

AS 17 Mar 77

AR 600-39
*CI

CHANGE
No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 2 December 1974

PERSONNEL—GENERAL

DUAL COMPONENT PERSONNEL MANAGEMENT PROGRAM

*Effective 24 June 1974 in accordance with message superseded below
This change expands the dual component personnel management program responsibilities of the Deputy Chief of Staff for Personnel (para 1-6a) and incorporates organizational changes resulting from the reorganization of the Army.*

AR 600-39, 15 February 1973, is changed as follows:

1. New or revised material is indicated by a star.
2. Remove old pages and insert revised pages as indicated below:

<i>Remove pages—</i>	<i>Insert pages—</i>
✓ 1-1 and 1-2.....	1-1 and 1-2
✓ 2-1 and 2-2.....	2-1 and 2-2 <i>3/11/76</i>

- ✓ 3. File this change sheet in the front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132.

By Order of the Secretary of the Army:

FRED C. WEYAND
*General, United States Army
Chief of Staff*

Official:
VERNE L. BOWERS
*Major General, United States Army
The Adjutant General*

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel, General
*Active Army: B (Qty Rqr Block No. 383)
ARNG: D (Qty Rqr Block No. 385)
USAR: B (Qty Rqr Block No. 383)*

**RETURN TO ARMY LIBRARY
ROOM 1 A 518 PENTAGON**

✓ This change supersedes DA message AGUZ-RPC-PR 241614Z Jun 74, subject: Interim Change to AR 600-39.

S/S 2 Dec 74

JOINT MESSAGEFORM

SECURITY CLASSIFICATION
UNCLASSIFIED

PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO				DATE - TIME	MONTH	YR	
01 OF 02	241531Z	MAIL			UUUU			241614Z	JUN	74

BOOK NO MESSAGE HANDLING INSTRUCTIONS

FROM: DA STL MO //AGUZ-RPC-PR//

TO: ALL HOLDERS OF ID OF AR 600-39

Rec'd
7/22/74

UNCLAS

SUBJ: Interim Change to AR 600-39

This interim change is being distributed through publications pinpoint distribution system to all holders of AR 600-39. Pending revision of AR 600-39, 15 February 1973, and by order of the Secretary of the Army, subject regulation should be changed as follows and is effective immediately.

a. Paragraph 1-6a(1), page 1-1, is changed to read as follows:

(1) The Deputy Chief of Staff for Personnel has overall responsibility for general staff supervision and coordination of the plans, policies, and programs of the Reserve components not on active duty. In addition, he will--

b. Paragraph 1-6a(2), page 1-1, is rescinded.

c. Paragraph 1-6a(3), page 1-2, is renumbered as paragraph 1-6a(2).

d. Paragraph 1-6b, page 1-2, is changed to read as follows:

b. The Commanding General, United States Army Forces Command, is responsible for branch, grade, and broad military occupational skill training of dual component personnel.

RETURN TO ARMY LIBRARY
ROOM 1 A 518 PENTAGON

DISTR:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE
Mr. Perry MilPersMgtSp AGUZ-RPC-PR
X7669 24 Jun 74

SPECIAL INSTRUCTIONS

RELEASER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE
W. J. MOSS MAJ AGC ASST ADJUTANT

