



U.S. Army Human Resources Command

INDIVIDUAL READY RESERVE



ORIENTATION HANDBOOK

June 2025

This handbook serves as a guide and is not to be substituted for regulatory guidance.

Individual Ready Reserve (IRR) Table of Contents

IRR Program Overview	4
An IRR Soldier's Responsibilities.....	5
Muster Frequently Asked Questions (FAQs).....	6-10
Opportunities in the Selected Reserve.....	9
1. Troop Program Units	9
2. Individual Mobilization Augmentation (IMA).....	9
3. Active Guard Reserve.....	9
Incentives, Bonuses and Benefits	10
1. Bonuses	10
2. Education Benefits	10
3. Blended Retirement System (BRS)	10
Incentives, Bonuses, and Benefits (Cont.).....	11
4. TRICARE.....	11
5. VA Benefits.....	11
6. Military ID card Privileges.....	11
7. Reserve Retirement Pay	11
8. Crisis Hotline (For Soldiers)	11
9. Servicemembers' Group Life Insurance (SGLI)	11
Inactive Duty Training for IRR Soldiers	12-16
1. Attaching to a unit for points only IDT	12
2. Documenting attendance	12
3. Credit for IDT	12
4. Processing DA Form 1380	13
IRR Medical Readiness	14
1. DoD Periodic Health Assessment (PHA) Process:	14
2. Medical Profile Requests:	14
3. Transfers Out of the IRR:	14
4. IRR Active Duty for Operational Support (ADOS).....	14
5. Flight Physicals	14
Soldier Administrative Maintenance	15-19
1. Evaluations:.....	15
2. Promotions:	15
3. Profession Military Education (PME):	15
4. Updating Legal Name:	15
5. Enlisted Actions:.....	15
6. Officer Actions:.....	16

7. Retirement Points:.....	16
HRC IMA/IRR Personnel Security	17-22
1. Soldier's Responsibilities:	17
2. Assistance:	17
3. Security Clearance Inquiry:	17
4. Personnel Security Investigation Requirements:	17
5. Self-Reporting:	18
6. Personnel Security Investigation Process:.....	18
7. Reciprocity Conversion:	18
8. HRC Security Mailing Address - Contact Information:	19
HRC Individual Ready Reserve Points of Contact.....	20
IRR Enlisted/Officer Career Management	20
Senior Leader Development (SLDO)	20
IRR Specialty Divisions	20
Helpful Websites	21

IRR Program Overview

Welcome to the Individual Ready Reserve (also known as the IRR). The U.S. Army Human Resources Command (HRC) appreciates your continued dedication to our nation.

The majority of Soldiers going into the IRR do so because they have a remaining statutory Military Service Obligation (MSO) under Section 651 of Title 10 USC that they need to fulfill.

As an IRR Soldier, you are in an active status in the Army Ready Reserve and are part of a pool of individual Soldiers who have been trained, through your Service in the active forces or in the Selected Reserve and are available for mobilization in time of war or national emergency.

This handbook provides an overview of the IRR Program and outlines responsibilities of IRR Soldiers. Additionally, this handbook addresses frequently asked questions concerning the IRR muster and provides information on opportunities, benefits, and resources that may be available to IRR Soldiers.

Common Reasons Soldiers choose to join and remain in the IRR:

- Continued service to your country.
- Maintain an affiliation with the military.
- Ability to earn retirement points.
- If funding allows, and if eligible, you can volunteer for AD tours.
- Flexibility: no mandatory requirement to drill monthly.
- Soldier may be able to attend Professional Military Education (PME) Schools.
- Authorization to travel on Space Available flights.

An IRR Soldier's Responsibilities

1. Muster: Complete a readiness update using an in-person muster such as a personnel accountability muster (PAM) or a readiness muster, mail, or other means, as HRC directs.

2. Information Changes: Promptly notify HRC of any changes to and provide documentation as applicable for:

- a. Current mailing address, phone, and email address.
- b. Changes in marital or dependency status.
- c. Current Civilian employer information. Soldier will also need to certify their employment information on an annual basis (even if there is no change and even if unemployed).
- d. Changes in education, licenses, or skills.
- e. Changes to your physical or medical condition which could affect your readiness or ability to mobilize. Any other changes in status that could affect readiness.

