



U.S. Army Human Resources Command

INDIVIDUAL READY RESERVE



ORIENTATION HANDBOOK

June 2020

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

Individual Ready Reserve (IRR)

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Overview

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


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

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

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

Common Reasons Soldiers choose to join the IRR:

- Continued service to your country
- Maintain an affiliation with the military
- Ability to earn retirement points
- If funding allows, perform annual training (AT) and short tours
- Flexibility; no mandatory requirement to drill monthly
- Soldier may be able to attend Professional Military Education (PME) Schools
- Authorization to travel on Space Available flights



See page 11 for more details regarding IRR benefits and opportunities, or contact HRC Career Managers at 1-888-ARMY-HRC to assist you in fulfilling your IRR career goals.

An IRR Soldier's Responsibilities

1. Complete an annual readiness update using a virtual muster (VM), personnel accountability muster (PAM), mail, or other means, as HRC directs. (Army Directive 2017-09)

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

***Failure to comply with these requirements or any correspondence from HRC, promptly, could result in adverse administrative action.**

3. Soldiers may use one of the following ways to report changes:
 - Contact your Career Management Office at **1-888-ARMY-HRC**
 - Virtual Screening Portal (See page 7)
 - Army Reserve Status and Address Verification Form (DA Form 3725)

Muster Requirements Details

You may be directed to complete an in-person or electronic muster.

1. Personnel Accountability Muster – If a Soldier receives a personnel accountability muster order in the mail, it will include instructions to call and schedule an appointment with a Career Counselor typically at an Army Reserve Center. The Soldier will report to the Army Reserve Center and complete muster duty. Muster duty will be a minimum of two hours but will not exceed a full duty day. A Career Counselor will assist Soldiers in getting a DS login account and show them how to access the Virtual Screening Portal. The counselor will conduct an IRR Orientation Brief, and provide information regarding Army opportunities. IRR Soldiers will be paid a stipend for completing this in-person muster.



2. Readiness Muster (RM) – Soldiers who are directed to attend a readiness muster will muster for a minimum of two hours but will not exceed a full duty day. This muster typically occurs at a local Reserve Center or Veteran Affairs (VA) facility. The Soldier will execute selected tasks on the Soldier Readiness Processing (SRP) checklist. Army personnel will review personnel records, record individual readiness status, conduct an IRR Orientation Brief, and provide information on Army opportunities and benefits. IRR Soldiers will be paid a stipend for completing this muster.

3. Virtual Muster (VM) – The Virtual Muster is an electronic means for an IRR Soldier to update pertinent information and certify their medical readiness. The Virtual Muster can be completed in 10-15 minutes on the Soldier's computer without having to travel to a muster site. When you have received notice by email or regular mail to complete a Virtual Muster, you must log on with a Common Access Card (CAC) or DS Logon account. Go to <https://www.hrc.army.mil> and use DS Logon account username and password to access the Virtual Screening Portal. You may log onto the portal (at any time) and update your information.

Muster Frequently Asked Questions

FAQs

1. What is a Muster and under what authority authorizes the muster requirement?

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

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

Contact the Army Human Resources Command at **1-888-ARMY-HRC** and they will transfer you to the appropriate team to resolve the issue.

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

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

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

You can contact the Army Human Resource Command at **1-888-ARMY-HRC**. Other POCs that are available to help you are listed at the end of this handbook. You may also log onto the Virtual Muster website (at any time) and update your information. The Virtual Screening Portal will provide instructions for submitting substantiating documents to HRC.

Muster Frequently Asked Questions (Cont.)

FAQs

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

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

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

Upon completion of the muster, the career counselor will submit the Muster Pay Packet to HRC Reserve Pay. The packet will include a copy of the Soldier's muster order, Career Counselor Guidance Form, SF1199A (Direct Deposit Form), USARC Form 25R (Certificate of Performance), and a voided check or savings slip from the Soldier. The Career Counselor will ensure the IRR Soldier is courtesy copied or receives a hard copy of their Muster Pay Packet sent for processing to HRC Reserve Pay.

