

**Army Regulation 135–133**

**Army National Guard and Reserve**

**Ready  
Reserve  
Screening,  
Qualification  
Records  
System, and  
Change of  
Address  
Reporting**

**Headquarters  
Department of the Army  
Washington, DC  
3 October 2019**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 135–133

Ready Reserve Screening, Qualification Records System, and Change of Address Reporting

This major revision, dated 3 October 2019—

- o Incorporates Army Directive 2017–09 (Management of the Individual Ready Reserve), dated 6 February 2017 (para 3–7).
- o Prescribes use, distribution, completion, and processing of DA Form 7852 (Individual Ready Reserve (IRR) Statement of Understanding (SOU)) (paras 3–8*b* and 3–9*b* and appendix A).


**Army National Guard and Reserve**

**Ready Reserve Screening, Qualification Records System, and Change of Address Reporting**

By Order of the Secretary of the Army:

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General, United States Army  
Chief of Staff

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**History.** This publication is a major revision.

**Summary.** This regulation implements provisions of DODD 1200.7 and provides a uniform system for administering and maintaining Ready Reserve qualification records. It updates the screening process for Members of Congress; clarifies primary residence address; revises requirements for Soldiers traveling to foreign countries; and adds internal controls.

**Applicability.** This regulation applies to the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app C).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army, Deputy Chief of Staff, G–1 (DAPE–MPO), 300 Army Pentagon, Washington, DC 20310–0300.

**Distribution.** This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**Contents** (Listed by paragraph and page number)

**Chapter 1**

**Introduction, page 1**

Purpose • 1–1, page 1

References and forms • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Records management (recordkeeping) requirements • 1–5, page 1

**Chapter 2**

**Reserve Screening, page 1**

*Section I*

*General, page 1*

Scope • 2–1, page 1

Retention in the Ready Reserve • 2–2, page 2

Disposition of members screened from the Ready Reserve • 2–3, page 2

Objectives • 2–4, page 2

\*This regulation supersedes AR 135-133, dated 22 December 2016, and AD 2017-09, dated 6 February 2017.

## Contents—Continued

### *Section II*

#### *General Screening, page 2*

Requirements for removal from the Ready Reserve • 2–5, *page 2*

Removal for hardship or religious reasons • 2–6, *page 2*

Removal for other reasons • 2–7, *page 2*

Mobilization augmentees • 2–8, *page 3*

### *Section III*

#### *Screening for Key Employees, page 3*

Explanation of key employee and key position • 2–9, *page 3*

Reserve status request • 2–10, *page 3*

Key position guidelines • 2–11, *page 3*

Non-Federal employee screening • 2–12, *page 4*

## **Chapter 3**

### **Ready Reserve Qualification Records System, page 7**

#### *Section I*

##### *General, page 7*

Introduction • 3–1, *page 7*

Objectives • 3–2, *page 7*

Security investigation • 3–3, *page 7*

Medical examinations and periodic health assessments • 3–4, *page 8*

Failure to complete forms or questionnaires • 3–5, *page 8*

#### *Section II*

##### *Nonunit Soldiers, page 8*

Scope • 3–6, *page 8*

Updating Soldier data • 3–7, *page 8*

Distributing forms • 3–8, *page 8*

Completing and processing forms • 3–9, *page 8*

#### *Section III*

##### *Unit Soldiers, page 8*

Soldier requirements • 3–10, *page 8*

Completing and processing forms • 3–11, *page 9*

## **Chapter 4**

### **Change of Address Reporting, page 9**

General • 4–1, *page 9*

Address categories • 4–2, *page 9*

Reporting changes of address • 4–3, *page 9*

Foreign travel of Army National Guard of the United States and U.S. Army Reserve Soldiers • 4–4, *page 9*

Requests for change of home of record • 4–5, *page 10*

## **Appendixes**

**A.** References, *page 12*

**B.** Agencies Having Emergency Functions, *page 15*

**C.** Internal Control Evaluation, *page 16*

## **Table List**

Table 2–1: Reasons for removal from Ready Reserve, *page 4*

## **Contents—Continued**

### **Figure List**

Figure 2–1: Letter format for requesting that employees be removed from the Ready Reserve, *page 6*

Figure 4–1: Notification of foreign travel, *page 11*

### **Glossary**

## Chapter 1 Introduction

### 1–1. Purpose

This regulation prescribes responsibilities for screening the Ready Reserve during peacetime. It provides a uniform system for administering and maintaining Ready Reserve qualification records. It includes guidance for processing changes of address for Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) Soldiers not in an active duty status. This regulation incorporates the principles of the Army Total Force Policy.

### 1–2. References and forms

See appendix A.

### 1–3. Explanation of abbreviations and terms

See the glossary.