Failure to comply with these requirements, including failure to promptly answer any correspondence from HRC, could result in adverse administrative action.

3. Soldiers may use one of the following ways to report changes:

- a. Contact your Career Management Office via **1-888-ARMY-HRC**.
- b. Complete and send an Army Reserve Status and Address Verification Form (DA Form 3725) to the below team email.
- c. Contact the IRR/IMA team directly by email: usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil or by phone (502-613-5566).

Muster Frequently Asked Questions (FAQs)

1. What is a Muster and under what authority can HRC muster IRR Soldiers under their command?

A muster is one way for HRC to screen the IRR. During a muster, the Soldier will update their personnel information and learn about their obligation and responsibilities. It can be done virtually or in person. Personnel Accountability Muster, also known as a PAM, is one type of in-person muster that Human Resources Command currently uses for screening. You will be notified if you are required to complete a muster and which type it will be, along with complete instructions.

Consistent with Department of Defense (DOD) Directive 1200.7 (Screening the Ready Reserve) November 18, 1999 (Certified Current as of November 21, 2003), the Secretaries of the Military Departments established procedures to ensure the continuous screening of the IRR. One way to do that is with a muster. A member of the IRR may be ordered to Muster Duty, with or without the Soldier's consent, in accordance with Title 10, U.S.C. 12319, up to one day per year.

2. What if I received Muster orders but I am no longer in the IRR i.e., joined a Reserve/National Guard unit, transferred to another military service or no longer in the service?

Contact the Army Human Resources Command at **1-888-ARMY-HRC** and they will transfer you to the appropriate team to resolve the issue. Or contact the IRR/IMA team directly: usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil

3. If I am receiving VA benefits, am I still required to complete the muster?

Yes. Even though you are receiving benefits, you are still part of the Individual Ready Reserve. If ordered, completion of Muster duty is a mandatory IRR duty.

4. What happens at an in-person muster?

If a Soldier receives an in-person muster order in the mail, for example a PAM, it will include instructions to call and schedule an appointment with a Career Counselor typically at an Army Reserve Center. The Soldier will report to the Army Reserve Center listed on their orders and complete muster duty. Muster duty will be a minimum of two hours but will not exceed a full duty day. The counselor will conduct an IRR Orientation Brief, which includes an IRR Soldier's obligations, as well as providing information regarding Army opportunities.

Muster Frequently Asked Questions (Continued)

5. What if my personal information changes during the year?

You can contact either the Army Human Resource Command at **1-888-ARMY-HRC** or contact the IRR/IMA team directly:

usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil

6. What happens if I do not complete my muster duty?

If you have **not** received an exception from HRC and do not complete the muster, you could be considered an unsatisfactory participant which could result in early discharge. Failing to complete your obligation may affect your benefits at separation. Additionally, failure to complete the muster will **not** prevent you from mobilization if your grade/skills are required in the future.

7. Will I get paid for the muster?

Yes. You will receive a stipend for completing an in-person muster. Please come to the muster with a voided check (preferable) or your routing and account numbers which are needed to complete the direct deposit form.

8. What is the current process for IRR Soldiers to receive a pay stipend for completing the personnel accountability musters?

After the muster, the counselor will complete the pay packet with the Soldier. The counselor will then submit the Muster Pay Packet which will include a copy of the Soldier's muster order, Career Counselor Guidance Form, SF1199A (Direct Deposit Form), US Army Reserve Command (USARC) Form 25R (Certificate of Performance), and a voided check or savings slip from the Soldier. The Career Counselor will ensure the IRR Soldier is courtesy copied or receives a hard copy of their Muster Pay Packet.

9. How much is the pay stipend for completing Personnel Accountability Musters?

The stipend amount currently is \$253.75. However, the stipend amount is published annually and can change from year to year. You can find this amount on the DFAS website below. Your career counselor can also let you know the amount for completing your muster. Keep in mind that the stipend is subject to taxes. Please allow for approximately 45 days from muster completion for your pay to process through Defense Finance and Accounting Service (DFAS). <https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/MusterPay/>

Muster Frequently Asked Questions (Continued)

10. Will having a service-connected VA rating prevent me from continuing to serve in the Military?

A VA disability rating does not necessarily prevent continued military service; however, if you believe your medical condition may hinder your ability to perform active military duty, please contact the HRC Surgeon General Team at usarmy.knox.hrc.mbx.sg-admin@army.mil. They can assist in making that determination.