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

The stipend amount is published annually and can change from year to year. The amount of the muster pay stipend is reflected on the muster order. Keep in mind that the stipend is subject to taxes. Please allow for approximately 45 days from muster completion for your pay to process through Defense Finance and Accounting Service (DFAS).

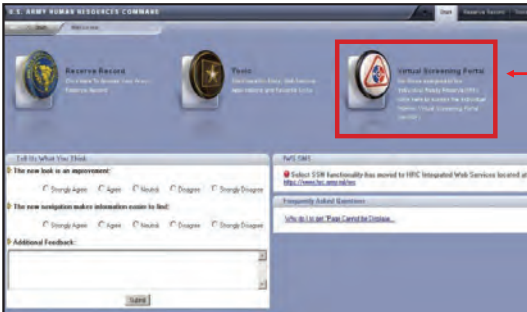
Virtual Screening Portal

If you are not directed to perform in-person muster duty (Personnel Accountability Muster or Readiness Muster) and need to make required updates you may log in the Virtual Screening Portal and complete the virtual muster.

1. Go to <https://www.hrcapps.army.mil/Portal/>. Log in using your CAC or DS Logon. To register for a DS Logon account, Level 2, follow the instructions on the right hand side of the homepage.



2. Click on the Virtual Screening Portal and follow the instructions to complete the virtual muster.



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



Opportunities in the Selected Reserve


The Selected Reserve (SELRES) is comprised of Troop Program Units (TPU), Individual Mobilization Augmentation (IMA), and Active Guard Reserve (AGR). The SELRES is like the IRR in that all its members are in an active status in the Ready Reserve. SELRES Soldiers are assigned to and participate as members of units.

1. Troop Program Units

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

2. Individual Mobilization Augmentation

The Individual Mobilization Augmentation (IMA) program allows Soldiers to augment an Active Component (AC) unit or government agency to meet military manpower requirements in the event of military contingency, pre-mobilization, mobilization, sustainment and/or demobilization operations. IMA Soldiers are required to perform a minimum of 12 days annual training (AT) per fiscal year. Periods of inactive duty training (IDT) may be authorized pending any budgetary constraints. Many of these positions allow flexibility in scheduling training for the Soldier. Each IMA position is different, and the training schedule must be coordinated between the Soldier and the assigned unit.



To gain more knowledge on the IMA Program and to find vacancies, go to the IMA Program Overview Website:

<https://www.hrc.army.mil/content/IMA%20Program%20Overview>

Obtaining 50 points during the Soldier's Anniversary Retirement Date (ARE) is required to have a "good year" toward retirement. Membership points of 15 points are automatic, one point a day is given for any active duty, and one point is given for each four-hour period of IDT (no more than 2 points in an eight-hour day).

3. Active Guard Reserve

Active Guard Reserve (AGR) Soldiers serve full-time and enjoy the same benefits as Active Component Soldiers. With an AGR job, you receive full pay, medical care for you and your family, and the opportunity for retirement after 20 years of active service. AGR Soldiers are stationed at thousands of Army Reserve Component (RC) units throughout the United States with some opportunities for overseas assignment. AGR Soldiers serve full-time on Active Duty in units and organizations of the Army Reserve, or that directly support the Army Reserve. If you'd like to apply for the AGR program <https://www.hrc.army.mil/> and search "AGR", or for Officer/Warrant Officer applicants call **1-502-613-6365** and for Enlisted applicants call **1-502-613-5927**.