SIGNATURE

SECURITY CLASSIFICATION
UNCLASSIFIED

DATE TIME GROUP

DD FORM 173
DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

GPO: 1971-431-071/1137

6
5
4
3
2
1
0

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO				DATE - TIME	MONTH	YR	
02 OF 02	241531Z	MAIL			UUUU		241614Z	JUN	74	
BOOK NO	MESSAGE HANDLING INSTRUCTIONS									
<p style="text-align: center;">FROM: ┌</p> <p style="text-align: center;">TO:</p> <p>e. Paragraph 2-1, page 2-1, delete reference to DAAG-PSR-0 and AGPERSCEN and substitute HQDA (DAPC-PAR-R), 200 Stovall Street, Alexandria, VA 22332 and Commander, United States Army Enlisted Records Center, ATTN: PCRC-F, Fort Benjamin Harrison, IN 46249 respectively.</p> <p>f. Paragraph 2-2a, page 2-1, delete in the second sentence the phrase "and AR 135-158".</p> <p>g. Paragraph 2-4, page 2-1, delete reference to DAAG-PSR and AGPERSCEN and substitute HQDA (DAPC-PAR-E), 200 Stovall Street, Alexandria, VA 22332 and Commander, United States Army Enlisted Records Center, ATTN: PCRC-F, Fort Benjamin Harrison, IN 46249 respectively.</p> <p>h. Paragraph 2-9, page 2-2, delete title reference as reads "Flag control procedures" and substitute "Suspension of favorable personnel actions". Change reference of AGUZ-PAD-ST to read AGUZ-PAD-PT.</p> <p>i. Paragraph 2-10, page 2-2, title reference is amended to read "Elimination". └</p>										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE					SPECIAL INSTRUCTIONS					
R E L E A S E R	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE				SIGNATURE			SECURITY CLASSIFICATION UNCLASSIFIED		DATE TIME GROUP

6543210

15 February 1973

AR 600-39

ARMY REGULATION

No. 600-39

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 February 1973

PERSONNEL—GENERAL

DUAL COMPONENT PERSONNEL MANAGEMENT PROGRAM

Effective 1 April 1973

Local supplementation of this regulation is permitted but is not required. If supplements are issued, Army staff agencies and major Army commands will furnish one copy of each to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132; other commands will furnish one copy of each to the next higher headquarters.

CHAPTER 1. GENERAL	Paragraph
Purpose.....	1-1
Scope.....	1-2
Explanation of terms.....	1-3
Concept.....	1-4
Role in mobilization.....	1-5
Responsibilities.....	1-6
Channels of command and administration.....	1-7
CHAPTER 2. PERSONNEL ACTIONS	
Appointment.....	2-1
Promotion.....	2-2
Branch transfer.....	2-3
Evaluation reports.....	2-4
Security requirements.....	2-5
Orders.....	2-6
Morning reports.....	2-7
Enlisted Qualification Record (DA Form 20).....	2-8
Flag control procedures.....	2-9
Elimination.....	2-10
Removal from an active Reserve status.....	2-11
Separation.....	2-12
Discharge.....	2-13
Retirement.....	2-14
CHAPTER 3. MANAGEMENT	
Career guidance.....	3-1
Assignment.....	3-2
Active duty.....	3-3

CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes basic Department of the Army policies for establishing and operating a personnel management program for dual component personnel while in the active military service of the United States.

1-2. Scope. *a.* Policies in this regulation include program concept, responsibilities for program development and execution, personnel actions affecting dual component personnel, and management for maximum use of individual members.

b. This regulation will be used in conjunction with other regulations referenced herein.

1-3. Explanation of terms. *a. Dual component personnel.* A Regular Army or Army of the United States warrant officer serving in that capacity on active duty who has been appointed and simultaneously holds status as a United States Army Reserve (USAR) commissioned officer. A Regular Army or Army of the United States enlisted individual serving in that capacity on active duty who has been appointed and simultaneously holds status as a USAR commissioned or warrant officer.

b. Area commander. A commander assigned command responsibility, including Reserve matters, for a specific geographic area as defined in AR 140-1.

c. Active duty. Full-time duty in the active military service of the United States, other than active duty for training purposes.

d. Officer Career Management File. A file maintained at—

(1) The control branch of the Officer Personnel Directorate, US Army Military Personnel Center; The Judge Advocate General; Chief of Chaplains; or The Surgeon General, as appropriate, for each dual component warrant officer. The file contains, among other papers, a copy of each evaluation report prepared on the officer.

(2) Commanding General, US Army Reserve Components Personnel and Administration Center (RCPAC) for each dual component enlisted individual. The file contains, among other papers, the duplicate copy of each evaluation report prepared on the officer (AR 140-241).

e. USAR Control Group (Dual Component). An administrative organization established at

RCPAC for control and statistical accounting purposes of dual component personnel.