11. Are enlisted service members able to be promoted while in the IRR?

IRR Soldiers in the grades of E-1 through E-4 are eligible for promotion while in IRR status. However, in accordance with Army Regulation 600-8-19, USAR IRR and Stand-by Reserve (active status list) Soldiers in the grades of E-5 and above must transfer to a Troop Program Unit (TPU) to be considered for promotion.

12. Where are the assignments on My Board File updated from?

Assignment history is pulled directly from your personnel record, as reflected in your evaluations.

13. What should I enter in section 8 of DA Form 3725 if none of the listed situations apply to me?

If none of the listed situations apply, simply leave section 8 blank when submitting the form.

14. If I am an Officer in the IRR, currently serving on Active Duty for Operational Support (ADOS) orders, am I required to complete the AHRC Form 4145, Military Service Obligation (MSO) Form?

Yes, completing the AHRC Form 4145 is an annual requirement for all officers in the IRR. Failure to do so may result in separation from service.

15. Can I transfer to the Individual Ready Reserve (IRR) while on Active Duty for Operational Support (ADOS) orders?

Yes, you may transfer to the IRR while on Active Duty for Operational Support (ADOS) orders, depending on your component. If you are currently assigned to the USAR, you generally do not need to terminate your current ADOS orders to transfer; however, ADOS orders must be amended due to change in status. This may cause pay/benefit discrepancies. If you are a National Guard Soldier, you will need to terminate your ADOS orders before transferring to the IRR. OCAR Policy 20-02, paragraph 5c, stipulates that Soldiers serving on ADOS orders should remain mobilization assets and are therefore retained in their unit in an overstrength status, rather than being transferred to the IRR.

Opportunities in the Selected Reserve

The Selected Reserve (SELRES) is comprised of Troop Program Units (TPU), Individual Mobilization Augmentation (IMA), and Active Guard Reserve (AGR). The SELRES is like the IRR in that all its members are in an active status in the Ready Reserve. The difference between the two is that SELRES Soldiers are assigned to and participate as members of units and IMA and TPU soldiers have a drilling and annual training requirement which the IRR doesn't have.

1. Troop Program Units: Troop Program Units are traditional Reserve units where drills (Battle Assemblies) are usually scheduled one weekend each month (a Saturday and Sunday) but may include reporting for duty on a Friday. In addition, these units have a two-week Annual Training period every year. TPU Service Members may participate in additional training if authorized. To review drill pay please visit <https://www.dfas.mil>. Contact the Army Reserve Careers Group (ARCG) Career Counselor or visit the ARCG website <https://www.usar.army.mil/ARCG/> for more information concerning TPU vacancies.

2. Individual Mobilization Augmentation (IMA): The Individual Mobilization Augmentation program allows Soldiers to augment an Active Component (AC) unit or government agency to meet military manpower requirements in the event of military contingency, pre-mobilization, mobilization, sustainment and/or demobilization operations. IMA Soldiers are required to perform a minimum of 12 days annual training (AT) per fiscal year. Periods of inactive duty training (IDT) may be authorized pending any budgetary constraints. Many of these positions allow flexibility in scheduling training for the Soldier. Each IMA position is different, and the training schedule must be coordinated between the Soldier and the assigned unit. Obtaining 50 points during the Soldier's Anniversary Year Ending (AYE) is required to have a "good year" toward retirement. Membership points of 15 points are automatic, one point a day is given for any active duty, and one point is given for each four-hour period of IDT (no more than 2 points in an eight-hour day).

3. Active Guard Reserve: Active Guard Reserve (AGR) Soldiers serve full-time and enjoy the same benefits as Active Component Soldiers. With an AGR job, you receive full pay, medical care for you and your family, and the opportunity for retirement after 20 years of active service. AGR Soldiers serve full-time on Active Duty in units and organizations of the Army Reserve, or that directly support the Army Reserve. If you'd like to apply for the AGR program, go to <https://www.hrc.army.mil/> and search "AGR" or click on Officer or Enlisted AGR career counselors showing in the right-hand column.

