



INDIVIDUAL READY RESERVE

Did you know...

An Orientation Handbook for
IRR Soldiers



Address Update

As changes occur, please update your contact information by calling your career manager at **1-888-ARMY-HRC** or by mailing the form below.

For Enlisted to mail to:

Human Resources Command
ATTN: ARHC-EPO-D
1600 Spearhead Division Ave.
Fort Knox, KY 40122-5102

For Officers to mail to:

Human Resources Command
ATTN: ARHC-OPL-P
1600 Spearhead Division Ave.
Fort Knox, KY 40122-5102

Date:	AKO e-mail address: Alternate e-mail address:
Last Name:	First Name:
Current Address:	Temporary Address (if applicable):
Home Phone:	Cell Phone:
Work Phone:	Fax:

Signature: _____

If you have questions about this form or the information requested, contact The Human Resource Contact Center at **1-888-ARMY-HRC**.

Please visit the U.S. Army Human Resources Command website at **www.hrc.army.mil**

Individual Ready Reserve (IRR)

Did you know....

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The enclosed is current as of June 2011.

For the most recent information, visit <https://www.hrc.army.mil> or call your Career Management Office at 1-888-ARMY-HRC.

IRR Affiliation Program (IAP)

MISSION STATEMENT

On 1 July 2011, the Army Reserve, in direct partnership with the U.S. Army Human Resources Command (HRC) and the Army National Guard (ARNG), began implementing the Individual Ready Reserve (IRR) Affiliation Program (IAP) in order to provide IRR Soldiers a local network of support, improve readiness, promote Continuum of Service, and retain Soldiers with valuable skills, knowledge, abilities and experiences.

INTENT OF THE PROGRAM

IRR members are affiliated with units in their local area in order to ensure the Soldier and their family members have access to a local military network that can provide guidance, support, and encouragement while also aiding the Soldier with career progression. However, the affiliated unit simply serves as a conduit for personnel functions. HRC retains all responsibility concerning IRR personnel management.

PURPOSE

The main purpose of IAP is to provide a convenient link for IRR Soldiers and their families; providing a single point of contact to serve their military needs and answer questions concerning professional development, schools, and all aspects of career advancement. Additionally, family members now have a place and point of contact to voice their concerns and questions. The affiliated unit will serve as the Family Readiness Group (FRG) and will provide direct support as needed.

IAP FACTS:

- All IRR Soldiers are affiliated with an Army Reserve or National Guard unit. **IAP IS NOT OPTIONAL.**
- HRC retains all personnel management responsibilities for the IRR population.
- The IAP is not designed nor intended to fill USAR or ARNG vacancies.
- Affiliation with a unit does not add additional requirements to the Soldier's contract.
- Affiliated IRR Soldiers do not have any obligation to attend unit functions or unit assemblies.
- It is an opportunity for local commands to assist IRR Soldiers with issues and address concerns.
- IAP does not place the Soldier in a Drilling Status.
- IAP facilitates communication between the IRR Soldier and HRC.
- Participation in IAP does not qualify the Soldier for Tricare benefits.

You are in the IRR. What is the IRR?

Welcome to the Individual Ready Reserve! First, we want to thank you for your continued service and dedication to serving your country. This book will help answer some questions and explain the many opportunities available to you in either the IRR or Selected Reserve.

WHY ARE YOU IN THE IRR? Here are a couple of reasons you are assigned to the IRR:

- You left active duty or your Reserve unit but have a Service Obligation remaining.
- You requested the assignment due to a change in career decisions or lack of time available for military activities.

YOUR GOALS AND CHOICES. Now that you are in the IRR, what is your plan and what are your goals? Are they:

- To continue to accumulate “Good Years” in the IRR, working for that “20-Year Letter”/retirement?
- To take a break for a few years, then return either to active duty or a Reserve unit?
- To complete your obligation with minimal activity, then resign with no association with the Army?
- To request resignation due to a lack of time available to commit to maintaining the requirements?

THE BENEFITS. Here are some of the benefits the IRR has to offer:

- Continued service to your country
- Maintain an affiliation with the military
- Authorization to travel on Space Available flights
- Travel at the government’s expense during Annual Training
- Work toward retirement with minimal time away from and conflict with your personal life
- Perform short tours or mobilizations as desired
- Compete for promotion
- Attend schools
- Participate in exercises or annual training
- Annual Training if you choose
- Enroll in correspondence courses

 **However you decide to participate; Career Managers are waiting to assist you in fulfilling your goals by simply calling 1-888-ARMY-HRC.**

HOW TO ACHIEVE A “GOOD RETIREMENT YEAR”

- Must obtain 50 points each year
- Earn 15 automatic points for membership in the Ready Reserve
- Obtain additional points through:
 - ◆ Annual training (AT)
 - ◆ Short tours of active duty, exercise support
 - ◆ Drill (Battle Assemblies) with a local Reserve unit for points only
 - ◆ Correspondence courses completed
 - ◆ One point earned for each day in an active duty status
 - ◆ Once you earn 20 “good years” (50 points or more each year) you are eligible for reserve retirement pay at age 60
 - ◆ The more points you accrue now, the higher your retirement pay will be at age 60!

You can get promoted and complete your military education while in the IRR.

Did you know that while you are in the IRR you can attend your necessary military educational schools required for promotion and additional professional development training?

Did you also know you can get promoted while in the IRR? Individuals assigned to the Ready Reserve compete for promotions with other IRR Soldiers.

The Army Reserve wants to provide you the opportunity to attend schools to further your promotion potential, increase your occupational knowledge, gain management and leadership skills and to further develop your interests and abilities. Your military schooling may even supplement your civilian employability or provide you college credits towards a degree. In some cases, you may be eligible to reclassify to a new military occupational skill (MOS) and receive a special incentive/ bonus (based on critical needs of the Army).

A few of the schools you can enroll in and attend while in the IRR are listed below:

- Captain's Career Course (CCC)
- Intermediate Level Education (ILE)
- Warrior Leader Course (WLC)
- Advanced Leader Course (ALC)
- Senior Leader Course (SLC)

Additional Professional Development Education includes the following:

- Reserve Component National Security Issues Seminar
- Postgraduate Intelligence Program – Reserve

To see details on applying for promotions, visit the HRC website at <https://www.hrc.army.mil> or by calling your Career Manager at **1-888-ARMY-HRC**.

You can do active duty tours while in the IRR.

Here's how to find vacancies.

