Reserve Personnel Action Center (RPAC)

Business Practices

Military Personnel, Medical & Finance

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Chapter 1
The Reserve Personnel Action Center (RPAC)

Section I
Introduction

1-1. Applicability
This publication outlines practices for the management and administration of personnel and finance practices for selected units within the RPAC service facility area.

1-2. Improvements
Suggested improvements to this publication, the procedures, or practices established herein can be submitted via memorandum to AR G-1.

1-3. Purpose
The purpose of this publication is to provide guidance to the RPAC and supported units in the areas of internal organizational structure, functional responsibilities, and operational procedures as applicable to the RPAC. This guide supplements current regulations, policy and directives with additional information to operate in a centralized RPAC environment. Established policies and processes within this publication will be adapted as operating procedures within the Army Reserve and as prescribed under current regulatory guidance. When there is a question on the basic intent of an action, Army Regulations and policies take precedence.

1-4. References
Required and related publications and prescribed and referenced forms are listed in Appendix A.

Section II
Concept and Mission

1-5. RPAC Concept
The RPAC concept consolidates the personnel and administrative functions executed by tenant units within designated United States Army Reserve (USAR) centers into a discrete, autonomous service support organization. An RPAC is assigned to a USAR center, designated by a facility ID (FACID). The RPAC will support designated units assigned to the facility. These units will no longer execute personnel, administrative and finance functions in support of their assigned Troop Program Unit (TPU) Soldiers. RPACs may provide support to units outside the facility with an MOU. The RPAC centralizes personnel, medical and finance related actions at the RPAC HUB or Satellite (SAT) locations. Consolidation of human resource and administrative personnel at the RPAC provides effective and efficient support to units, leaders, and Soldiers. **Commanders remain responsible for the health, welfare, morale, training, accountability, and reporting of assigned/attached personnel.** The

RPAC personnel effectively synchronize efforts with command teams in order to create the conditions necessary to accomplish the mission, allowing commanders to focus on mission essential functions.

1-6. RPAC Mission Statement
The RPAC operates under the control of the Regional Support Command (RSC) and is responsible for processing personnel and pay actions for units within the area of operations as well as providing unit commanders technical guidance to support and improve the readiness of the supported units.

1-7. RPAC Vision Statement
The RPACs will provide best of class administrative and pay support within their area of operations. The RPAC personnel will be characterized by their standard of excellence, attention to detail and customer service. Their knowledge of subject matters related to personnel, pay actions and processes will be the best in the USARC. RPACs will be recognized as a standard of excellence within the USARC.

1-8. Concept of Support
The RPAC will support designated units within the RPAC facility during the work week (Monday through Friday) and Battle Assembly (BA) weekends. The RPAC Supervisor will determine the composition of weekend support based on expected workload and the number of scheduled TPU Soldiers for home station activities.

Section III
Unit Administration

1-9. Chain of Command
The unit commander will remain responsible for establishing and executing all command programs. Mission command elements will also provide command emphasis on personnel readiness issues and suspense management. The following, though not inclusive, are responsibilities that remain in the mission command chain.
- a. Drug Demand Reduction Program*
- b. Unit Status Reporting*
- c. Family Readiness Program
- d. Equal Opportunity/Consideration of Others Program
- e. Recruiting Partnership Council
- f. Retention Programs / DARNS
- g. Awards Program*
- h. Leave Program
- i. UCMJ / Legal Actions
- j. Sponsorship Program*
- k. Evaluations
- l. SHARP

* RPAC will share some responsibilities in these programs/actions. RPAC actions will be identified in later chapters.

Section IV
Responsibilities of Key Personnel Managers

1-10. Unit Commanders
Commanders at all levels have the inherent authority and responsibility for overall personnel management within their commands even though they do not have the ability to directly supervise or exercise authority over the RPAC. Commanders must be in constant communication with the RPAC and are encouraged to comment on processes, practices and items they feel have a direct impact on the efficiency of their organization. In order to provide input, commanders may utilize the ICE Survey or directly contact the RPAC supervisor. Commanders must review the Commander's Book prior to and during BA.

1-11. Directorate of Human Resources, Regional Support Commands (RSCs)
The RSCs provide overall staff supervision and operational control of the RPACs. The RPAC is authorized direct communication with RSCs as it directly relates to human capital management processes.

1-12. Recommended RPAC Division Supervisory Human Resources Specialist (Military) (Pending Classification)
Serves as the Chief, Reserve Personnel Action Center (RPAC) Division in a Regional Support Command (RSC) which includes several main centers (HUB) and satellite centers (SAT). Executes and manages the personnel, administrative, and finance functions for assigned RPAC HUB/SAT's within the RSC's area of support.

1-13. Supervisory Military Personnel & Administrative Specialist (GS-0301-12)
Serves as supervisor of an RPAC and is responsible for the main center (HUB) and several SAT centers. Executes and manages the personnel, administrative, and finance functions for assigned units/Soldiers within the area of support.

1-14. Supervisory Military Personnel & Administrative Specialist (GS-0301-11)
Serves as supervisor of an RPAC satellite center under a HUB. Executes and manages the personnel, administrative, and finance functions for assigned units/Soldiers within their area of support. Receives guidance and direction from the RPAC HUB supervisor.

1-15 Military Personnel & Administrative Specialist (GS-0301-09)
The Military Personnel & Administrative Specialist acts under the direction of the RPAC Supervisory Military Personnel & Administrative Specialist and provides oversight of day-to-day operations. May perform Lead functions such as distributing workload and monitoring the daily operations of a servicing team. Is the records manager of all records maintained within the RPAC to include personnel, financial, medical, dental and other housekeeping records as required. Maintains accurate logs of actions, assists team members as the subject matter expert within the RPAC, conducts quality assurance inspections, provides assistance and advice to the RPAC supervisor, and supported

commanders. Also tracks, records, analyzes and provides feedback on established metrics to the RPAC supervisor.

1-16. Military Personnel & Administrative Assistant (GS-0303-07)
Serves as a Military Personnel and Administrative Assistant for a HUB or a satellite center of an RPAC, supervised by the RPAC Supervisor, with additional general guidance from the Military Personnel & Administrative Specialist. The position is responsible for performing a wide variety of military personnel, finance and administrative duties for the supported units and Soldiers.

1-17. Company/Detachment
The company/detachment provides the RPAC with;
    a. Current full time points of contact for unit and chain of command personnel.
    b. Yearly training calendar dates to the RPAC no later than 1 August for the next fiscal year.
    c. Immediately notify RPAC of any changes to training dates and locations at least 30 days prior to scheduled training.
    d. Inputs training dates into RLAS Training Module.
    e. Provides individual/unit orders as soon as they are published to the RPAC, and verifies personnel attendance on the first day of order.
    f. Identifies contact for pick-up of commander's book.
    g. Provides memorandum letterhead, office symbol and signature blocks for RPAC preparation of documents for commander's signature.
    h. Provides appointment memos for certifying officials (recertification of DA Form 5960 and IDT attendance roster).
    i. Provides dates/times of all administrative meetings (only necessary if unit is requesting a representative from the RPAC to attend).
    j. Inputs all Requests for Orders (RFO).
    k. Notifies RPAC of pending mobilizations (individual or group).
    l. Designated unit representative must be able to work directly with the RPAC to resolve personnel and finance actions proactively.

1-18. Battalion/Brigade/Group/Division/OFTS
The RPAC is a support organization and exercises no mission command role in relationship to units. The chain of command and battalion level organizations have the inherent responsibility to provide command, control and support to their Soldiers. The establishment of the RPAC does not preclude nor diminish these responsibilities. In fact, the RPAC's success depends on the active and supportive relationship between the RPAC and all levels of command. The command influence to ensure timely flow of information to the RPAC is of prime importance. The unit's chain of command provides the RPAC with at least 90 days notification prior to inspection or assistance visits to supported units; provides Unit Status Report (USR) turn-in dates and LOIs as soon as they are published; provides junior and senior promotion dates and all applicable MOIs; provides information on upcoming mobilization of supported units and coordinates for SRP support.

Chapter 2
Management of the RPAC

Section I
Introduction

2-1. General
This chapter discusses the major characteristics and basic functions of managing the RPAC.

2-2. Management Control
Management control procedures will be integrated as part of daily business within the RPAC to avoid misuse of resources and/or ineffective or inefficient practices. The effectiveness of management control practices will continually be evaluated internally by the RPAC Supervisor. External inspections and evaluations will also be utilized as appropriate and necessary to evaluate the overall operation of the RPAC.

2-3. RPAC Imperatives
The RPAC will operate under a set of deliberate imperatives that provide focus to the overall operation of the center's activities. The imperatives are –
    a. Provide customer service and support to Soldiers, commanders and units.
    b. Initiate and effectively maintain lines of communication with Soldiers, unit commanders and chain of command in all processes.
    c. Monitor established metrics monthly.
    d. The RPAC supervisor will ensure positive accountability of actions.
    e. Process pay, personnel and medical actions in accordance with the timelines established by regulatory guidance.
    f. Complete required forms and action requests in accordance with applicable Army regulations and USARC policies.

Section II
Internal Relationships

2-4. Line of Supervision
All personnel working within the RPAC on a full-time basis will be assigned to the RPAC. As such, the line of supervision and evaluation of personnel falls within the RPAC structure. The RPAC supervisor will be evaluated by the designated RSC rating official, and his/her designated representative. The RPAC supervisor holds overall supervision and personnel management responsibilities for all personnel assigned, attached or detailed to the RPAC.

2-5. Business Hours and Priority of Support
The RPAC will provide service Monday through Friday and on BA weekends to supported Soldiers and units. Staffing considerations and unit requirements are taken

into account when creating the weekly schedules, and work hours may differ from week to week. Priority of support goes to BA weekends.

Section III
External Relationships

2-6. Mobilized units
The RPAC will continue to manage Reserve personnel and finance actions that cannot be accomplished in theater for mobilized and deployed personnel assigned to supported units. The RPAC will also perform the necessary personnel and finance processing of individual Soldiers and units being mobilized.

2-7. RPAC and Unit
The RPAC and unit both need to maintain positive contact to ensure the level of support and practices are meeting the commander's and Soldier's needs. Both unit commander and RPAC supervisors have a shared responsibility for keeping the lines of communication open.

2-8. RPAC and Army Reserve Career Counselors (ARCCs)/Recruiting Personnel
Retention and recruiting is an important factor in providing and maintaining personnel resources. Coordination will be made between ARCCs/Recruiting personnel, the unit and RPAC prior to bringing a new Soldier for in-processing. ARCCs will work with RPAC for all necessary counseling for transfers, separations, and unsatisfactory participants.

Chapter 3
Human Resource (Military) Support

Section I
Procedures

3-1. Commander's Book
The Commander's Book is the primary means of communication between the RPAC and unit command team which provides the unit's readiness status in the areas of personnel, medical, and military pay. Procedure 3-1 covers the development and distribution of the Commander's Book.
 a. Commander's Book will be provided to the unit commander NLT 3 days prior to scheduled BA.
 b. Commanders or designated representatives are responsible for retrieving the book prior to BA.
 c. The Commander's Book will be developed using the Commander's Book checklist found in Appendix B.

d. The following actions will be taken for the administration and delivery of the Commander's Book.

Table 3-1
Procedure 3-1 Commander's Book

Step 1
Action Required by: RPAC
Description of Actions: Initiate Commander's Book and gather all required reports/actions from all functional teams, sign-in rosters, instructions, and other information to be forwarded to the commander.

Step 2
Action Required by: Unit
Description of Actions: Retrieve Commander's Book from the RPAC no more than three days prior to BA.

Step 3
Action Required by: Unit Commander
Description of Actions: Execute required actions; package completed actions in Commander's Book to be returned to RPAC; initial table of contents for review and completion of each tab IAW Appendix B-1, and sign and date required documents/reports; return to RPAC upon BA completion NLT 0900 the first day following BA.

Step 4
Action Required by: RPAC
Description of Action: Receive Commander's Book, log and distribute actions to appropriate personnel for processing/updates.

3-2. Awards
Procedure 3-2 covers awards procedures.
a. Primary references: AR 600-8-22
b. Forms used: DA Form 638, Memorandum.

Table 3-2a
Procedure 3-2a Service Awards See Appendix B-1

Table 3-2b
Procedure 3-2b Individual Awards

Step 1
Action Required by: Unit/Recommender
Description of Action: Requests ARB from RPAC, completes DA Form 638, and submits completed form to the RPAC.

Step 2
Action Required by: RPAC
Description of Action: Reviews DA Form 638 administrative data, signs block 22 and returns to unit for signatures.

Step 3
Action Required by: Unit Commander
Description of Action: Commander reviews DA Form 638, signs, and processes through chain of command.

Step 4
Action Required by: Award Approval Authority
Description of Action: Uploads signed and approved DA Form 638 and Award Certificate to iPERMS.