Incentives, Bonuses and Benefits

There are various incentives, bonuses and benefits that may be available to members of the Ready Reserve. Incentives and bonuses are continually changing based on current recruitment needs. The listings below are for example purposes only. You can speak with an Army Reserve Careers Division (ARCG) Career Counselor or visit the ARCG website <https://www.usar.army.mil/ARCG/> to view updates to incentives, bonuses and education benefits that may be available to you.

1. Bonuses: Officer/Enlisted Affiliation Bonus: These bonuses may be available to Officers and Enlisted Soldiers upon transfer from the IRR to the Selected Reserve. Reenlistment Bonus: Available for Enlisted Soldiers only. **Note:** Bonus information subject to change. To see what is currently available, please visit the ARCG website: <https://www.usar.army.mil/ARCG>

2. Education Benefits: There are various types of educational benefits that may be available to you.

a. GI Bill: For more information and details about specific benefits, please contact your school's Veterans liaison or local Education Center.

b. Student Loan Repayment: When you transition from IRR to TPU, you could receive assistance in student loan repayment.

c. Tuition Assistance (TA): Active Component, AGR, and Soldiers assigned to the Army National Guard and Army Reserve Selected Reserve coded as Satisfactory Participant may be eligible for TA IAW AR 621-5. For additional details and most current information, visit the Army TA portal at <https://www.goarmy.com> or contact your servicing Army Education Center/Office.

3. Blended Retirement System (BRS): BRS is a modernized retirement plan for the Uniformed Service that is available to eligible Service Members starting January 1, 2018. Features of the BRS includes a defined benefit (monthly retired pay for life) after at least 20 years of service, a defined benefit (consisting of government automatic and matching contributions), a member's Thrift Savings Plan (TSP) account, continuation pay and a new lump sum option at retirement. To verify eligibility and obtain more information concerning Blended Retirement System, visit <https://militarypay.defense.gov/BlendedRetirement/>.

Incentives, Bonuses, and Benefits (Cont.)

4. TRICARE: SELRES Soldiers are eligible for TRICARE medical. IRR Soldiers can purchase the TRICARE Dental Program, but usually don't qualify for any other TRICARE benefits unless they are on active duty orders or were recently deactivated. To verify your eligibility, access <https://tricare.mil/Plans/Eligibility/NGRMandFamilies> using your DoD DS Logon account.

5. VA Benefits: The VA offers health care, education, life insurance, home loan guarantee, disability compensation, vocational rehabilitation and employment benefits and a plethora of other benefits. Access <https://www.benefits.va.gov> for more information regarding VA eligibility and benefits.

6. Military ID card Privileges: SELRES Soldiers are authorized to obtain a CAC; IRR Soldiers are not. They can visit any Defense Enrollment Eligibility Reporting System (DEERS) stations to obtain information about getting a military ID card which provides access to various on-post facilities, such as the commissary, PX and various MWR sites.

7. Reserve Retirement Pay: Reserve retirement pay eligibility is based on completing 20 "good" or qualifying years of service in any combination of Active Component, Selected Reserve or IRR. After your 20 "good" years, you may qualify for retired reserve pay starting at age 60 and each month after that for the rest of your life. The more points you accrue now, the higher your Reserve retirement pay will be at age 60. Visit the HRC website for more information.

8. Crisis Hotline (For Soldiers): The Veteran's and Military Crisis Line (1-800-273-8255, press 1), online chat, and text-messaging service is free to all Service members. Hundreds of men and women in the military call them every day for crisis and suicide prevention assistance.

9. Servicemembers' Group Life Insurance (SGLI): SGLI is a program that provides low-cost term life insurance coverage to eligible Servicemembers. An IRR Soldier is only eligible if they are attached to a unit or on active duty. Once attached to a unit, the IRR Soldier is automatically enrolled in SGLI. The IRR Soldier may elect to decline SGLI coverage, select a lesser amount than maximum coverage, designate beneficiaries, and/or make other changes. The IRR and other Service members with part-time coverage will continue to use the paper SGLV 8286 form to make coverage and beneficiary changes. Please be aware that once you are automatically enrolled, you will start accruing a debt for SGLI. For more information concerning SGLI, visit <https://www.va.gov/lifeinsurance/options-eligibility/sgli/>.

