

**Training**  
**INDIVIDUAL RESERVIST TRAINING**

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**SUMMARY.** This regulation on individual reservist training has been revised to clarify responsibilities and procedures relating to the training.

**APPLICABILITY.** This regulation applies to Army activities, major subordinate commands, tenant agencies, and individual ready reservists assigned or attached to III Corps and Fort Hood.

**IMPACT ON NEW MANNING SYSTEM.** This regulation does not contain information that affects the new manning system.

**SUPPLEMENTATION.** Supplementation of this regulation is prohibited unless approved by the Directorate of Reserve Component Support.

**INTERIM CHANGES.** Interim changes to this regulation are not official unless authenticated by the Directorate of Information Management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**SUGGESTED IMPROVEMENTS.** The proponent of this regulation is the Directorate of Reserve Component Support. Users are invited to send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-RC, Fort Hood, Texas 76544-5056.

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**OVERVIEW**

	1
Purpose	This regulation establishes responsibilities and procedures for coordinating and supporting training of members of the Individual Ready Reservists (IRR). In the event of mobilization, requirements of this regulation remain in full effect. 1a
References	Related publications are listed in appendix A. 1b
Explanation of Terms	Abbreviations and special terms used in this regulation are explained in the glossary. 1c

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\* This regulation supersedes FH Regulation 350-135, 1 October 1990.

**RESPONSIBILITIES**

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Directorate of Reserve Component Support (DRCS)

The Director of Reserve Component Support

- is the Fort Hood proponent for IRR and Individual Mobilization Augmentation (IMA) training.
- coordinates the identification of training opportunities for an individual reservist.
- coordinates requests from Fort Hood Active Component (AC) units for individual training with U.S. Army Reserve Personnel Center (ARPERCEN).
- monitors the scheduling and conduct of annual training (AT) for each designated IMA.
- notifies Fort Hood units of confirmed individual training tours 60 to 90 days in advance.
- sends tour of duty guidelines (appendix B) to soldiers in advance of their arrival.
- informs ARPERCEN of individual no-shows.
- assists in centralized inprocessing of IRR and IMA soldiers and submits clothing records to ARPERCEN.

2a

Major Subordinate Commands (MSCs) and Tenants

The Commanders of MSCs and tenant agencies

- provide written requests to DRCS for IRR and IMA training opportunities.
- assign training and duties to IRR and IMA soldiers.
- prepares clothing records and inventories personal military clothing brought to Fort Hood by enlisted soldiers.

2b

Adjutant General, 3d Personnel Group

The Adjutant General (Commander of 3d Personnel Group)

- coordinates billeting and messing for IRR and IMA staff sergeants and below upon arrival until first day of inprocessing.
- inprocesses and clears IRR and IMA soldiers.

2c

Finance and Accounting Office

The Finance and Accounting Officer provides pay support for IRR and IMA soldiers.

2d

Inspector General

The III Corps and MSC Inspectors General accept and process assistance requests from IRR and IMA soldiers during their tour of duty.

2e

Directorate of Engineering and Housing	The Director of Engineering and Housing provides billeting when available for IRR and IMA sergeants first class and above.	2f
Staff Judge Advocate	<p>The III Corps and MSC Staff Judge Advocates provide</p> <ul style="list-style-type: none"> <li>● legal assistance to IRR and IMA soldiers.</li> <li>● Uniform Code of Military Justice support as required for disciplinary action involving IRR and IMA soldiers.</li> </ul>	2g
Directorate of Logistics	<p>The Director of Logistics</p> <ul style="list-style-type: none"> <li>● provides post taxi and shuttle bus support to IRR and IMA soldiers.</li> <li>● issues organizational clothing and individual equipment to IRR and IMA soldiers as requested by the unit of attachment.</li> </ul>	2h
Medical Department and Dental Activities	<p>The Commanders of the Medical Department Activity and Dental Activity</p> <ul style="list-style-type: none"> <li>● provide emergency and general health care and treatment for injuries and diseases occurring during IRR and IMA soldiers tours of duty.</li> <li>● conduct physical examinations and assist in providing or acquiring x-rays and human immunodeficiency virus (HIV) testing as needed for IRR and IMA soldiers.</li> </ul>	2i
<b>GENERAL</b>		3
Membership	<p>The U.S. Army Reserve consists of two major groups: organized troop program units and members of the IRR.</p> <p>The IRR is divided into three major control groups.</p> <ul style="list-style-type: none"> <li>● Reinforcement. Soldiers with no participation requirement.</li> <li>● AT. Soldiers who assumed an obligation to meet specific participation requirements.</li> <li>● IMA. Soldiers assigned to an AC organization in an approved mobilization table of distribution and allowance (MTDA) or modified table of organization and equipment (MTOE) position which is not authorized to be filled during peace time.</li> </ul>	

(continued on next page)

Membership  
(Continued)

The Commander, ARPERCEN commands the IRR. Major Army Command commanders are responsible for troop program units located in their areas.