3-3. Receive, Review, and Maintain Unit Manning Report - See Appendix B-1
Procedure 3-3 listed in Table 3-3a covers the total maintenance process of the Unit Manning Report.
    a. Primary references: AR 600-8-6 and USAR Pam 600-5.
    b. Forms used: None.
    c. This procedure establishes the policy for receiving, reviewing, and maintaining the Unit Manning Reports.
    d. The Unit Manning Report is a management tool to maximize unit DMOSQ and improve unit readiness. It is the basis of the ITRS reports and the USR personnel worksheets.
    e. 999x categories listed in Table 3-3b will be monitored and managed appropriately; no Soldier will be placed in the 9993 category until a DA Form 4651 has been submitted and will not remain in 9993 longer than 180 days.
    f. RPACS will not move Soldiers on the UMR without the commander's approval.

Table 3-3a
Procedure 3-3 Receive, Review, and Maintain Unit Manning Reports

Step 1
Action Required by: RPAC
Description of Action: Review each unit's UMR bi-weekly for accuracy of duty qualification and deployability codes in RLAS; monitor the 999X categories (Table 3-3b). The RPAC will place Soldiers into available positions for which they are fully qualified. RPACS will not move Soldiers on the UMR without the Commander's approval. Changes to the UMR since the commander's last review will be annotated for the commander's approval.

Step 2
Action Required by: RPAC
Description of Action: Forward the annotated UMR to the commander in the Commander's Book.

Step 3
Action Required by: Unit Commander
Description of Action: Review the annotated UMR, make any additional comments required, sign and date the last page of the report and return to the RPAC.

Table 3-3b
999X Categories

Position Number	Category
9990	Reassignment Over strength
9991	Simultaneous Membership Program (SMP)
9992	Awaiting Assignment
9993	Projected Losses
9994	Attached Personnel (TDY)
9995	Unit Reorganization
9996	Assigned-Not Joined
9997	TTHS
9999	AGR

3-4. Prepare and Process Reassignment/Transfer Actions
Preparation and processing of transfer actions.
   a. Primary references: AR 140-10 and PAG.
   b. Forms used: Refer to appropriate checklist in USAR PAG.

c. Prepare and process transfer IAW the steps described in the notes of USAR PAG.

d. Assist Soldiers who are moving outside commuting distance.

3-5. Family Care Plan Maintenance – See Appendix B-1

3-6. Evaluations – See Appendix B-1
Table 3-6 covers evaluations procedures

a. Primary references: AR 623-3 and DA Pam 623-3.

b. Forms used: DA Form 2166-8, DA Form 2166-8-1, DA Form 67-9, DA Form 67-9-1 and 67-9-1a.

Table 3-6
Procedure 3-6 Evaluations

Step 1
Action Required by: Unit
Description of Action: Creates rating scheme, initiates evaluations, obtains signatures and submits completed reports.

Step 2
Action Required by: RPAC
Description of Action: Provides unit with a roster of evaluations due within the next 90 days in the Commander's Book. Upon request, RPAC will verify administrative data on reports.

3-7. Correcting Retirement Points and Retirement Year End Date (RYE)
Procedure 3-7 outlines the procedure to correct retirement points in the Retirement Point Accounting System.

a. Primary references: DODI 1215.07, DODI 6025.19, AR 140-185, and AR 140-1.

b. EForms utilized: DA Form 5016, Leave and Earning Statement, Master Military Pay Account, DA Form 1380 signed by commissioned officer – Only

c. RPAC will assist Soldiers in correcting retirement point accounting and providing supporting documentation.

d. The Soldier is responsible for monitoring and identifying accounting errors in retirement points.

e. Units are responsible for assuring the DA Form 5016 is reviewed annually.

f. There are two procedures used for correction of retirement points for TPU Soldiers; correction to the retirement year ending (RYE) date and adding missing periods of duty performed and Extension Course Points.

(1) Procedures that do not involve changing the RYE date:

(a) TPU Soldiers must have their retirement point accounts updated/corrected by HRC. The RPAC submits updates/corrections to appropriate HRC PAB Retirement Points Analyst on anniversary years already reflected on the DA Form 5016. All prior service and anniversary years missing from the current DA FORM 5016 will be submitted manually via email to HRC for input.

(b) If transactions are rejected, the RPAC will contact HRC's PAB, Retirement Points Analyst for resolution.

(c) RPACs should instruct Soldiers to visit the "my record" portal at https://www.hrcapps.army.mil/portal/, to view and print their own personal copy of DA Form 5016 for corrections and during their automated record audits.

(2) Procedures that do involve changing the RYE date:

(a) TPU Soldiers must contact the RPAC for assistance. If the RPAC Specialist cannot determine the computation, he/she will contact the appropriate HRC PAB Retirement Point Analyst for assistance. Recommend only the RPAC contact the HRC PAB Retirement Point Analyst.

(b) RPAC prepares an email request IAW the Army Reserve Retirement Point Handbook.

g. Acceptable documents for validation of missing points: DA Form 5016

Table 3-7
Procedure 3-7 Correcting Retirement Points and Retirement Year End Date

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Step 1
Actions Required by: Soldier
Description of Actions: Monitors retirement point accounting (DA Form 5016) on https://www.hrc.army.mil.

Step 2
Actions Required by: Soldier
Description of Actions: Identifies an error in retirement point accounting.

Step 3
Actions Required by: Soldier
Description of Actions: Forwards copy of DA Form 5016 and all documents that support the correction requested to the RPAC.

Step 4
Actions Required by: RPAC
Description of Actions: Reviews documents to include DA FORM 5016; makes corrections as appropriate using RLAS; or correction submitted to HRC; Annotates DA Form 5016 or Retirement Point Worksheet with correction made and forwards a copy of the correction or memorandum stating why correction could not be made to Soldier. Notify the Soldier to monitor HRC website for pending corrections.

Step 5
Actions Required by: RPAC
Description of Actions: Maintains file copy supporting documentation, Retirement Point Worksheet and DA FORM 5016 in suspense file until correction is made in RPAS and new DA Form 5016 is produced IAW with ARIMS.

3-8. Updating RLAS
Procedure 3-8 outlines the procedure to process actions in RLAS.
    a. Primary references: https://rlas8/
    b. Forms utilized: Various forms/documentation depending on type of information being updated in RLAS.
    c. The RPAC is responsible for reviewing database management reports, and required documents, as well as inputting data into RLAS.

Table 3-8
Procedure 3-8 Updating RLAS/Records

Step 1
Actions Required by: Soldier; Unit Commander; Battalion S1.
Description of Actions: Forwards document to be included in Soldier's records to RPAC.

Step 2
Actions Required by: RPAC
Description of Actions: Receives document and verifies necessity to update systems. Monitors to ensure RLAS is updated.

Step 3
Actions Required by: RPAC
Description of Actions: Updates RLAS, as appropriate.

3-9. Enlisted Promotions
    a. Enlisted promotions to the grades of E-2 through E-4.
        1. Primary references: AR 600-8-19.
        2. Forms utilized: DA Form 4187.
        3. This procedure covers both promotions with waiver of TIS/TIG and promotions not requiring waiver.
        4. Unit commanders are responsible for executing promotions requiring TIS/TIG waivers.

5. RPAC will monitor DOR rosters to ensure all promotions are made during the month of eligibility.

6. RPAC will maintain a suspense file of Soldiers found not eligible for promotion upon reaching required TIS/TIG requirements.

7. The following actions will be accomplished in the administration of promotions.

Table 3-9.a – See Appendix B-1
Procedure 3-9.a Enlisted Promotions E2 – E4

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b. Decentralized promotions; enlisted promotions to the grades of E-5 – E-6.

1. Primary references: AR 600-8-19; USARC Memorandum, Subject: Army Reserve Troup Program Unit SGT through SGM Promotion Policy and Procedures, 10 Dec 2015.

2. Forms used: ARB, DA Form 2A, DA Form 2-1, DA Form 3355 and other forms as required per MOI.

3. Assist unit command team by providing the CSMM TPU AAA-249, Aspiring to E5/E6.

4. Commanders will ensure all Soldiers who are not recommended receive proper counseling utilizing DA Form 3355.

5. The following actions will be taken in the preparation/submission of promotion packets.

Table 3-9.b
Procedure 3-9.b Decentralized Promotions

Step 1
Actions Required by: Unit
Description of Actions: Unit will provide RPAC dates of all promotion boards and points of contact for these actions.

Step 2
Actions Required by: RPAC
Description of Actions: RPAC will provide a roster of all eligible Soldiers to the unit commander in the monthly Commander's Book.

Step 3
Actions Required by: Unit/Soldier
Description of Actions: Unit notifies Soldiers of eligibility utilizing DA Form 4856.

Step 4
Actions Required by: Unit/S-1/RPAC
Description of Actions: RPAC completes DA Form 3355 and Section A of Election and Preferences worksheet and submits to unit for completion and signatures.

Step 5
Actions Required by: Unit
Description of Actions: Unit completes Election and Preferences worksheet and obtains signatures from unit personnel on DA Form 3355 and Election and Preferences worksheet and returns them to RPAC.

Step 6
Actions Required by: S-1/RPAC
Description of Actions: Perform final quality control, signs as record's custodian and forwards packet to promotion authority.

3-10. Reclassification
   a. Primary references: USAR PAG, DA PAM 611-21 (Website) https://www.milsuite.mil/book/groups/smartbookdapam611-21.
   b. Forms used: DA Form 1059, Previous MOS Orders, MOS Reclassification Checklist, and USAR Form 140-R.
   c. Process reclassification actions IAW the checklist and the steps described in the notes of USAR PAG.
   d. Prepare USAR Form 23-R to terminate bonus and loan repayment incentives if reclassification is not for the convenience of the government. Submit to the USAR Pay Center (UPC).
   e. Unit notifies RPAC of command directed reclassifications and reason.
   f. RPAC will prepare ETP IAW USAR PAG.

3-11. Separations
Procedure 3-11 covers the requests for both involuntary and voluntary discharges.
   a. Primary references: USAR PAG, AR 135-178 and AR 135-175.
   b. Forms used: DA Form 4651, DA Form 4187, DA Form 4856.
   c. RPAC processes separation actions IAW the checklist and the steps described in the notes of USAR PAG.
   d. Commanders will return signed packet within 7 calendar days.

3-12. Suspension of Favorable Actions
Table 3-12 outlines the procedures to initiate, manage, transfer and remove flagging actions.
   a. Primary references: AR 600-8-2.
   b. Forms utilized: DA Form 268.
   c. The RPAC will facilitate flagging actions, transfers and removal of flags.
   d. Unit commanders are responsible for requesting the RPAC to prepare DA Form 268.
   e. The following actions will be taken in initiating and managing the flagging system.
   f. The RPAC will act as the Personnel Service Center controlling unit initiated flagging actions and will maintain an official copy of DA Form 268 IAW ARIMS.

Table 3-12a
Procedure 3-12a Initiating Flagging Actions

Step 1
Actions Required by: Unit
Description of Actions: Notifies RPAC to initiate flagging action and provides source documents supporting the type of flag (DA Form 705, DA Form 4856, DA Form 5500/5501).

Step 2
Actions Required by: RPAC
Description of Actions: Initiates DA Form 268 and submits to commander for signature.

Step 3
Actions Required by: Unit Commander
Description of Actions: Reviews and approves flagging action then returns the DA Form 268 to the RPAC.

Step 4
Actions Required by: RPAC
Description of Actions: Inputs flagging action into the RLAS Personnel Maintenance Module by using DA Form 268 as substantiating document. If applicable, submits USAR Form 23-R requesting suspension of bonus and loan repayment incentives to the UPC.

Step 5
Actions Required by: Unit Commander
Description of Actions: Unit maintains a copy of the DA Form 268 in commanders/1SG's training file, commander consults with battalion security manager to consider suspension of access to classified material.

Step 6
Actions Required by: Battalion Security Manager
Description of Actions: Initiates suspension of access as appropriate.

Table 3-12b – See Appendix B-1
Procedure 3-12b Managing Flagging Actions

Table 3-12c
Procedure 3-12c Transferring the Flag

Step 1
Actions Required by: Unit

Description of Actions: On receipt of reassignment orders the unit will forward a copy of the DA Form 268, DA Form 705, DA Form 5500/5501DA Form 4856 to the RPAC.

Step 2
Actions Required by: RPAC
Description of Actions: The RPAC will verify the transferable flag and provide a copy of the DA Form 268, DA Form 70, DA Form 5500/5501DA Form 4856 to the gaining unit.

Table 3-12d
Procedure 3-12d Removing Flagging Actions

Step 1
Actions Required by: Unit Commander
Description of Actions: Forwards request to the RPAC with appropriate documentation to remove flagging action.

Step 2
Actions Required by: RPAC
Description of Actions: Initiates DA Form 268 for removing applicable flag. Forwards completed DA Form 268 to unit commander for signature.

Step 3
Actions Required by: Unit Commander
Description of Actions: Reviews and signs flag removal and returns DA Form 268 to the RPAC.

Step 4
Actions Required by: RPAC
Description of Actions: Removes flag in RLAS Personnel Maintenance Module using a signed copy of DA Form 268 flag removal as supporting documentation. Unit maintains a copy of file in Commander's/1SG training file.