### 1–4. Responsibilities

*a. Chief, National Guard Bureau.* The CNGB will implement and administer this regulation for the ARNGUS. An ARNGUS Soldier will not be transferred to the Standby Reserve without proper consent. Consent must be granted by the Governor, or other appropriate authority of the State, District of Columbia, or Puerto Rico, whichever is concerned (Section 10146, Title 10, United States Code (10 USC 10146)).

*b. Chief, Army Reserve.* The CAR is responsible for ensuring implementation and administration of this regulation within the Army Reserve and will serve as the principal military advisor to the Chief of Staff, Army on Army Reserve matters (10 USC 7038).

*c. Commanding General, U.S. Army Human Resources Command.* The CG, HRC will implement and administer this regulation for USAR Soldiers under the jurisdictional control of that command and is authorized to approve applications per this regulation, except those requiring Headquarters, Department of the Army (HQDA) approval.

*d. Area commanders.* Area commanders will implement and administer this regulation for USAR Soldiers assigned to troop program units within their geographical area and are authorized to approve applications per this regulation, except those requiring HQDA approval.

*e. Unit commanders.* Unit commanders will screen Soldiers from the Ready Reserve in compliance with this regulation and ensure current and accurate information is maintained on Soldier qualifications, including home address, in accordance with this and other pertinent Army regulations. Commanders will also ensure Soldiers are counseled on the implications of providing false official statements regarding their qualifications or home address.

### 1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25–403 for guidance.

## Chapter 2 Reserve Screening

### Section I

#### General

### 2–1. Scope

*a.* This chapter outlines responsibility and prescribes processes for screening the Ready Reserve during peacetime in accordance with DODD 1200.7. It applies to Soldiers assigned to the ARNGUS and USAR when not in an active duty status.

*b.* The screening of Soldiers in the Ready Reserve will cease when they have received alert orders or orders to active duty. (AR 601–25 governs exceptions.)

## **2–2. Retention in the Ready Reserve**

- a.* ARNGUS Soldiers should consult NGR 600–2.
- b.* All Soldiers in the Ready Reserve will be retained in the Ready Reserve for the entire period of their statutory or voluntary contract. Exceptions to this policy will be by regulation as the Secretary of the Army may prescribe.
- c.* Soldiers in the Ready Reserve may not be transferred from the Ready Reserve solely because they are students, interns, residents, or fellows in the health care profession. On mobilization, these Soldiers will either be deferred or mobilized in a student, intern, resident, or fellow status until qualified in the appropriate military specialty as prescribed by the Secretary of the Army.
- d.* Soldiers in the Ready Reserve will keep their employers informed of their military service obligation with the Army to train regularly. This includes performing military duties and responsibilities when called or ordered to active duty. Unit commanders are responsible for advising every Soldier of this requirement.

## **2–3. Disposition of members screened from the Ready Reserve**

Members will be transferred either to the USAR Standby Reserve (Active Status List or Inactive Status List) or to the Retired Reserve (see AR 140–10). For transfer to the Retired Reserve, a Soldier must be eligible and must request such transfer. Members may also be discharged per AR 135–175, AR 135–178, NGR 600–200, or NGR 635–100, as appropriate.

## **2–4. Objectives**

- Units and Soldiers, when not in an active duty status, will be screened at least once each year to ensure that—
- a.* Strength does not exceed authorization.
  - b.* A proper balance of military skills and grades is maintained in the Ready Reserve.
  - c.* Soldiers whose removal is mandatory from the Ready Reserve or those who must be screened (see para 2–6) are not retained in the Ready Reserve.
  - d.* Minimal attrition occurs during mobilization.

## **Section II**

### **General Screening**

## **2–5. Requirements for removal from the Ready Reserve**

Table 2–1 lists the requirements for removal of Soldiers from the Ready Reserve. Options for Soldiers so removed are provided in AR 140–10, NGR 600–200, and NGR 635–100.

## **2–6. Removal for hardship or religious reasons**

Removal from the Ready Reserve for hardship or religious reasons is authorized upon receipt of a written request from a Soldier. On occasion, a Soldier may not be completely informed of the conditions under which he or she is qualified. When indicators suggest that a screening action may be required, the area commander, State Adjutant General, or CG, HRC, will take the actions listed in subparagraphs a through c, below after a review of information furnished by the Soldier.

- a.* Contact and inform the Soldier that he or she may be eligible for screening.
- b.* Request that the Soldier furnish more information and indicate his or her desire to remain in the Ready Reserve.
- c.* Ensure that the Soldier be screened from the Ready Reserve, if eligible.
- d.* Consider requests for removal based on hardship reasons prescribed in AR 601–25.
- e.* Soldiers requesting removal for personal hardship must furnish documentary evidence as prescribed in AR 135–178 or AR 601–25.
- f.* For extreme community hardship, Soldiers must furnish documentary evidence. It must show that withdrawal from the community in a national emergency would adversely affect the health, safety, or welfare of the community.
- g.* Separate Soldiers who validate hardship or dependency conditions under AR 135–175 or AR 135–178.
- h.* Consider requests for removal based on religious reasons. The appropriate divinity school or church official must document requests for removal.