- This regulation generally refers to members of either the IRR (reinforcement and AT control groups) or to IMAs (members of the IMA control group).
- The DRCS is the single point of contact for IRR and IMA training at Fort Hood.

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3a

## IRR

## IRRs

- are previously trained individual soldiers, not assigned to troop program units, who are available for mobilization.
- are assigned to ARPERCEN and attached to AC units during training.
- are available to train with the AC organizations on either AT, active duty for training (ADT), active duty for special work (ADSW), temporary tour of active duty (TTAD), or in an inactive duty training status.

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3b

## IMA

## IMAs

- are individual soldiers assigned to a MTDA or MTOE paragraph and line number in an AC organization.
- positions are authorized on an AC MTOE or MTDA organized at less than authorized level of organization 1.
- positions can not be filled by AC soldiers or Department of the Army (DA) civilians in peace time.
- perform AT in designated MTDA and MTOE positions in AC units but may also perform ADT, ADSW, TTAD, and inactive duty training.
- are required to perform AT every year.
- may be drilling IMA (see glossary).

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3c

## AC Units

## AC units

- provide training opportunities for individual soldiers to enhance military qualification skills.
- provide exposure to duties performed by the IMA upon mobilization.
- exercise Uniform Code of Military Justice authority over individual reservists training with them.

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3d

**Policy** Fort Hood regulations, directives, and command policies apply to individual reservists training at Fort Hood.

Pertinent information in this regard is briefed and distributed to the individual during inprocessing.

Policies, procedures, and schedules of AC units of assignment or attachment also apply to individuals.

3e

**PROCEDURES**

4

**Arrival and Inprocessing** Upon arrival and prior to inprocessing on first day of training, IRR and IMA soldiers

- report to the Fort Hood Soldier Welcome Center, building 121, for instructions on billeting.
- have no duty requirements prior to inprocessing on the first duty day.

Inprocessing for IRR and IMA soldiers is conducted at 0800 on the first day of training at building 121, Room 11.

**NOTE:** Uniform is required to be worn.

- DRCS provides an orientation briefing and packet of blank evaluation forms and includes clothing request forms if required.
- Finance and Accounting Office completes basic pay and allowances, travel, and per diem documents. The individual soldier may apply for casual pay at this time.
- IRR and IMA soldiers have blood drawn for HIV testing and a panoramic x-ray taken if required by their orders.
- The Adjutant General completes Serviceman's Group Life Insurance, emergency data, and post locator documents.

4a

**Training** Training

- opportunities are identified and scheduled by AC units and requested through the DRCS.
- is scheduled for IMAs not later than 31 March each year.
- is conducted and supervised by the AC unit of attachment.

(continued on next page)

**Training  
(Continued)**

- emphasis is on improving proficiency in military occupational specialty or area of concentration.
- sustainment and enhancement take priority over other nontraining related details, duties, or activities.
- is integrated into the scheduled training and activities of the AC unit of attachment.

AC units of attachment administer the Army Physical Fitness Test (APFT) prior to the end of the tour unless

- soldier shows evidence of taking an APFT within the last year (Reserve Components take the APFT annually).
- it is precluded
  - as a result of over-40 cardiovascular screening (over-40 screening rules are the same for both Reserve Components and AC).
  - by a valid profile.
  - by individual's orders.

4b

**Weight Control**

Army Regulation (AR) 600-9 applies to individual reservists. AC units of attachment determine if the soldier is within prescribed height and weight standards.

- Assigned IMAs on AT who exceed standards are counseled by the unit commander and allowed to complete the tour.
- Soldiers on ADT, ADSW, or TTAD tour who exceed the standards
  - report to DRCS with a copy of DA Form 5500-R (Body Fat Content Work Sheet (Male)) and
  - are not allowed to complete the tour.

**NOTE:** DRCS forwards the worksheet to ARPERCEN.

4c

**Extensions and  
Curtailments**

AC units coordinate requests for extensions or curtailment of individual tours through DRCS no later than 7 days prior to tour ending date.

4d

**Billeting,  
Messing, and  
Transportation**

**Billeting arrangements**

- Sergeants first class and above and officers report to the Billeting Officer, Keith Ware Hall, building 36006, for quarters assignment or a statement of nonavailability of quarters.
- Staff sergeants and below are housed initially in the 21st Replacement Detachment, transient billets after inprocessing by their AC unit.
- DRCS approves and pays billeting fees for soldiers who are on authorized individual AT orders.

**Messing arrangements**

- Government meals are available to officers and sergeants first class and above at the 1st Medical Group Dining Facility, building 36009.
- Staff sergeants and below will be fed initially at the 21st Replacement Detachment Dining Facility after inprocessing with AC unit of attachment.
- Enlisted soldiers on separate rations and all officers pay meal charges. Other enlisted soldiers use red identification cards as a meal card.