While in the IRR, you are able to volunteer for short tours called Active Duty Operational Support (ADOS) for CONUS and OCONUS mobilizations. Time served allows you to accrue points toward a qualifying retirement year. A list of these tour opportunities can be found on the Army's G1 Tour of Duty website at <https://mobcop.army.mil>. (Note: this site requires an AKO login or CAC card)

Tours are also listed on the HRC website at: <https://www.hrc.army.mil/site/protect/Reserve/soldierservices/tours/toursnco.htm>

Make sure to check both websites often as the list of tours are continually updated. Below is a sample vacancy list from "Tour of Duty" and sample vacancy from the HRC site:

The screenshot shows a web browser window with the URL https://mobcop.army.mil/tod/Default_new.aspx. The page features a banner for 'TOUR OF DUTY' with images of a soldier, a child, and the US Capitol. Below the banner are navigation buttons: Home, Notifications, Find Job/Volunteer, and Reports. A search bar and 'Post Resume Online' button are also visible. The main content is a table of tour vacancies.

Alert	Position ID	Rank	MOS	Location	Start	End	Tour Length	Tour Type	Command
(1)	6865	CW4	154C	NATIONAL GUARD BUREAU	04/15/2011	09/30/2011	169	ADOS-RC - Title 10	ARNG-AV
(1)	6864	CW4	154C	NATIONAL GUARD BUREAU	04/16/2011	09/30/2011	168	ADOS-RC - Title 10	ARNG-AV
(1)	6857	SGM	68Z	TWINSBURG RTC, OH	05/01/2011	01/03/2012	248	COADOS - MOBCAP	88TH REGIONAL SUPPORT
(1)	6856	MAJ	01A	FT MCCOY, WI	06/01/2011	01/03/2012	217	COADOS - MOBCAP	88TH REGIONAL SUPPORT
(1)	6855	SGT	420	FT MCCOY, WI	05/11/2011	01/03/2012	238	COADOS - MOBCAP	88TH REGIONAL SUPPORT
(1)	6849	SFC	00F	CP ATTERBURY, IN	04/01/2011	09/30/2011	183	ADOS-RC - Title 10	ARNG-GSE
(1)	6848	SFC	00F	CP ATTERBURY, IN	04/01/2011	09/30/2011	183	ADOS-RC - Title 10	ARNG-GSE
(1)	6847	SSG	00F	CP ATTERBURY, IN	04/01/2011	09/30/2011	183	ADOS-RC - Title 10	ARNG-GSE
(1)	6846	SSG	00F	CP ATTERBURY, IN	04/01/2011	09/30/2011	183	ADOS-RC - Title 10	ARNG-GSE
(1)	6843	SSG	68W	PINELLAS PARK, FL	03/09/2011	09/30/2011	205	ADOS-RC - Title 10	ARNG-HRP
(1)	6796	COL	01A	FT LEONARD WOOD, MD	04/01/2011	09/30/2011	183	ADOS-RC - Title 10	ARNG-TRADOC
(1)	6794	SSG	42A	FT KNOX, KY	05/15/2011	05/14/2012	365	COADOS - Other	G-3 HRCoE
(1)	6793	SSG	00D	FT KNOX, KY	05/15/2011	05/14/2012	365	COADOS - Other	G-3 HRCoE
(1)	6792	SSG	88N	FT KNOX, KY	05/15/2011	05/14/2012	365	COADOS - Other	G-3 HRCoE
(1)	6791	SSG	88N	DALLAS, TX	11/01/2011	10/31/2012	365	COADOS - Other	G-3 HRCoE
(1)	6790	SSG	88N	DALLAS, TX	10/01/2011	09/30/2012	365	COADOS - Other	G-3 HRCoE
(1)	6789	SSG	42A	ATLANTA, GA	10/01/2011	09/30/2012	365	COADOS - Other	G-3 HRCoE
(1)	6788	SSG	88N	ATLANTA, GA	06/15/2011	06/14/2012	365	COADOS - Other	G-3 HRCoE
(1)	6787	SFC	88N	ATLANTA, GA	06/01/2011	07/31/2012	365	COADOS - Other	G-3 HRCoE
(1)	6786	SGM	42A	ATLANTA, GA	06/01/2011	05/31/2012	365	COADOS - Other	G-3 HRCoE
(1)	6785	LTC	01A	ARLINGTON, VA	03/24/2011	09/20/2011	191	ADOS-RC - Title 10	ARNG-MR
(1)	6781	LTC	51H	FT DIX, NJ	03/01/2011	01/19/2012	264	COADOS - MOBCAP	59TH REGIONAL READING

E-291210-10	
MOS	42A
Rank	E8
Type	Mobilization
Length	365
Location	Guantanamo bay
Start	ASAP
Duty Description	NOCIC J1
Special Requirements	Min Secret Clearance
Contact Information	Cornelius Moore; Cornelius.moore@usar.army.mil ; Tel 727-456-2451 ext 415 Tel cell 1-407-421-8427

E-201210-6	
MOS	46Q
Rank	E6-E8
Type	CO-ADOS Tour
Length	1 year (with possible extension)
Location	Warrior Transition Command, Alexandria, VA
Start	Immediate
Duty Description	Public Affairs Specialist/NCO: The NCO selected for this position will be assigned to the Warrior Transition Command (WTC) and support the U.S. Army Wounded Warrior Program, which serves over 7,000 most severely wounded, ill and injured Soldiers, Veterans and their Families. Responsibilities consist of participation in special events, to include conferences, programs, symposiums, exhibits, and speaking engagements (including briefings). Conduct research, prepare and disseminate news releases, and write feature articles and web-based materials. Gather information for military news programs and publications within the WTC unit and around the Army. Develop ideas for news articles, arrange and prepare personnel for media interviews. Represent WTC at meetings and on committees, as required, prepare reports and complete actions/taskers, as assigned. Additional duties: light administrative duties to include; preparing registered or certified mail for dispatch, signs receipt for and picks up registered and certified mail. Opens, sorts, routes, and delivers incoming correspondence and messages. Prepares suspense control documents and maintain suspense files. On occasion work as lead photographer.
Special Requirements	Secret Clearance. Must possess excellent written and communication skills. Submit biography and last 3 NCOERs with tour request.
Contact Information	Ms Donna Butler, WTC at donna.m.butler@conus.army.mil , COMM 703-325-0080 or LTC Jeanette Griffin at jeanette.griffin@conus.army.mil , COMM 703-325-9964

O-150307-35	
MOS	02A/11A/18A/21A/35D/39B
Rank	CPT - MAJ
Type	IMA, ADOS (Active Duty Operational Support)
Length	179 days
Location	Colombia
Start	Recurring
Duty Description	Intel Asst Officer, Ops Planner, Rime Intel Planner, Counter Mine Planner, Logistics Planner.
Special Requirements	Secret clearance required Spanish speaker ? QB 3/3 ? QB 2/2
Contact Information	210 ? 295-6252/6361 (See USARSO Homepage for complete listing)

There are training opportunities available in the IRR.