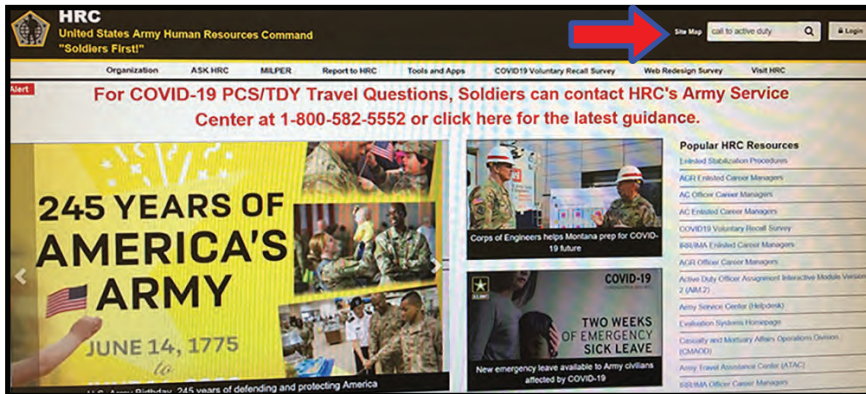
4. Active Duty Operational Support

Army Reserve Soldiers may support AC and RC units through the Active Duty Operational Support (ADOS) program. Soldiers on ADOS orders provide temporary manpower for a variety of AC/RC missions. The type, length and grade for each job varies depending on the command. For more information click on the Tour of Duty icon at <https://mobcop.army.mil>.

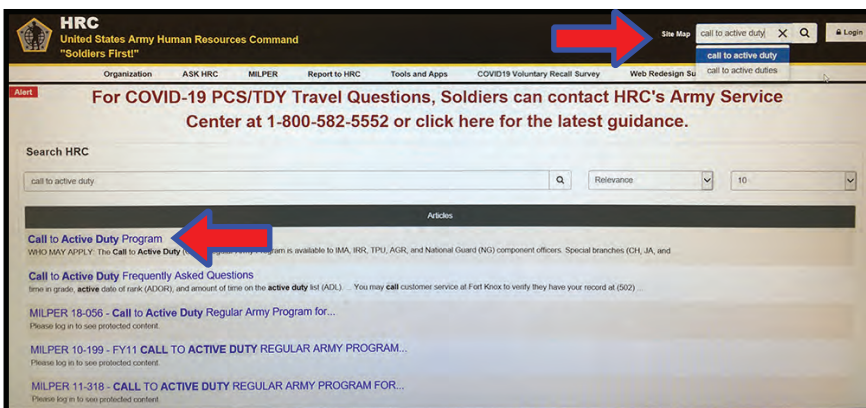
Opportunities in the Regular Army

If you're interested in returning to Active Duty, opportunities are available through recruiters or through the HRC website at <https://www.hrc.army.mil/>. Currently, there are opportunities for selected RC Officers to return to Active Duty under the Call to Active Duty (CAD).

1. Go to <https://www.hrc.army.mil/> Log in using your DS Login account user-name and password. On the HRC Homepage, search "call to active duty" in the top right "Site Map Search" tool.



2. Select the first option "Call to Active Duty Program."



Opportunities in the Regular Army (Cont.)

3. Click and download the CAD Application Checklist at <https://www.hrc.army.mil/content/14135>
4. Upon completion, please submit CAD applications to the CAD Functional Team mailbox at usarmy.knox.hrc.mbx.opmd-cad-officer@mail.mil
5. For CAD Frequently Asked Questions regarding completion of the CAD Application Checklist, click <https://www.hrc.army.mil/content/17908>
6. For CAD Frequently Asked Questions regarding accession and acceptance of Regular Army Appointment through the CAD program, as well as the current CAD MILPER message, (which helps you determine if you meet the CAD eligibility criteria), click <https://www.hrc.army.mil/content/Call%20to%20Active%20Duty%20Frequently%20Asked%20Questions>
7. All other questions and inquiries regarding the CAD program can be emailed to usarmy.knox.hrc.mbx.opmd-cad-officer@mail.mil or contact the CAD Team at **(502) 613-6221**.

Incentives, Bonuses and Benefits

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

1. Bonuses:

- **Officer/Enlisted Affiliation Bonus:** These bonuses may be available to Officers and Enlisted Soldiers upon transfer from the IRR to the Selected Reserve. Enlisted Soldiers can potentially receive a maximum of up to \$20,000. Officers can potentially receive a maximum of up to \$10,000.
- **Reenlistment Bonus:** Available for Enlisted Soldiers only. Soldiers can potentially receive a maximum of up to \$15,000.