1-4. Concept. Mobilization requirements of the Department of the Army for officer personnel must be met through the swift procurement of trained commissioned and warrant officers. Individuals presently on active duty afford a ready asset in periods of immediate and rapid expansion of the Active Army and can be mobilized for assumption of greater responsibilities on minimal notice. The career planning and management of dual component personnel is vital to the use of these assets in time of war or national emergency.

1-5. Role in mobilization. The Dual Component Personnel Management Program supplements other programs directed at procuring qualified officers and warrant officers for filling authorized positions during mobilization periods. The program is based on the premise that although the skills required of these officers cannot be fully satisfied by branch, grade, and military occupational skill qualification alone, guidance in developing the potential of each individual will provide a trained group that may perform assigned tasks immediately upon order to active duty without the necessity for additional training en route.

1-6. Responsibilities. *a.* Headquarters, Department of the Army Staff agencies will, within their respective areas, establish specific objectives, programs, and instructions to achieve maximum benefits of the Dual Component Personnel Management Program. Primary responsibilities within the Army Staff are—

★(1) The Deputy Chief of Staff for Personnel has overall responsibility for general staff supervision and coordination of the plans, policies, and programs of the Reserve components not on active duty. In addition, he—

(*a.*) In coordination with appropriate Staff agencies, formulates policies and plans, and exercises general staff supervision for the Dual Component Personnel Management Program.

(*b.*) Establishes criteria for the mobilization of dual component personnel.

(c) Develops and issues guidelines for the voluntary and involuntary ordering of dual component personnel to active duty.

★(2) **Rescinded.**

(3) The Adjutant General, through the CG RCPAC, has responsibility for identifying actions involving procurement, assignment, promotion, miscellaneous personnel actions, and career management of dual component personnel applicable to Reserve status.

★b. The Commanding General, US Army Forces Command is responsible for branch, grade, and broad military occupational skill training of dual component personnel.

c. Area commanders are responsible for normal use of dual component personnel in their active duty grades and will provide guidance to subordinate commanders for special use of these individuals to take advantage of their leadership qualities.

d. The commanding officer of an individual holding dual component status is responsible for using him in his current active duty grade and, when appropriate, in a leadership role to further

develop his potential for service in a commissioned or warrant officer capacity.

e. The custodian of the Military Personnel Records Jacket (MPRJ) of dual component personnel will—

(1) Insure identification of such individuals for accessioning into the USAR Control Group (Dual Component).

(2) Take required administrative action on all Reserve personnel matters, including submission of evaluation reports as prescribed in chapter 9, AR 623-105.

(3) Assist the commanding officer in the maximum utilization of these individuals in leadership and supervisory capacities.

1-7. Channels of command and administration.

Channels of command and administration for the Dual Component Personnel Management Program are as specified for the USAR in AR 140-1. Direct communication is authorized between CG, RCPAC and area commanders, the commanders having custody of USAR member's records, or the individual officer on those matters of responsibility referred to in paragraph 1-6a(3).

CHAPTER 2

PERSONNEL ACTIONS

★2-1. Appointment. The appointment of male and female commissioned and warrant officers in the Reserve components of the Army is governed by AR 135-100. When the individual is on active duty at time of appointment and is not concurrently ordered to active duty in the appointed grade, a copy of letter of appointment indicating date of acceptance will be forwarded to CDR RCPAC, ATTN: AGUZ-RMD-DCD, 9700 Page Boulevard, St. Louis, MO 63132. He will be accessioned into the USAR Control Group (Dual Component) by CG RCPAC. File copies of the appointment action will be sent to the custodian of the individual's Active Army Official Military Personnel Folder (HQDA(DAPC-PAR-R) Alexandria, VA 22332, for Active Army warrant officers and Commander, US Army Enlisted Records Center, ATTN: PCRC-F, Fort Benjamin Harrison, IN 46249, for Active Army enlisted men).