While you are assigned to the IRR you may not want to join a unit, but want to participate in some other way to earn your 50 points for the year. Another option is to apply for and attend an Annual Training (AT) tour during one of the Army's training exercises. These exercises are held at approximately the same time each year. To check out what exercises are available and requirements for each, please contact your career manager or go to <https://mobcop.army.mil>.

You can drill or complete correspondence courses for retirement points.

If it is not the right time in your life to be part of a Reserve unit or attend exercises or if you just want to increase your number of retirement points; there are other ways to participate and accumulate points so you still have a "good retirement year". **Here are some options:**

Reinforcement Training Units

Reinforcement Training Units (RTU) provide training opportunities for non-unit IRR/IMA Soldiers to earn enough retirement points to achieve creditable years of service towards retirement at age 60. RTU Soldiers can augment their yearly retirement point totals by performing non-paid drills or Re-scheduled Training (RST). 15 points are awarded to all Army Reserve Soldiers for membership, a combination of additional active duty days for training and non-paid drills (Battle Assemblies) may allow RTU Soldiers to achieve their 50-point minimum (90-point maximum) for a creditable year of service.

Correspondence Courses

Another way to earn retirement points is the Army Correspondence Course Program (ACCP) which provides 348 correspondence courses and approximately 2,300 sub-courses relating to everything from mathematics and missile maintenance to psychological operations and public affairs. **Below are a few of the benefits of correspondence courses:**

- Reserve Component Soldiers can use ACCP to help obtain MOS qualification or to keep their MOS skills updated.
- Reserve and National Guard Soldiers accrue one retirement point for every three credit hours of course work they complete.
- IRR Soldiers who don't attend regularly scheduled battle assemblies, ACCP enrollment is one of the ways to accumulate points.

For more information about ACCP go to: <http://www.atsc.army.mil/accp/aipdnew.asp> or contact ACCP at (757) 878-3322 or 3335. If you need assistance you can go to the Army Training Help Desk (ATHD) at <https://athd.army.mil>.

Continuing Education for Points: You may also receive retirement points for continuing education depending on your military specialty (i.e. nurses, lawyers, doctors).

Examples of Retirement Pay and how to calculate it.

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 will qualify for retired reserve pay starting at age 60 and each month after that for the rest of your life!

To achieve a “good retirement year” Soldiers need to obtain 50 points each year. You automatically receive 15 points for membership in the Ready Reserve. Then based on your schedule and availability, you can obtain additional points through volunteering to perform annual training (AT), short tours of active duty, exercise support, attend drill (Battle Assemblies) with a local Reserve unit for points only, or complete correspondence courses. You can earn one point for each day in an active duty status. The more points you accrue now the higher your reserve retirement pay will be at age 60!

Below are 2 examples of possible Reserve Retirement pay calculations at age 60. Pay varies based on your rank, number of years served, total number of retirement points and your specific retirement date.

Calculate Retired Pay Application

The Calculate Retired Pay Application enables Army Reserve Soldiers (retiring at age 60) to estimate their retirement pay. For AGR Soldiers retiring with an Active Duty retirement, please visit the **Office of the Secretary of Defense Military Compensation site**.

First Name	<input type="text"/>	*Required Fields
Middle Initial	<input type="text"/>	How to estimate retired pay?
Last Name	<input type="text"/>	
Year Born*	1975 <input type="button" value="v"/>	How is year born used?
Grade at Retirement*	MSG (E8) <input type="button" value="v"/>	How are grades estimated?
Total Years of Service at Retirement*	22 - 23 years <input type="button" value="v"/>	How is service estimated?
Total Points at Retirement*	3500	How are points estimated?
<input type="button" value="Generate Pay Estimate"/> <input type="button" value="Clear"/>		

Estimated monthly pay in today’s dollars: \$1137.50.

Anticipated monthly pay at age 60 in 2035: \$2312.30.

Note: This estimate is based solely on the information you provided. If the retirement information is incorrect or changes prior to your actual retirement, the projected pay contained in this worksheet may differ from the actual amount you will receive. The estimated monthly retired pay cannot exceed seventy-five percent of the monthly base pay. Therefore, you should not base your financial decisions based solely on this document.

Grade	Over 20	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 36	Over 38	Over 40
	Years	Years	Years	Years	Years	Years	Years	Years	Years	Years	Years
MSG (E8)	0.289	0.302	0.309	0.327	0.327	0.333	0.333	0.333	0.333	0.333	0.333

Pay scale Effective 01 January 2011

The Calculate Retired Pay Application enables Army Reserve Soldiers (retiring at age 60) to estimate their retirement pay. For AGR Soldiers retiring with an Active Duty retirement, please visit the **Office of the Secretary of Defense Military Compensation site**.

First Name	<input type="text"/>	*=Required Fields
Middle Initial	<input type="text"/>	How to estimate retired pay?
Last Name	<input type="text"/>	
Year Born*	1976 <input type="button" value="v"/>	How is year born used?
Grade at Retirement*	LTC (O5) <input type="button" value="v"/>	How are grades estimated?
Total Years of Service at Retirement*	20 - 21 years <input type="button" value="v"/>	How is service estimated?
Total Points at Retirement*	320C	How are points estimated?
<input type="button" value="Generate Pay Estimate"/> <input type="button" value="Clear"/>		

Estimated monthly pay in today's dollars: \$1769.60.
Anticipated monthly pay at age 60 in 2036: \$3705.15.

Note: This estimate is based solely on the information you provided. If the retirement information is incorrect or changes prior to your actual retirement, the projected pay contained in this worksheet may differ from the actual amount you will receive. The estimated monthly retired pay cannot exceed seventy-five percent of the monthly base pay. Therefore, you should not base your financial decisions based solely on this document.

Grade	Over 20 Years	Over 22 Years	Over 24 Years	Over 26 Years	Over 28 Years	Over 30 Years	Over 32 Years	Over 34 Years	Over 36 Years	Over 38 Years	Over 40 Years
LTC (O5)	0.497	0.512	0.512	0.512	0.512	0.512	0.512	0.512	0.512	0.512	0.512

Go to the following HRC website to figure your estimated retirement pay: <https://www.hrc.army.mil/site/Reserve/soldierservices/retirement/retirementcalc.asp>

Or, for more information call your Career Management Office at **1-888-ARMY-HRC**.

There are expectations and requirements while assigned to the IRR.

You were placed in the IRR for the remainder of your service obligation or because you volunteered to stay in the Army. You will remain assigned to the IRR until: your service obligation expires; you choose to join a Reserve unit, become an Individual Mobilization Augmentee, return to active duty, elect discharge, or retire from the Reserves if eligible.

