignment. The TPU will make appropriate distribution of DA Form 3540 and DA Form 5261-3-R. The transferred soldier and the unit administrator, TPU commander, or appointed representative will sign and date USAREC Fm 200-C (Prospect Data Record) as authorized in c below.

c. The recruiter will contact the unit of assignment after orders have been received to arrange a time and date to escort the new unit member for inprocessing. The recruiter will annotate in block 4 (Followup Data), USAREC Fm 200-C, the following information for all IRR transfers:

UA Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
SM Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ed. If the soldier or unit has not received assignment orders after 30 days of transfer, the Rctg Bn operations NCO will first check with their respective Rctg Bde operations NCO to determine if reassignment orders were published. Rctg Bde operations will access PERNET using ARPERCEN Orders and Resource System to see if orders were published; if not, Rctg Bn operations NCO must request a tracer action from the USAREC liaison team at ARPERCEN by fax'ing a copy of the complete residual packet with the word "TRACER" written in big block letters on the USAREC OP 2 (DA Form 4187).

## Appendix A References

### Section I Required Publication

#### AR 140-10

Assignments, Attachments, Details, and Transfers.

### Section II Related Publications

#### AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

#### AR 140-111

U.S. Army Reserve Reenlistment Program.

#### AR 600-9

The Army Weight Control Program.

#### USAREC Reg 601-95

Delayed Entry and Delayed Training Program.

#### USAREC Reg 601-96

Guidance Counselor Procedures.

#### USAREC/FORSCOM/TRADOC Reg 601-98

United States Army Reserve Prior Service Training Program.

### Section III Required Forms

#### USAREC Fm 1078

IRR Transfer Control Log.

#### USAREC OP 2 (DA Form 4187)

IRR Transfer.

### Section IV Related Forms

#### DA Form 705

Army Physical Fitness Test Scorecard.

#### DA Form 3540 series

Certificate and Acknowledgment of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program Units of the U.S. Army Reserve.

#### DA Form 4651-R

Request for Reserve Component Assignment or Attachment.

#### DA Form 4836

Oath of Extension of Enlistment or Reenlistment.

#### DA Form 5261-3-R

Selected Reserve Incentive Program - Affiliation Bonus Addendum.

#### DA Form 5500-R

Body Fat Content Worksheet (Male).

#### DA Form 5501-R

Body Fat Content Worksheet (Female).

#### DD Form 4 series

Enlistment/Reenlistment Document - Armed Forces of the United States.

#### DD Form 214

Certificate of Release or Discharge From Active Duty.

#### DD Form 215

Correction to DD Form 214 Certificate of Release or Discharge From Active Duty.

#### NGB Form 22

Report of Separation and Record of Service.

#### OF-271-E

Conversation Record.

#### TD Form IRS W-2

Wage and Tax Statement.

#### USAREC Fm 200-C

Prospect Data Record.

#### USAREC Fm 794

Enlistment Processing Worksheet.

#### USAREC FL 142

Request for Prior Service Verification.

**Appendix B**  
**Eligibility and Processing Technical Warrant Officers**

**B-1.** DA Form 4651-R (Request for Reserve Component Assignment or Attachment) can be processed for any warrant officer (WO) who wishes to transfer from the IRR or Individual Mobilization Augmentee to a TPU. WO in the IRR may request transfer to USAR TPU subject to the assignment limitations of AR 140-10, paragraphs 2-3, 2-6, 2-15, and tables 4-1 and 4-2. Unit interviews and signatures of unit commander's will be required on DA Form 4651-R (see fig B-1) whenever a condition below exists:

a. Member residing beyond reasonable commuting distance. There must be a reasonable assurance that the soldier will be available and will satisfactorily participate in unit training. Reasonable commuting distance is the distance from the applicant's home to a USAR center which is within a 50-mile radius and does not exceed 1.5 hours of travel time one way under average traffic, road, and weather conditions by automobile.

b. The applicant was previously transferred from a TPU as a unsatisfactory participant. (Ref AR 140-10, table 4-1.)