Transportation is provided by the AC unit of attachment or by the post taxi and shuttle bus.

4e

**Clothing**

Individual reservists enlisted soldiers training at Fort Hood are required to have in their possession the items of initial personal clothing issue shown at appendix C.

- Units of attachment
  - prepare DA Form 4886 (Issue In-Kind Personal Clothing Record - Enlisted Men/Women) for enlisted soldiers for those items of personal clothing shown in appendix C.
  - inventory and check for serviceability the personal clothing brought by the soldier for training.
  - compare the authorizations and on-hand quantities; if shortages exist, send soldiers, with DA Form 4886, to DRCS to obtain missing items.
- DRCS
  - prepares DA Form 3078 (Personal Clothing Request) as appropriate and directs the soldier to the Army and Air Force Exchange Service Military Clothing Store to obtain the items.
  - updates DA Form 4886, gives a copy to the soldier to take back to unit of attachment, retains a copy in DRCS files, and forwards a copy to ARPERCEN.

4f

Pay

Pay and entitlements

- consist of basic pay and allowances, travel, and per diem.
- are applied for during inprocessing.
- are normally paid on last day of the training tour; however, partial pay and, if authorized, advance travel pay can be obtained earlier.

4g

Evaluation

Officer evaluation reports (OERs) and noncommissioned officer evaluation reports (NCOERs) are required for officers and sergeants and above training for 11 or more consecutive calendar days.

- Preparation of reports is covered in AR 623-105 and AR 623-205 and examples provided in the handout packet given to soldiers during inprocessing.

**NOTE:** It is extremely important to include the term 'ARPERCEN' in addition to the unit of attachment data in the unit, organization, station block.

DA Form 5011-R (Training Evaluation Summary (LRA)) is required for privates, specialists, and corporals training for 11 or more consecutive days.

- Preparation of DA Form 5011-R is covered in AR 135-205 and an example is provided in the handout packet given the soldiers during inprocessing.

A rating chain is established, support forms prepared early in the training tour, and counseling provided as required.

- AC unit of attachment completes and forwards original reports to ARPERCEN within 60 days of tour ending date and mails one copy to the individual's home address shown on orders.

4h

Outprocessing and Departure

Civilian attire is authorized for outprocessing on the final duty day (normally Friday of the second week of training).

Complete DA Form 137 (Installation Clearance Record) (less finance portion) prior to reporting to Central Clearance.

Final outprocessing is conducted at Central Clearance, building 121, Room 1, at 0730 on the final day of duty where

- DA Form 137 is completed and
- entitlements are paid.

For departure, the individual

- arranges local transportation to airport or bus terminal as required.
- schedules arrival home no later than midnight (2400) on the last duty day.

4i



Appendix A  
RELATED REFERENCES

- AR 37-104-3 (Military Pay and Allowances Procedures, Joint Uniform Military Pay System-Army (JUMPS-Army))
- AR 37-104-10 (Military Pay and Allowance Procedures for Reserve Components of the Army)
- AR 40-3 (Medical, Dental, and Veterinary Care)
- AR 135-18 (The Active Guard/Reserve (AGR) Program)
- AR 135-200 (Active Duty for Training, Annual Training, and Active Duty Special Work of Individual Soldiers)
- AR 135-205 (Enlisted Personnel Management)
- AR 140-1 (Army Reserve Mission, Organization, and Training)
- AR 140-10 (Army Reserve: Assignments, Attachments, Details, and Transfers)
- AR 140-30 (Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program)
- AR 140-145 (Individual Mobilization Augmentation (IMA) Program)
- AR 350-15 (The Army Physical Fitness Program)
- AR 600-9 (The Army Weight Control Program)
- AR 600-50 (Standards of Conduct for Department of the Army Personnel)
- AR 600-85 (Alcohol and Drug Abuse Prevention and Control Program)
- AR 623-105 (Officer Evaluation Reporting System)
- AR 623-205 (Enlisted Evaluation Reporting System)
- AR 640-3 (Identification Cards, Tags, and Badges)
- AR 670-1 (Wear and Appearance of Army Uniforms and Insignia)
- AR 700-84 (Issue and Sale of Personal Clothing)
- ARPERCEN Pam 140-145 (Individual Mobilization Augmentation (IMA) Handbook)
- CTA 50-900 (Clothing and Individual Equipment)
- DA Pam 140-8 (Information Pamphlet for the Career Development of Enlisted Members of the United States Army Reserve)
- FH Reg 210-65 (Alcoholic Beverages)
- NGB 350-XX (Army National Guard Key Personnel Upgrade Program (KPUP) DRAFT)
- NGB 600-10 (ARNG Tour Program (NGB-controlled Title 10 USC Tours))

Appendix B  
**GUIDELINES DURING TOUR OF DUTY AT FORT HOOD**

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**Family  
Notification**

Prior to departure to Fort Hood, provide next of kin

- a copy of orders and
- unit of attachment at Fort Hood.