While you are assigned to the IRR, you are required to:

- Promptly report any change of address to Commander, HRC.
- Complete and promptly return ALL military correspondence.
- Attend a one day muster each year when directed by proper authority.
- Comply with other requirements imposed by the Commander, HRC.

Below are examples of possible requirements you may be asked to complete:

- A paper copy of a Readiness Screening Questionnaire or, if you prefer, completing the on-line virtual screening questionnaire (IW-VSP).
- Performing up to 15 days worth of training.

IRR Soldiers will receive full pay and allowances when performing additional training and accrue points towards a qualifying retirement year.

As mentioned earlier, to achieve a “**good retirement year**” Soldiers need to obtain 50 points each year. You automatically receive 15 points for membership in the Ready Reserve. Then based on your schedule and availability, you can obtain additional points through volunteering to perform annual training (AT), short tours of active duty, exercise support, attend drill (Battle Assemblies) with a local Reserve unit for points only, or complete correspondence courses. You can earn one point for each day in an active duty status. The more points you accrue now the higher your reserve retirement pay will be at age 60!

Will I get mobilized involuntarily in the IRR?

IRR Soldiers play a critical role in our Nation’s defense and may be involuntarily called to active duty service by the President of the United States for limited periods of time during times of war or national emergency.

When the President orders members of the IRR to active duty, they will be mobilized according to prescribed statutory authorities: Partial Mobilization (up to 24 consecutive months); and Full Mobilization (duration of the War or Emergency and for six months thereafter).

YOU WILL NOT BE MOBILIZED AT ANY TYPE OF MUSTER!

What is my Military Service Obligation?

Each Soldier incurs a statutory Military Service Obligation (MSO) of no less than six years and no more than eight years. The MSO is incurred upon initial entry into the Armed Forces whether by induction, enlistment, or appointment. Soldiers will fulfill their MSO in one or more of the following statuses: Active Duty, Selected Reserve, and/or Individual Ready Reserve. This MSO can be terminated by the Army prior to its fulfillment for reasons of separation due to discharge, dismissal, or being dropped from the rolls.

A **contractual obligation** which may run concurrently or extend past the length of your MSO is incurred when an individual voluntarily enters into an agreement to serve in a military status for a specific period of time (i.e., reenlistment, special schooling, and receipt of a bonus).

Most members of the IRR have a remaining statutory or contractual military service obligation. In some cases Soldiers remain assigned to the IRR because they want to achieve a military retirement or because they want to remain a viable military asset. Transitioning into the IRR will not only allow you to successfully complete your service obligation, but can help achieve long-term professional and personal goals.

Enlisted Soldiers assigned to the IRR will automatically be discharged upon their ETS (completion of their service contract), unless they choose to reenlist.

Officers who complete their MSO must make a positive election to remain assigned to the IRR, resign their commission or transfer to the Retired Reserve if eligible. Failure to make any election will result in transfer to the Standby Reserve for one year. If, after one year in the Standby Reserve, no positive election is made, you will be discharged. If you believe you have completed your MSO and have not received the MSO election form, contact your Career Management Office to receive the form for your election.

Every person who joins the Army incurs a statutory Military Service Obligation. Most incur an 8 year Military Service Obligation which is part of the Soldier's original contract. Soldiers typically serve two to four years on active duty, and then are transferred to another component to fulfill the remainder of their obligation. The IRR is just one of several categories that a Soldier can enter. Other categories include the Active Guard Reserve, the Troop Program Unit, the National Guard, and the Individual Mobilization Augmentee.

A "Certificate of Release or Discharge from Active Duty," or Department of Defense Form 214, may release a Soldier from active duty without discharging the Soldier from his remaining Military Service Obligation. Block 6 of the DD-214 will state how much time a Soldier must serve in the Reserve to complete his Military Service Obligation. Soldiers are made aware of any remaining service obligation when they leave active duty.

IRR Soldiers are required to keep Army Human Resources Command apprised of changes in their medical status that may render them unfit to serve. Army Human Resources Command provides IRR Soldiers with several means of notifying the Command of such changes. IRR Soldiers also need to advise the Command of medical diagnoses or disability ratings they may receive from the Department of Veterans Affairs (VA) after leaving active duty.

Minimum IRR Annual Participation Requirements.

While you are in the IRR, you are required to report any change of address, complete and return all military correspondence, report for an annual one-day muster if directed and comply with any other requirement imposed by the Commander, HRC.

If you are ordered to training, HRC will work with each Soldier to coordinate times and locations. You can contact your Career Management Office for assistance in completing these requirements. Remember, employers are required to release you for training. By simply completing and complying with the following minimum requirements, you will be determined a “satisfactory participant” for the year. **Here are some examples:**

1. **Promptly report any change of address or telephone number to Commander, HRC (use one of the following ways):**
 - Calling your Career Management Office at 1-888-ARMY-HRC
 - Completing an Army Reserve Status and Address Verification Form (AHRC Form 3725-E)
 - Logging into My Record Portal at <https://www.hrc.army.mil/portal/default.aspx>
2. **Complete and promptly return all military correspondence (examples are below):**
 - Manual Submission of the Readiness Screening Questionnaire
 - Army Reserve Status and Address Verification Form (AHRC Form 3725-E)
 - Muster Orders
3. **Comply with other requirements imposed by Commander, HRC (if selected you will be notified):**
 - Report to a one day Muster duty each year when directed by proper authority
 - Report to a Military Installation for up to 15 days of active duty
 - As directed by the Commander, HRC, logon to the Individual Warrior-Virtual Screening Portal (see IW-VSP below for details)

Requirements Details

1. **Muster Duty:** You may be ordered to physically report to your local Reserve Center or a VA facility and perform muster duty. You will be paid a stipend for your time. Questions about muster duty can be answered at: <https://www.hrc.army.mil/site/Reserve/soldierservices/programs/musterduty.htm>
 - a. **Personnel Accountability Muster** - Soldiers who receive orders will call and schedule an appointment with their local Army Reserve Center, then report to that local Reserve Center and complete their muster duty. Muster duty will be a minimum of two hours but will not exceed a full duty day. Army Reserve Support Personnel will provide Soldiers access to the Virtual Screening Portal, conduct an IRR Orientation Brief, and provide information regarding unit training opportunities.
 - b. **Readiness Muster** - Soldiers who receive orders will muster for a minimum of two hours but will not exceed a full duty day. The muster may be at a local Reserve Center or a VA facility where the Soldier will execute selected tasks on the Soldier Readiness Processing (SRP) checklist. Army Reserve personnel specialists will review personnel records, record individual readiness status, conduct an IRR Orientation Brief, and provide information regarding unit training opportunities.