** Note: Bonus information subject to change. For further updates, please visit the ARCD website <https://www.usar.army.mil/ARCG/>*

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

- **GI Bill:** For more information and details about specific benefits, please contact your school's Veterans liaison or local Education Center.
- **Student Loan Repayment:** When you transition from IRR to TPU, you could receive up to \$20,000 in student loan repayment.
- **Tuition Assistance (TA):** Active Component, AGR, and Soldiers assigned to the Army National Guard and Army Reserve Selected Reserve coded as Satisfactory Participant may be eligible for TA IAW AR 621-5. TA is currently authorized at a rate of up to \$250 per semester hour (SH) for up to 16 SH per year to pursue a postsecondary diploma/certificate, associate, bachelor's, or master's degree. For additional details and most current information, visit the Army TA portal at <https://www.goarmyed.com> or contact your servicing Army Education Center/Office.

Incentives, Bonuses, and Benefits (Cont.)

3. Reserve Retirement Pay: Reserve retirement pay eligibility is based on completing 20 “good” or qualifying years of service in any combination of Active Component, Selected Reserve or IRR. After your 20 “good” years, you may qualify for retired reserve pay starting at age 60 and each month after that for the rest of your life! The more points you accrue now, the higher your reserve retirement pay will be at age 60! Visit the HRC website and use your DS Logon to access <https://www.hrc.army.mil/content/Reserve%20Component%20Retirements> or contact your career manager at **1-888-ARMY-HRC** for more information.

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

5. TRICARE: SELRES Soldier are eligible for TRICARE medical, IRR Soldiers are not. To verify your eligibility, access <https://tricare.mil/Plans/Eligibility/NGRMandFamilies> using your DoD DS Logon account.

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

7. Military ID card Privileges: SELRES Soldiers are issued a CAC. IRR Soldiers are authorized a green military ID card and can visit any Defense Enrollment Eligibility Reporting System (DEERS) stations to obtain the military ID card which provides access to various on-post facilities, such as the commissary, PX and various MWR sites.

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

Inactive Duty Training for IRR Soldiers

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

An IRR Soldier is considered a non-unit Soldier but remains in an active status. One of the ways that an IRR Soldier can train is by becoming attached to a RC or Active Army unit to conduct IDT.

IDT will be used to maintain or enhance the Soldier's MOS/AOC skills to ensure that they are a mobilization-ready asset.

Attaching to a unit for points only IDT:

When the Soldier finds a unit for attachment, the unit must submit a DA Form 4651 to HRC requesting attachment orders. If approved by HRC, orders will be published authorizing IDT for retirement points only. Once the Soldier is attached, they become an asset of that unit and will drill with that unit .

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

The unit commander will provide the Soldier with a unit training schedule that lists the dates and location of the unit training. IRR Soldiers will comply with the unit training guidelines. Soldiers are not authorized to drill from home.

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

Documenting attendance:

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

Inactive Duty Training for IRR Soldiers (Cont.)

Credit for IDT:

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

Processing DA Form 1380: Units will submit the IRR Soldier's attachment order, DA Form 1380, sign-in sheet and training schedule for Soldier's first drill. For subsequent submissions, under the same attachment order, units will submit the DA Form 1380 and the sign-in sheet. The attached Soldier will NOT complete or submit their own DA Form 1380.

For enlisted Soldiers (other than Health Services): The unit can submit the DA Form 1380 to HRC, ATTN: AHRC-EPR-J, Dept. 370, 1600 Spearhead Division Ave., Fort Knox 40122-5307, or send an email to the Enlisted Personnel Action Branch at usarmy.knox.hrc.mbx.rpmd-ord-enl-ret-pts@mail.mil

For officers/WO's (other than Health Services): The unit can submit the DA Form 1380 to HRC, ATTN: AHRC-OPL-P, Dept. 290, 1600 Spearhead Division Ave., Fort Knox, KY 40122-5209, or send an email to Officer Personnel Action Branch at usarmy.knox.hrc.mbx.rpmd-ord-ofcr-ret-pts@mail.mil

For Health Service Soldiers: The unit can submit DA Form 1380 email to HS PSB at usarmy.knox.hrc.mbx.opmd-hs-psb@mail.mil

Servicemembers' Group Life Insurance (SGLI):

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

IRR Medical Readiness

United States Army Readiness is Priority Number 1!