After arrival at Fort Hood, provide next of kin billets or motel phone or other off-duty phone number as appropriate. Additional phone numbers are:

- DRCS (duty hours 0730-1630) 817-287-3849/7095 or toll free outside of Texas 1-800-247-3472.
- III Corps and Fort Hood duty officer (24 hours a day) 817-287-2506/2520.

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**Inprocessing**

If arriving on Fort Hood prior to the first day of training specified in the orders, proceed to the Fort Hood Welcome and Care Center, building 121 (located near the center of post), to obtain billeting instructions. The center is open 24 hours a day.

- Officers and senior noncommissioned officers are directed to the bachelor officers' quarters (BOQ) or bachelor enlisted quarters (BEQ).
- Staff sergeants and below are housed with the 21st Replacement Detachment.

Inprocessing

- is conducted at building 121.
- begins at 0730 on the first day of the training tour (report date specified in the orders).
- consists of
  - orientation
  - HIV test and panoramic x-ray.
  - application for pay and travel entitlements.
  - completion of personnel documents.
  - pick up by unit of attachment.

B-2

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**Billeting**

Officers and enlisted reservists, sergeants first class and above, are billeted at the BOQ or BEQ.

- If BOQ or BEQ space is not available, a statement of nonavailability is issued so off-post billeting may be obtained.
- The main billeting office located in the BOQ, Keith Ware Hall, building 36006, can provide a list of local motels and phone numbers.

**NOTE:** Off-post lodging within the authorized local per diem rate is available.

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**Billeting  
(Continued)**

- The unit of attachment
  - can make BOQ or BEQ room reservations prior to the arrival of the reservist.
  - is given a control number by billeting office personnel for confirmation of the reservation or of nonavailability when applicable.

The unit of attachment billets enlisted reservists, staff sergeants and below.

**NOTE:** Reservists on AT orders, as opposed to ADT, are not authorized per diem. DRCS approves and pays for authorized AT billeting charges.

B-3

**Meals**

Reserve officers are authorized basic allowance for subsistence (BAS) at the daily rate.

Enlisted reservists, sergeants first class and above, on AT or ADT may request BAS because varied assignments, locations, and training conditions preclude them from eating at the dining facility.

- Request BAS through unit of attachment. Submit requests using DA Form 4187 (Personnel Action) to Commander, III Corps and Fort Hood, ATTN: AFZF-CM-F, building 121, Fort Hood, Texas 76544-5056.

Enlisted reservists, privates to staff sergeants,

- are not authorized BAS and
- eat at the unit dining facility.

**NOTE:** Military identification cards and a copy of orders are required.

B-4

**Pay**

Reservists are authorized casual (partial) pay. Those desiring casual pay must present four copies of orders to finance during initial inprocessing at building 121.

One casual pay is authorized for AT or ADT of 2 weeks and can only be drawn during the first 3 days of the training tour. Limits are:

<u>Grade</u>	<u>Amount</u>	<u>Grade</u>	<u>Amount</u>	<u>Grade</u>	<u>Amount</u>
E1-E5	\$100.00	W1-W2	\$300.00	01-03	\$300.00
E6-E7	200.00	W3-W4	500.00	04-06	500.00
E8-E9	300.00				

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Pay  
(Continued)

Reservists on ADT are authorized per diem paid for by ARPERCEN (those on AT are not). In order to pay billeting fees prior to outprocessing, sergeants first class and above and officers are authorized advance per diem

- through the III Corps and Fort Hood Finance and Accounting Office, Travel Section, phone 287-8604, building 1001 (Van Fleet Hall)
- after initial inprocessing at the Fort Hood Welcome and Care Center.

B-5

Height And  
Weight  
Standards

Reservists

- must comply with Army height and weight standards prescribed in AR 600-9.
- who fail to meet the Army standards
  - have orders revoked and are returned home if on ADT.
  - are allowed to complete the 2-week training tour if on AT; ARPERCEN is notified.

B-6

Physical  
Training

Reservists under the age of 40 and those who turned 40 after 1 January 1989 and on a tour of 11 or more days are required to pass the APFT each fiscal year.

- The AC unit of attachment will
  - administer the APFT when stated on the reservist's orders and
  - enter the results on the OER or NCOER as required.

Send test results on DA Form 705 (Army Physical Fitness Test Scorecard) to Commander, ARPERCEN, ATTN: DARP-OPM (officers) or DARP-EPO (enlisted), 9700 Page Boulevard, St. Louis, MO 63132-5200.

Reservists over 40 years old prior to 1 January 1989 and medically screened and cleared (as stated on orders) are

- authorized to participate in physical training and
- required to take the 3-event APFT once a year.

Send test results on DA Form 705 to ARPERCEN (see above address).

Reservists over 40 prior to 1 January 1989 but not medically screened and cleared to participate in an over-40 physical training program (as stated on orders) are not authorized to

- participate in a physical training program or
- take any form of the APFT.