2. Individual Warrior Virtual Screening Portal (IW-VSP):

- a. If you are not ordered to Muster Duty you may logon to the IW-VSP and complete the readiness questionnaire. You will first need to register for an Army Knowledge Online (AKO) login and password if you do not already have one at <https://www.us.army.mil/suite/login/welcome.html>.

MAINTENANCE NOTICE: AKO/DKO will perform routine maintenance between 0400 - 0800 27-AUG EDT (0600 - 1200 27-AUG ZULU). During this time, the system will be unavailable.

Login to AKO/DKO
Forgot Your Password?

Username

Password

Low Bandwidth

CAC Login to AKO/DKO

Low Bandwidth

Access Your Webmail

- Webmail
- Webmail Classic
- Webmail Lite

New User?

- Register without a CAC
- Register with a CAC

If you are a DoD customer (non-Army), a CAC is required for registration (except for Individual Ready Reserve personnel, and DKO personnel who are CAC-exempt).

Help

- Reset Password
- Username Reminder
- Help Desk

Need a new password? Forgot your password? Click here to reset it.

FAQs

- How do I install the DoD Certificate?
- How do I reset my password?
- How do I register for an AKO/DKO Account?
- How do I use my CAC to login to AKO/DKO?
- Search All FAQs

Other DoD Service Portals

- Air Force Portal
- Defense Online
- Marinetlet
- Navy Enterprise Portal - Coming Soon

Terms of Use / Terms of Service
The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system.

- b. After registration of your AKO account, go to www.hrc.army.mil and then click Login.

WWW.HRC.ARMY.MIL
U.S. ARMY HUMAN RESOURCES COMMAND
MY RECORD PORTAL LOGIN

My Record Portal Login

AKO Login:

Password:

[Type your AKO user name and password](#)

[Use your CAC](#)

Get your AKO account Security & Privacy Notice

Welcome to HRC My Record Portal

My Record is HRC's self-service portal for Active and Reserve Soldiers.

To view and retrieve your records, you must log in. There are two ways to do this. You can use your Common Access Card (CAC), or you can manually type in your Army Knowledge Online (AKO) user name and password.

If you don't have an AKO account, go to www.us.army.mil and sign up for one, then return to My Record Portal.

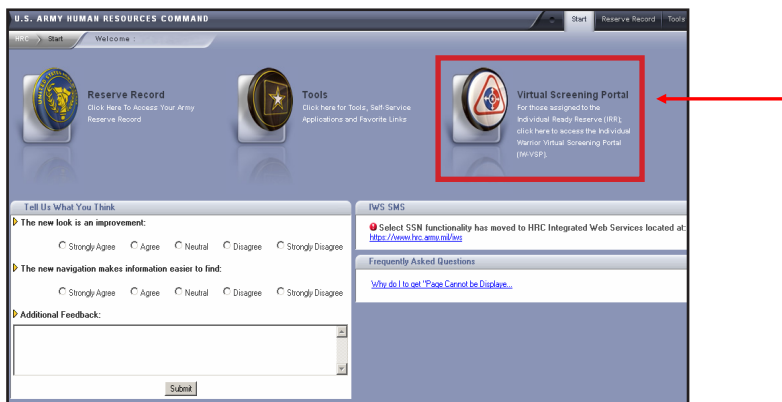
If you have problems logging in, directly contact the AKO Help Desk at 877-AKO-USEP or help@hrc.army.mil

If you can successfully log into AKO, but have technical difficulties signing into My Record Portal follow the procedures below.

Send an email to the HRC Help Desk at HRC.MyRecords@hrc.army.mil to request customer support. HRC Help Desk will create a trouble ticket using the information you provide in the email message. You need to include the following information:

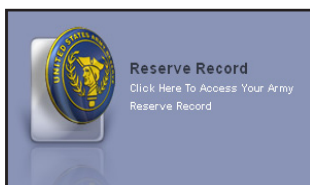
- User's Name
- Location
- Phone Number
- Email Address
- State clearly the problem you are having related to web. If you are getting an error message, be sure to provide the exact error message.

- c. Click on the link to the IW-VSP and follow the instructions to complete the virtual screening.



There are five separate screens of readiness questions that pertain to contact information, personnel records, medical, security clearances, military training and deployments. If updates are necessary, provide information in the spaces provided. At the end of the questionnaire click “**finish**” and your certificate of completion will be generated. You will also receive a confirmation email to your AKO account stating that your information has been received and in order to substantiate any additions or corrections appropriate documentation will need to be submitted to your Career Manager.

If at any time you need to update your mailing address, contact information, or Civilian Employment Information (CEI), you can always login into My Record and click on the Reserve Record icon:



Access to your Reserve Record is available to you 24/7. Keep in mind that you are free to communicate with your Career Management Office via email or telephone. Contact information is available on the HRC website at <https://www.hrc.army.mil> or by calling **1-888-ARMY-HRC**.

Manual Submission Process – Readiness Screening (paper copy): If you are not ordered to muster duty and you are unable to obtain Internet access to the Individual Warrior Virtual Screening Portal (IW-VSP), you can request that a copy of the Readiness Screening Questionnaire be mailed to you. Requests can be made by calling the Muster Call Center at **1-877-303-2400**.

What is the Selected Reserve?

The Selected Reserve is comprised of Troop Program Units (TPU), Individual Mobilization Augmentation (IMA), and Active Guard and Reserve (AGR). Soldiers assigned to these units plan on participating each year with the unit as a means of getting a “**good retirement**” year and gaining extra points each year.

See the back side of this booklet to see the benefits of Selected Reserve Status.

Opportunities available in the Selected Reserve

1. Troop Program Units.

Troop Program Units (TPU) are traditional Reserve units where drills (Battle Assemblies) are usually scheduled over one weekend each month (a Saturday and Sunday), but can include reporting for duty on Friday night. In addition, these units have a two-week Annual Training period every year. TPUs may be asked to participate in additional training or may be required to mobilize.

To inquire about TPU vacancies you may contact your Career Management Office at **1-888-ARMY-HRC** to speak with a Retention NCO.

2. Individual Mobilization Augmentation

The Individual Mobilization Augmentation (IMA) program allows individuals to augment an Active Component 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 for training (IDT) for pay may be authorized within budgetary constraints. Most of these positions allow for the Soldier and the assigned Unit to coordinate the timing of the AT and drills. This program typically provides more flexibility in scheduling training. Some IMAs may prefer to do their two weeks in conjunction with their “**drills**” so they are there for one block of time and are done for the year. Just remember you need to do a total of 35 extra points (you get 15 points for Reserve membership) to obtain your 50 points for a “**good retirement year**”. Each IMA position is different and the training schedule must be coordinated between the Soldier and the assigned unit.