## **2–7. Removal for other reasons**

Forward requests for removal under table 2–1 of this regulation to Headquarters, Department of the Army (DAPE–MPM–MM), 300 Army Pentagon, Washington, DC 20310–0300.

## **2–8. Mobilization augmentees**

*a.* Soldiers in the Ready Reserve who are also Department of Defense (DOD) employees may not hold mobilization assignments to the positions that they fill as civilian employees. These Soldiers will be reassigned or transferred, as appropriate.

*b.* ARNGUS or USAR civilian unit technicians as unit Soldiers are excluded from this provision.

## **Section III**

### **Screening for Key Employees**

#### **2–9. Explanation of key employee and key position**

A key employee is any Federal employee of the United States Government who occupies a key position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal department agency or office to function effectively (see app B). Three categories of Federal key positions are outlined in subparagraphs *a* through *c*, below. The categories at subparagraphs *a* and *b* below are, by definition, key positions. Only the final category requires a case-by-case determination and designation.

*a.* The Vice President of the United States, or any official specified in the order of Presidential succession under 3 USC 19.

*b.* Members of Congress, heads of Federal departments, agencies, or offices appointed by the President of the United States (POTUS) with the consent of the Senate, and members of the Federal judiciary (Federal District, Circuit, and Supreme Court judges and justices only. All other positions within the Federal judiciary will be considered under subparagraph (3), below). For this paragraph, the term “heads of Federal agencies” does not include any person appointed by the POTUS with the consent of the Senate to a Federal department or agency, or office as a member of a multimember board or commission. Positions occupied by such persons may be designated as key positions only by application of the criteria in paragraph 2–11.

*c.* Other Federal positions determined by Federal department or agency heads, or their designees, to be key positions. Guidelines for determining key positions are provided in paragraph 2–11.

#### **2–10. Reserve status request**

*a.* The DOD and the Federal Emergency Management Agency have requested the heads of Federal agencies or offices to—

(1) Conduct a continuous survey of all Federal employees who fill key positions under their jurisdiction and are Ready Reservists. This will serve to identify key employees per paragraph 2–9.

(2) Report to the appropriate Armed Forces of the United States when hiring key employees or when a change of position occurs for these employees. Use the format shown in figure 2–1. Prepare and forward the letter to the address shown in figure 2–1.

*b.* CG, HRC (AHRC–OPL–P) will forward the request from the agency or office to commanders to take action in removing the Soldier from the Ready Reserve.

*c.* Commanders concerned will remove Soldiers from the Ready Reserve and notify the employer of the action taken. A cumulative record of screening actions will be maintained by fiscal year to include numbers of personnel screened from or retained in a Ready Reserve status and number of requests by requesting organization.

*d.* When the reason for screening no longer exists, a Soldier may, on request, be considered for return to the Ready Reserve. Use regulations in effect at that time.

#### **2–11. Key position guidelines**

*a.* Some Federal employees occupy key positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their department, agency, or office to effectively function. Because of the essential nature of these positions, the Federal department or agency head, or designee, may designate such positions as key positions. They may also require that these positions not be filled by a Soldier serving in the Ready Reserve to preclude these positions being vacated during a mobilization. AR 690–11 prescribes policy for Department of the Army civilian employees who are required to perform emergency functions in support of military contingency operations and are also members of the Ready Reserve.

*b.* All Soldiers serving in the Ready Reserve occupying key positions will be transferred from the Ready Reserve to the Standby Reserve, the Retired Reserve if eligible, and so requested, or discharged. Exceptions are—

(1) Reserve officers with a remaining military service obligation at the time of their removal from the Ready Reserve may be transferred only to the Standby Reserve Active Status List .



(2) A Member of Congress may not be transferred to the Standby Reserve or discharged on account of the individual's position as a Member of Congress. The transfer or discharge of a Member of Congress may be ordered only by the Secretary of Defense on the basis of the needs of the Service, taking into consideration the position and duties of the Member of Congress in the Ready Reserve (10 USC 10149).

**2-12. Non-Federal employee screening**

a. Non-Federal employers of Soldiers serving in the Ready Reserve, particularly in the fields of public health, safety, and defense support industries, are encouraged to adopt personnel management processes designed to preclude conflicts between emergency manpower needs of civilian employment activities and the military during a mobilization.

b. Employees should be encouraged to inform their employers of the employee's screening responsibilities. Employers are encouraged to use the Federal key positions guidelines contained herein for making their own key position designations and, as applicable, recommending key employees for removal from the Ready Reserve.