**B-2.** Processing procedures are as follows:

a. Applicant transfer processing is determined by soldier's IRR status, security clearance, promotion date, and physical data.

b. The USAR technical warrant officer recruiter (TWOR), upon identifying a possible applicant, will call the Rctg Bn USAR operations NCO or officer, who will verify eligibility through the ARPERCEN data base (RDMS).

c. If the applicant is eligible to transfer, the TWOR and the applicant will complete DA Form 4651-R in accordance with paragraph B-4.

d. The TWOR will physically check or verify the current height and weight of the applicant in accordance with AR 600-9 and post results on DA Form 4651-R, item 3i. Individuals not meeting the standards of AR 600-9, table 1, can be screened against the body fat tables found in AR 600-9, appendix B. A current (within 30 days of signed DA Form 4651-R) tape test result is acceptable. Tape test can be performed by the Rctg Bn staff (officer only) or by the gaining TPU (officer only). Results of the tape test will be attached to the DA Form 4651-R when forwarded to Headquarters, United States Army Recruiting Command (HQ USAREC), ~~along with a copy of the unit vacancy report showing the vacancy.~~

e. ~~DA Form 4651-R and a copy of the UVREPORT showing vacancy reserved (i.e., last name and last four of SSN) in an "Open Status."~~ DA-Form 4651-R and UVREPORT will be sent via facsimile to the Technical Warrant Recruiting (Reserve) Office, HQ USAREC.

f. Upon receipt of the DA Form 4651-R, the Technical Warrant Recruiting (Reserve) Office will verify vacancy on REQUEST, indicate the vacancy control number on the form, and send

the form via facsimile to ARPERCEN.

~~g. The WO personnel management officer~~  
The ARPERCEN Team will verify eligibility for transfer and complete the ARBILD.

h. Every Wednesday the Technical Warrant Recruiting (Reserve) Office will query the ARPERCEN data base for order numbers. Orders will be printed at HQ USAREC and sent to the Rctg Bn and TWOR via facsimile. At that time mission credit will be given to the TWOR.

**B-3.** Followup procedures are as follows:

a. WO will be informed that assignment orders will be mailed to their USAR unit and their home address by ARPERCEN and that they will not be permitted to participate in inactive duty for training assemblies or attend annual training prior to receipt of assignment orders in accordance with AR 140-10, paragraph 1-9.

b. Upon receipt of assignment orders, the TWOR will escort the officer to the TPU for orientation and inprocessing within 10 working days.

**B-4.** Completion of DA Form 4651-R. DA Form 4651-R will be completed in one copy to request transfer of a WO from the IRR or Individual Mobilization Augmentee to a USAR TPU. DA Form 4651-R will be completed as follows:

a. TO: Enter Commander, ARPERCEN (ATTN: ~~ARPC-OPT-Team~~) ~~(team designation)~~ (i.e., TEAM 6), 9700 Page Blvd Ave., St. Louis, MO 63132-5200.

b. FROM: Enter Commander, U.S. Army Rctg Bn (designation), mailing address, and commercial telephone number.

c. Item 3: Complete items 3, a, b, c, d, e, g, h, i, j, k, l, m, and n.

d. Item 4: Complete a and e.

e. Item 5: Complete items 5, a, b, c, d, e, f, g, h, i, and j.

f. ~~Item 6: Complete~~ Item 5: Enter UV Control Number: UVCON# \_\_\_\_\_.

g. Item 6: Enter the following address:

USAR Control Group (REINF)

9700 Page Ave.

St. Louis, MO 63132-5200

~~gh.~~ Item 8. Enter the following statement:

"I understand I will not be permitted to participate in any training for pay or points with my unit pending receipt of appropriate assignment orders. \_\_\_\_\_ (Officer's Initials) I certify I was not previously non-select for retention from a USAR TPU \_\_\_\_\_ (Officer's Initials)

Recruiter of Credit: \_\_\_\_\_

RCTR TWOR ID: \_\_\_\_\_

TWOR RSID: \_\_\_\_\_

RCTR'S TWOR's Initials: \_\_\_\_\_ "



## Appendix C Completion and Distribution of Forms

**C-1.** USAREC OP 2 (DA Form 4187) (see fig C-1) will be completed in four copies to request transfer of enlisted IRR members to a USAR TPU. USAREC OP 2 (DA Form 4187) will be completed as follows:

a. The USAREC/ARPERCEN Control # — Enter control number in upper left-hand corner as required.

b. The USAREC Exception Control # — Enter any exception control number received from USAREC in upper right-hand corner as required.

c. To — Enter mailing address and commercial telephone number or DSN number.

d. From — Enter mailing address and commercial telephone number.

e. Section I, Personal Identification.

(1) Name — Enter last, first, and middle initial.

(2) Grade or Rank/PMOS/AOC — Enter grade or rank and primary, secondary, and additional MOS.

(3) Social Security Number — Enter social security number (SSN).

f. Section III, Request for Personnel Action.