B-7

## Evaluations

OERs are required for reserve officers on training tours for 11 days or more.

- Reservist initiates DA Form 67-8-1 (Officer Evaluation Report Support Form) during first duty day.
- The unit of attachment rating chain
  - completes the OER.
  - forwards the OER to Commander, ARPERCEN, ATTN: DARP-PRE-E, 9700 Page Boulevard, St. Louis, MO 63132-5200 within 60 days.

NCOERs are required for reserve noncommissioned officers (sergeants and above) on training tours for 11 days or more. The unit

- completes DA Form 2166-7-1 (NCO Counseling Checklist/Record) and counsels noncommissioned officers
  - on the first day of training,
  - at a midway point, and
  - at the end of the tour of duty.
- prepares NCOER, regardless of the reporting month schedule, no later than 30 days after completion of the training.
- forwards NCOER
  - original to Commander, ARPERCEN, ATTN: DARP-PRE-E, 9700 Page Boulevard, St. Louis, MO 63132-5200 within 60 days.
  - copy to the rated soldier.

DA Form 5011-R is

- required for specialists and corporals and below.
- completed by the unit of attachment.
- distributed the same as an NCOER.

B-8

## Clothing

Bring appropriate

- civilian clothes for off duty wear.
- clothing and shoes for participation in physical training and APFT.

NOTE: Instructions in this regard are contained in reservist's orders.

- field training items of personal military clothing such as battle dress uniform (BDU) and boots.

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Clothing  
(Continued)

Upon arrival at Fort Hood, each reservist's actual military clothing status is determined and arrangements made for issue of items needed.

**NOTE:** Instructions are contained in reservist's orders. Bring Class A uniform only if specifically required.

B-9

Post Exchange  
and Commissary

Use of post exchange and commissary facilities while on training tour is authorized.

Present identification to include

- identification card and orders or
- a letter from the unit of attachment commander.

Department of Defense (DD) Form 2529 (Armed Forces Commissary Privilege Card) is used only by troop program unit and IMA soldiers.

Reservists' family members must have a copy of the reservist's orders and

- a letter from the unit of attachment commander identifying family members or
- DA Form 5431 (Army Guard/Reserve Family Member Identification Card) or DD Form 1173 (Uniformed Services Identification and Privilege Card)).

B-10

Family Member  
Identification  
Cards

Family members of reservists on training tour for 30 days or less are authorized DA Form 5431.

- This form alone does not extend any benefits but is issued to provide identification for family members
- To obtain benefits, use the card in conjunction with orders. Unit of attachment commander or unit personnel officer approves issue of DA Form 5431.

**NOTE:** Family members of individual reservists must have their relationships verified with documentation such as marriage license or birth certificate.

Family members of reservists on ADT for 31 days or longer are authorized DD Form 1173. Provide the III Corps Identification Card Section a

- completed DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment) from the unit of attachment,
- marriage license or birth certificate, and
- copy of ADT orders.

B-11

HIV Testing

Testing for the HIV antibody is required during inprocessing.

B-12

## Alcohol

Reservists apprehended for drunk driving are subject to Uniform Code of Military Justice (Article 15 or court-martial).

In addition to the military judicial or nonjudicial or civilian court penalties, reservists

- receive a general officer administrative letter of reprimand.
- have post driving privileges suspended.

FH Reg 210-65 prohibits soldiers from consuming alcohol during duty hours (including lunch).

**NOTE:** The post exchange does not sell alcohol to uniformed soldiers until 1630. Clubs do not begin serving alcohol until 1630 weekdays and 1200 weekends. No soldier can consume alcohol off-post in BDUs.

B-13

Wearing of  
Military  
Uniform and  
Appearance

Military uniform standards are set forth in AR 670-1. The BDU is the duty uniform worn at Fort Hood unless otherwise specified by the commander.

**NOTE:** Name tags and patches are worn and sewn on at various establishments on or off post.

Normally, BDUs can be worn off post

- to and from work.
- to conduct essential business and activities until 1900 on weekdays.
- after 1900 on weekdays and on weekends and holidays for short stops at
  - convenience stores,
  - fast food take out,
  - laundries, etc.

Haircut and appearance standards are set forth in AR 670-1.

- Females
  - have their hair pinned up or cut above the collar.
  - do not wear earrings with BDU uniform.
  - wear only gold, silver, or pearl studs in greens (no hoops, loops, or dangles).
  - wear no more than two rings, with the wedding set counting as one ring.
  - can wear either an identification bracelet or wristwatch.
- Males
  - do not wear earrings with any uniform.
  - have military haircuts, trimmed mustaches, and no beards.

B-14

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**Medical** Fort Hood provides emergency and general health care and treatment for injuries or diseases occurring during the tour of duty of less than 31 days according to AR 40-3.