Table 2-1  
Reasons for removal from Ready Reserve-

Rule	A If the Soldier	B then removal is		C and he or she must apply	
		Mandatory	Optional	Yes	No
1	Is the Vice President of the United States or any official occupying a position specified in the order of Presidential succession set forth in 3 USC 19 (see note 1).	X			X
2	Is designated as Federal agency civilian "key employee" (see para 2-9).	X			X
3	Is a Member of Congress (see para 2-11b(2) and note 1).		X	Optional	Optional
4	Has completed Ready Reserve obligation (see AR 135-91), is eligible, and requests transfer to the Retired Reserve (see paras 2-2 and 2-3).		X	X	
5	Is preparing for the ministry in a recognized theological or divinity school (see note 2).	X		Optional	Optional
6	Incurs a temporary religious missionary obligation.		X	X	
7	Whose mobilization will result in extreme personal or community hardship (see para 2-6).		X	X	
8	Is temporarily medically disqualified because of prolonged illness or medical defects remediable within 1 year.	X			X
9	Is not immediately available for active duty as determined by HQDA for reasons not otherwise specified herein.	X			X

Notes:

<sup>1</sup> The Assistant Secretary of Defense (Reserve Affairs) will arrange for the screening and transfer to Active Standby, transfer to the Inactive Standby, Retired Reserve, or discharge.

<sup>2</sup> Soldiers (other than chaplain candidates or theological students) will be transferred to the Active Standby for the duration of their ministerial studies at accredited theological or divinity schools. Soldiers in a chaplain candidate or theological student program may continue in the Ready Reserve and engage in active duty and inactive duty training.

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DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

From: (*Employer-Agency or Company*)

To: Commander, U.S. Army Human Resources Command (AHRC-OPL-P), 1600 Spearhead  
Division Avenue, Fort Knox, KY 40122-5208

Subject: Request for Employee to be Removed from the Ready Reserve

This is to certify that the employee identified below is vital to the nation's defense efforts in (*his or her*) civilian job and cannot be mobilized with the Military Services in an emergency for the following reasons:

*(List reason(s))*

Therefore, I request that (*he or she*) be removed from the Ready Reserve and that you advise me accordingly when this action has been completed.

The employee is:

1. Name of employee (*last, first, M.I.*):
2. Military grade and Reserve component:
3. Social security number:
4. Current home address (*street, city, State, and ZIP code*):
5. Military unit to which assigned (*location and unit number*):
6. Title of employee's civilian position:
7. Grade or salary level of civilian position:
8. Date (YYMMDD) hired or assigned to position:

(Signature and Title of Agency or  
Company Official)

Figure 2-1. Letter format for requesting that employees be removed from the Ready Reserve

## Chapter 3 Ready Reserve Qualification Records System

### Section I

#### General

#### 3–1. Introduction

*a.* This chapter prescribes a uniform system to administer and maintain Ready Reserve qualification records for USAR Soldiers which consists of—

- (1) The Army Military Human Resource Record (AMHRR).
- (2) Computer personnel databases.

*b.* This chapter applies to all USAR Soldiers except those who are assigned to the USAR Control Group Officer Active Duty Obligor (OADO), the USAR Control Group Reserve Officers' Training Corps, or those who have been assigned to the Standby Reserve Inactive Status List as a result of screening or delays approved pursuant to AR 601–25.

*c.* This system provides a method to assemble, verify, and record information pertaining to a Soldier. It is information that will influence a Soldier's qualification for retention in the Ready Reserve or mobilization potential. The information includes, but is not limited to, the following:

- (1) Basic identification data, such as legal name; social security number; DOD identification number; rank; date of rank; branch; functional area (FA); area of concentration (AOC) or military occupational specialty (MOS); sex; marital status; and primary residence address.
- (2) Military qualifications.
- (3) Occupational and educational qualifications.
- (4) Medical fitness.
- (5) Dependency status.

*d.* The information is gathered initially from basic qualification records on appointment, enlistment, or transfer to the USAR from the Regular Army. (Specialty classification and evaluation are found in AR 611–1 and DA Pam 611–21.) Once established, the Soldier's information will be updated when changes occur as soon as practicable in all records systems, including when furnished by the Soldier on DA Form 3725 (Army Reserve Status and Address Verification).

*e.* Each Soldier in the Ready Reserve is required by law to notify the Secretary of the Army, through the chain of command, of any change in the Soldier's primary residence address, marital status, number of dependents, or civilian employment and of any change in the Soldier's physical condition that would prevent the Soldier from meeting the physical or mental standards prescribed for retention in the Army or performance of active military Service (10 USC 10205).