2-2. Promotion. *a.* Commissioned and warrant officers assigned to the USAR Control Group (Dual Component) are nonunit officers. The promotion of these individuals is prescribed by AR 135-155. Special care will be taken by commanders and custodians of MPRJ to insure that dual component personnel are aware of the necessity for meeting the eligibility requirements for promotion in the Reserve components of the Army. Completion of career development courses is a prerequisite for promotion. Enrollment in nonresident courses of instruction is encouraged, as is completion of academic studies under the Army's General Educational Development Program so that dual component personnel will be competitive with their contemporaries.

b. The general educational development goal for commissioned personnel is completion of at least a baccalaureate degree and for warrant officers at least the equivalency of 2 years of college. The pursuit of education to insure branch qualification should commence immediately after appointment and continue throughout the career of dual component personnel. To enroll in nonresident courses of instruction, DA Form 145 must be completed in duplicate and submitted to unit of assignment for verification and after verification, forwarded for

further processing to CDR, RCPAC, ATTN: AGUZ-CMD-OE, 9700 Page Boulevard, St. Louis, MO 63132. An additional copy of the certificate of completion of military and civilian schooling will be forwarded to the above address.

2-3. Branch transfer. Due to duty assignments in the Active Army, a dual component member may become better qualified in a branch other than that in which originally appointed. In such instances, request for branch transfer may be forwarded under AR 140-10, through the area commander within whose geographical area the member is serving, to CDR RCPAC, ATTN: AGUZ-CMD-CEA.

★2-4. Evaluation reports. One of the most important documents in an officer's record is the evaluation report. Dual component personnel are rated in accordance with AR 623-105 while serving on active duty as warrant officers or as enlisted members. Failure to submit required reports within the specified 45 day period after the ending day of the report may have a severe impact upon the career of the USAR officer or warrant officer. A suspense system will be an integral part of each military personnel office. Applicable procedures in DA Pam 600-8 will be followed in conjunction with the preparation of evaluation reports. Reports on warrant officers holding Reserve commissions will be prepared in duplicate. A copy will be given to the officer and the original will be forwarded without letter of transmittal to HQDA (DAPC-PAR-E) Alexandria, VA 22332, for the Official Military Personnel File. Reports of enlisted personnel holding commissions or warrants will be prepared in triplicate. The original copy will be forwarded to Commander, US Army Enlisted Records Center, ATTN: PCRC-F, Fort Benjamin Harrison, IN 46249, for the Official Military Personnel File. The duplicate copy will be forwarded to CDR RCPAC, ATTN: AGUZ-CMD-CEA, for the Officer Career Management File. The triplicate copy will be given to the officer.

2-5. Security requirements. A favorable National Agency Check, as prescribed in AR 381-130, is required for all commissioned and warrant officer personnel prior to their being ordered to active

duty if one has not been completed within the preceding 5 years. Commanders of dual component personnel will prescribe controls concerning compliance with security requirements to insure the ready availability of these individuals for mobilization.

2-6. Orders. As prescribed by AR 310-10, orders on dual component personnel which affect their Reserve status or Active Army grade will be distributed promptly to CDR RCPAC, ATTN: AGUZ-CMD-C. An additional copy of orders effecting permanent change of station for these individuals will be forwarded for locator use.

2-7. Morning reports. Tables 3-3 and 4-2, AR 680-1, provide specific guidance for handling dual component personnel on unit morning reports. Data on accessions will appear under Item 56, DD Form 4 (Enlistment Contract—Armed Forces of the United States). Failure to make appropriate remarks may cause deletion of an individual from the accountability system with consequent loss of those benefits rightfully accorded the members of the Reserve.

2-8. Enlisted Qualification Record (DA Form 20). The custodian of the MPRJ of dual component personnel normally maintains and transmits DA Form 20. Custodians will insure the recording of proper entries in Item 15, DA Form 20 (sec II, chap 3, AR 640-2).

★2-9. Suspension of favorable personnel actions. Favorable personnel actions involving dual component personnel in their Reserve status must be suspended if any member comes under investigation or is implicated in matters of a derogatory nature. In addition to the distribution required for the initial report on DA Form 268 (Report for Suspension of Favorable Personnel Actions) under AR 600-31, one copy will be forwarded to CDR RCPAC, ATTN: AGUZ-PAD-R/T. Interim and final report distribution will also include this agency.