If injury or illness is determined by the unit of attachment to be in line of duty, reservists are authorized follow-up treatment to include civilian care after termination of training tour.

**NOTE:** Reservists are not authorized follow-up treatment after the end of their tour for injuries or illnesses not in line of duty.

Reservists (and family members) on ADT for 31 days or more are entitled to routine medical treatment.

ARPERCEN maintains permanent medical and dental records for individual reservists. Reservists receiving any type of treatment forwards records of that treatment to Commander, ARPERCEN, ATTN; DARP-PAS-AP, 9700 Page Boulevard, St. Louis, MO 63132-5200.

B-15

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**Dental** Panorgraphic x-ray is required during inprocessing at the Fort Hood Welcome and Care Center.

DRCS sends the x-rays to ARPERCEN and Defense Eligibility Enrollment System (DEERS).

Only emergency dental treatment is authorized for reservists on a tour of 30 days or less.

Routine dental treatment is authorized only for reservists and family members on ADT for 31 days or more.

B-16

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**Swimming** Swim only in designated, approved, and supervised on- and off-post areas.

B-17

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**Off Limits** Information concerning establishments placed off limits in the central Texas area is available at the unit of attachment.

B-18

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**Vehicle** Reservists are not required to register privately owned vehicles on post.

Texas law requires motor vehicle operators carry liability insurance and keep proof of insurance in the vehicle.

Seat belt use is mandatory under Texas State law and on post.

When a vehicle is stopped on post for any violation and the operator receives a Federal magistrate citation

- the fine must be paid before clearing Fort Hood or
- special permission is received to return at own expense for a court appearance.

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Vehicle  
(Continued)

Motorcyclists must

- have vehicle registration,
- attend a special Fort Hood driving class, and
- wear helmet, reflective vest, and eye protection (on and off duty).

Failure to comply may result in an unfavorable line-of-duty determination in case of injury.

B-19

Transportation

Commercial taxis are available to and from Fort Hood and the airport and bus station.

- Claim cost on DD Form 1351-2 (Travel Voucher or Subvoucher).

Free on-post military taxi and shuttle bus service is available Monday through Friday, 0700-1700. The military taxi does not go

- downtown or
- to the post exchange or commissary.

NOTE: Cars can not be rented at government expense.

B-20

Morale,  
Welfare, and  
Recreation  
Activities

Show identification card and a copy of orders or unit of attachment commander's letter to use post

- theaters,
- recreational facilities,
- craft shops,
- clubs, and
- libraries.

B-21

Urinalysis

Unit commanders are authorized to conduct urinalysis tests on reservists attached to their units during training tours.

B-22

Standards  
Of Conduct

Reservists on training tour must familiarize themselves with DA Standards of Conduct prescribed in AR 600-50. Standards of Conduct most applicable include

- Equal Opportunity. DA personnel will scrupulously apply and expect equal treatment regardless of race, color, religion, sex, age, or national origin.
- Use of Government Property. Government facilities, property, and manpower will be used only for official business. This means that DA personnel cannot use government stationery, copying equipment, distribution systems, tools, or motor pools for private use.

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Standards of  
Conduct  
(Continued)

- Use of Title. Military personnel will not use their military title or position in connection with any commercial business or in endorsing any commercial product.
- Gambling. DA personnel will not participate in any gambling activity while on government owned, controlled, or leased property or otherwise on duty for the government. This includes a lottery or pool. Gambling with subordinates at any time is prohibited.
- Giving and Receiving Gifts. DA personnel cannot solicit contributions for gifts to supervisors or accept gifts from subordinates unless the gift is of sentimental nature; has retail value of no more than \$180.00; and is offered on special occasions such as marriage, transfer, illness, or retirement. Any contributions made for gifts must be purely voluntary.
- Payment of Debts. DA personnel will pay their just financial debts in a proper and timely manner, particularly those imposed by law such as State and Federal taxes.

B-23

Outprocessing

Prior to the last duty day, clear the unit area and complete items 2, 5, 6, 7, 9, 10, and 14 on DA Form 137 (see figure B-1).

On the last duty day, usually Friday of the second week of training, report to Central Outprocessing, building 121, between 0730-0900 hours with DA Form 137 to clear item 20.

**NOTE:** DA Form 137 is retained in reservist's records.

After clearing Central Outprocessing, proceed to Reserve Pay Section for final pay with

- DA Form 137,
- DD Form 1351-5 (Government Quarters and Mess), if applicable, and
- any receipt for billeting payment (BOQ, BEQ, or motel).