Inactive Duty Training for IRR Soldiers

An IRR Soldier is considered a non-unit Soldier. Being in an active status allows an IRR Soldier the opportunity to maintain their basic military and MOS/AOC skills. They would do that by becoming attached to a Reserve, National Guard, or Active Army unit to conduct Inactive Duty Training (IDT).

IRR Soldiers may take part in Inactive Duty Training (IDT) in a **non-pay** training status (for retirements point credit only) when authorized by HRC.

IDT will help ensure that the IRR Soldier is a mobilization-ready asset.

1. Attaching to a unit for points only IDT: When the Soldier finds a unit for attachment, the unit must submit a DA Form 4651 to HRC requesting attachment orders. If approved by HRC, orders will be published authorizing IDT for retirement points only. Once the Soldier is attached, they become an asset of that unit and will drill with that unit. This also affects the unit's readiness numbers (AFT, HT/WT, etc.) due to the Soldier being attached.

The Soldier **MUST** be attached to a unit to receive retirement point credit for IDT. It is the Soldier's responsibility to ensure they have a valid attachment order **BEFORE** beginning to drill with a unit.

The unit commander will provide the Soldier with a unit training schedule that lists the dates, uniform and location of the unit training. Keep in mind that IRR Soldiers **do not** have a regulatory requirement to drill or perform AT like TPU Soldiers do. Attached IRR Soldiers can attend as many drills as they want or none at all; but schedules will be coordinated with the unit.

Soldiers are **not authorized to drill from home.**

The Soldier is responsible for the cost of travel to and from IDT duty.

2. Documenting attendance: Unit commanders will ensure attendance is accurately documented and recorded. IRR Soldiers will sign in at each drill period. AR 140-1 requires the maintenance of rosters for roll call, sign-in, and attendance in accordance with AR 25-400-2.

3. Credit for IDT: Once the attached IRR Soldier has completed their IDT, the unit will submit the appropriate documentation to HRC according to AR 140-185 and AR 140-10.

Inactive Duty Training for IRR Soldiers (Cont.)

4. Processing DA Form 1380: Units will submit the IRR Soldier's attachment order, DA Form 1380, sign-in sheet, and training schedule for Soldier's first drill. For subsequent submissions, under the same attachment order, units will submit the DA Form 1380 and the sign-in sheet. The attached Soldier will NOT complete or submit their own DA Form 1380, it will be returned without action (RWOA). The Soldier or Soldier's unit can submit the DA Form 1380 via a personnel action request in IPPS-A to the Essential Personnel Services Retirement Points Team listed as number 7 in the Soldier Administrative Maintenance section. There are instructions in this section on how to do so.

IRR Medical Readiness

1. DoD Periodic Health Assessment (PHA) Process: IRR Soldiers are authorized an annual DoD Periodic Health Assessment (PHA) at no cost to the Soldier in accordance with the Reserve Health Readiness Program (RHRP-3). PHAs must be completed in two parts. Part 1 requires a Sponsor (E7 or above) to reactivate the Soldier's ICAM account. Visit the HRC Command Surgeon Periodic Health Assessment website for the most up to date instructions on PHA completion for IRR Soldiers:

[https://www.hrc.army.mil/content/Periodic%20Health%20Assessment%20\(PH A\)](https://www.hrc.army.mil/content/Periodic%20Health%20Assessment%20(PH%20A)). QTC will refer DoD PHAs to the HRC Command Surgeon Office for medical fitness validation. IRR Soldiers will not be paid time or travel for completing any portion of the PHA.

If you are still having voucher and registration concerns, email the HRC Command Surgeon Office at usarmy.knox.hrc.mbx.sg-admin@army.mil and provide the following information: rank, full name, DODI (if known), details of your issue, current mailing/ physical address, current telephone number, a valid civilian email address and QTC representative name.