3-13. Unit Status Report (USR)
Procedure 3-13 outlines the procedures for USR completion.
    a. Primary references: AR 220-1.
    b. Forms utilized: N/A
    c. Unit provides all USR turn-in dates and validation requirements NLT 30 days out.
    d. The RPAC provides required personnel supporting spreadsheets (non-available, excess, non-DMOSQ, gain/loss) at the request of the unit, but does not enter USR data in NetUSR.

e. At the expense of the unit, RPAC personnel will be available for USR turn-in for any questions or corrections.

f. USR is a commander responsibility.

3-14. Unsatisfactory Participants

Table 3-14
Procedure 3-14 Unsatisfactory Participants

Step 1
Actions Required by: RPAC
Description of Actions: Print U letters and other USARC required documents within 48 hours after submitting the IDT pay. Forward unsatisfactory participation letters (U letters) to unit for commander's signature. The RPAC can sign the U letter with signed delegation of signature authority is in place and the commander has signed the attendance roster.

Step 2
Actions Required by: Unit
Description of Actions: Commander signs letters and returns to RPAC within 48 hours of receipt.

Step 3
Actions Required by: RPAC
Description of Actions: RPAC will mail original signed letters after receipt from unit IAW AR 135-91 and USARC guidance. Processed U-letters will be available for units review upon request.

Step 4
Actions Required by: RPAC
Update and maintain non-participant remarks in CSMM to show status of Packet by most recent action.

Step 5
Actions Required by: RPAC
Description of Actions: Notify unit commander when a Soldier has received their 9th U letter and ask if commander would like to initiate separation action or reassignment to the IRR packet on the Soldier. The RPAC will prepare a Declaration of Unsatisfactory Participation for each Soldier that reaches 9 Us in a 12-month period, and provide it in the Commander's Book. Commanders must make recommendation to the RPAC to reassign the Soldier to the IRR or initiate separation action. If the commander elects to initiate separation action, refer to paragraph 3-11 for separation procedures. Prepare USAR Form 23-R to terminate any bonus or loan repayment

incentives IAW Chapt 7, Reserve Pay Supplemental Guidance and forward to the USAR Pay Center.

3-15. Non-participation

a. Reference: USARC OPORD 16-097, Management of Non-Participants

b. Forms: None

c. Commanders are responsible for the accountability of their Soldiers and ensuring remarks in CSMM are current.

d. RPAC will assist units as requested in reporting long term non-participants in CSMM remarks (Soldiers who have not been paid in over six months.)

3-16. Line of Duty (LOD)

Table 3-16.a
Procedure 3-16.a LOD (New)

Step 1
Actions Required by: Unit Commander/RPAC
Description of Actions: Register for access to the LOD Module in the Electronic Medical Management Processing System (EMMPS).

Step 2
Actions Required by: Unit/Soldier/RPAC
Description of Actions: Ensure a DA Form 2173 is completed and signed by the unit Commander (CDR) or CDR Representative. This form must include all "proof of duty" related documents, to include but not limited to, medical documentation, active duty orders, i.e., AT, ADT, ADOS-RC, IDT roster, Mobilization orders, DA 1380s, and the reasons the report is late annotated in the remarks section of the DA 2173 if the LOD is not completed within the time limits given in tables 3–1 and 3–2. Provide medical documentation from the hospital after initial treatment, (does not include profiles, medication slips, or discharge notes). This information can be provided from: private physician, Veterans Affairs hospital, civilian hospital, or MTF to CDR or CDR Representative. If necessary, ensure the Soldier completes an authorization to release medical records relating to the LOD medical condition to prevent delays in LOD submission (may require medical release form from Soldier). If the Soldier will require follow-up medical treatment simultaneously, draft and complete a DHA-GL Worksheet 02 in LOD module and forward to unit commander with the LOD Complete DHA-GL Worksheet-01.

Step 3
Actions Required by: RPAC
Description of Actions: Obtain/receive DA Form 2173 and DHA-GL worksheet 1 and 2 as needed with Section I completed. Obtain/receive medical documentation from Soldier or Soldier's authorization to release medical records relating to LOD medical

condition. Complete the draft in the LOD module, verifying all supporting documentation is uploaded into the module and forward to the unit commander for processing.

Step 4
Actions Required by: Unit Commander
Description of Actions: Ensure the injured/ill Soldier is provided medical care. **Don't hold up medical care for paperwork**. Obtain a DA Form 2173 with Section I completed from Soldier. Review Soldier's related medical documentation. Review the LOD in the module including the supporting documentation and CAC sign the LOD in the module. Unit commander is only making a recommendation (block 31/32).

Step 5
Actions Required by: Unit Commander
Description of Actions: Commander will return 2173 in the module back to the RPAC for corrections if needed or forward to MSC for review. MSC will review/approve.

Table 3-16.b
Procedure 3-16.b LOD (Preapproved LODs not in EMMPS)

Step 1:
Actions Required by: Soldier
Description of Actions: Provide preapproved LOD to the RPAC. Preapproved LOD consists of: approval memo, DA Form 2173, medical document, and administrative document to show duty status.

Step 2:
Actions Required by: RPAC
Description of Actions: In EMMPS Select preapproved in the workflow dropdown. Upload preapproved LOD into EMMPS LOD tab. Forward to RSC.

3-17. INCAP

Table 3-17

Procedure 3-17 INCAP

Step 1
Actions Required by: Soldier
Description of Actions: Submit the following completed documents to the RPAC: DA Form 7574, DA Form 7574-1, DA Form 7574-2, medical documentation and any other supporting documents (i.e. orders, DA Form 1380, sign-in Roster). Note:***An approved LOD must be on file to receive INCAP.***

Step 2
Actions Required by: Unit Commander
Description of Actions: Commander will complete an initial INCAP claim memo and provide to the RPAC with other required documents.

Step 3
Actions Required by: RPAC
Description of Actions: Review submitted documents provided by soldier. Obtain unit commander's signature, and upload completed documents in the INCAP Module under the INCAP tab. Forward to chain of command for review and signature.

Step 4
Actions Required by: MSC Commander
Description of Actions: Review INCAP claim, e-sign using CAC and forward to RSC

3-18. Reserve Officer Training Corps/Simultaneous Membership Program (SMP) Soldiers

Table 3-18
Procedure 3-18 SMP

Step 1
Actions Required by: Unit
Description of Actions: Identify Soldiers that were contracted as an SMP. In the event Soldier is dropped from the program, the unit must provide RPAC with supporting documentation.

Step 2
Actions Required by: RPAC
Description of Actions: RPAC submits documents to iPERMS and updates RLAS.

Chapter 4
Records and Database Management

Section I
General

4-1. Records and Database Management Responsibilities
The records and database management will be maintained for all personnel, medical, dental, deployment records, and related databases by the RPAC. The RPAC is responsible for updating both hard copy and electronic records, including but not limited to updating the ARB, DD Form 93 and SGLV Form 8286 and DA Form 5960, by

conducting annual record reviews and submitting documents to iPERMS.
Section II
Procedures

4-2. Annual Personnel and Financial Record Review (formerly Birth Month)
Table 4-2 outlines the procedure to conduct annual records review.

   a. Primary references: AR 600-8-104, MIL-PER Message 14-046 and HRC Records Review Tool How to Guide.

   b. Forms utilized: ARB, DA Form 2A/B/C, DD Form 93, DA Form 5016, SGLV Form 8286, DA Form 5960 and supporting documentation, Master Military Pay Account (MMPA), W-4, DD Form 2058, current and previous enlistment contracts and extensions, DA Form 71, promotion orders, assignment orders.

   c. Annual Records Review will be conducted using the Records Review Tool (RRT) How to Guide.

   d. RPACs will review the records and make the corrections to records and databases to ensure accuracy and continuity with the Army Human Resource Record (AMHRR).

   e. The RPAC will maintain control and accountability of records through this process.

   f. Soldiers will adhere to scheduled appointments and reschedule in advance if necessary.

Table 4-2
Procedure 4-2 Annual Records Review/Audit

Step 1
Actions Required by: RPAC
Description of Actions: RPAC will generate a list of Soldiers requiring annual records review and initiate a PRR in iPERMS. The initiation of the PRR generates automatic notification to the Soldier.

Step 2
Actions Required by: RPAC
Description of Actions: Forwards names of Soldiers due for current and next month audit to the commander via the Commander's Book.

Step 3
Actions Required by: Unit Commander/1SG
Description of Actions: Reviews list of Soldiers in Commander's Book and instructs Soldiers to make appointments with the RPAC either during BA or during the week.

Step 4
Actions Required by: Soldier

Description of Actions: Reviews AMHRR in IPERMS https://iperms.hrc.army.mil for missing documents. Soldier provides all missing documents to the RPAC for uploading into iPERMS.

Step 5
Actions Required by: RPAC/Soldier
Description of Actions: Receive, review and post changes to databases; post documents to records; make any corrections as necessary.

4-3. Updating iPERMS
   a. Primary references: AR 600-8-104, HRC Army Soldier Records Branch, Documents Required for Filing in iPERMS
   b. Forms utilized: N/A
   c. The Soldier is responsible for submitting required documents to the RPAC and the RPAC is responsible for submitting documents to iPERMS.

Table 4-3
Procedure 4-3 Updating Interactive Permanent Electronic Records Management System (iPERMS)

Step 1
Actions Required by: Soldier; unit commander; battalion S1; HHC/D
Description of Actions: Forwards document to be included in Soldier's records to RPAC.

Step 2
Actions Required by: RPAC
Description of Actions: Receives documents, verifies documents and submits to iPERMS.

Step 3
Actions Required by: RPAC and Soldier
Description of Actions: Soldier monitors personnel record to ensure documents are uploaded and RPAC monitors batch numbers to ensure documents are uploaded.

4-4. Updating the RCMS ARB
   a. Primary references: AR 600-8-104.
   b. Forms utilized: N/A

Table 4-4
Procedure 4-4 Updating the RCMS ARB

Step 1
Actions Required by: Soldier
Description of Actions: Soldier goes to RCMS at
https://selfservice.rcms.usar.army.mil and reviews his/her ARB, and provides required
documents for necessary updates to the RPAC.

Step 2
Actions Required by: RPAC
Description of Actions: Receives documents and requests for corrections, uploads
missing documents to iPERMS and makes corrections to the ARB, notifies Soldier of
the updates and requests additional documentation if necessary, repeating step 1 and
2 until updates are complete. RPAC requests the Soldier validate their ARB.

Step 3
Actions Required by: Soldier
Description of Action: Soldier logs onto RCMS at
https://selfservice.rcms.usar.army.mil, validates his/her ARB, and notifies RPAC
validation complete.

Step 4
Actions Required by: RPAC
Description of Action: Receives notice from Soldier validation complete, logs on to
RCMS and certifies the Soldier's ARB. Notifies Soldier that a certified copy is available
in RCMS.

4-5. Medical Records
RPACs will maintain STR at the units unless a unit requests to maintain the STR.
    a. Upon validation of the record, the STR custodian will store and
safeguard the returned hard copy paper record (original record). Records will not be
maintained in boxes. The medical/dental record will be maintained IAW the AR 40-66
and the AR 340-21, until further guidance is released.
    b. New or additional medical documents are mailed to the contractor for scanning
and indexing monthly. The documents are processed using the same mailing process
as the medical/dental record. The STR custodian will follow the same validation
process used for the record and file as the documents in the original file for the Service
Member (SM).
    c. Transferred SMs records are verified by the assigned STR Custodian following
the same validation process. After validation, the records are mailed to the receiving
unit.

4-6. Health Readiness Record (HRR)
Effective 1 Jan 15, the Army Reserve ensures all records are properly uploaded and

indexed into HRR NLT 30 days after separation in order to meet the 45-day standard for ensuring STRs are uploaded into HAIMS.

    a. Ensure the STR is complete prior to a Soldier's separation.

    b. Ensure all STR requests from higher headquarters are answered in a timely manner.

    c. Ensure available STRs for Army Reserve losses after 01 Jan 15 are uploaded and indexed into HRR.

    d. Effective immediately, do not mail paper STRs to ARPC for separated Soldiers.

    e. Ensure STRs are uploaded and indexed into HRR, including any STRs brought in by the Soldier (see https://medchart.ngb.army.mil/MED-CHART/ for uploading instructions and Annex D for indexing instructions).

       (1) For units with trained HRR personnel, ensure STRs for separated Soldiers are loaded and indexed properly into HRR. STR (medical and dental) will be validated in HRR prior to initiating a personnel loss.

       (2) For units without trained HRR personnel, STRs are sent directly to Logistics Health Incorporated (LHI) for loading and indexing in HRR per the coordinating instructions. LHI will return the packets upon digitization.

    f. Commanders will direct Soldiers to bring all STRs (from both civilian and military medical providers) documenting treatment received since their last PHA / dental readiness screening to the next scheduled PHA or dental readiness screening.

    g. Ensure Soldiers comply with lawful orders to provide STRs. Counseling statements are provided in Annex E (initial request to provide STRs) and Annex F (non-compliance) for the commander's use in counseling Soldiers.

    h. Be prepared to respond to ongoing requests to reconcile availability of STRs for Soldier losses without records in HRR.

    i. Use USAR PAG (Annex C - HRR Validation Memorandum) to validate all STRs are in HRR prior to initiating personnel loss actions.

    j. Retain all paper STRs until further guidance from USARC Surgeon.

    k. Coordinating Instructions.