**NOTE:** Refer questions or problems concerning training tours to DRCS at telephone numbers given in block B-1.

B-24

<b>INSTALLATION CLEARANCE RECORD</b>		<b>INSTALLATION</b>	
For use of this form, see AR 210-10; the proponent agency is The Adjutant General's Office.		<b>FORT HOOD, TEXAS</b>	
<i>PREPARE IN DUPLICATE (Original to be retained in transfer activity file; duplicate to individual.)</i>			
LAST NAME · FIRST NAME · MIDDLE INITIAL		SOCIAL SECURITY NUMBER	GRADE
ORGANIZATION ARPERCEN, Sd. Louis, MO 63132-5260		TO DEPART (Time and date)	
AUTHORITY FOR DEPARTURE REFRADT		NEW DUTY STATION	
<b>CHECKLIST</b>			
(Normally officers, warrant officers, and enlisted personnel in grades E-7, E-8 and E-9 are not required to secure facilities of clearing facility, their signature being official indication that all obligations are settled. Other enlisted personnel will normally have facilities concerned initial applicable items. Appropriate administrative office will check items not applicable.)			
FACILITY	INITIAL	FACILITY	INITIAL
1. PCS/ETS/SEP ORDERS (Copies to Soldier)	X	13. OFFICERS CLUB Bldg 121 (Close Acct/Chg Address)	X
2. UNIT SUP/CLOTH INSP/ ARMS RM (Clear Hand Receipts)	2	14. CIF TURN IN (Bldg 4256)	2
3. UNIT/BN TRAINING	X	15. CENTRAL PORT CALL (Bldg 108)(Port Call to Soldier)	X
4. MOTOR POOL (Pick up DA Form 348)	X	16. TRANS OFFICE (Bldg 108) (Per Prop Ship Appt)	X
5. UNIT MAIL ROOM (Change of Address)	5	17. RESERVE COMPLETS ONLY CAREER COUNSEL (Bldg 107)	X
6. SECURITY OFFICER UNIT/BN (Dabrief, Badges, Classified)	6	18. FAMILY HOUSING (Bldg 108) (Govt Qtr Clearing Appt)	X
7. EER/VOER (Inflated/Completed) PAC Ofc	7	19. HOUSING RERERRAL (Bldg 121) (Soldiers Drawing BAG)	X
8. COURTS AND BOARDS <sup>1</sup> (Soldier Pending Action) PAC Ofc	8	20. CENTRAL CLEARANCE (Bldg 107)(72 hrs before depart)	8
9. DENTAL CLINIC (Records to Soldier)	9	21. US MAGISTRATE/PR BOND (Bldg 211)	9
10. TROOP MEDICAL CLINIC (Records to Soldier)	10	22. POST EXCHANGE (Bldg 210)	10
11. ARMY HOSPITAL (Family Med Records)	11	23. ARMY COMMUNITY SVC (Bldg 104)	11
12. ARMY EDUCATION CENTER (Records to Soldier)	12	24. CHECK CONTROL (Bldg 104)	12
		25. ARMY EMERGENCY RELIEF (Bldg 104)	25
		26. TASC-PRO (Bldg 225)	26
		27. ON AND OFF POST TELEPHONE SVC (Bldg 108)	27
		28. CREDIT UNION (Bldg 322)	28
		29. LIBRARY (Bldg 18000)	29
		30. RECREATION SVCS OFF (Bldg 221)	30
		31. ENLISTED CLUB (Bldg 121)	31
		32. CIVILIAN LIAISON (Bldg 4301)	32
		33. PERSONNEL RECORDS OUTPROCESSING (Bldg 121 By Appt)	33
		34. FINANCE RECORDS OUTPROCESSING (Bldg 121 By Appt)	34
		35. PAC/S-1/UNIT (Sign Out)	35
<sup>1</sup> For pending reports of survey or disciplinary matters not referred to Company Commanders, only.			
<p>I HAVE TURNED IN OR PROPERLY TRANSFERRED ALL CLASSIFIED DOCUMENTS EXCEPT THOSE WHICH PERTAIN TO MY OFFICIAL DUTIES AND FOR WHICH I, AS AN INDIVIDUAL, HAVE BEEN DESIGNATED THE AUTHORIZED CUSTODIAN; I HAVE DISCHARGED ALL PERSONAL DEBTS ADMITTEDLY DUE AND PAYABLE AT THIS TIME IN THIS AREA OR HAVE MADE SATISFACTORY ARRANGEMENTS WITH THE PERSONS OR ORGANIZATIONS CONCERNED FOR THE PAYMENT OF SAME; AND I HAVE FURTHER NOTIFIED OF MY NEXT STATION OR POST OFFICE ADDRESS, ALL OTHER PERSONS WHO ARE KNOWN TO BE PRESENTLY ASSERTING CLAIMS OR DEMANDS AGAINST ME OR WHO HOLD INSTRUMENTS OF INDEBTEDNESS MADE OR INDORSED BY ME. I UNDERSTAND THAT THIS CLEARANCE DOES NOT RELIEVE ME OF ANY PECUNIARY CHARGE FOR GOVERNMENT PROPERTY WHICH HAS BEEN OR MAY BE RAISED ON A REPORT OF SURVEY OR REPORT OF BOARD OF OFFICERS IN LIEU OF REPORT OF SURVEY.</p>			
<p><b>REMARKS</b></p> <p><b>CLEARANCE INSTRUCTIONS:</b> In order to clear Fort Hood, DA Form 137 must be completed. If departure date is other than a Friday, a signature is required from DRCS before processing through Central Clearance.</p> <p>Prior to last duty day, clear the above circle items (2,5,6,7,9,10,14) if facilities were used.</p> <p>On last duty day, report to bldg 121, Rm 1, 0730-0900 hrs, to clear item 20.</p> <p>After clearing bldg 121, Rm 1, report to III Corps Finance, Rm 11, to be paid.</p> <p>After Finance, depart Fort Hood and proceed home.</p>			
DATE		SIGNATURE	
SIGNATURE OF COMMANDING OFFICER OR DESIGNATED REPRESENTATIVE			
DATES		TYPED NAME, GRADE, ARM, AND TITLE	
FROM	TO		