2. Medical Profile Requests: Requests for temporary and permanent medical profiles will be processed through the HRC Command Surgeon Office. Profile requests require a current PHA. Email the HRC Command Surgeon Office at usarmy.knox.hrc.mbx.sg@army.mil for a profile packet. Completed packets must be submitted to the Medical Fitness Team at usarmy.knox.hrc.mbx.sg@army.mil.

3. Transfers Out of the IRR: Soldiers requesting transfer from the IRR to the Selected Reserve (TPU, AGR, or IMA) must have a current DoD PHA. Any medical conditions that could impact a Soldier's ability to mobilize must be adjudicated (medically cleared) by the HRC Command Surgeon Office prior to transfer. See section above on obtaining a PHA if necessary.

4. IRR Active Duty for Operational Support (ADOS) and Contingency Operation for Active-Duty Operational Support (COADOS): Soldiers in the IRR who volunteer for ADOS or COADOS must submit a financial packet to the USARC G8 team at Fort Knox. Their email address is provided below. To ensure timely payment, the IRR Soldier must have an active account established at the Defense Finance and Accounting Service (DFAS).

5. Flight Physicals: Only Soldiers with an Aviation Area of Concentration (AOC) are authorized to request a flight physical while in the IRR. To initiate this process, you must contact the HRC IRR Team at the email address previously provided throughout the handbook. There is a specific procedure you must follow, and the following documents are required: a completed SF 1119 and a DTS training certificate. If you do not have a CAC or DS Logon, you may complete the DTS training using the passport login option—be sure to save a digital copy of your certificate for submission.

Soldier Administrative Maintenance

1. Evaluations: Soldiers and raters should refer to AR 623-3, Evaluation Reporting System and DA PAM 623-3, on the submission of evaluations. For questions on the completion of evaluations coordinate with The Adjutant General Directorate (TAGD) website

<https://www.hrc.army.mil/content/Evaluation%20Systems%20Homepage>

2. Promotions: Enlisted Soldiers should refer to AR 600-8-19, which defines the policy and procedures for promotion. Guidance for reserve component Officer promotions is available in AR 135-155.

3. Profession Military Education (PME): It is up to each Soldier to request PME. For further inquiries regarding PME, please contact the IRR team at usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil.

4. Updating Legal Name: Soldiers should attempt a Personnel Action Request (PAR) in IPPS-A as the primary means of updating their name.

If experiencing issues with IPPS-A, please send request and documentation to support the request to the IRR team at usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil.

5. Enlisted Actions: Specific actions that can be assisted by the Enlisted Essential Personnel Services (EPS-E) are:

- a. Separation Actions
- b. Discharges
- c. MSO Actions
- d. Nonparticipant Letters
- e. MRD Actions
- f. RDMS updates
- g. Flag Commendation kits
- h. Conditional Releases
- i. Record Requests
- j. Statement of Service
- k. Verification of Employment
- l. Flag Actions

To request assistance with these items, send a PAR through IPPS-A to the enlisted personnel actions team. If you do not have IPPS-A access, you can send an email with supporting documentation to usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil.

Soldier Administrative Maintenance (Cont.)

6. Officer Actions: Specific actions that can be assisted by the Officer Essential Personnel Services (EPS-O) are:

- a. Separation Actions
- b. Discharges
- c. MSO Actions
- d. Nonparticipant Letters
- e. MRD Actions
- f. RDMS updates
- g. Flag Commendation kits
- h. Conditional Releases
- i. Resignations: Obligated and Non-Obligated Officers
- j. Record Requests
- k. Statement of Service
- l. Verification of Employment
- m. Flag Actions

To request assistance with these items, send a PAR through IPPS-A to the officer personnel actions team. If you do not have IPPS-A access, you can send an email with supporting documentation to usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil.

If a Soldier assigned to the IRR with a remaining military service obligation wishes to join another branch of service – such as the Air Force, Navy, Marine Corps, Coast Guard, Space Force, or Air National Guard – they first require an approved DD Form 368 from Human Resources Command (HRC). The recruiter assisting the IRR Soldier will submit a DD Form 368 to the IRR team at usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil.

7. Retirement Points: Retirement Point actions, corrections to DA Form 5016 and processing of DA Form 1380 should be submitted via IPPSA PAR.