       (1) Sending Individual Soldier STRs to LHI: Sending STRs via fax: Individuals or units may fax STRs with 10 pages or less to LHI. Package records using the "Reserve Health Readiness Program Historical Update Request Form" (Annex G - Reserve Health Readiness Program Historical Update Request Form) as the cover sheet. Ensure the "Check box if Service member has separated from Service *(Records for separated Service members will be scanned into HRR. MEDPROS will NOT be updated*)" box is checked for all Soldiers who have already left the service. Fax medical records to (888) 888-8476 and fax dental records to (608) 793-2960. For further information regarding sending medical records call, (800) 666-2833, extension 3586. For further information regarding sending dental records call (800) 666-2833, extension 2030.

       (2) Sending STRs via e-mail: Individuals or units may email STRs with 30 pages or less to LHI. Package records using the "Reserve Health Readiness Program Historical Update Request Form" (Annex G - Reserve Health Readiness Program Historical Update Request Form) as the cover sheet. Ensure the "Check box if Service member has separated from Service *(Records for separated Service members will be scanned into HRR. MEDPROS will NOT be updated)"* box is checked for all Soldiers

who have already left the service. Records must be scanned into 'pdf' format and password protected utilizing the password "LHIHRR" before sending via e-mail. Detailed instructions for adding password protection are included at Annex H (Protect Adobe PDF file with Password). E-mail password protected medical STR files to: HistoricalUpdates@logisticshealth.com. E-mail password protected dental STR files to: HistoricalUpdates-dental@logisticshealth.com.

    (3) Sending Bulk STRs to LHI: For STRs greater than 30 pages, not already loaded into HRR, units will request boxes and shipping labels / air bills by contacting LHI at (866) 284-8788 ext. 1114. Boxes will be sent to Director, Distribution Operations Center, Logistics Health Incorporated, ATTENTION: HRR Records, 3237 Airport Road I La Crosse, WI 54603. Package records using the "Reserve Health Readiness Program Historical Update Request Form" (Annex G - Reserve Health Readiness Program Historical Update Request Form) as the cover sheet for each Soldier. Ensure the "Check box if Service member has separated from Service *(Records for separated Service members will be scanned into HRR. MEDPROS will NOT be updated)"* box is checked for all Soldiers who have already left the service.

Chapter 5
Finance Management

Section I
General

5-1. RPAC Reserve Pay Procedures

    a. The RPAC processes all actions related to the maintenance of pay files, IDT, active duty, special, incentive pay and other entitlements, and maintains the Unit Commander's Pay Management Report (UCPMR), Personnel/Pay Mismatch Report, Master Military Pay Account Report and required administrative files.

    b. Procedural guidance for Reserve Pay tasks is contained in USAR Pam 37-1 and the Reserve Pay Supplemental Guidance (RPSG) at https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx.

    c. RPAC personnel will process all pay actions for supported units. Go to Resource Management and Security Profile Settings. Select the correct region and click "Set Profile", then "OK". When you return to your RLAS screen, press F5 to refresh. You may need to refresh more than once. Proceed as usual.

    d. RPAC HUB supervisors will appoint personnel authorized access to ADARS and RADARS via an additional duty appointment listing all HUB and satellite personnel. ADARS and RADARS Permissions for RPAC personnel are established by USARC G8 Pay Management Division. Submit questions regarding ADARS / RADARS access and permission requests to usarmy.usarc.usarc-hq.mbx.usarcg8@mail.mil.

    e. RPAC Supervisor will appoint Alternate Reviewing Officials (AROs) IAW the Reserve Pay Supplemental Guidance to review all ADARS and RADARS transactions

prior to assignment of the TL.

Section II
Procedures: The procedures that follow require specific actions by the unit or Soldier. Unit or Soldiers will contact the RPAC for guidance on all other pay related actions.

5-2. Unit Annual Training Orders
Table 5-2 outlines the procedure to process unit annual training orders.

    a. Primary references: USAR Pam 37-1, Reserve Pay Supplemental Guidance

    b. Forms utilized: Unit Annual Training Order, Unit Annual Training Annexes

    c. Unit will provide the RPAC with the correct Unit Annual Training Order, amendments, and Annexes NLT 15 days prior to departure. Unit completes all orders and annexes.

    d. Unit will provide the RPAC NLT 24hrs after arrival at Annual Training Site with corrections/updates to the Annexes.

    e. RPAC will process pay in the RADARS Unit AT module and complete certification.

Table 5-2
Procedure 5-2 Unit Annual Training

Step 1
Actions Required by: Unit
Description of Actions: Provide the RPAC with the correct Unit Annual Training Order, amendments and Annexes NLT 15 days prior to departure. Ensure that orders are published for all derivative UICs participating.

Step 2
Actions Required by: Unit
Description of Actions: Contact the RPAC (email, phone call) NLT 24 hrs after arrival at Annual Training site with corrections/updates to the Annexes (Corrections, Additions and/or Deletions) and By Name report. Within 72 hrs of order completion unit will provide roster of Soldiers names with inclusive dates to the RPAC.

Step 3
Actions Required by: RPAC
Description of Actions: Process pay in RADARS on the first day of AT (orders of 8 days or greater) upon receipt of By Name report from unit and suspense the order and annexes to the last duty day to ensure AT attendance is validated. Ensure that an Alternate Reviewing Official (ARO) conducts a review of RADARS transactions IAW the Reserve Pay Supplemental Guidance prior to assigning the TL number. File records IAW AR 25-400-2 and USAR Pam 37-1, Appendix K.

Step 4

Actions Required by: RPAC
Description of Actions: Print RADARS Annex Report and obtain commander's signature (needed for manual travel pay). Certify (process and certify unit AT orders of 7 days or less) pay upon receipt of RADARS Annex Report from the unit. File in records.

5-3. Individual Active Duty
Table 5-3 a-c outlines the procedure to process individual active duty pay.
    a. Primary references: USAR PAM 37-1, Reserve Pay Supplemental Guidance
    b. Forms utilized: Individual Active Duty Order, USAR Form 24-R, USAR Form 25-R (Certificate of Performance), USAR Form 26-R.

Table 5-3a
Procedure 5-3a Individual Active Duty (RLAS Orders) – Performing Individual AT/ADT/ADOS for a period of 1-7 days

Step 1
Actions Required by: Training/OPS NCO / Individual Soldier.
Description of Actions: Provide the RPAC with one copy of the certified active duty order and all substantiating documents to validate duty performance after the completion of duty.

Step 2
Actions Required by: RPAC
Description of Actions: Input certified orders into the RADARS module of RLAS after receipt of certified orders. Ensure that an Alternate Reviewing Official (ARO) conducts a review of RADARS transactions IAW the Reserve Pay Supplemental Guidance prior to assigning the TL number. For orders published outside of RLAS (i.e. HRC), submit pay request on USAR Forms 24-R and 26-R to Ft. McCoy USAR Pay Center (UPC). File completed documents IAW AR 25-400-2 and USAR Pam 37-1, Appendix K. Upload orders to iPERMS.

Table 5-3b
Procedure 5-3b Individual Active Duty Orders (RLAS Orders) – Performing Individual AT/ADT/ADOS for a period of 8-29 days

Step 1
Actions Required by: Unit
Description of Actions: Provide the RPAC with one copy of the active duty order prior to start of duty and notify RPAC that Soldier reported for duty.

Step 2
Actions Required by: RPAC
Description of Actions: Input orders into RADARs module of RLAS on duty start date. Ensure that an Alternate Reviewing Official (ARO) conducts a review of RADARS transactions IAW the Reserve Pay Supplemental Guidance prior to assigning the TL number. Create suspense for unit and Soldier to submit signed/certified orders on the last day of duty.

Step 3
Actions Required by: Unit Training/OPS NCO/Unit/Individual Soldier
Description of Actions: Submit signed/certified orders to RPAC within 5 days of duty completion. Orders that remain uncertified for more than 30 days past the duty end date will prevent all pay processing for that UIC until the order is certified or revoked.

Step 4
Actions Required by: RPAC
Description of Actions: Certify duty days in the RADARS module of RLAS, and file IAW AR 25-400-2 and USAR Pam 37-1, Appendix K. Upload orders to iPERMS.

Table 5-3c
Procedure 5-3c Individual Active Duty Orders (Non RLAS) – Performing Individual AT/ADT/ADOS for a period of 8-29 days

Step 1
Actions Required by: Unit
Description of Actions: Provide the RPAC with one copy of the active duty order prior to start of duty and notify RPAC that Soldier reported for duty.

Step 2
Actions Required by: RPAC
Description of Actions: Submit pay request on a USAR Form 24-R and USAR Form 26-R to UPC for processing on the first day of duty.

Step 3
Actions Required by: Unit Training/OPS NCO/Unit/Individual Soldier
Description of Actions: Submit signed/certified orders to RPAC within 5 days of duty completion.

Step 4
Actions Required by: RPAC
Description of Actions: Submit orders and USAR Form 25-R to UPC immediately upon receipt. **Upload orders to iPERMS.**

Table 5-3d
Procedure 5-3d Individual Active Duty – Performing Individual ADT/ADOS for a period of 30 or more days

Step 1
Actions Required by: Training NCO/Unit/Individual Soldier
Description of Actions: If duty is at a location listed in table C-2 of USAR Pam 37-1, the Soldier will provide the installation DMPO with a copy of the active duty order and all substantiating documents. If duty is at a different location, the Soldier/unit will submit the order to the servicing RPAC. Provide USAR Form 25-R to DMPO/RPAC NLT the 10th of each month for the previous month and NLT 10 days after tour completion. Submit any amendments to the DMPO/UPC immediately.

Step 2
Actions Required by: RPAC (for duty paid by UPC)
Description of Actions: Submit pay request on a USAR Form 24-R and USAR 26-R to UPC for processing. Submit USAR Form 25-R and USARC 26-R to UPC monthly

upon receipt from unit. Submit final USAR Form 25-R to UPC upon receipt from unit. Upload orders to iPERMS.

5-4. Accrued Leave
Procedure 5-4 outlines the procedure to process accrued leave.
    a. Primary references: USAR Pam 37-1, chapter 6.
    b. Forms utilized: LES, USAR Form 24-R, USAR Form 26-R, DA Form 31.
    c. Soldiers accrue leave for orders over 29 days and submit for a cash-out payment if not able to use during duty duration. Note *Soldier can carry unused leave over to their next active duty period and should be counseled on this course of action.

Table 5-4
Procedure 5-4 Accrued Leave

Step 1
Actions Required by: Soldier
Description of Actions: Soldiers who requested payment of accrued leave during out

processing with a DMPO should receive payment within 60 days. If payment is not received, or duty was not performed at a location in table C-2, USAR Pam 37-1, provide LES, DA Form 31 (if applicable to RPAC to request leave balance cash-out.

Step 2
Actions Required by: RPAC
Description of Actions: Complete USAR Form 24-R and submit all documents to UPC for processing on USAR Form 26-R (TL).

Step 3
Actions Required by: Soldier
Description of Actions: Monitor myPay for payment of accrued leave.

Step 4
Actions Required by: RPAC
Description of Actions: Monitor future MMPA for payment of accrued leave. Contact RSC Finance Division for payments submitted by the 8th of the month that do not appear on the next MMPA.

5-5. Unit IDT Pay (Battle Assembly)
Table 5-5 outlines the procedure to process unit IDT pay.
    a. Primary references: USAR Pam 37-1, Reserve Pay Supplemental Guidance
    b. Forms utilized: DA Form 1380, ADARS IDT Attendance Roster, RST Request Form.
    c. Unit IDT pay will be processed NLT 24 hours following receipt of completed and certified Battle Assembly roster.
    d. The RPAC will be responsible for accuracy and management control of the pay systems.
    e. Pay <u>will not be processed </u>without valid and complete sign-in roster.
    f.   Unit commanders are responsible for validating and ensuring IDT Attendance Rosters are accurately and completely annotated. Unit commanders are responsible for providing additional duty appointments granting signature authority (in the commander's absence) to those in the unit authorized to sign IDT Attendance Roster. Discrepancies on IDT Attendance Rosters could result in delayed payment to the unit. Attendance codes on the IDT Attendance Roster must be in accordance with Reserve Pay Supplemental Guidance. All blanks on the IDT Attendance Roster must be filled in with the Soldier's signature or the appropriate duty status code.
    g. Unit commanders are responsible for providing DA Forms 1380, or code change memorandums to validate changes in IDT Attendance codes.

Table 5-5
Procedure 5-5 Unit IDT Pay

Step 1
Actions Required by: Unit
Description of Actions: Establish Battle Assembly schedule and forward Battle Assembly dates on Commander's memo to the RPAC.

Step 2
Actions Required by: RPAC/Unit
Description of Actions: Create event in RLAS Training Module with correct dates. ADARS IDT Attendance roster is printed, known absences annotated, and distributed to unit commanders as part of Commander's Book.

Step 3
Action Required by: Unit Commander
Description of Actions: Establish and monitor sign-in processes IAW USAR Pam 37-1.

Step 4
Action Required by: Unit Commander
Description of Actions: Upon completion of BA, reviews and ensures signatures and codes are properly annotated; certifies all IDT Attendance Roster pages and NLT 0900 on the day following BTA ensures certified roster is returned via the Commander's Book to the RPAC with supporting documents, i.e. DA Forms 1380s, late slips and Excused Absence Request/memos.