To view the current IMA vacancies, go to <https://www.hrc.army.mil/site/protect/Reserve/Soldierservices/guidance/avail-positions.htm> and click on “**IMA and ARE vacancy list**”. You can search by location, rank or MOS/AOC. For more information you can call your Career Management Office at **1-888-ARMY-HRC**.

Below is an **example** of what the vacancies look like.

These vacancies are constantly changing so it helps to look periodically.

STATE	CITY	GRD	D MOS	AGENCY	TITLE	CLEAR- ANCE	ASI	LIC	DRILL	UIC	POSID
AE	APO	E6	25B30	US ARMY ELEMENT INTERNATIONAL MILITARY ACTIVITY NATO	WWMCCS OPERATOR	NONE			Y	W0VXAA	PARA: 005 LINE: 29 POSN: 0001
AE	APO	E6	42L30	37TH TRANSPORTATION GP AUG	EXECUTIVE ADMIN ASST	NONE	E3		Y	WCJZ99	PARA: 101 LINE: 08 POSN: 0001
AE	APO	E6	88N30	598TH US ARMY TRANSPORTA- TION TERMINAL GROUP	MOVEMENT SPECIALIST	NONE			Y	W289AA	PARA: 004 LINE: 14 POSN: 0001
AK	ELMEN- DORF AFB	E6	25B30	US ARMY ELEMENT ALASKA COMMAND	GCCS/ WWMCCS SPEC	TOP SEC.			Y	W45PAA	PARA: 360 LINE: 03 POSN: 0001
AK	FT WAIN- WRIGHT	E6	68W30	US ARMY MEDICAL DEPT. ACTIVITY ALASKA	PRATICAL NURSE SGT	NONE	M6		Y	W0EEAA	PARA:412C LINE: 09A POSN: 0001
AL	FT RUCKER	E6	15P30	US ARMY AVIATION CENTER AND FT RUCKER	AVN OPS CHIEF	NONE			Y	W0U950	PARA:913B LINE: 03 POSN: 0001

Tricare Reserve Select Healthcare.

Tricare Reserve Select health insurance is available for members of the Selected Reserve of the Ready Reserve (TPU, IMA, DIMA or National Guard; you cannot be eligible for or enrolled in the Federal Employee Health Benefits program):

Monthly Rate for a family is \$197.65

Monthly Rate for a service member is \$49.62

For more information go to:

Army Reserve: www.tricare.mil/reserve/reserveselect

National Guard: www.tricare.mil

About the GI Bill.

The GI Bill is bigger and better than ever!

If you have served

This Post 9/11 GI Bill, or so-called GI Bill for the 21st Century, boasts the most comprehensive education benefits package since the original GI Bill was signed into law in 1944. The new bill goes well beyond helping to pay for tuition; many veterans who served after September 11, 2001, will get full tuition and fees, a new monthly housing stipend, and a \$1,000 a year stipend for books and supplies. The bill also gives Reserve and Guard members who have been activated for more than 90 days since 9/11 access to the same GI Bill benefits.

GI Bill Payment Rates

The Post 9/11 GI Bill will provide up to 100% of your tuition. In addition, the program provides a monthly housing stipend a stipend of up to \$1,000 a year for books and supplies. If you attend less than full-time will receive a portion of the payment based on the number of units of study.

The amount of tuition and stipends paid under the Post 9/11 GI Bill will vary depending on your state of residence, number of units taken, and amount of post Sept. 11, 2001 active-duty service. **Here is a quick reference showing the percentage of total combined benefit eligibility based on the following periods of post 9/11 service:**

- 100% - 36 or more total months
- 100% - 30 or more consecutive days with Disability related Discharge
- 90% - 30 total months
- 80% - 24 total months
- 70% - 18 total months
- 60% - 12 total months
- 50% - six total months
- 40% - 90 or more days

Tuition Rates

Under the GI Bill you will be provided tuition up to the highest established charges for full-time undergraduate students charged by the public institution of higher education in the State in which you are enrolled. One of the added features of this tuition payment plan is that the tuition will be paid directly to the school, relieving you of the responsibility. This is similar to the process used for military tuition assistance.

Monthly Housing Stipend

If you are enrolled in a traditional college program at least half-time, you will be paid a monthly housing stipend equal to the monthly Basic Allowance for Housing (BAH) for an E-5 with dependents. The average housing stipend will be approximately \$1,200 a month, based on the zip code of the school. However, if you attend 100% distance learning programs such as correspondence courses and online you will not qualify for this stipend.

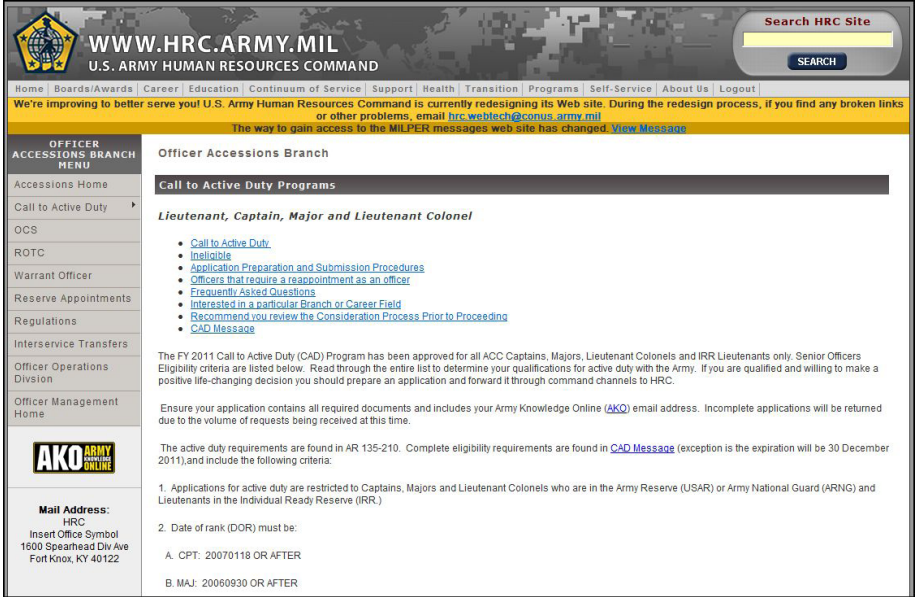
Note: Under the current rules for the Post 9/11 GI Bill, the following students DO NOT qualify for the living (housing) stipend:

- Those participants who are still on active duty.
- Those taking half-time or less rate of pursuit.
- Those taking 100% of their classes online or through other distance learning programs.
- Book and Supply Stipend
- You will receive a lump sum payment the first month of each quarter, semester, or term. The payment will help cover the cost of books, supplies, equipment, and other educational fees for that academic term. The payment amount will be equal to either a quarter or half of the annual \$1,000 cap for that academic year, depending on how the academic year is divided – quarter or semester terms.
- For more information, call your Career Management Office at **1-888-ARMY-HRC** or visit the link below:

**[https://www.hrc.army.mil/site/protect/Reserve/soldierservices/
programs/agr/agrprogram.htm](https://www.hrc.army.mil/site/protect/Reserve/soldierservices/programs/agr/agrprogram.htm)**

The Regular Army may be available to you.