(1) Signature of Soldier — Soldier's payroll signature (block 9) and date (block 10), date soldier signed block 9.

(2) Date — Enter date.

g. Section IV, Remarks. Fill in the appropriate entries.

~~NOTE: Item 2a is initiated by those soldiers listed on the VACPOT or who are MOS qualified for a vacancy listed on a current QIKLOK. Vacancies listed on QIKLOK or VACPOT are not guaranteed availability. Sections I, III, and IV will be completed on all soldiers transferring from the IRR. Soldiers listed on the VACPOT or who are MOS qualified for a vacancy listed on a current QIKLOK are not guaranteed availability. If the unit vacancy is unavailable at time of accessioning a new request (USAREC OP 2 (DA Form 4187)) must be completed. Item 2b is initiated by those soldiers who are not listed on VACPOT or who are not DMOSQ for a vacancy listed on QIKLOK. Applicants initialing this block are requesting assignment into any WILL TRAIN YES vacancy on REQUEST for which they are qualified.~~

h. Section V, Certification/Approval/Disapproval. The GC will verify data on ARBILD with all the required documents. GC will check "has been verified," place name in the authorized representative block, sign, and date, ~~or any vacancy on REQUEST for which they are qualified.~~

**C-2.** USAREC Fm 1078 (see fig C-2) will be maintained by the Rctg Bn operations section. USAREC Fm 1078 will be maintained on all IRR transfers accessed for as long as residual files are maintained. The form will be completed as follows:

a. Date Received — Enter the date the IRR packet was received.

b. SSN — Enter SSN.

c. Name — Enter name.

d. Control Number — Enter the USAREC control number (either received from the Recruiting Operations Center or the USAREC liaison team), immediate reenlistment control number, or extension control number.

e. Date Control Number Received — Enter date the control number was received.

f. Date Accessed — Enter the date the IRR transfer was accessed.

g. Remarks — Enter any additional data deemed necessary by the Rctg Bn operations section.

**C-3.** DD Form 4 will be completed in accordance with AR 140-111, table 5-1.

**C-4.** DA Form 4836 (Oath of Extension of Enlistment or Reenlistment) will be completed in accordance with AR 140-111, table 3-2.

**C-5.** Copy 1 of USAREC OP 2 (DA Form 4187), along with attached forms and supporting documents will be submitted to the GC for processing within 2 working days after the applicant accepts the assignment, except those members that must reenlist at the MEPS. The GC will enter the accession data on REQUEST. Accession credit will not be awarded prior to a successful reservation being accomplished on REQUEST.

**C-6.** Distribution of completed USAREC OP 2 (DA Form 4187) and supporting documents (e.g., DD Form 214, DD Form 215 (Correction to DD Form 214 Certificate of Release or Discharge From Active Duty), NGB Form 22, IRR assignment orders, or verification from VACPOT) will be as follows:

a. The GC will forward the original copy to Rctg Bn operations within 10 days of receipt from the recruiter or upon reenlistment at the MEPS. The above documents will be retained in the Rctg Bn residual packet, filed with other USAR prior service and nonprior service residual packets. The Rctg Bn residual packet will consist of the following documents: USAREC OP 2 (DA Form 4187), verification of test and physical data (if applicable), DD Form 214 and/or DD Form 215 and VACPOT, form of ID, MFR OF 271-E (Conversation Record), or copy of soldier's DQRY or RDMS record, and a copy of the following REQUEST screens (as a minimum).

(1) ARRQ07 - Army Reserve Reservation Processing applicant copy.

(2) ARGTO4/ARGTO5 - Army Reserve Recruit Data screen.

NOTE: The Rctg Bn residual file starts with USAREC Fm 794. All enclosures will be legible.

b. The second copy will be forwarded to the USAR TPU.

c. The third copy will be given to the soldier.

d. The Rctg Bn operations NCO will send a copy via facsimile of the reenlistment or extension contract to ARPERCEN, Enlisted Services Division (for facsimile number see para 4c(3)).

e. Distribution of DD Form 4 for immediate reenlistment will be in accordance with AR 140-111, chapter 7. Distribution of DA Form 4836 for

extensions will be in accordance with AR 140-111, chapter 3.