2-10. Elimination. *a.* When retention is not in the best interest of the service, USAR officers may be eliminated under specific criteria and procedures in AR 135-175. The commander of a dual component member will be especially observant to insure that the member meets the high standards desired for retention of officers. Elimination action should be initiated as required. An elimination action to divest a member of his USAR com-

mission or warrant does not necessarily mean the reasons must be of such magnitude that the member would also be eliminated from the service in his capacity as an active duty member.

b. Conversely, any action that results in elimination of dual component personnel from their enlisted or warrant officer status, concurrently results in vacating Reserve status.

2-11. Removal from an active Reserve status. Various provisions of AR 140-10 apply equally to dual component personnel. Removal action is accomplished by discharge or transfer to the Retired Reserve, if the member is eligible and submits an appropriate request. Action to remove a member from active Reserve status will normally be taken by the custodian of individual's MPRJ. A copy of orders effecting removal will be forwarded to CDR RCPAC, ATTN: CMD-C. Primary reasons for removal of a member are if he—

a. Is found medically unfit for retention.

b. Has twice failed selection for Reserve promotion to CW-3, CW-4, captain, major, or lieutenant colonel under the fully qualified method of selection.

c. Has attained the maximum allowable age.

d. Has completed the maximum authorized years of service.

e. Has failed to complete military education level within prescribed time frame after promotion to next higher grade.

2-12. Separation. Dual component personnel are subject to normal administrative separation procedures. Upon relief from active duty, they will normally be transferred or revert to an appropriate control group of the United States Army Reserve. Care should be taken by transfer stations, transfer points, or other activities authorized to accomplish separations to insure that proper action is taken on the USAR status of the member as well as the Regular Army or Army of the United States status.

2-13. Discharge. Termination of active duty service by discharge does not terminate the USAR status of dual component personnel. The conditions for discharge are in AR 135-175 and will be followed for these individuals. Transfer stations, transfer points, or other activities authorized to accomplish discharges will use precaution to prevent the erroneous discharge of dual component personnel from their status as members of the

United States Army Reserve when they are not being discharged for cause. When dual component personnel immediately reenlist in the Regular Army following discharge, an entry pertaining to their Reserve status will be made in Item 56, DD Form 4 (Enlistment Contract—Armed Forces of the United States) prepared in accordance with AR 601-210.

2-14. Retirement. Various provisions of law govern the retirement of dual component personnel.

a. A warrant officer or an enlisted member who has completed 10 years of active commissioned service in his overall total of 20 years active Federal service and is holding commissioned officer status in the USAR at time of retirement may retire voluntarily in a commissioned officer status under 10 U.S.C. 3911.

b. An enlisted member holding warrant officer status in the USAR may retire in his warrant officer grade under 10 U.S.C. 1293.

c. Dual component personnel who have met the requirements in *a* and *b* above are entitled to retirement and computation of pay based on the highest grade held in the USAR.

d. A dual component enlisted member or warrant officer who does not meet the requirements in *a* and *b* above for retirement and retired pay in the higher grade may, upon completion of 30 years service (active Federal service plus time on the retired list), be advanced to the highest grade satisfactorily held while serving on active duty as determined by the Secretary of the Army (10 U.S.C. 3964). Further information concerning advancement on the retired list is contained in AR 37-104-1 and DA Pam 600-5.

CHAPTER 3

MANAGEMENT

3-1. Career guidance. *a.* The control, guidance, and development of the career of dual component personnel is governed by three distinct managers, all of whom must function in consonance with established career patterns and policies in order to provide a satisfying military career for the individual.

(1) The custodian of the Officer Career Management File (para 1-3d (1) and (2)) is the career management agency most concerned with career patterns for dual component personnel.

(2) The second manager of the career of dual component personnel is their commander. The commander insures proper use of the commissioned or warrant officer in his active duty grade with constant emphasis on the fact this individual has been selected for greater responsibilities and should have the ability to produce results because of his identified potential. The commander advises the dual component individual as required and evaluates his performance.