1. DoD Periodic Health Assessment (PHA) Process

IRR Soldiers are authorized an annual DoD Periodic Health Assessment (at no cost to the Soldier) in accordance with the Reserve Health Readiness Program (RHRP). Soldiers can request medical services through Logistics Health Incorporated (LHI) by registering for an LHI account through the LHI.Care website at <https://www.lhi.care/start>. Once registration is complete, Soldiers can call LHI to request medical vouchers prior to completing the online DoD PHA assessment through the LHI.Care website. LHI will coordinate medical appointments within 50 miles of a Soldier's physical/ mailing address. LHI Call Center can be reached by dialing **1-877-437-6313** or **1-888-901-6896**.

For those Soldiers that have never utilized LHI before, LHI recommends that you call the LHI Call Center for assistance in building a service request/ manual voucher(s). Inform the LHI customer service representative that you are an Individual Ready Reserve (IRR) Soldier.

If you are still having voucher and registration concerns, email the HRC Command Surgeon Office at usarmy.knox.hrc.mbx.sg-admin@mail.mil. Provide the following information to the HRC Command Surgeon Office: current situation (reason for the email), rank, full name, current mailing/ physical address, current telephone number, a valid civilian email address and LHI representative name. LHI will refer DoD PHAs to the HRC Command Surgeon Office for medical fitness validation.

2. Virtual Muster Responses

Soldiers that respond to the HRC Virtual Muster with medical concerns cannot be medically evaluated until a Soldier has a current DoD PHA (valid for 12 months).

3. Medical Profile Requests

Requests for temporary and permanent medical profiles will be processed through the HRC Command Surgeon Office. Permanent profile requests must be submitted within 6 months of a Soldier's DoD PHA and temporary profiles can be requested at any time, but require a current DoD PHA. Email the HRC Command Surgeon Office at usarmy.knox.hrc.mbx.sg@mail.mil for a profile packet.

IRR Medical Readiness (Cont.)

4. Transfers Out of the IRR

Soldiers requesting transfer from the IRR to the Selected Reserve (TPU, AGR, or IMA), must have a current DoD PHA. Any medical conditions that could impact a Soldier's ability to mobilize must be adjudicated (medically cleared) by the HRC Command Surgeon Office prior to transfer. Email inquiries can be sent to usarmy.knox.hrc.mbx.sg@mail.mil, please provide the following information: Rank, full name, current mailing/physical address, current telephone number, and a valid civilian email address.

HRC Command Surgeon Office

Medical Operations Team

usarmy.knox.hrc.mbx.sg-admin@mail.mil

Phone: 1-800-433-0521

Command Surgeon Team

usarmy.knox.hrc.mbx.sg@mail.mil

Soldier Administrative Maintenance

1. Evaluations

- a. Soldiers and raters should refer to AR 623-3, Evaluation Reporting System and DA PAM 623-3, on the submission of evaluations.
- b. For questions on the completion of evaluations coordinate with The Adjutant General Directorate (TAGD) website: <https://www.hrc.army.mil/TAGD/Evaluation%20Systems%20Homepage>

2. Promotions

- a. Enlisted Soldiers should refer to AR 600-8-19, Chapter 6, which defines the policy and procedures for promotion.
- b. Guidance for AC officer promotions is available in AR 600-8-29. Guidance for RC officer promotions is available in AR 135-155.

3. Profession Military Education (PME)

It is up to each Soldier to request PME. For further inquiries regarding PME, please contact your HRC Career Manager at **1-888-ARMY-HRC**.