Step 5
Actions Required by: RPAC
Description of Actions: NLT 24 hours following receipt of completed and certified roster, process pay in ADARS. Ensure that an Alternate Reviewing Official (ARO) conducts a review of ADARS transactions IAW the Reserve Pay Supplemental Guidance prior to assigning the TL number. File original IDT Attendance Roster, supporting documentation and transmittal letter IAW AR 25-400-2 and USAR Pam 37-1, Appendix K.

5-6   IDT Pay (Individual)
Table 5-6 outlines the procedure to process IDT pay.
    a. Primary references: USAR Pam 37-1, Reserve Pay Supplemental Guidance.
    b. Forms utilized: DA Form 1380, LHI Voucher, and RST Form.
    c. Individual IDT pay will be processed within 72 hours of receipt at the RPAC.
    d. The RPAC will be responsible for accuracy and management control of the pay systems.
    e. Pay will not be processed without valid and complete documents.
    f.   Unit commanders are responsible for validating and ensuring Soldiers complete required duty.

g. Unit commanders are responsible for providing an additional duty appointment memo IAW USAR Pam 37-1 for unit personnel authorized to certify DA Forms 1380.

h. Unit commanders are responsible for providing approved DA Forms 1380.

i. The following actions will be accomplished in the administration of individual IDT pay.

Table 5-6
Procedure 5-6 IDT Pay (Individual)

Step 1
Actions Required by: Unit/Soldier
Description of Action: Complete DA Form 1380 for processing; submit DA Form 1380 and supporting documents to RPAC.

Step 2
Actions Required by: RPAC
Description of Action: Process pay in ADARS. Ensure that an Alternate Reviewing Official (ARO) conducts a review of ADARS transactions IAW the Reserve Pay Supplemental Guidance prior to assigning the TL number. File original DA Forms 1380, attach supporting documentation and transmittal letters IAW AR 25-400-2 and USAR Pam 37-1, Appendix K, upload DA Forms 1380 into iPERMS.

5-7. Mobilization Pay Processing
Table 5-7 outlines the procedure to process mobilization orders

a. Primary references: USAR Pam 37-1, Reserve Pay Supplemental Guidance

b. Forms utilized: Individual Mobilization Orders, Documents to substantiate individual entitlements

c. Unit will provide the RPAC with Individual Mobilization Orders (12304 (b)) or notification of mobilization for orders cut in RLAS (12302) NLT 10 days prior to first y of Home Station (HS).

d. Unit will provide the RPAC Boots on ground (BOG) report first day of HS.

e. RPAC will process pay in the RADARS Mobilization module for 12302 orders (RLAS) or send USAR Form 26-R to UPC for 12304(b) orders (DAMPS).

Table 5-7
Procedure 5-7. Mobilization Pay Processing

Step 1
Actions Required by: Unit
Description of Actions: Provide the RPAC with Individual Mobilization Orders (12304 (b)) or notification of mobilization for orders cut in RLAS (12302) NLT 10 days prior to first day of Home Station (HS).

Step 2
Actions Required by: RPAC
Description of Actions: Create ADARS Pay Control Module for new Derivative UIC, if applicable and begin creating the Soldiers' mobilization pay, up to 10 days prior to the first day of HS.

Step 3
Actions Required by: Unit
Description of Actions: Provide RPAC with BOG report based on Battle Roster and Soldiers that are physically in attendance NLT first day of HS.

Step 4
Actions Required by: RPAC
Description of Actions: Verify entitlements and gather substantiating documents for each individual Soldier.

Step 5

Actions Required by: RPAC
Description of Actions: Create Transmittal Letter in RADARS Mobilization module for 12302 orders (RLAS) or USAR Form 26-R for 12304(b) orders (DAMPS) to send to appropriate pay team at the UPC NLT the first day of HS. **NOTE: Pay must be started on the first day of HS. If not, contact your servicing RSC finance division immediately.**

Step 6
Actions Required by: RPAC
Description of Actions: On the next day, check the USARC G8 PMD SharePoint site to verify receipt of the RADARS Mobilization TL or contact your pay team (using the inquiry phone number) to verify receipt of USAR Form 26-R. Provide PRN & TL #.

5-8. Bonus Payments/Suspension/Termination/Recoupment/ETP Bonus
Table 5-8 outlines the procedures to process Bonuses; RPAC will follow established procedures and guidance for processing all bonuses.
   a. Primary references: USAR Pam 37-1, Bonus Files, Reserve Pay Supplemental Guidance.
   b. Forms used: USAR Form 23-R, USAR 26-R, DD Form 214, DD Forms 4-1/4-2, MOS Order, DA Form 3540-R, Reserve Annex, Bonus Addendum, DA Form 5261-2-R, DA Form 5261-3-R, DA Form 5361-5-R, NGB Form 22, Written Agreement and assignment order.

Table 5-8
Procedure 5-8 Initial Bonus Payments (All bonuses)

Step 1
Actions Required by: Soldier
Description of Action: Contact RPAC if initial payment has not occurred within 30 days of: 1. completing IET (non-prior service enlistment bonus); 2. reenlistment; 3. assignment to the unit (prior-service enlistment bonus, accession or affiliation bonus.

Step 2
Actions Required by: RPAC
Description of Action: All fields in the Personnel Module of RLAS are updated. Verify Soldier is eligible for bonus. Follow guidance in the Reserve Pay Supplemental Guidance for determining the status of the bonus payment and initiating payment if required. **Ensure all substantiating documents are uploaded to iPERMS.**

5-9. Soldier Driven Processes (Pay Related)

a. Soldiers can use myPay to change mailing address, direct deposit, federal and state tax withholding, print LESs and W-2s, manage TSP and view travel payments. myPay is at https://mypay.dfas.mil/mypay.aspx.

b. Student Loan Repayment/Health Professional Loan Repayment (SLRP/HPLRP) Soldiers

(1) Soldiers who are entitled to SLRP benefits must use the Web-Enabled Education Benefit System (WEBS) athttps://selfservice.rcms.usar.army.mil/Education/Unsecured/for all actions related to payment of their SLRP incentive. Units are not responsible for certifying DD Forms 2475 or forwarding SLRP claims to the UPC.

(2) Soldiers can access WEBS with their CAC cards and select the "My Loan Repayment Program Home Page" link. Soldiers who are within 90 days of their anniversary date will receive an email prompting them to visit the web site to initiate their SLRP claim.

5-10. Unit Commander's Pay Management Report (UCPMR) (UH022-2004)

Table 5-10 outlines procedures to manage and update the Unit Commander's Pay Management Report (UCPMR) UH022-2004. DFAS produces the report after the final update of the month. The USAR G-8 retrieves the reports and uploads them in to the RLAS RM Reports module for access by units. The report is usually available in RLAS by the 5th of the following month. It provides UPAs and commanders with information on key pay items such as Soldiers who—

a. Have an active account established on DJMS-RC.

b. Are mobilized and those that are on any other type of active duty of more than 30 days.

c. Have Family SGLI coverage.

d. Are due a bonus anniversary payment this month, next month, or have a past due bonus.

e. Are not on SURE PAY.

f. Have a debt on their pay account.

g. Are potential unsatisfactory participants.

h. Are in Held Pay Status.

Table 5-10
Unit Commander's Pay Management Report (UCPMR) (UH022-2004)

Step 1
Actions Required by: RPAC
Description of Action:
(a) Download UCPMR IAW chapter 6 of the Reserve Pay Supplemental Guidance upon receipt of notification from USARC G8 that pay reports are available in RLAS.
(b) Reconcile the UCPMR IAW appendix I of USAR Pam 37-1. Highlight "critical" pay issues that need the Commander's attention; annotate any Soldiers that have the potential of exceeding MUTA authorizations; and, provide TL numbers to show that corrections have been sent to DFAS.
(c) Provide the report to the unit for signature by the commander or alternate certifying officer in the Commander's Book.

Step 2
Actions Required by: Unit Commander

Description of Action: After receiving reconciled UCPMR from the RPAC, review RPAC annotations for accuracy, sign and date last page of report. Date of signature must be within 30 days of the end of the report month. Return the signed UCPMR to the RPAC.

Step 3
Actions Required by: RPAC
Description of action: File the signed UCPMR IAW AR 25-400-2 and USAR Pam 37-1, Appendix K.

5-11. Personnel/Pay Mismatch Report (UH022-2026)
The Personnel/Pay Mismatch Report (UH022-2026): The Personnel/Pay Mismatch Report identifies Soldiers who have mismatched data between DJMS-RC and TAPDB-R/RLAS. Mismatched data can result in under, over or non-payment of Soldiers. DFAS produces the report after the final update of the month. The USAR G8 retrieves and uploads them into the RLAS RM Reports module for access by units (UIC). The report is usually available in RLAS by the 5th of the following month. Table 5-10 outlines procedures to manage and update the Personnel/Pay Mismatch Report (UH022- 2026).

Table 5-11
Personnel/Pay Mismatch Report (UH022-2026)

Step 1
Actions Required by: RPAC
Description of Action: Download the Per/Pay Mismatch Report IAW Chapter 6 of the Reserve Pay Supplemental Guidance upon receipt of notification from USARC G8 that pay reports are available in RLAS. Reconcile the Per/Pay Mismatch Report IAW Appendix N of USAR Pam 37-1 and provide the report to the unit for signature by the commander or alternate certifying officer. File the signed Per/Pay Mismatch Report IAW AR 25-400-2 and USAR Pam 37-1, Appendix K.

Step 2
Actions Required by: Unit Commander
Description of Action: After receiving reconciled Per/Pay Mismatch Report from the RPAC, review RPAC annotations for accuracy, sign and date last page of report. Date of signature must be within 30 days of the end of the report month. Return the signed Per/Pay Mismatch Report to the RPAC.

Chapter 6
Medical Readiness

Section I
General

6-1. Medical Readiness Responsibilities

IAW Department of Defense Instruction (DODI) 6025.19, Soldiers are responsible for their Individual Medical Readiness (IMR). TPU Soldiers will initiate requests for Periodic Health Assessments (PHA) via My Medical portal in AKO NLT 12 months after last health assessment and electronically complete Part I of the PHA. Soldier will initiate Part II of the PHA by contacting the Reserve Health Readiness Program at 1-877-437-6313 directly to create a voucher for the required services. The Soldier will initiate requests for dental assessments NLT 12months after last dental assessment by contacting the Reserve Health Readiness Program at 1-877-437-6313 directly to create a voucher for the required service. Each Battle Training Assembly, the RPAC will also provide commanders a by-name list of Soldiers that are overdue or due for services 30 days before annual expiration (11 months after last assessment). AGR and ADOS-RC Soldiers will initiate PHA and dental assessments 90 days prior to annual expiration (9 months after last assessment).

Section II
Procedures

6-2. Medical Readiness
Tables 6-2a through 6-2c outline the procedures to request a PHA, request a medical voucher via AVS, and request a profile.

   a. Primary references: AR 40-3 and AR 40-501.

   b. Forms/systems utilized: MODS, RCMS/CSMM and MEDCHART Database.

   c. The RPAC is responsible for monitoring suspense controls for periodic health assessments, required medical services and dental readiness. The cooperation of every level of command and individual Soldiers is required to minimize the number of cancelled or missed/no-show appointments.

   d. RPAC provides rosters from CSMM and MEDPROS of all due/past-due medical services to unit in the Commander's Book.

   e. Unit leadership counsels Soldiers on medical readiness and directs them to contact LHI for required services 90 days before annual assessment expiration. RPACs are able to create mass events for unit assessments and vaccinations. Individual Soldiers must initiate their vouchers for PHA and dental exams.

   f. The RPAC will monitor CSMM and USAR MNR Profile Breakdown (presentation) to provide a status for physical profiles with P3 or P4 to unit S1 or designated unit representative, and assist with completing required medical board packet. The Army Reserve Medical Management Center (ARMMC) is a reference for Soldiers, Commanders, and designated unit representatives.

   g. The following actions will be taken to ensure medical readiness:

   h. Refer to Chapter 4 for guidance regarding medical records.

Table 6-2a
Procedure 6-2a Request PHA

Step 1
Actions Required by: Soldier
Description of Action: Log into AKO and select the My Medical Readiness link under the Self Service drop down. Complete Soldier portion of PHA. Call Logistics Health Incorporated (LHI) 1-877-437-6313, schedule appointment. Once appointment is complete, submit LHI voucher to unit for certification on DA Form 1380 for payment.

Step 2
Actions Required by: Unit
Description of Action: Receives LHI voucher, records duty performed on DA Form 1380, obtains unit commander or designee signature certifying the DA Form 1380. Forwards DA Form 1380 and LHI voucher to RPAC for pay processing.

Step 3
Actions Required by: RPAC
Description of Action: Process DA Form 1380 for pay and monitor MEDPROS for

PHA update.

Table 6-2b
Procedure 6-2b Request Medical Vouchers Via AVS

Step 1
Actions Required by: RPAC
Description of Action: At 30 days prior to the Soldiers annual expiration,and annotate in the Commander's Book.