#### 3–2. Objectives

The objectives of the system are to—

- a.* Determine eligibility of each Soldier for retention in the Ready Reserve (see chap 2).
- b.* Secure detailed data on the overall qualifications of each Soldier to aid in proper specialty classification (see AR 611–1 and DA Pam 611–21).
- c.* Furnish essential data on Soldier's qualifications and availability for active duty to HQDA agencies and subordinate commands. They will use the data for classification, assignment, and mobilization planning purposes.

#### 3–3. Security investigation

Commanders will ensure, in coordination with the unit security manager, that when a Soldier's AOC/FA/MOS or duty position requires it, the Soldier has a current and valid security clearance at the level specified in DA Pam 611–21 and the unit's modified table of organization and equipment (TOE) or table of distribution and allowances (TDA) document, and when required, has submitted for a periodic reinvestigation. Commanders will ensure Soldiers are informed in a timely manner to submit for a periodic reinvestigation. The final denial or revocation of an officer's Secret security clearance by appropriate authorities acting pursuant to DODM 5200.02 and AR 380–67, or failure of the officer to apply for an initial or a reinvestigation for a clearance, requires the officer to be processed for involuntary separation (see AR 135–175 and NGR 635–101).

### **3–4. Medical examinations and periodic health assessments**

Soldiers will undergo medical examinations and periodic health assessments (PHA) as prescribed in AR 40–501. In between any required medical examinations or PHA's. A non-unit Soldier can use either DA Form 3725 or the Virtual Muster to annually certify current medical readiness. The Soldier is also responsible to promptly report any medical condition or physical defect that occurs throughout the year that would prevent the Soldier's performance of active military Service.

### **3–5. Failure to complete forms or questionnaires**

- a.* Commanders will ensure that forms distributed to Soldiers are completed and returned promptly.
- b.* If completed forms or questionnaires are not received from the Soldier by the suspense date, the commander will send the forms or questionnaires a second time. It will be identified as a follow-up and sent to the verified address.
- c.* Failure to complete and return forms or questionnaires identifies the Soldier as an unsatisfactory participant as prescribed in AR 135–91. It also makes the Soldier potentially subject to involuntary administrative separation for unsatisfactory participation as prescribed in AR 135–178 and AR 135–175.

## **Section II**

### **Nonunit Soldiers**

#### **3–6. Scope**

This section applies to Soldiers assigned to the Individual Ready Reserve (IRR) under the control of the CG, HRC.

#### **3–7. Updating Soldier data**

IRR Soldiers are required to complete an annual readiness update using a virtual muster, personnel accountability muster, mail, or other means, as HRC directs.

#### **3–8. Distributing forms**

- a.* CG, HRC will distribute DA Form 3725 annually to each IRR Soldier enabling Soldiers to update their personal information and certify their medical readiness.
- b.* DA Form 7852 (Individual Ready Reserve (IRR) Statement of Understanding (SOU)), which outlines the responsibilities of an IRR Soldier, will be given to the Soldier to complete by the service representative as the Soldier transitions into the IRR from the Regular Army (RA), Army National Guard (ARNG), or USAR.

#### **3–9. Completing and processing forms**

- a.* The Soldier will complete and sign DA Form 3725 according to the instructions on the form. After completing the form, the Soldier will return it to HRC in the stamped self-addressed envelope.
  - (1) HRC will record the changes provided by the Soldier. If substantiating documentation is required to update the Soldier's record, the Soldier must provide it.
  - (2) HRC will destroy the DA Form 3725 after processing if it contains no data that would affect a change in a Soldier's status.
- b.* DA Form 7852 will be completed—
  - (1) By RA Soldiers at the transition center. The Soldier and the Reserve Component Career Counselor (RCCC) will each sign the SOU. The RCCC will provide the Soldier with a copy and place the SOU into the Soldier's AMHRR.
  - (2) By Reserve Soldiers transitioning from ARNG or USAR units into the IRR. The service representative will follow the steps outlined in paragraph 3–9*b*(1) above.

## **Section III**

### **Unit Soldiers**

#### **3–10. Soldier requirements**

Soldiers are responsible for keeping their chain of command informed as outlined in paragraph 3–1*e* above, to promptly reply to official correspondence related to their military Service, to maintain qualifications for retention, including medical fitness, and to review and update their individual AMHRR.

### **3–11. Completing and processing forms**

- a. Forms may be completed during unit training assemblies by ARNGUS and USAR Soldiers providing no interference with training.
- b. Soldiers transferring into the IRR should complete and sign DA Form 7852 prior to the effective date of the transfer for inclusion in the IRR transfer packet.
- c. The service representative will also sign the DA Form 7852, provide the Soldier with a copy, and place the form into the Soldier's AMHRR.

## **Chapter 4 Change of Address Reporting**

### **4–1. General**

This chapter sets forth processes for reporting and processing changes of address for ARNGUS and USAR Soldiers when—

- a. Soldiers are not in an active duty status.
- b. At time of entry into active duty, their permanent home address was listed incorrectly in official records.