Template Name: RC_HRC_RPMD_RPS_EPS_RETPTS

Template List ID: 000000000034156

Your DA Forms 1380 should be accompanied by:

- a. Attachment order
- b. Signature authority if not signed by an Officer.

Actions accepted via email only for Agencies unable to submit via IPPSA; submit via email to: usarmy.knox.hrc.mbx.rpmd-psd-eps-retirement-points@army.mil

HRC IMA/IRR Personnel Security

1. Soldier's Responsibilities: Prior to contacting the HRC IMA/IRR Personnel Security, each Soldier is responsible to update and maintain their Current Contact Information by utilizing the Integrated Personnel and Pay System - Army (IPPS-A).

a. To accomplish this, first create a DS LOGON account at <https://myaccess.dmdc.osd.mil/identitymanagement/app/login>.

b. Access IPPS-A at Self-Service User <https://my.ippsa.army.mil>.

c. This is imperative to ensure that in the probability this Office, as directed - required by HRC Command Channels; to expeditiously contact you through email, phone number, and or USPS Official/Certified Mail correspondence in order for you to respond in a timely manner.

2. Assistance: This office provides Personnel Security Clearance Eligibility assistance for the IRR: Enlisted, Officer, and Warrant Officers that require initializing or updating security clearance eligibility and/or related security clearance actions.

3. Security Clearance Inquiry: If you have a security inquiry please submit your inquiry to: usarmy.knox.hrc.mbx.fsd-security@army.mil. You will need to include the following information in your email.

a. Subject Line: Security Inquiry

b. Rank: (E-1/PV1 – O-6/COL)

c. Full Name: (Last Name, First Name, Middle Name) as listed in your Military Records.

d. Current address: Street, City, State, Zip Code.

e. Current cell phone number:

f. City/State of birth:

g. What the nature of your inquiry is:

4. Personnel Security Investigation Requirements: All military personnel must obtain and maintain a minimum of a favorably adjudicated National Agency Check with Law and Credit (NACLC) (now known as a Tier 3 (Secret level)) background investigation.

a. IRR Enlisted Soldiers that MOSQ does not require Secret eligibility are still required to have a favorably completed national background Investigation. Coordinate this action by emailing this Office at usarmy.knox.hrc.mbx.fsd-security@army.mil.

b. All Officers and Warrant Officers must hold a security clearance of at least Secret. IAW AR 135–175, Army National Guard and Reserve,

HRC IMA/IRR Personnel Security (Cont.)

Separation of Officers, 30 March 2020. This requirement may not be waived. Coordinate this action by emailing the IMA/IRR Personnel Security Office at usarmy.knox.hrc.mbx.fsd-security@army.mil.

c. Enlisted Soldiers required to maintain Secret or TS/SCI eligibility by MOSQ and or assigned IMA Duty Position are required to contact the IMA/IRR Personnel Security Office by email at usarmy.knox.hrc.mbx.fsd-security@army.mil.

5. Self-Reporting: By law, security clearance holders are required to self-report all life events - incidents that could impact your ability to meet security clearance requirements.

Self-reporting is mandatory, and it's always better to be honest and forthright. Even if you do not have a clearance, you are still required to report to your security office on certain changes and information about yourself. Coordinate this action by emailing the IMA/IRR Personnel Security Office at usarmy.knox.hrc.mbx.fsd-security@army.mil.

6. Personnel Security Investigation Process: Soldiers must complete the Standard Form (SF) 86 every five years based on the Continuous Vetting (CV) enrollment date (regardless of CV enrollment type) or last background investigation closed date, whichever is the most recent. Coordinate this action by emailing the IMA/IRR Personnel Security Office at usarmy.knox.hrc.mbx.fsd-security@army.mil.

7. Reciprocity Conversion: IRR/IMA/ARE/JRU Soldiers may request a Security Clearance Eligibility Reciprocity Conversion from another Agency through this Office. If you have a current investigation from another federal agency or government affiliated contractor (i.e., FBI, CIA etc.), notify this office with the below information for our office to submit a reciprocity request: please notify this Office by email at usarmy.knox.hrc.mbx.fsd-security@army.mil with the following information:

- a. Federal Agency/Government Employer Agency Name:
- b. Section:
- c. Civilian Security Officer Name:
- d. Civilian Security Officer email:
- e. Civilian Security Officer Phone:

HRC IMA/IRR Personnel Security (Cont.)