Opportunities are available for your return to active duty through either a recruiter or through the HRC website at <https://www.hrc.army.mil>. One possibility for officers is the Call to Active Duty program or the Limited Call to Active Duty program.



The screenshot shows the HRC website interface. At the top left is the HRC logo and the URL **WWW.HRC.ARMY.MIL** with the text **U.S. ARMY HUMAN RESOURCES COMMAND**. A search bar is located at the top right. A navigation menu includes links for Home, Boards/Awards, Career, Education, Continuum of Service, Support, Health, Transition, Programs, Self-Service, About Us, and Logout. A yellow banner contains a notice: "We're improving to better serve you! U.S. Army Human Resources Command is currently redesigning its Web site. During the redesign process, if you find any broken links or other problems, email hrc.webtech@conus.army.mil The way to gain access to the MILPER messages web site has changed. [View Message](#)".

The main content area is titled "Officer Accessions Branch" and "Call to Active Duty Programs". It lists eligible ranks: **Lieutenant, Captain, Major and Lieutenant Colonel**. A bulleted list of links includes: [Call to Active Duty](#), [Ineligible](#), [Application Preparation and Submission Procedures](#), [Officers that require a reappointment as an officer](#), [Frequently Asked Questions](#), [Interested in a particular Branch or Career Field](#), [Recommend you review the Consideration Process Prior to Proceeding](#), and [CAD Message](#).

Text below the links states: "The FY 2011 Call to Active Duty (CAD) Program has been approved for all ACC Captains, Majors, Lieutenant Colonels and IRR Lieutenants only. Senior Officers Eligibility criteria are listed below. Read through the entire list to determine your qualifications for active duty with the Army. If you are qualified and willing to make a positive life-changing decision you should prepare an application and forward it through command channels to HRC." It also notes: "Ensure your application contains all required documents and includes your Army Knowledge Online (AKO) email address. Incomplete applications will be returned due to the volume of requests being received at this time."

Further text states: "The active duty requirements are found in AR 135-210. Complete eligibility requirements are found in [CAD Message](#) (exception is the expiration will be 30 December 2011), and include the following criteria:"

1. Applications for active duty are restricted to Captains, Majors and Lieutenant Colonels who are in the Army Reserve (USAR) or Army National Guard (ARNG) and Lieutenants in the Individual Ready Reserve (IRR.)
2. Date of rank (DOR) must be:
 - A. CPT: 20070118 OR AFTER
 - B. MAJ: 20060930 OR AFTER

The left sidebar contains an "OFFICER ACCESSIONS BRANCH MENU" with links to Accessions Home, Call to Active Duty, OCS, ROTC, Warrant Officer, Reserve Appointments, Regulations, Interservice Transfers, Officer Operations Division, and Officer Management Home. At the bottom of the sidebar is the AKO logo and the "Mail Address" for HRC: Insert Office Symbol, 1600 Spearhead Dtw Ave, Fort Knox, KY 40122.

How much money you could make in the Reserves?

Most Troop Program Units (TPU) perform one weekend a month and 15 days Annual Training (AT) a year. Below are the 1 January 2011 pay charts for a weekend and the annual amount. To review pay and allowances go to <http://www.dfas.mil/>

Annual: Based on 24 days worth of Drills (48 Military Unit Training Assemblies) which are also known as Battle Assemblies and Annual Training (computed for 12 days).

Weekend: Based on 2 days or 4 Military Unit Training Assemblies.

		ENLISTED PAY						
		<2 yrs	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10
E-7		2,637.30	2,878.50	2,988.90	3,135.00	3,249.00	3,444.60	3,554.70
1 Drill		87.91	95.95	99.63	104.50	108.30	114.82	118.49
4 Drills		351.64	383.80	398.52	418.00	433.20	459.28	473.96
E-6		2,281.20	2,510.10	2,620.80	2,728.50	2,840.70	3,093.60	3,192.30
1 Drill		76.04	83.67	87.36	90.95	94.69	103.12	106.41
4 Drills		304.16	334.68	349.44	363.80	378.76	412.48	425.64
E-5		2,090.10	2,230.20	2,337.90	2,448.30	2,620.20	2,800.50	2,947.50
1 Drill		69.67	74.34	77.93	81.61	87.34	93.35	98.25
4 Drills		278.68	297.36	311.72	326.44	349.36	373.40	393.00
E-4		1,916.10	2,014.20	2,123.40	2,230.80	2,325.90	2,325.90	2,325.90
1 Drill		63.87	67.14	70.78	74.36	77.53	77.53	77.53
4 Drills		255.48	268.56	283.12	297.44	310.12	310.12	310.12

		OFFICER PAY						
		<2 yrs	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10
O-4		4,221.90	4,887.30	5,213.40	5,286.00	5,588.70	5,913.30	6,317.40
1 Drill		140.73	162.91	173.78	176.20	186.29	197.11	210.58
4 Drills		562.92	651.64	695.12	704.80	745.16	788.44	842.32
O-3		3,711.90	4,208.10	4,542.00	4,951.80	5,198.80	5,449.20	5,617.80
1 Drill		123.73	140.27	151.40	165.06	172.96	181.64	187.26
4 Drills		494.92	561.08	605.60	660.24	691.84	726.56	749.04
O-2		3,207.30	3,652.80	4,207.20	4,349.10	4,438.50	4,438.50	4,438.50
1 Drill		106.91	121.76	140.24	144.97	147.95	147.95	147.95
4 Drills		427.64	487.04	560.96	579.88	591.80	591.80	591.80
O-1		2,784.00	2,897.40	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50
1 Drill		92.80	96.58	116.75	116.75	116.75	116.75	116.75
4 Drills		371.20	386.32	467.00	467.00	467.00	467.00	467.00

Incentives, Bonuses and Education Benefits available.

Incentives and Bonuses: You can find current information at the HRC website or you can speak with an Army Reserve Careers Division (ARCD) Career Counselor. You can also visit the ARCD website https://usarcintra/rt/d/rt/incent_affil.htm to view Incentives, bonuses and education benefits that may be available to you or E-Mail at HRCsRTD@conus.army.mil

Incentives and bonuses are continually changing based on current recruitment needs. The listings below are for example purposes only.