Step 2
Actions Required by: OFTS
Description of Action: Approve AVS voucher.

Step 3
Actions Required by: LHI
Description of Action: Receive voucher request and contact Soldier to schedule appointment.

Step 4
Actions Required by: Soldier
Description of Action: Work with LHI scheduling appointment or rescheduling appointment. Soldiers are required to attend scheduled appointments. Soldiers must contact LHI to re-schedule appointments, if needed. Note: Any Soldier can also use their personal dentist (at their own expense) to achieve dental readiness by having their dentist complete a DD Form 2813 and faxing it to 1-608-793-2960. Upon completion of appointment submit LHI voucher to unit for certification on DA Form 1380 for payment, if funds available.

Step 5
Actions Required by: Unit
Description of Action: Receives LHI voucher, records duty performed on DA Form 1380, obtains unit commander or designee signature certifying the DA Form 1380. Forwards DA Form 1380 and LHI Voucher to RPAC for pay processing.

Step 6
Actions Required by: RPAC
Description of Action: Process LHI voucher for pay and monitor MEDPROS for updates.

Table 6-2c
Procedure 6-2c Request for Profile

Step 1
Actions Required by: Soldier
Description of Action: Soldier provides required documents per the profile request packet and submits to RPAC or ARMMC (Army Reserve Medical Management Center) at https://usar.dod.afpims.mil/Featured/Resources/medicalmanagementcenter.aspx

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Step 2
Actions Required by: RPAC or Soldier
Description of Action: Completes the Army Reserve Medical Profile Request Packet and forwards profile request packet to ARMMC at usarmy.usarc.usarc-hq.mbx.armmc@mail.mil.

Step 3
Actions Required by: RPAC
Description of Action: Monitor CSMM for status. Upload Profile, DA Form 3349, to iPERMS.

Appendix A

References

Section I
Publications

A publication is a source of additional information. The user does not have to read it to understand this publication. Army regulations and pamphlets are available on the Army Publishing Directorate's Web site at http://www.apd.army.mil. Department of Defense directives, instructions, and manuals, and United States codes can be accessed from the Army Home page at http://www.army.mil.

AR 11-2	MANAGERS' INTERNAL CONTROL PROGRAM
AR 25-50	PREPARING AND MANAGING CORRESPONDENCE
AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)
AR 40-3	MEDICAL, DENTAL, AND VETERINARY CARE
AR 40-5-1	STANDARDS OF MEDICAL FITNESS
AR 135-175	SEPARATION OF OFFICERS
AR 135-178	ENLISTED ADMINISTRATIVE SEPARATIONS
AR 140-1	MISSION, ORGANIZATION, AND TRAINING
AR 140-10	ASSIGNMENT, ATTACHMENTS, DETAILS AND TRANSFERS
AR 140-111	US ARMY RESERVE REENLISTMENT PROGRAM
AR 140-158	ENLISTED PERSONNEL CLASSIFICATION, PROMOTION AND REDUCTION
AR 140-185	TRAINING AND RETIREMENT POINTS CREDITS AND UNIT LEVEL STRENGTH
AR 220-1	UNIT STAFF REPORTING
AR 340-21	THE ARMY PRIVACY PROGRAM
AR 600-8	MILITARY PERSONNEL MANAGEMENT
AR 600-8-2	SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAGS)
AR 600-8-4	LINE OF DUTY POLICY, PROCEDURES, AND INVESTIGATIONS
AR 600-8-6	PERSONNEL ACCOUNTING AND STRENGTH REPORTING
AR 600-8-7	RETIREMENT SERVICES PROGRAM
AR 600-8-14	IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR ELIGIBLE PERSONNEL MEMBERS AND OTHER ELIGIBLE PERSONNEL
AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS
AR 600-8-22	MILITARY AWARDS
AR 600-8-24	OFFICER TRANSFERS AND DISCHARGES
AR 600-8-29	OFFICER PROMOTIONS
AR 600-8-101	PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, MOBILIZATION AND DEPLOYMENT PROCESSING)
AR 600-8-104	MILITARY PERSONNEL INFORMATION

MANAGEMENT/RECORDS

AR 600-20	ARMY COMMAND POLICY
AR 600-43	CONSCIENTIOUS OBJECTION
AR 623-3	EVALUATION REPORTING SYSTEM
DA MEMO	RECORDS MANAGEMENT PROGRAM
DA Pam 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE
DA Pam 623-3	EVALUATION REPORTING SYSTEM
USAR PAM 37-1	DEFENSE JOINT MILITARY PAY SYSTEM - RESERVE COMPONENT (DJMS-RC) PROCEDURES MANUAL (DRAFT)
USAR PAG	PERSONNEL ACTION GUIDE
USARC REG 140-3	PROCESSING INCAPACITATION CLAIMS
USARC SUPPLEMENT	RESERVE PAY SUPPLEMENTAL GUIDANCE

Section II
Forms
The following forms are available as follows: DA Forms are available on the Army Publishing Directorate's Web site at http://www.apd.army.mil and DD Forms are available from the OSD Web site at
http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm.

DA FORM 5016	CHRONOLOGICAL STATEMENT OF RETIRMENT POINTS
DA FORM 2A/B/C	PERSONNEL QUALIFICAITON RECORD ENLISTED/OFFICER WARRANT OFFICER)
DA FORM 31	REQUEST AND AUTHORITY FOR LEAVE
DA FORM 67-9	OFFICER EVALUATION REPORT
DA FORM 67-9-1	OFFICER EVALUATION REPORT SUPPORT FORM
DA FORM 71	OATH OF OFFICE - MILITARY PERSONNEL
DA FORM 268	REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)
DA FORM 638	RECOMMENDATION FOR AWARD
DA FORM 705	ARMY PHYSICAL FITNESS TEST SCORECARD
DA FORM 1059	SERVICE SCHOOL ACADEMIC EVALUATION REPORT
DA FORM 1380	RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING
DA FORM 2166-8	NCO EVALUATION REPORT
DA FORM 2166-8-1	NCOER COUNSELING AND SUPPORT FORM
DA FORM 2173	STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS
DA FORM 3355	PROMOTION POINT WORKSHEET
DA FORM 3540	CERTIFICATE AND ACKNOWLEDGMENT OF U.S. ARMY RESERVE SERVICE REQUIREMENTS AND METHODS OF FULFILLMENT
DA FORM 4187	PERSONNEL ACTION
DA FORM 4651	REQUEST FOR RESERVE COMPONENT ASSIGNMENT OR ATTACHMENT

DA FORM 4856	DEVELOPMENTAL COUNSELING FORM
DA FORM 5500	BODY FAT CONTENT WORKSHEET (MALE)
DA FORM 5501	BODY FAT CONTENT WORKSHEET (FEMALE)
DA FORM 5261-R	SELECTED RESERVE INCENTIVE PROGRAM - ENLISTMENT BONUS ADDENDUM
DA FORM 5261-2-R	SELECTED RESERVE INCENTIVE PROGRAM - REENLISTMENT/EXTENSION BONUS ADDENDUM
DA FORM 5261-3-R	SELECTED RESERVE INCENTIVE PROGRAM - AFFILIATION BONUS ADDENDUM
DA FORM 5261-5-R	SELECTED RESERVE INCENTIVE PROGRAM - USAR PRIOR SERVICE ENLISTMENT BONUS ADDENDUM
DA FORM 5304	FAMILY CARE PLAN COUNSELING CHECKLIST
DA FORM 5305	FAMILY CARE PLAN
DA FORM 5840	CERTIFICATE OF ACCEPTANCE AS GUARDIAN OR ESCORT
DA FORM 5841	POWER OF ATTORNEY
DA FORM 5960	AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ), AND/OR VARIABLE HOUSING ALLOWANCE (VHA)
DA FORM 7475	INCAPACITATION PAY MONTHLY CLAIM FORM
DA FORM 7475-1	MILITARY PHYSICIAN'S STATEMENT OF SOLDIER'S INCAPACITATION/FITNESS FOR DUTY
DA FORM 7574-2	SOLDIER'S ACKNOWLEDGEMENT OF INCAPACITATION PAY COUNSELING
DA FORM 7667	FAMILY CARE PLAN PRELIMINARY SCREENING
DD FORM 4	ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES
DD FORM 93	RECORD OF EMERGENCY DATA
DD FORM 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
DD FORM 368	REQUEST FOR CONDITIONAL RELEASE
DD FORM 1172	APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD – DEERS ENROLLMENT
DD FORM 1966	RECORD OF MILITARY PROCESSING – ARMED FORCES OF THE UNITED STATES
DD FORM 2058	STATE OF LEGAL RESIDENCE CERTIFICATE
DD FORM 2475	DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION
DD FORM 2558	AUTHORIZATION TO START, STOP, OR CHANGE AN ALLOTMENT
DD FORM 2813	DEPARTMENT OF DEFENSE ACTIVE DUTY/RESERVE/GUARD/CIVILIAN FORCES DENTAL EXAMINATION
DHA-GL WKSH-01	MEDICAL ELIGIBILITY VERIFICATION Reserve Component
DHA-GL WKSH-02	PRE-AUTHORIZATION REQUEST FOR MEDICAL CARE Reserve Component
IRS FORM W-4	EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

NGB FORM 22	NATIONAL GUARD REPORT OF SEPARATION AND RECORD OF SERVICE
PS FORM 3800	US POSTAL SERVICE CERTIFIED MAIL RECEIPT
PS FORM 3811	US POSTAL SERVICE DOMESTIC RETURN RECEIPT (GREEN CARD)
SGLV 8286	SERVICEMEMBERS' GROUP LIFE INSURANCE ELECTION AND CERTIFICATE
USAR FORM 22-R	ADJUSTMENT CERTIFICATION
USAR FORM 23-R	SELECTED RESERVE INCENTIVE PROGRAM (SRIP) ADJUSTMENT CERTFICATION WORKSHEET
USAR FORM 24-R	INDIVIDUAL CLAIM FOR ACTIVE DUTY PAY ALLOWANCE, AND ADJUSTMENTS
USAR FORM 25-R	INDIVIDUAL ACTIVE DUTY CERTIFICATE OF PERFORMANCE
USAR FORM 26-R	PAY DOCUMENT TRANSMITTAL LETTER (TL)
USAR FORM 140-R	RECLASSIFICATION VALIDATION SHEET FOR SCHOOL GRADUATES

Appendix B

Reserve Personnel Action Center
Commander's Book

UNIT:

TAB	DESCRIPTION	SIGN-OUT (UNIT)	SIGN-IN (RPAC)
A	Sign-in Roster (RLAS)		
B	Alpha Roster (RLAS)		
C	Gains/Losses/Reassignment Status Report (CSMM)		
D	Unit Manning Report (UMR)(RLAS)		
E	Unit Commander Pay Management Report (UCPMR)		
F	Personnel/Pay Mismatch Report (UH022-2026)		
G	Awards AFRM/ARCAM		
H	Enlisted Promotion Eligibility		
*I	Past Due Orders Past Due Certification Report		
J	DA Form 5960 Start/Stop BHA/VHA Report (RLAS)		
K	ETS/MRD Report 12-Month Suspense Report (CSMM)		
L	Periodic Health Assessment (PHA) Report (MEDPROS)		
M	Unit/TF Med Readiness Report (MEDPROS)		
N	Dental Report (MEDPROS)		
O	Annual Records Review Due (iPERMS)		
P	Blank & Invalids Report (CSMM)		
Q	Yearly Training Calendar		
R	DD Form 93 / SGLV Report (iPERMS)		
S	Evaluations Suspense Report		
T	Flag Report (Chronological Order Oldest First, Review Every 30 Days)		
U	Family Care Plan Status Report (CSMM)		
V	Additional Actionable Documents		

"I HEREBY CERTIFY THAT I HAVE REVIEWED EACH TAB AND THAT I ACKNOWLEDGE RECEIPT OF THE DOCUMENTS WITHIN THIS BOOK"

UNIT CDR: _____ DATE: _____

RPAC REPRESENTATIVE: _____ DATE: _____

Annex B-1 to Appendix B

Commander's Book

a. The Commander's Book is the primary means of communicating unit personnel, medical, and military pay readiness issues between the RPAC and unit command team.

b. Commander's Book will be available to the unit commander NLT 3 days prior to scheduled BTA; as such, the RPAC supervisor will ensure that each report, identified in Appendix B and described below, is printed and available NLT 72 hours prior to BTA.

c. Unit commanders will ensure that the Commander's Book is returned to the RPAC, with required actions supporting readiness completed, NLT 0900 on the first day following BTA.