<b>USAREC/ARPERCEN CONTROL #</b>	<b>PERSONNEL ACTION</b>	<b>USAREC EXCEPTION CONTROL #</b>
For use of this form, see AR 600-8-6 and DA PAM 680-8-21; the proponent agency is ODCSPER		
<b>DATA REQUIRED BY THE PRIVACY ACT of 1974</b>		
<b>AUTHORITY:</b>	Title 5, Section 3012; Title 10, USC, E.O. 9397.	
<b>PRINCIPAL PURPOSE:</b>	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
<b>ROUTINE USES:</b>	To initiate the processing of a personnel action being requested by the soldier.	
<b>DISCLOSURE:</b>	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code)
N/A	COMMANDER, U.S. ARMY RCTG BN ALBUQUERQUE TELEPHONE: (505) 555-0001	COMMANDER, U.S. ARMY RCTG STN LA CRUCES SOUTH TELEPHONE: (505) 555-0002
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
JONES, ROBERT B.	SPC/11C10	987-65-4321
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____ 19 _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> Voluntary Assignment
9. SIGNATURE OF SOLDIER (When required)		10. DATE
/signed/		2 MARCH 1995
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
1. PERSONAL DATA: SOLDIER'S ADDRESS AND PHONE #:		MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> RSID: _____
123 MAIN ST., ROSWELL, NM 98765		HT: 72" WT: 180 AGE: 720515
(505) 555-999		VERIFIED BY RCTR: _____
		RCTR SSN: _____
2. I request transfer to the following Selected Reserve TPU and position:		
UNIT NAME: 23d WATER TREATMENT DET		UIC: WXXXXAA
ADDRESS: 987 SOUTH PICADILLY LANE, SOLO, NM 98752		MOS AND GRADE: 7721/SPC
SIGNATURE AND DATE OF SOLDIER TRANSFERRING		IN PERSON <input type="checkbox"/> _____
		OR _____ DATE
SIGNATURE OF STATION COMMANDER VERIFYING WITHIN 48 HOURS OF SOLDIER ACCEPTING TPU		MFR <input type="checkbox"/> _____
		DATE
(See required statements on reverse)		
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE

Figure C-1. Sample of a completed USAREC OP 2 (DA Form 4187)

NAME (Last, First, MI): JONES, ROBERT B.	SSN: 987-65-4321
---------------------------------------------	---------------------

COMPLETE THOSE STATEMENTS THAT ARE APPLICABLE

3. I understand that I am not authorized to attend training assemblies/annual training without assignment orders.

4. I am not MOS qualified and being processed for a position vacancy coded "will train" on REQUEST. I agree to enroll in the appropriate school within 12 months from date of assignment and satisfactorily participate in an approved formal course of instruction leading to the award of the MOS within 24 months from date of assignment.

\_\_\_\_\_ (Soldier's initials)

5. Commuting Distance Statement: I concur with this assignment even though the distance from my home to the USAR Center is greater than the normal commuting distance of 50 miles or 90 minutes travel time one-way by car under average traffic, weather, and road conditions.

\_\_\_\_\_ (Soldier's initials)

\_\_\_\_\_  
(Signature and Date) (Unit Commander or Designated Representative)

6. Unsatisfactory Participation Statement: I understand that this applicant was an unsatisfactory participant during his/her last assignment with a unit of the USAR or ARNG.

\_\_\_\_\_  
(Signature and Date) (Unit Commander or Designated Representative)

7. Worldwide Deployability Statement: I certify that I meet the worldwide deployability standards.

\_\_\_\_\_ (Soldier's initials)

8. Dependency Statement: I have\_\_\_\_\_ dependents under the age of 18. I understand that the responsibility that I have for care of my children will not be a sufficient reason of itself, for not satisfactorily participating in the Ready Reserve during my period of enlistment. I further understand that it is my responsibility to make proper arrangements for the care of my dependents during periods of military service when I am required to perform duty in an area where dependents are not authorized.

\_\_\_\_\_ (Soldier's initials)

NOTE: THE STATEMENTS ABOVE ARE EXCEPTIONS TO REGULATORY GUIDANCE FOUND IN AR 140-10, PARAGRAPHS 1-10, 2-6.1, 4-28, AND TABLE 4-1.