Unit Affiliation Bonus: Available to Officers and Enlisted. When you come off of Active Duty, even if you have time left on your obligation, you can still qualify for this bonus if you are in a TPU. Enlisted can receive a minimum of \$10,000 for 3 years and a maximum of \$20,000 for 6 years. Officers can receive a maximum of \$10,000 for 3 years.

Prior Service Enlistment: Contact your local recruiter for eligibility and incentives.

Reenlist for TPU: Available for Enlisted Soldiers only, First Term Soldier 6 yr Reenlistment \$15,000, First Term Soldier 3 yr Reenlistment \$7,500, Career Soldier 6 yr Reenlistment \$10,000 and Career Soldier 3 yr Reenlistment \$5,000.

Non-DMOSQ Soldier's: Available for Enlisted Soldiers only, First Term Soldier 6 yr Reenlistment \$5,000, First Term Soldier 3 yr Reenlistment \$2,500, Career Soldier 6 yr Reenlistment \$3,000 and Career Soldier 3 yr Reenlistment \$1,500.

If you are mobilized IRR serving OCONUS, you can transfer to a TPU while OCONUS to receive your bonus while you are in a Tax-free status.

Education Benefits: There are three different types of educational benefits that may be available to you:

The GI Bill: When you complete Basic Training and Advanced Individual Training you may be eligible for MGIB or the Post 9/11 GI Bill

Student Loan Repayment:

- When you go from IRR to TPU, Soldiers could receive up to \$20,000 loan repayment
- Active Duty Soldiers can receive up to \$60,000 loan repayment

Tuition Assistance: Soldiers assigned to a TPU, IMA, AGR or Active Duty can receive tuition assistance up to \$4500 for each year for Associates, Bachelors or Masters Degree. Tuition assistance is not available for the IRR unless the Soldier is mobilized or on ADOS orders. Tuition Assistance does not apply to books.

Points of Contact that want to help you

Helpful numbers:

General information: 1-888-ARMY-HRC

IRR Management: 1-877-303-2400

To ensure a timely response to your request, please include your full name, address, phone number, and SSN on all correspondence. Please forward your request and any documentation to:

U.S. Army Human Resources Command
1600 Spearhead Division Avenue
ATTN: (use office symbol below)
Fort Knox, KY 40122

Officer Branches	Office Symbol	Phone
Maneuver Fires and Effects Division	AHRC-OPA	502-613-6380
Infantry Branch	AHRC-OPA-I	502-613-6072
Aviation Branch	AHRC-OPA-V	502-613-6075
Field Artillery Branch	AHRC-OPA-F	502-613-6116
Engineer Branch	AHRC-OPA-E	502-613-6801
Chemical Branch	AHRC-OPA-C	502-613-6052
Military Police Branch	AHRC-OPA-M	502-613-6012
Special Forces Branch	AHRC-OPA-S	502-613-6127
Psychological Operations (PSYOPS) Civil Affairs	AHRC-OPA-Y	502-613-6136
Operational Support Division	AHRC-OPB	502-613-6657
Signal Branch	AHRC-OPB-S	502-613-6657
Military Intelligence Branch	AHRC-OPB-M	502-613-6641 502-613-6650 502-613-6645
Adjutant General Branch 2LT-CPT	AHRC-OPC-A	502-613-6190
Adjutant General Branch MAJ	AHRC-OPC-A	502-613-6183
Company Grade Logistics Branch	AHRC-OPC-J	502-613-6177
Field Grade Logistics Branch	AHRC-OPC-S	502-613-6193
Logistics Warrant Branch	AHRC-OPC-W	502-613-6228
Acquisition Branch	AHRC-OPC-Q	502-613-6215
Leader Development Division	AHRC-OPL	502-613-6702
Personnel Actions Reserves Branch	AHRC-OPL-P	502-613-6727

Enlisted Branches	Office Symbol	Phone
Enlisted Personnel Management Directorate	AHRC-EP	502-613-5000
Maneuver and Fires Division	AHRC-EPA	502-613-5977
Aviation Branch	AHRC-EPA-A	502-613-5935
Army Special Operation Force Branch (ARSOF)	AHRC-EPA-C	502-613-5936
Air Defense and Artillery Branch	AHRC-EPA-D	502-613-5631
Infantry Branch	AHRC-EPA-I	502-613-5933
Field Artillery Branch	AHRC-EPA-S	502-613-5931
Chemical Branch	AHRC-EPB-C	502-613-5955
Engineer Branch	AHRC-EPB-E	502-613-5942
Signal Branch	AHRC-EPB-G	502-613-5895
Military Intelligence/Language Branch	AHRC-EPB-M	502-613-5898
Military Police Branch	AHRC-EPB-P	502-613-5951
Health Services Branch	AHRC-EPC-H	502-613-5295
Ordnance Branch	AHRC-EPC-O	502-613-5368
Quartermaster Branch	AHRC-EPC-Q	502-613-5253
Soldier Support Branch	AHRC-RPC-G	502-613-5303
Transportation Branch	AHRC-EPC-T	502-613-5963
Military Schools Branch	AHRC-EPF-S	502-613-5925
CSM/SGM Division	AHRC-EPS	502-613-5874

Points of Contact

Branch	Email Address
<i>Maneuver, Fires and Effects Division (MFE)</i>	
Aviation Branch	hrc.epmd.aviationbranch@conus.army.mil
Armor Branch	hrc.epmd.armorbranch@conus.army.mil
Army Special Operation Force Branch (ARSOF)	hrc.epmd.sfbranch@conus.army.mil
Air Defense and Artillery Branch	hrc.epmd.adabbranch@conus.army.mil
Infantry Branch	hrc.epmd.infantrybranch@conus.army.mil
Field Artillery Branch	hrc.epmd.fabbranch@conus.army.mil
Chemical Branch	hrc.epmd.chemicalbranch@conus.army.mil
Engineer Branch	hrc.epmd.engineerbranch@conus.army.mil
Signal Branch	hrc.epmd.signalbranch@conus.army.mil
Military Intelligence/Language Branch	hrc.epmd.armyreservemi@conus.army.mil
Military Police Branch	hrc.epmd.mpbranch@conus.army.mil
Health Services Branch	hrc.epmd.arhealthservicesbranch@conus.army.mil
Ordnance Branch	hrc.epmd.ordnacebranch@conus.army.mil
Quartermaster Branch	hrc.epmd.qmbranch@conus.army.mil
Transportation Branch	hrc.epmd.transportationbranch@conus.army.mil
Military Schools Branch	hrc.epmd.ncoesoperations@conus.army.mil
Soldier Support Branch	hrc.epmd.arsoldiersupportbranch@conus.army.mil

Prepared by:
Army Human Resources Command
Fort Knox, KY

Telephone: 1-888-ARMY-HRC
Website: www.hrc.army.mil