8. HRC Security Mailing Address - Contact Information:

U.S. Army Human Resources Command
Force Shaping Directorate
ATTN: (AHRC-FSO-S) Dept 334
1600 Spearhead Division Avenue
Fort Knox, KY 40122-5303

Teams COMM: 1-571-644-8672
DSN: 312-983-5859
Fax: 502-613-1577
usarmy.knox.hrc.mbx.fsd-security@army.mil
Hours of Operation 0800 to 1600. M-F.

HRC Individual Ready Reserve Points of Contact

U.S. Army Human Resources Command
1600 Spearhead Division Avenue
Fort Knox, KY 40122

IRR Enlisted/Officer Career Management

Managing MSG and below and Basic branch officer (2LT-LTC) and Warrants (WO1-WO4)

Email for both officer and enlisted:

usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil

Senior Leader Development (SLDO)

O6 TPU/IMA/IRR Team: usarmy.knox.ocar.mbx.slido-ofcr@army.mil

Team line: 502-626-8960/8959

CW5 Team: usarmy.usarc.ocar.mbx.slido-w5@army.mil

Team line: 502-626-8960/8959

E9 Team: usarmy.usarc.ocar.mbx.slido-e9@army.mil

Team line: 502-626-8953/8962

IRR Specialty Divisions

Health Services Divisions Officers

Email: usarmy.knox.hrc.mbx.rpmd-hsd-career-mgt-br@army.mil

Phone: 502-613-6525

Judge Advocate General (OTJAG) LTC-COL

Email: usarmy.pentagon.hqda-otjag.mbx.reserve-component@army.mil

Phone: 703-545-2881

Helpful Websites

Army Suicide Prevention Program	HTTPS://WWW.ARMYRESILIENCE.ARMY.MIL/SUICIDE-PREVENTION/INDEX.HTML
DS Logon Registration	HTTPS://WWW.DMDC.OSD.MIL/ IDENTITYMANAGEMENT/
U.S. Army Reserve	HTTPS://WWW.USAR.ARMY.MIL/
Army Reserve Careers Group (ARCG)	HTTPS://WWW.USAR.ARMY.MIL/ARCG/
SHARP	HTTPS://WWW.ARMYRESILIENCE.ARMY.MIL/SHARP
Military Pay	HTTPS://MYPAY.DFAS.MIL/
Tuition Assistance Program	HTTPS://WWW.GOARMY.COM/BENEFITS/WHILE-YOU-SERVE/EDUCATION-TRAINING.HTML
Tricare	HTTPS://WWW.TRICARE.MIL/CHANGES
Thrift Savings Plan (TSP)	HTTPS://WWW.TSP.GOV/INDEX.HTML
Blended Retirement Program (BRS)	HTTPS://MILITARYPAY.DEFENSE.GOV/ BLENDEDRETIREMENT/
VA Benefits	HTTPS://WWW.BENEFITS.VA.GOV/
Servicemembers Group Life Insurance (SGLI)	HTTPS://WWW.BENEFITS.VA.GOV/INSURANCE/ FSGLI.ASP
POST 9/11 GI BILL	HTTPS://WWW.BENEFITS.VA.GOV/GIBILL/ POST911_ GIBILL.ASP
Vocational Rehabilitation and Employment (VR&E)	HTTPS://WWW.BENEFITS.VA.GOV/VOCREHAB/
ESGR-USERRA	HTTPS://WWW.ESGR.MIL/USERRA/WHAT-IS- USERRA
Reserve Retirement	HTTP://MILITARYPAY.DEFENSE.GOV/PAY/ RETIREMENT/RESERVE
U.S Army Military Occupational Skills (MOS)	HTTPS://WWW.GOARMY.COM/CAREERS-AND-JOBS.HTML
HRC IRR Home Page	HRC.ARMY.MIL/CONTENT/INDIVIDUAL READY RESERVE (IRR) HOMEPAGE