DA FORM 137  
APR 83

EDITION OF OCT 78 WILL BE USED UNTIL EXHAUSTED.

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GPO : 1983 O - 409-323

Figure B-1. Installation Clearance Record

Appendix C  
FIELD PORTION OF INITIAL ISSUE OF PERSONAL CLOTHING - USAR (SCT 50-900)

Clothing	Male	Female
Duffle bag	1	1
Belt	1	1
Boots, pair	2	2
Buckle, black for BDU	1	1
Cap, BDU	1	1
BDU, sets	3	3
Field jacket	1	1
Glove, shell, pair	1	1
Glove, insert, pair	1	1
Socks, for boots, pair	3	3
Undershirt, brown	3	3

## GLOSSARY

## Section I. Abbreviations

AC	Active Component
ADSW	active duty for special work
ADT	active duty for training
APFT	Army Physical Fitness Test
AR	Army Regulation
ARPERCEN	U.S. Army Reserve Personnel Center
AT	annual training
BAS	basic allowance for subsistence
BDU	battle dress uniform
BEQ	bachelor enlisted quarters
BOQ	bachelor officers' quarters
DA	Department of the Army
DEERS	Defense Eligibility Enrollment System
DRCS	Directorate of Reserve Component Support
HIV	human immunodeficiency virus
IMA	Individual Mobilization Augmentation
IRR	Individual Ready Reservist
MSC	major subordinate command
MTDA	mobilization table of distribution and allowance
MTOE	modified table of organization and equipment
NCOER	noncommissioned officer evaluation report
OER	officer evaluation report
TTAD	temporary tour of active duty

## Section II. SPECIAL TERMS AND DEFINITIONS

## Active Duty For Special Work

- tours are explained in AR 135-200
- tours from 31 to 179 days can be performed by any qualified National Guardsman or Reservist selected by the National Guard Bureau or ARPERCEN.
- is not used for normal AC mission accomplishment.
- must be for a temporary special project involving the National Guard or Army Reserve.
- requests are completed and submitted by Fort Hood units through DRCS, ATTN: AFZF-RC, for processing to higher headquarters.

## Active Guard and Reserve

- program is covered in AR 135-18, AR 140-30, and NGB Reg 600-10.
- soldiers in the program are on active duty.
- positions are established in MTOE and MTDA organization for organizing, administering, recruiting, instructing, or training the National Guard and Army Reserve.
- duties must require specific National Guard and Army Reserve expertise that cannot be reasonably performed by AC or civilian employees and must extend beyond the normal support provided to the Reserve Component by the AC.

**Active Guard and Reserve (continued)**

- soldiers are not counted against the end strength of the Active Army.
- soldiers serving at Fort Hood are attached to III Corps, MSC, or tenant unit.
  - Submit position establishment requests to III Corps and Fort Hood, Directorate of Resource Management, ATTN: AFZF-RM-MED, for processing to higher headquarters.

**Drilling Individual Mobilization Augmentee**

- program is covered in ARPERCEN Pam 140-145 and is a variation of the IMA program.
- soldiers are authorized to perform 24 paid inactive duty training drill periods annually with their designated unit (4 hours of duty is one training period for which 1 day's pay is accrued) in addition to the normal 2 weeks AT.
- designated IMA positions maybe further designate as drilling IMA when incumbent
  - requires more training than the 2 weeks provided during AT.
  - is needed to assist in planning and to participate in mobilization exercises.
- Submit requests to designate incumbent IMA as drilling IMA to DRCS, ATTN: AFZF-RC, for processing with U.S. Forces Command.

**The proponent for this regulation is the Directorate of Reserve Component Support.**

FOR THE COMMANDER:



WILLIAM A. WEST  
Brigadier General, GS  
Chief of Staff

STEPHEN J. BERTOCCHI  
LTC, SC  
DOIM

DISTRIBUTION  
IAW FH Form 1853, B  
Plus: DRCS (100)  
IM-AO (2)  
IM-ARL (1)  
IM-PUBS (100)