(3) Third, the dual component individual is a manager of his own career. He should seek opportunities to develop all skills appropriate to his military occupational specialty as a commissioned or warrant officer. He should also seek career guidance from his commander and the career management agency.

b. The career pattern of dual component personnel will follow that in DA Pam 140-1 for USAR officers when possible and if consistent with their active duty assignment.

3-2. Assignment. The assignment of dual component personnel in their active duty grade must, of necessity, follow the normal career progression pattern for such status. Commanders and super-

visors will constantly be aware that the dual component member has been earmarked as having recognized abilities, aptitudes, skills, and potential for development at a higher level of responsibility. Consistent with unit requirements, these members should be given tasks that enhance their potential, develop their resourcefulness and initiative, and relieve leaders of duties which well may be subordinated to dual component members. Opportunities should be given to individuals being observed so that objective evaluations may be made when preparing their evaluation reports.

3-3. Active duty. *a.* The ultimate goal of dual component personnel should be that of serving on active duty in the highest possible grade in order to maximize their contribution to the United States Army. Procurement programs are normally announced through Department of the Army circulars, and eligible candidates should be encouraged to apply for Active Army vacancies.

b. A dual component member will not be brought to active duty under any procurement program, except by an involuntary order to active duty under AR 135-210, if he—

(1) Was discharged as a Regular Army officer with 10 or more years of active commissioned service and less than 20 years of active Federal service because of failure, after second consideration, to be selected for promotion.

(2) Voluntarily resigns prior to being discharged from the Regular Army for the reason indicated in (1) above.

c. Each dual component member has a responsibility to develop his own talents to the degree that he will be qualified to respond in periods of crisis.

15 February 1973

AR 600-39

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUS-RPC-PR, St. Louis, MO 63132.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9 requirements for AR, Reserve Components
Active Army: B (Qty Rqr Block No. 225)
ARNG: D (Qty Rqr Block No. 227)
USAR: B (Qty Rqr Block No. 225)

ch 1 2 Dec 74

CHAPTER 1
GENERAL

1-1. Purpose. This regulation establishes basic Department of the Army policies for establishing and operating a personnel management program for dual component personnel while in the active military service of the United States.

1-2. Scope. *a.* Policies in this regulation include program concept, responsibilities for program development and execution, personnel actions affecting dual component personnel, and management for maximum use of individual members.

b. This regulation will be used in conjunction with other regulations referenced herein.

1-3. Explanation of terms. *a. Dual component personnel.* A Regular Army or Army of the United States warrant officer serving in that capacity on active duty who has been appointed and simultaneously holds status as a United States Army Reserve (USAR) commissioned officer. A Regular Army or Army of the United States enlisted individual serving in that capacity on active duty who has been appointed and simultaneously holds status as a USAR commissioned or warrant officer.

b. Area commander. A commander assigned command responsibility, including Reserve matters, for a specific geographic area as defined in AR 140-1.

c. Active duty. Full-time duty in the active military service of the United States, other than active duty for training purposes.

d. Officer Career Management File. A file maintained at—

(1) The control branch of the Officer Personnel Directorate, US Army Military Personnel Center; The Judge Advocate General; Chief of Chaplains; or The Surgeon General, as appropriate, for each dual component warrant officer containing, among other papers, a copy of each evaluation report prepared on the officer.

(2) Commanding General, US Army Reserve Components Personnel and Administration Center (RCPAC) for each dual component enlisted individual containing among other papers, the duplicate copy of each evaluation report prepared on the officer (AR 140-241).

e. USAR Control Group (Dual Component). An administrative organization established at

RCPAC for control and statistical accounting purposes of dual component personnel.

1-4. Concept. Mobilization requirements of the Department of the Army for officer personnel must be met through the swift procurement of trained commissioned and warrant officers. Individuals presently on active duty afford a ready asset in periods of immediate and rapid expansion of the Active Army and can be mobilized for assumption of greater responsibilities on minimal notice. The career planning and management of dual component personnel is vital to the use of these assets in time of war or national emergency.