4. IRR Soldier Personnel Security Requirements

a. Security Clearance Policy: All Military positions are national security positions as established in DoDI 5200.02, 9 September 2014. Military members will undergo the National Agency Check with Law and Credit (NACLC) or successor Tier 3 investigation at a minimum, IAW DoDM 5200.02–R, 3 April 2017.

b. Soldier Responsibility: The Soldier has an obligation to contact the HRC Security office once his/her security clearance is 30 days from expiration. At that point, the service member can begin the process of renewing his/her clearance. The HRC Security Office located within Special Actions Branch, Enlisted Personnel Management Directorate, will guide and assist IRR Soldiers with security clearance eligibility and security administrative matters. The HRC Security Office may be contacted by calling **1-502-613-5859** or emailing usarmy.knox.hrc.mbx.epmd-security@mail.mil

(1) Officer: All U.S. Army Reserve (USAR) and Army Reserve National Guard (ARNG) Officers will maintain, at a minimum, a secret clearance. This requirement may not be waived IAW AR 135-100. The final denial or revocation of an officer's security clearance by appropriate authorities acting pursuant to Department of Defense DoDM 5200.02–R, 3 April 2017 and AR 380–67, 24 January 2014, or when an officer fails to apply for an initial or a reinvestigation for a clearance, requires the initiation of separation proceedings. Involuntary separation will be processed under the provisions of AR 135-175, 29 November 2017.

Soldier Administrative Maintenance (Cont.)

(2) Enlisted: All USAR and ARNG Enlisted will have a favorable National Agency Check with Local Agency Checks and Credit Check (NACLCL)/T3, IAW DoDM 5200.02–R, 3 April 2017.

(3) Soldiers requesting transfer from the IRR to the Selected Reserve (TPU, AGR, or IMA), must have a Favorable NACLCL/T3 investigation or current/outdated Security Clearance Eligibility if required by MOS/ AOC. If the security clearance eligibility is revoked/denied or Soldier is pending Statement of Reasons (SOR), the Soldier will not be permitted to transfer until the clearance action has been favorably adjudicated by the Department of Defense Consolidated Adjudication Facility (DOD CAF) prior to transfer. The Security Office may be contacted by calling **1-502-613-5859 option 3** or emailing usarmy.knox.hrc.mbx.epmd-security@mail.mil.

c. Security Clearance Requirements:

(1) Officers are required to maintain a security clearance, IAW AR 135-100.

(2) Enlisted Soldiers are required to have a NACLCL completed prior to enlistment into the military IAW DoDM 5200.02. Enlisted Soldiers with Military Occupational Skills (MOS) that require a clearance and/or are E8/E9 are required to maintain secret eligibility IAW AR 614-200 and DA PAM 611-21.

d. Validity: Secret clearances are valid for 10 years from the date of completion of the investigation, not from the date the clearance was granted. Top Secret and TS/SCI clearances are valid for 6 years. If a Soldier is within 18 months of ETS/Retirement an initial investigation and/or reinvestigation is not authorized IAW AR 380-67.

e. Two-year Break in Federal Service:

(1) If the Soldier has a two-year break in Federal Service their eligibility (clearance/investigation) is no longer valid. A new request (Initial Investigation) will be submitted unless the Soldier has security eligibility with another agency outside of Department of Defense or is currently a DoD Civilian or Contractor who currently possesses eligibility.

(2) Reinvestigations may be requested by the Soldier 30 days prior to the expiration date. HRC will forward a request to the Personnel Security Investigations Portal (PSIP) Center of Excellence (PSI-CoE) to verify the security clearance requirement for the Soldier.

(3) The Soldier will receive an e-mail with instructions to begin working on the questionnaire which must be completed within five (5) calendar

Soldier Administrative Maintenance (Cont.)

days. PSI-CoE will terminate the investigation request packet if the Soldier does not complete the process within the five-day window. The Soldier will work directly with the PSIP Center until completing the submission process.

f. Security Clearance Reciprocity/Conversion Process:

(1) If IRR Service Members have a lapsed DOD Security Clearance, but maintain a valid security clearance with a Civilian Government Agency, then the Service Members may request conversion of their civilian security clearance.

(2) It is the Soldier's responsibility to contact the HRC Security Office to start the reciprocity process. Examples of civilian agencies; Department of Homeland Security (DHS), Federal Bureau of Investigation (FBI) etc. For your awareness, the process may take 1-2 months to complete a conversion action depending on agency.