### **4–2. Address categories**

Specific address categories are listed below—

- a. *Primary residence address.* The address of the dwelling (for example, the house, townhouse, apartment, condominium, mobile home, houseboat, vessel) where the Soldier actually resides. A Soldier may have only one primary residence address. The primary residence address will constitute the “home” and “home of record.”
- b. *Temporary address.* The address of the place where the Soldier is or will be temporarily located while away from their primary residence.
- c. *Foreign address.* The address in a foreign country in which the Soldier will be traveling.

### **4–3. Reporting changes of address**

a. Each Soldier must furnish a primary residence address and report any changes, such as moving to a new primary residence, to their immediate commander or the CG, HRC (AHRC–OPL–P for officers and AHRC–EPR–J for enlisted.), as appropriate, not later than the next unit training assembly, or immediately if under an alert for mobilization or involuntary order to active duty or assigned to HRC. When away from the primary residence address for more than a month, the Soldier will provide a temporary one as follows:

- (1) For ARNGUS Soldier—to unit commander.
  - (2) For USAR Soldier—on appointment, enlistment, reenlistment after break in Service, or on transfer to the USAR, by the use of any official forms. A letter to the unit commander or to the CG, HRC (AHRC–OPL–P for officers and AHRC–EPR–J for enlisted), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5208, as appropriate, will satisfy this requirement.
- b. Soldiers who are out of the country for a month or more must furnish their immediate commander with a foreign address. This includes Soldiers who reside or travel in a foreign country for that length of time. The Soldier will also provide a mailing address in the United States through which mail would be forwarded. (See AR 25–51 for forwarding official mail to Soldiers in foreign countries.)

### **4–4. Foreign travel of Army National Guard of the United States and U.S. Army Reserve Soldiers**

- a. Instruct ARNGUS and USAR Soldiers planning to travel to a foreign country to—
  - (1) Report to the unit security manager all personal foreign travel in advance of the travel being performed.
  - (2) When the Soldier has access to classified information, to report to the unit security manager to receive a foreign travel briefing prior to travel and a debriefing upon return.
- b. When a USAR Soldier is under the jurisdictional control of HRC, the Soldier must report planned travel to the CG, HRC via email at [usarmy.knox.hrc.mbx.epmd-special-actions-branch@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-special-actions-branch@mail.mil).
- c. Soldiers must submit a report that includes the following information to their immediate commander or CG, HRC, as appropriate, as early as practicable and prior to commencing travel:
  - (1) Date of departure.
  - (2) Foreign address.
  - (3) Address in the United States through which mail will be forwarded. Estimated date of return to the United States.

(4) Purpose of foreign travel or residence. If for business purposes, indicate occupation and name of employer. Contact telephone number, if known.

*d.* When USAR Soldiers plan to reside or visit a foreign country for six months or more, they will be processed for reassignment per AR 135–91 and AR 140–10 (see fig 4–1).

#### **4–5. Requests for change of home of record**

*a.* After entry on active duty, the primary residence address (home of record) of Reserve Component personnel may not be changed. The only exception is when an administrative error was made in designating the primary residence address at the time active duty orders were published.

*b.* When an administrative error has occurred, the Soldier must submit a request for corrective action. The Soldier will send the request through channels to CG, HRC (AHRC–PL), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5208. The request will include justification and proof that the place requested was the Soldier’s actual primary residence at time of entry on active duty. Documentation in support of the request will include such items as—

- (1) DA Form 61 (Application for Appointment).
- (2) Signed rental lease or purchase settlement documents. Utility statements.
- (3) Initial travel voucher.
- (4) Change of address notices.

*c.* The CG, HRC will determine if corrective action may be taken and will issue necessary orders if appropriate.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

MEMORANDUM FOR: ***(Oversea Area Commander)***  
SUBJECT: Foreign Address of USAR Soldier

The individual named below, a Soldier of this command, has reported his/her intention to travel within the area of your responsibility for a period of less than 6 months. The following information taken from available records in this office is submitted for your information:

- a. Name of Soldier:
- b. Social security number:
- c. Grade:
- d. Branch (officers only):
- e. Foreign mailing address:
- f. Primary residence address:
- g. Purpose of travel:
- h. Expected date of departure for overseas:
- i. Expected date of return to U.S.:
- j. Status (Ready, Standby, Retired Reserve):
- k. Reserve assignment:

(Signature)

Figure 4-1. Notification of foreign travel



## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 25–51**

Official Mail and Distribution Management (Cited in para 4–3*b*.)

**AR 40–501**

Standards of Medical Fitness (Cited in para 3–4.)

**AR 135–91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in table 2–1.)

**AR 135–175**

Separation of Officers (Cited in para 2–3.)

**AR 135–178**

Enlisted Administrative Separations (Cited in para 2–3.)