Contents

_____

TAB A: Sign-in Roster (RLAS)

Table B-1a (formerly Table 5-5, Procedure 5-5 Unit IDT Pay) **Sign-in Roster (RLAS)**
Step 1 **Actions Required by**: Unit **Description of Actions:** NLT 7 calendar days prior to BTA, loads unit training calendar event in RLAS Training Module with correct dates.
Step 2 **Actions Required by**: RPAC **Description of Actions:** NLT 72 hours prior to BTA, ensures ADARS IDT Attendance Roster, with known absences annotated, is available to the unit as part of Commander's Book. _____
Step 3 **Action Required by:** Unit Commander **Description of Actions:** Upon completion of BA, reviews and ensures signatures and codes are properly annotated; certifies all IDT Attendance Roster pages and NLT 0900 on the day following BTA ensures certified roster is returned via the Commander's Book to the RPAC with supporting documents, i.e. DA Forms 1380, late slips and Excused Absence Request/Memos.
Step 4 **Actions Required by:** RPAC **Description of Actions:** NLT 24 hours following receipt of completed and certified roster, processes pay in ADARS. Ensures that an Alternate Reviewing Official (ARO) conducts a review of ADARS transactions IAW the Reserve Pay Supplemental Guidance prior to assigning the TL number. Files original IDT Attendance Roster, supporting documentation and transmittal letter IAW AR 25-400-2 and USAR Pam 37-1, Appendix K.

TAB B: Alpha Roster (RLAS)

Table B-1b (formerly Table 3-5, Procedure 3-5 RLAS Unit Mobilization Alert Roster) **Alpha Roster (RLAS)**
Step 1 **Action Required by:** RPAC **Description of Action:** NLT 72 hours prior to BTA, ensures a current Alpha Roster of assigned Soldiers with contact information is available to the unit via Commander's Book.

Step 2
Action Required by: Unit
Description of Action: Updates the provided alpha rosters with corrected Soldier contact information then returns annotated roster via Commander's Book to the RPAC NLT 0900 following BTA.

Step 3
Action Required by: RPAC
Description of Action: Within 5 to 10 days following receipt of the Commander's Book, updates changes to Soldier contact information in the Personnel Maintenance module (Address) of RLAS.

TAB C: Gaines/Losses/Reassignment Status Report

Table B-1c
Gaines/Losses/Reassignment Status Report

Step 1
Action Required by: RPAC
Description of Action: Provide the unit commander with the current list of Soldier gains and losses.

Step 2
Actions Required by: Unit
Description of Actions: Monitors losses to ensure completion of all out-processing requirements, to include evaluations for NCOs and Officers; monitors all gains to ensure Sponsorship Program requirements, in-processing of Soldiers, and updates to Rating Chain for all NCOs and Officers.
Unit Commander will:
  (a) Allow Soldier with or without their Sponsor to in/out process through the RPAC
  (b) Assist where needed, example: counsel Soldiers that are leaving the unit

Step 3
Action Required by: RPAC
Description of Actions: Complete Personnel/Finance/Medical/Dental/Vision in-processing readiness checks of newly assigned Soldiers.

TAB D: Unit Manning Report (UMR) (RLAS)

Table B-1d (formerly Table 3-3a, Procedure 3-3 Receive, Review, and Maintain Unit Manning Reports)
Unit Manning Report (UMR) (RLAS)

Step 1
Action Required by: RPAC
Description of Action: Bi-weekly review each unit's UMR for accuracy in RLAS coding for duty qualification and Soldiers assigned to Special Categories (999X positions). The RPAC will annotate recommended position changes based on available positions for which the Soldier is fully qualified. RPACs will not move Soldiers on the UMR without the Commander's approval.

Step 2
Action Required by: RPAC
Description of Action: Forward the annotated UMR to the commander in the Commander's Book.

Step 3
Action Required by: Unit Commander
Description of Action: Review the annotated UMR, approve or deny any recommended changes, make any additional comments required to include annotating Soldiers who are no longer assigned to the unit, sign and date the last page of the report, then return to the RPAC.

TAB E: Unit Commander Pay Management Report (UCPMR)

Table B-1e (formerly Table 5-9 Unit Commander's Pay Management Report (UCPMR) (UH022-2004))
Unit Commander Pay Management Report (UCPMR)

Step 1
Actions Required by: RPAC
Description of Action:
   (a) Download UCPMR IAW chapter 6 of the Reserve Pay Supplemental Guidance upon receipt of notification from USARC G8 that pay reports are available in RLAS.
   (b) Reconcile the UCPMR IAW appendix I of USAR Pam 37-1. Highlight "critical" pay issues that need the Commander's attention; annotate any Soldiers that have the potential of exceeding MUTA authorizations; and, provide TL numbers to show that corrections have been sent to the USAR Pay Center.
   (c) Provide the report to the unit for signature by the commander or alternate certifying officer in the Commander's Book.

Step 2
Actions Required by: Unit Commander
Description of Action: After receiving reconciled UCPMR from the RPAC, review RPAC annotations for accuracy, sign and date last page of report. Date of signature must be within 30 days of the end of the report month. Return the signed UCPMR to the RPAC.

Step 3
Actions Required by: RPAC
Description of Action: File the signed UCPMR IAW AR 25-400-2 and USAR Pam 37-1, Appendix K.

TAB F: Personnel/Pay Mismatch Report (UH022-2026)

Table B-1f (formerly Table 5-10 Personnel/Pay Mismatch Report (UH022-2026))
Personnel/Pay Mismatch Report (UH022-2026)

Step 1
Actions Required by: RPAC
Description of Action: Download the Per/Pay Mismatch Report IAW Chapter 6 of the Reserve Pay Supplemental Guidance upon receipt of notification from USARC G8 that pay reports are available in RLAS. Reconcile the Per/Pay Mismatch Report IAW Appendix N of USAR Pam 37-1 and provide the report to the unit for signature by the commander or alternate certifying officer. File the signed Per/Pay Mismatch Report IAW AR 25-400-2 and USAR Pam 37-1, Appendix K.

Step 2
Actions Required by: Unit Commander
Description of Action: After receiving reconciled Per/Pay Mismatch Report from the RPAC, review RPAC annotations for accuracy, sign and date last page of report. Date of signature must be within 30 days of the end of the report month and return the signed UCPMR to the RPAC.

TAB G: Awards AFRM/ARCAM

Table B-1g (formerly Table 3-2a Procedure 3-2a Service Awards and Campaign Awards)
Awards AFRM/ARCAM

Step 1
Action Required by: RPAC
Description of Action: Identifies Soldiers eligible for service/campaign awards, generates list, and submits to unit commander for signature.

Step 2
Action Required by: Unit Commander
Description of Action: Recommends approval/disapproval and returns list to the RPAC.

Step 3
Action Required by: RPAC
Description of Action: Generates award memorandum (AFRM/ARCAM) or disapproval memorandum and submits to the Unit Commander for signature.

Step 4
Action Required by: Unit Commander
Description of Action: Signs award/disapproval, returns copy to RPAC, and presents copy to Soldier.

Step 5
Action Required by: RPAC
Description of Action: Updates RLAS with new AFRM/ARCAM suspense date, adds award to ARB and uploads memorandum to iPERMS.

TAB H: Enlisted Promotions Eligibility

Table B-1h-1 (formerly Table 3-11 Procedure 3-11 Promotions)
Decentralized Promotions (E2 through E4) Eligibility Report

Step 1
Actions Required by: RPAC
Description of Action: Roster of eligible Soldiers based on minimum TIS/TIG requirements will be printed, verified as eligible and forwarded to unit commander via Commander's Book along with DA Form 4187 on a monthly basis.

Step 2
Actions Required by: Unit Commander
Description of Action: Review roster and DA Form 4187, approve or disapprove (counsel Soldier and initiate Flag) the recommendations and return to the RPAC.

Step 3
Actions Required by: RPAC
Description of Action: Receives signed DA Form 4187s, updates Soldier's grade in RLAS Personnel Module, updates Soldier's ARB and scans DA Form 4187 into iPERMS. Monitor Soldiers' MMPA for pay grade update. Generates Flags for disapproved Soldiers.

Step 4
Actions Required by: RPAC
Description of Action: For disapproval in the Qualification tab of the Personnel Maintenance module, select "yes" for the promotion prohibition code field. In the Flag tab select code P. A copy of the disapproved DA Form 4187 should be locally filed. The personnel flagged will be reviewed monthly.

Step 5
Actions Required by: Unit Commander
Description of Action: Soldier is advanced at formation and given DA Form 4187 upon effective date of promotion.

Table B-1h-2 (formerly Table 3-12 Procedure 3-12 Junior Promotion Packet) Board Process only
Semi-Centralized Promotions (E5 and E6) Eligibility Report

Step 1
Actions Required by: Unit
Description of Actions: Unit will provide RPAC dates of all promotion boards and points of contact for these actions.

Step 2
Actions Required by: RPAC
Description of actions: RPAC will provide a roster of all eligible Soldiers to the unit commander in the monthly Commander's Book.

Step 3
Actions Required by: Unit/Soldier
Description of Actions: Unit notifies Soldiers of eligibility utilizing DA Form 4856 and works with Soldier to complete heading and Section A of DA Form 3355. Commander will recommend approval by signing the DA Form 3355. If commander does not recommend promotion, he/she does not sign the DA Form 3355 and process terminates. Unit Commander or 1SG will counsel Soldier on not being recommended for consideration.

Step 4
Actions Required by: Unit/S-1/RPAC
Description of Actions: Completes DA Form 3355 and Section A of Election and Preferences worksheet and submits to unit for completion and signatures.

Step 5
Actions Required by: Unit
Description of Actions: Unit completes Election and Preferences worksheet and obtains signatures from unit personnel on DA Form 3355 and Election and Preferences worksheet and returns them to RPAC.

Step 6
Actions Required by: RPAC
Description of Actions: Performs final quality control, signs as record's custodian and forwards packet to promotion authority.

TAB I: Past Due Orders Past Due Certification Report

Table B-1i
Past Due Orders/ Past Due Certification Report

Step 1
Action Required by: RPAC
Description of Action: Provide the unit commander with the current list of Past Due Orders and Past Due Certification Reports from RLAS.
Step 2
Actions Required by: Unit
Description of Actions: Ensures that either (1) certified copies of the Orders are provided to the RPAC, (2) if order entitlements have changed, an amendment has been input for approval prior to order certification, or (3) if tour was not performed, orders are revoked.
Step 3
Action Required by: RPAC
Description of Actions: Input orders for pay certification on RLAS RADARS Transmittal Letter for Active Duty Pay within 72 hours.

TAB J: DA Form 5960 Start/Stop BHA/VHA Report (RLAS)

Table B-1j **DA Form 5960 Start/Stop BHA/VHA Report (RLAS)**
Step 1
Action Required by: RPAC
Description of Action: Provide the unit commander with the current RADARS DA Form 5960 Status Report.
Step 2
Actions Required by: Unit
Description of Actions: Review DA Form 5960 Status Report for non-completed 5960s or those that will become due in the next 90 days. Direct all Soldiers to the RPAC requiring certification or recertification of DA Form 5960 during the BTA or by appointment during the week.
Step 3
Action Required by: RPAC
Description of Actions: Add/edit or Recertify DA Form 5960 in RLAS based on required supporting documentation. Upload DA Form 5960 and supporting documents into iPERMS.

TAB K: ETS/MRD 12-Month Suspense Report (CSMM)

Table B-1k **ETS/MRD 12-Month Suspense Report (CSMM)**
Step 1
Action Required by: RPAC
Description of Action: Provide the unit commander with the current Expiration of Time in Service (ETS)/Mandatory Removal Date (MRD) Report.

Step 2
Actions Required by: Unit Commander
Description of Actions:
- (a) Complete Commander retention counseling NLT 60 days prior to ETS for enlisted Soldiers.
- (b) Ensure that the Soldiers are meeting/being counseled by the RTO or DARNS NCO.
- (c) Identify any mistakes for correction.

Step 3
Actions Required by: Soldier
Description of Actions: NLT 30 days prior to ETS, either reenlist with supporting Army Reserve Career Counselor or complete DA Form 4187 with RPAC to initiate request for ETS Separation.

Step 4
Actions Required by: Soldier/ Unit
Description of Actions: NLT 30 days prior to separation provide RPAC with either reenlistment contract or all required documents supporting request for ETS separation.

Step 5
Action Required by: RPAC
Description of Actions: Within 5 to 10 days of receipt of reenlistment/ extension documentation update RLAS and iPERM reenlistment/extension documentation.
--OR--
Within 5 to 10 days of receipt of ETS Separation documentation, initiate ETS Separation actions IAW the USAR PAG workflow steps and checklist into Human Resources Packet Accountability System (HRPAS).

TAB L: Periodic Health Assessment (PHA) Report (MEDPROS)

Table B-1l
Periodic Health Assessment (PHA) Report (MEDPROS)

Step 1
Action Required by: RPAC
Description of Action: Provide the unit commander with the current PHA Report from MEDPROS. Identify Soldiers with expired PHAs and prepare Flags for signature.

Step 2
Actions Required by: Unit Commander
Description of Actions: Direct Soldiers 90 days prior to PHA expiration to initiate PHA questionnaire and contact LHI for scheduling appointment within 24 hours or plan for participation in a currently scheduled mass medical readiness event.

Step 3
Action Required by: Soldier
Description of Actions: 90 days prior to annual expiration of PHA, Soldier initiates appointment via AKO, My Medical portal and electronically completes PHA questionnaire; or as directed by commander, by attending a scheduled mass medical event. Soldier is responsible for attending all scheduled medical appointments, to include follow-ups.