**Figure C-1. Sample of a completed USAREC OP 2 (DA Form 4187) (Continued)**

**IRR Transfer Control Log**  
 (For use of this form see USAREC Reg 140-3)

<b>Date Received</b>	<b>SSN</b>	<b>Name</b>	<b>Control Number</b>	<b>Date Control Number Received</b>	<b>Date Accessed</b>	<b>Remarks</b>
950503	336824231	Johnson, David	A0000	960503	960503	
950506	114825644	Smith, Robert	511111I	960506	960506	Faxed - 960506 Hard Copy mailed - 960507
950506	442889933	Armor, Becky	500000E	960506	960506	Faxed - 960506 Hard Copy mailed - 960507
950507	478545321	McIntosh, Bruce	97R-3H-0000	960507	960507	Exception for CL (Has 94 needs 95)
950507	555551212	Withers, Walt	DQRY	_____	960507	
950508	562359856	Nowakowski, Robert	RDMS	_____	960508	
960509	600481001	Stites, Donald	VACPOT	_____	960509	

USAREC Form 1078, 1 Dec 1994

Figure C-2. Sample of a completed USAREC Fm 1078

## Appendix D Personnel Network

control numbers obtained from ARPERCEN and USAR Recruiting Operations Center control numbers will be recorded on USAREC Fm 1078.

### D-1. General

The PERNET program provides the USAREC field force real data to verify the eligibility of USAR soldiers assigned to the IRR for transfer to a TPU. The program requires the Rctg Bn to access DQRY or RDMS via PERNET. The Rctg Bn is then able to view and print the pertinent data needed to verify the soldier's eligibility.

### D-2. Procedures

a. Access the PERNET system by using the Dialing Directory through the PROCOMM telecommunications program.

b. Once access has been gained through the proper LOGON ID and password, tab to the TLCDQRY (DQRY) or TL04KR00 (RDMS) selection and press the ENTER key.

(1) At the DATAQUERY MAIN MENU screen, tab to the command line (= >>) and type "exec sldata". Follow the directions on the screens until you arrive at the DIALOG screen DQEX0. This screen requires the SSN be entered between the single quotes (example: '333002222'). The next two screens display the soldier data needed to determine soldier eligibility.

(2) At the RDMS MAIN MENU screen enter "Q00" at the "NEXT TASK" line. The next screen that appears will require the number "2" and SSN entered. The next four screens display the soldier data needed to determine eligibility.

### D-3. Policy

a. Applicant transfer processing is determined by the soldier's IRR status. Once the recruiter determines that the soldier desires to transfer to a TPU, he or she calls the USAR operations NCO with the soldier's name and SSN. ~~The Rctg Bn USAR operations NCO will access the PERNET system's DQRY to verify the soldier is eligible for transfer from the IRR to a TPU. The applicant's SSN is needed to process the request.~~

b. ~~The Rctg Bn operations NCO determines the soldier's transfer eligibility by accessing DQRY or RDMS via PERNET.~~ Upon viewing the soldier's record, the Rctg Bn operations NCO must verify all data fields. Only those records showing favorable status will be processed for IRR to TPU transfer. All questionable status results will require an alpha control number. A copy of the soldier's record will be printed for enclosure in the soldier's IRR packet. Any records showing an ETS within the 6 month 10 day window will be processed for immediate reenlistment or extension in accordance with AR 140-111 and paragraph 4c of this regulation.

c. Rctg Bn operations will maintain USAREC Fm 1078 on all IRR transfers (ref fig C-2). The IRR transfers verified by Rctg Bn operations through VACPOT, DQRY, or RDMS systems as transferable, do not require control numbers but must be recorded on USAREC Fm 1078. Alpha

## **Glossary**

### **AFQT**

Armed Forces Qualification Test

### **ARADS**

Army Recruiting and Accession Data System

### **ARPERCEN**

United States Army Reserve Personnel Center

### **DMOSQ**

duty military occupational specialty qualified

### **DQRY**

Data Query

### **ETS**

expiration term of service

### **GC**

guidance counselor

### **HQ USAREC**

Headquarters, United States Army Recruiting Command

### **ID**

identification

### **IRR**

Individual Ready Reserve

### **MEPS**

Military Entrance Processing Station

### **MFR**

memorandum for record

### **MOS**

military occupational specialty

### **NCO**

noncommissioned officer

### **PERNET**

Personnel Network

### **PMOS**

~~primary military occupational specialty~~

### **PST**

prior service training

### **PT**

physical training

### **QIKLOK**

Quick Look

### **Rctg Bde**

recruiting brigade

### **Rctg Bn**

recruiting battalion

## **RDMS**

Reserve Data Maintenance System

## **REQUEST**

Recruit Quota System

## **RS**

recruiting station

## **SSN**

social security number

## **TPU**

troop program unit

## **TWOR**

technical warrant officer recruiter

## **UIC**

unit identification code

## **USAR**

United States Army Reserve

## **USAREC**

United States Army Recruiting Command

## **VACPOT**

Vacancy Potential Transcript

## **WO**

warrant officer