**AR 140–10**

Assignments, Attachments, Details, and Transfers (Cited in para 2–3.)

**AR 601–25**

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty Training, and Reserve Forces Duty (Cited in para 2–1*b*.)

**AR 611–1**

Military Occupational Classification Structure Development and Implementation (Cited in para 3–1*d*.)

**AR 690–11**

Use and Management of Civilian Personnel in Support of Military Contingency Operations (Cited in para 2–11*a*.)

**DA Pam 611–21**

Military Occupational Classification and Structure (Cited in para 3–1*d*.)

#### **Section II**

##### **Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

**AR 11–2**

Managers' Internal Control Program

**AR 25–30**

Army Publishing Program

**AR 25–400–2**

The Army Records Information Management System (ARIMS)

**AR 380–67**

Personnel Security Program

**AR 600–8–104**

Army Military Human Source Records Management

**DA Pam 25–403**

Guide to Recordkeeping in the Army

**DODD 1200.7**

Screening the Ready Reserve

**DODM 5200.02**

Procedures for the DOD Personnel Security Program (PSP)

**EO 12919**

National Defense Industrial Resources Preparedness

**EO 13603**

National Defense Resources Preparedness

**NGR 600–2**

Screening of the Army National Guard

**NGR 600–200**

Enlisted Personnel Management

**NGR 614–1**

Inactive Army National Guard

**NGR 635–100**

Termination of Appointment and Withdrawal of Federal Recognition

**NGR 635–101**

Efficiency and Physical Fitness Boards

**PL 107–296**

Homeland Security Act of 2002

**3 USC 19**

Vacancy in offices of both President and Vice President; officers eligible to act

**10 USC**

Armed Forces

**10 USC 7038**

Office of Army Reserve: appointment of Chief

**10 USC 10146**

Ready Reserve: transfer from

**10 USC 10149**

Ready Reserve: continuous screening

**10 USC 10205**

Members of Ready Reserve: requirement of notification of change of status

**10 USC 12301**

Reserve components generally

**10 USC 12302**

Ready Reserve

**10 USC 12303**

Ready Reserve: members not assigned to, or participating satisfactorily in, units

**32 USC**

National Guard

**Section III**

**Prescribed Forms**

**DA Form 3725**

Army Reserve Status and Address Verification (Prescribed in para 3–1*d.*)

**DA Form 7852**

Individual Ready Reserve (IRR) Statement of Understanding (SOU) (Prescribed in para 3–8*b.*)

## **Section IV**

### **Referenced Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate (APD) website (<https://armypubs.army.mil>).

#### **DA Form 61**

Application for Appointment

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

## Appendix B

### Agencies Having Emergency Functions

#### B–1. Definition

Implementation of the National Security Emergency Preparedness Policy requires Federal agencies with emergency functions to have sufficient capabilities to meet essential defense and civilian needs during any national security emergency.

#### B–2. Agencies with emergency functions

The following is a list of agencies having emergency functions:

- a.* Department of Agriculture.
- b.* Department of Commerce.
- c.* Department of Defense.
- d.* Department of Education.
- e.* Department of Energy.
- f.* Department of Health and Human Services.
- g.* Department of Homeland Security.
- h.* Department of Housing and Urban Development.
- i.* Department of the Interior.
- j.* Department of Justice.
- k.* Department of Labor.
- l.* Department of State.
- m.* Department of the Treasury.
- n.* Department of Transportation.
- o.* Department of Veterans Affairs.
- p.* Environmental Protection Agency.
- q.* Export-Import Bank of the United States.
- r.* Federal Bank Supervisory Agencies (Federal Reserve System).
- s.* Federal Communications Commission.
- t.* Federal Emergency Management Agency.
- u.* General Services Administration.
- v.* Interstate Commerce Commission.
- w.* National Aeronautics and Space Administration.
- x.* National Archives and Records Administration.
- y.* National Science Foundation.
- z.* Nuclear Regulatory Commission.
- aa.* Office of Management and Budget.
- bb.* Office of Personnel Management.
- cc.* Securities and Exchange Commission.
- dd.* Selective Service System.
- ee.* Small Business Administration.
- ff.* Tennessee Valley Authority.
- gg.* U.S. Information Agency.
- hh.* U.S. Postal Service.
- ii.* U.S. Railroad Retirement Board.

## **Appendix C**

### **Internal Control Evaluation**

#### **C-1. Function**

The functions covered by this checklist are Ready Reserve screening, Soldier qualification records, and changes of address.

#### **C-2. Purpose**

The purpose of this checklist is to assist intended users in evaluating their key internal controls. It is not intended to cover all controls.

#### **C-3. Instructions**

Answers must be based on the actual testing of controls (for example, document analysis, direct observation, interviewing, sampling, and simulation). Answers which indicate control problems must be explained (and corrective action indicated) in supporting documentation. These controls must be evaluated in accordance with the schedule in the management control plan.