TAB M: Unit/TF Med Readiness Report (MEDPROS)

Table B-1m
Unit/TF Med Readiness Report (MEDPROS)

Step 1
Action Required by: RPAC
Description of Action: Provide the unit commander with the current Unit/TF Med Readiness Report from MEDPROS. The report will be filtered to show deficiencies only (NOTE: this is the default option).

Step 2
Actions Required by: Unit Commander
Description of Actions: Ensure Unit/TF Med Readiness Report is reviewed and take Command action to execute and manage completion of deficient medical readiness issues. For each medical deficiency, and with assistance from S1 and/or RPAC personnel, determine the most expedient method to achieve full medical readiness. Unit commanders will require Soldiers to provide up to date contact information to the RPAC for any medical services initiated from the RPAC.

Step 3
Action Required by: Soldier/RPAC
Description of Actions: Request medical appointment/follow-up as directed/ required to achieve full medical readiness standards.
NOTE: PHAs cannot be initiated through AVS by RPACS; these services must be initiated by the Soldier.

TAB N: Dental Report (MEDPROS)

Table B-1n
Dental Report (MEDPROS)

Step 1
Action Required by: RPAC
Description of Action: Provide the unit commander with the current Dental Readiness Report from MEDPROS.

Step 2
Actions Required by: Unit Commander
Description of Actions: During scheduled BTA, direct Soldiers to initiate and schedule Dental Readiness appointment within 24 hours.

Step 3
Action Required by: Soldier
Description of Actions: Initiate dental readiness appointment by either contacting the RPAC or by calling LHI directly.

TAB O: Annual Records Review Due (iPERMs)

Table B-1o (formerly Table 4-2 Procedure 4-2 Annual Records Review/Audit)
Annual Records Review Due (iPERMs)

Step 1

Actions Required by: RPAC

Description of Actions: Generate a list of Soldiers using the List Review tab on the RRT, notify Soldiers of review via RRT.

Step 2

Actions Required by: RPAC

Description of Actions: Forwards names of Soldiers due for current and next month audit to the commander via the Commander's Book.

Step 3

Actions Required by: Unit Commander/1SG

Description of Actions: Reviews list of Soldiers in Commander's Book and instructs Soldiers to make appointments with the RPAC either during BA or during the week.

Step 4

Actions Required by: Soldier

Description of Actions: Reviews AMHRR via AKO for missing documents. Soldier provides all documentation not currently in AMHRR/iPERMS supporting changes to ARB, military pay, or otherwise as required and currently not present in file.

Step 5

Actions Required by: RPAC

Description of Actions: Receive, review and post changes to databases; post documents to records; make any corrections as necessary.

TAB P: Blank and Invalids Report (CSMM)

Table B-1p
Blank and Invalids Report (CSMM)

Step 1
Action Required by: RPAC
Description of Action: Provide the unit commander with the current Blanks and Invalid Report from CSMM.

Step 2
Actions Required by: Unit Commander
Description of Actions: Reviews Blank and Invalid report. By the end of BTA, ensures Training NCO updates DTMS with current APFT and HT& WT values IOT support update of (APFT, HT/WT, and flag elements). Provides date of last evaluation to the RPAC to support Date Last Evaluation elements. Provides DA Form 268 to the RPAC to support correction of invalid Flags. Directs the Solder to the RPAC for all other updates.

Step 3
Action Required by: RPAC
Description of Actions: Within 5 to 10 days of receipt of Commander's Book, ensures RLAS is updated with all substantiated changes.

TAB Q: Yearly Training Calendar

Table B-1q
Yearly Training Calendar

Step 1
Action Required by: Unit
Description of Action: Provide RPAC with current approved Yearly Training Calendar.

Step 2
Actions Required by: RPAC
Description of Actions: Maintains current Yearly Training Calendar in Commander's Book.

Step 3
Action Required by: Unit Commander
Description of Actions: Annotate changes to Yearly Training Calendar IOT properly communicate changes in required RPAC support on BTA weekends. Provide copy of training schedule.

TAB R: DD Form 93/ SGLV Report (iPERMS)

Table B-1r
DD Form 93/ SGLV Report (iPERMS)

Step 1
Action Required by: RPAC
Description of Action: Provide the unit commander with the current DD93s/SGLVs Unit Details Report from iPERMS.

Step 2
Actions Required by: Unit Commander
Description of Actions: Direct Soldier to report to RPAC and authorize training time to complete DD Form 93 and/or SGLV updates as required.

Step 3
Action Required by: Soldier
Description of Actions: Report to RPAC for DD Form 93 and/or SGLV update.

Step 4
Action Required by: RPAC
Description of Actions: Update/recertify DD Form 93 and/or SGLV in eMILPO.

TAB S: Evaluations Suspense Report

Table B-1s (formerly Table 3-7 Procedure 3-7 Evaluations)
Evaluations Suspense Report

Step 1
Action Required by: Unit
Description of Action: Creates rating scheme, initiates evaluations, obtains signatures and submits completed reports.

Step 2
Action Required by: RPAC
Description of Action: Provides unit with a roster of evaluations due within the next 90 days in the Commander's Book. Upon request, RPAC will provide administrative data to the rater.

TAB T: FLAG Report (Chronological Order Oldest First, Review every 30 days)

Table B-1t (formerly Table 3-15b Procedure 3-15b Managing Flagging Actions)
FLAG Report (Chronological Order Oldest First, Review every 30 days)

Step 1
Actions Required by: RPAC
Description of Actions:
   (a) Identify Soldiers that are erroneously flagged. Example: Soldier shows passing APFT, but is flagged for failing APFT.
   (b) Identify Soldiers that have been on the same flag for more than 6 months.
   (c) Provide commander with list of current flags each month and provide report to the unit's battalion in the Commander's Book.

Step 2
Actions Required by: Unit Commander
Description of Actions: Review current flagging actions monthly. Provide RPAC with updated flag status and supporting documentation as needed.
Note: The RPAC will not remove a Flag unless they are provided the proper documentation.

Step 3
Actions Required by: RPAC
Description of Actions: Update information in RLAS as appropriate.

TAB U: Family Care Plan Status Report

Table B-1u (formerly Table 3-6 Procedure 3-6 Family Care Plans) **Family Care Plan Status Report**	
Step 1 **Action Required by:** RPAC **Description of Action:** Identify Soldiers that require a new or updated Family Care Plan; send roster in Commander's Book.	
Step 2 **Action Required by:** Unit **Description of Action:** Upon identification, that the Soldier needs a Family Care Plan, commander counsels the Soldier on the requirement to prepare and maintain the family care plan using DA Form 5304. Soldier is counseled on the potential consequences of non-compliance. Unit directs Soldier to return to the RPAC with the completed DA Form 5304. The unit and RPAC representative will work with Commanders to ensure the Soldier completes the family care plan NLT 60 days from the initial counseling.	
Step 3 **Action Required by:** RPAC **Description of Action:** Update Family Care Plan status and date in RLAS Personal Data tab in Personnel Maintenance Module from code "D", Family Care Pan required, not on file, to code "C", Family Care Plan pending. Maintain file copy of DA Form 5304 in Soldier's records until Family Care Plan is complete. Provide Soldier with guidance and all necessary blank forms; DA Forms 5840, 5841, 7667 and 7666 (if applicable). Soldier must obtain DD Forms 1172 from an ID card issuing DEERS Rapids Facility. RPAC provides Family Care Plan status to the unit via the Commander's Book. Soldier forwards completed document to the RPAC within the 60 day suspense. RPAC assembles Family Care Plan documentation for the commander's review, prepares DA Form 5305 for commander's and Soldier's signature.	
Step 4 **Action Required by:** Unit **Description of Action:** Commander reviews Family Care Plan, commander and Soldier sign. Unit maintains the documentation for the Family Care Plan and provides copies of DA Form 5304 and DA Form 5305 to the RPAC. NOTE: In cases of non-compliance, contacts RPAC and informs them the Soldier is not compliant and to initiate separation packet. RPAC will refer to USAR PAG for appropriate separation action checklist.	
Step 5 **Action Required by:** RPAC **Description of Action**: Update RLAS and upload DA Forms 5304 and 5305 to iPERMS as required.	

TAB V: Additional Actionable Documents

Table B-1v
Additional Actionable Documents
Step 1
Action Required by: RPAC
Description of Action: Provide the unit commander with documents pending Commander authorization (such as separation action, reassignment actions, etc)
Step 2
Actions Required by: Unit Commander
Description of Actions: Review, sign as required, then return to RPAC within the Commander's Book following completion of BTA.
Step 3
Action Required by: RPAC
Description of Actions: Action returned items within 5 to 10 days of receipt of Commander's Book.

8 July 2016

Glossary

Abbreviations

ADARS	Automated Drill Attendance Reporting Software
ADOS	Active Duty Operational Support
ADOS-RC	Active Duty Operational Support – Reserve Component
ADSW	Active Duty for Special Work
AFRM	Armed Forces Reserve Medal
AGR	Active Guard and Reserve
AHRC	Army Human Resources Command
AIT	Advanced Individual Training
AKO	Army Knowledge Online
AMHRR	Army Military Human Resources Record
AOC	Area of Concentration
APD	Army Publishing Directorate
ARCAM	Army Reserve Component Achievement Medal
ARCC	Army Reserve Career Counselor
ARCD	Army Reserve Careers Division
ARCOTR	Army Reserve Component Overseas Training Ribbon
ARIMS	Army records information management system
ARPC	Army Reserve Pay Center (out-dated term)
ASI	Additional Skill Identifier
ATA	Additional Training Assembly
AVS	Automated Voucher System
BAH	Basic Allowance for Housing
BA	Battle Training Assembly
CAC	Common Access Card
CAR	Chief of the Army Reserve
CCC	Command Career Counselor
CIP	Command Inspection Program
COE	Conditions of Employment
DA	Department of the Army
DAMPS-A	Department of the Army Mobilization Process System – ADOS
DARN	Duty Appointed Reenlistment NCO
DD	Department of Defense
DEERS	Defense enrollment and eligibility reporting system
DFAS	Defense finance and accounting service
DFAS-CL	Defense finance and accounting service - Cleveland
DFAS-IN	Defense finance and accounting service – Indianapolis
DONSA	Day of No Scheduled Activity
DRC	Dental Readiness Classification
DTS	Defense Travel System
ECT	Extended Combat Training
ESC	Expeditionary Sustainment Command
ETS	Expiration Term of Service

FAC ID	Facility Identification
FEGLI	Federal Employee Group Life Insurance
FMR	Fully Medically Ready
FTS	Full Time Support
FTUS	Full Time Unit Support
FY	Fiscal Year
HRC	Human Resources Command
HRR	Human Resources Records
IADT	Initial Active Duty for Training
ICE	Interactive Customer Evaluation
IDT	Inactive Duty for Training
IET	Initial Entry Training
IMM	Immunization
iPERMS	interactive Permanent Electronic Records Management System
IRR	Individual Ready Reserve
LDP	limited Duty Profile
LES	Leave and Earnings Statement
LHI	Logistic Health Incorporated
LOD	Line of Duty
MEB	Medical Evaluation Board
MEDPROS	Medical Protection System
MEPS	Military Entrance Processing Station
MFR	Memorandum For Record
MGIB	Montgomery GI Bill
MMPA	Master Military Pay Accounts
MMRB	Military Medical Retention Board
MMSO	Military Medical Support Office
MND	Medically Non Deployable
MODS	Medical Operational Data System
MOS	Military Occupational Specialty
MPF	Military Personnel File
MPRJ	Military Personnel Records jacket
MRS	Medical Readiness Status
MSC	Major Sustainment Command
MT	Military Technician
MTF	Medical Treatment Facility
MTOE	Modification Table of Organization and Equipment
MUTA	Multiple Unit Training Assemblies
NGB	National Guard Bureau
NOBE	Notice of Basic Eligibility
OCAR	Office of the Commander of the Army Reserve
OIP	Organizational Inspection Program
OMPF	Official Military Personnel File
PEBD	Pay Entry Basic Date
PHA	Periodic Health Assessment
POV	Privately Owned Vehicle

PQR	Personnel Qualification Record
QA / QC	Quality Assurance / Quality Control
RADARS	Reserve Active Duty Attendance Reporting Software
REFRAD	Release From Active Duty
RFO	Request For Order
RLAS	Regional Level Applications System
RMA	Readiness Manning Assembly
RRT	Record Review Tool
RST	Rescheduled Training
RYE	Retirement Year Ending
SATO	Scheduled Airlines Ticket Office
SAV	Staff Assistance Visit
SGLI	Service Member Group Life Insurance
SGLV	Service Member Group Life Insurance Voucher
SMP	Simultaneous Membership Program
SRB	Selective Retention Board
SRP	Soldier Readiness Process
SRPC	Soldier Readiness Processing Center
SSN	Social Security Number
TDA	Table of Distribution and Allowances
TPU	Troop Program Unit
TSC	Theater Sustainment Command
TSP	Thrift Savings Plan
UCMJ	Uniform Code of Military Justice
UCPMR	Unit Commander's Pay Management Report
UMR	Unit Manning Report
UPC	USAR Pay Center
USAR	United States Army Reserve
USARC	United States Army Reserve Command
USR	Unit Status Report
UTA	Unit Training Assembly
VRC	Vision Readiness Classification
WEBS	Web-Enabled Education Benefits System