(3) If a Soldier has revoked/denied security clearance eligibility and already has completed all appeals with the Personnel Suitability Administrative Board (PSAB) and/or waived the appeal right, the Soldier will be involuntarily separated from IRR.

**g. HRC IRR/IMA Security Management Office
Special Actions Branch Contact Information:**

Team e-mail: usarmy.knox.hrc.mbx.epmd-security@mail.mil

Team Line: (502) 613-5859

DSN: (312) 983-5073

Fax: (502) 613-4471

HRC Security Hours of Operation: Monday: 0730 to 1600
 Tuesday: 0730 to 1600
 Wednesday: 0730 to 1600
 Thursday: 1300 to 1600
 Friday: 0730 to 1600
 Saturday and Sunday: Closed

Mailing Address: U.S. Army Human Resources Command
 ATTN: EPMD-EPO-A (Security Office), Dept. 334
 1600 Spearhead Division Avenue
 Fort Knox, KY 40122-5303

HRC Individual Ready Reserve Points of Contact

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

IRR Enlisted Career Management

MSG and below

Email: usarmy.knox.hrc.mbx.rpmd-emd-irr-ima-branch@mail.mil

Phone: 502-613-5566

CSM/SGM

Email: usarmy.knox.hrc.mbx.rpmd-emd-sgm-branch@mail.mil

Phone: 502-613-5209

IRR Officer Career Management

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

Email: usarmy.knox.hrc.mbx.rpmd-omd-irr-ima-branch@mail.mil

Phone: 502-613-6011

COL, LTC(P), CW5, and CW4(P)

(Senior Leader Development Office (SLDO))

Email: usarmy.knox.ocar.sldo-o6@mail.mil

Phone: 502-613-4695

IRR Specialty Divisions

Health Services Divisions Officers

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

Phone: 502-613-6525

Judge Advocate General (OTJAG) LTC-COL

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

Phone: 703-545-2881

Helpful Websites

HRC IRR Program Website	https://www.hrc.army.mil/content/OMD%20IMA%20and%20IRR%20Branch
DS Logon Registration	https://www.dmdc.osd.mil/identitymanagement/
HRC Virtual Muster (desktop version)	https://www.hrcapps.army.mil/portal/?page_id=12670
ARMY SUICIDE PREVENTION PROGRAM	http://www.armyg1.army.mil/hr/suicide/default.asp
SHARP	https://www.sexualassault.army.mil/
Military Pay	https://mypay.dfas.mil/
Tuition Assistance Program	https://www.goarmyed.com/
LHI.Care Portal for/to schedule annual PHA and Dental	https://www.lhi.care/start
TRICARE	https://www.tricare.mil/changes
THRIFT SAVINGS PLAN (TSP)	https://www.tsp.gov/index.html
Blended Retirement System (BRS)	https://militarypay.defense.gov/BlendedRetirement/
VA Benefits	https://www.benefits.va.gov/
Servicemembers Group Life Insurance (SGLI)	https://www.benefits.va.gov/insurance/fsgli.asp
Post 9/11 GI Bill	https://www.benefits.va.gov/gibill/post911_gibill.asp
Vocational Rehabilitation and Employment (VR&E)	https://www.benefits.va.gov/vocrehab/
ESGR-USERRA	https://www.esgr.mil/USERRA/What-is-USERRA
Reserve Retirement	http://militarypay.defense.gov/Pay/Retirement/reserve
US Army Military Occupational Skills (MOS)	https://www.goarmy.com/careers-and-jobs.html
Tour of Duty	https://mobcop.aoc.army.pentagon.mil/ (must access from Military domain NIPR/VPN)
Army Reserve Careers Group (ARCG)	https://www.usar.army.mil/ARCG/
Rapids Site Locator (Military ID Card)	https://www.dmdc.osd.mil/rsi/appj/site
US Army Reserve	https://www.usar.army.mil/
US Army Talent Management	https://talent.army.mil/