#### **C-4. Test questions**

- a.* Has the commander screened unit personnel for removal from the Ready Reserve at least once in the last year?
- b.* Are each Soldier's qualification records up-to-date and accurate and reflect the Soldier's eligibility for retention in the Ready Reserve?
- c.* Has the commander ensured personnel holding a security clearance report all foreign travel to the security manager?
- d.* Has the commander ensured personnel security investigation are initiated through the Personnel Security Investigation Center of Excellence as authorized?
- e.* Is the primary residence address on file for each Soldier accurate?
- f.* Have corrections to the primary residence address submitted after entry on active duty been adjudicated by the proper authority?

#### **C-5. Supersession**

No previous checklists exist for this program.

#### **C-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to Deputy Chief of Staff, G-1 (DAPE-MPO-D), 300 Army Pentagon, Washington, DC 20310-0300.

## **Glossary**

### **Section I**

#### **Abbreviations**

**AMHRR**

Army Military Human Resource Record

**AOC**

area of concentration

**AR**

Army regulation

**ARIMS**

Army Records Information Management System

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**CAR**

Chief, Army Reserve

**CG**

Commanding General

**CNGB**

Chief, National Guard Bureau

**DA Pam**

Department of the Army pamphlet

**DOD**

Department of Defense

**EO**

Executive Order

**FA**

functional area

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Army Human Resources Command

**IRR**

Individual Ready Reserve

**MOS**

military occupational specialty

**NGR**

National Guard Regulation

**OADO**

Officer Active Duty Obligor

**PHA**

Periodic Health Assessment

**PL**

Public Law

**POTUS**

President of the United States

**RA**

Regular Army

**RCCC**

Reserve Component Career Counselor

**SOU**

Statement of Understanding

**TDA**

table of distribution and allowances

**TOE**

table of organization and equipment

**USAR**

U.S. Army Reserve

**USC**

United States Code

**Section II****Terms****Active duty**

Full-time duty in the active military Service of the United States. As used in this regulation, the term is applied to all ARNGUS and USAR Soldiers ordered to duty under 10 USC, other than for training. It does not include Active Guard Reserve personnel in a full-time National Guard duty status under 32 USC.

**Area commanders**

Commanders of area commands.

**Area commands**

The following are defined as area commands:

- a. U.S. Army, Europe.
- b. U.S. Army Pacific Command.
- c. U.S. Army Southern Command.
- d. U.S. Army Special Operations Command.
- e. U.S. Army Human Resources Command.
- f. U.S. Army Reserve Command.

**Area command**

A geographic area of command with Reserve Component functions and responsibilities.

**Army National Guard of the United States (ARNGUS)**

The Reserve Component of the Army, all of whose members are members of the Army National Guard.

**Extreme community hardship**

A situation that may, because a reservist is mobilized, have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship shall be made by the reservist and must be supported by documentation as required by the Secretary of the Army.

**Extreme personal hardship**

An adverse impact on a reservist's dependents resulting from his or her mobilization. Any request for a determination of such hardship will be made by the reservist and must be supported by documentation as required by the Secretary of the Army.

**Individual Ready Reserve (IRR)**

Soldiers who are assigned to the following Ready Reserve USAR Control Groups: Annual, Training, Reinforcement, and OADO.

**Key position**

A Federal position that shall not be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal Agency or office to function effectively. The four categories of Federal key positions are: 1) the Vice President of the United States or any official specified in the order of presidential succession as provided in 3 USC 19; 2) members of the Congress and the Heads of the Federal Agencies appointed by the President with the consent of the Senate; 3) Article III judges; and 4) other Federal positions determined by the Federal Agency Heads, or their designees, to be key positions as defined by DODD 1200.7.

**Member of Congress**

A U.S. Senator; a Representative in, or a Delegate or Resident Commissioner to, the House of Representatives; and a Member-elect to the Senate or House of Representatives.

**Ready Reserve**

Units and individual reservists subject to active duty as outlined in 10 USC 12301 and 10 USC 12302.

**Standby Reserve**

Units or members of the Reserve Components, other than those in the Ready Reserve or Retired Reserve, who are subject to active duty as provided in 10 USC 12301 and 10 USC 12303. Soldiers on the Active Status list may participate in Reserve training activities at no expense to the government, earn retirement points, and be eligible for promotion, but they are not eligible for promotion to general officer ranks. Soldiers on the Inactive Status List may not train for pay or retirement points and are not eligible for promotion.

**Troop program unit**

A TOE or TDA unit of the USAR organization which serves as a unit on mobilization or one that is assigned a mobilization or one that is assigned a mobilization mission. The “unit” in this case is the largest separate unit prescribed by the TOE or TDA.

**U.S. Army Reserve (USAR)**

A Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency.



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