1-5. Role in mobilization. The Dual Component Personnel Management Program supplements other programs directed at procuring qualified officers and warrant officers for filling authorized positions during mobilization periods. The program is based on the premise that although the skills required of these officers cannot be fully satisfied by branch, grade, and military occupational skill qualification alone, guidance in developing the potential of each individual will provide a trained group that may perform assigned tasks immediately upon order to active duty without the necessity for additional training en route.

1-6. Responsibilities. *a.* Headquarters, Department of the Army Staff agencies will, within their respective areas, establish specific objectives, programs, and instructions to achieve maximum benefits of the Dual Component Personnel Management Program. Primary responsibilities within the Army Staff are—

(1) The Deputy Chief of Staff for Personnel—

(a) In coordination with appropriate Staff agencies, formulates policies and plans, and exercises general staff supervision for the Dual Component Personnel Management Program.

(b) Establishes criteria for the mobilization of dual component personnel.

(c) Develops and issues guidelines for the voluntary and involuntary ordering of dual component personnel to active duty.

(2) The Chief, Office of Reserve Components, has overall responsibility for general staff super-

15 February 1973

vision and coordination of the plans, policies, and programs of the Reserve Components not on active duty.

(3) The Adjutant General, through the CG RCPAC, has responsibility for identifying actions involving procurement, assignment, promotion, miscellaneous personnel actions, and career management of dual component personnel applicable to Reserve status.

b. The Commanding General, US Continental Army Command, is responsible for branch, grade, and broad military occupational skill training of dual component personnel.

c. Area commanders are responsible for normal use of dual component personnel in their active duty grades and will provide guidance to subordinate commanders for special use of these individuals to take advantage of their leadership qualities.

d. The commanding officer of an individual holding dual component status is responsible for using him in his current active duty grade and, when appropriate, in a leadership role to further

develop his potential for service in a commissioned or warrant officer capacity.

e. The custodian of the Military Personnel Records Jacket (MPRJ) of dual component personnel will—

(1) Insure identification of such individuals for accessioning into the USAR Control Group (Dual Component).

(2) Take required administrative action on all Reserve personnel matters including submission of evaluation reports as prescribed in chapter 9, AR 623-105.

(3) Assist the commanding officer in the maximum utilization of these individuals in leadership and supervisory capacities.

1-7. Channels of command and administration. Channels of command and administration for the Dual Component Personnel Management Program are as specified for the USAR in AR 140-1. Direct communication is authorized between CG RCPAC and area commanders, the commanders having custody of USAR member's records, or the individual officer on those matters of responsibility referred to in paragraph 1-6a(3).



CHAPTER 2

PERSONNEL ACTIONS

2-1. Appointment. The appointment of male and female commissioned and warrant officers in the Reserve components of the Army is governed by AR 135-100. When the individual is on active duty at time of appointment and is not concurrently ordered to active duty in the appointed grade, a copy of letter of appointment indicating date of acceptance will be forwarded to CDR RCPAC, ATTN: AGUZ-RMD-DCD, 9700 Page Boulevard, St. Louis, MO 63132. He will be accessioned into the USAR Control Group (Dual Component) by CG RCPAC. File copies of the appointment action will be sent to the custodian of the individual's Active Army Official Military Personnel Folder (DAAG-PSR-O for Active Army warrant officers and AGPERSCEN for Active Army enlisted men).

2-2. Promotion. *a.* Commissioned and warrant officers assigned to the USAR Control Group (Dual Component) are nonunit officers. The promotion of these individuals is prescribed by AR 135-155 and AR 135-158. Special care will be taken by commanders and custodians of MPRJ to insure that dual component personnel are aware of the necessity for meeting the eligibility requirements for promotion in the Reserve components of the Army. Completion of career development courses is a prerequisite for promotion. Enrollment in nonresident courses of instruction is encouraged, as is completion of academic studies under the Army's General Educational Development Program so that dual component personnel will be competitive with their contemporaries.

b. The general educational development goal for commissioned personnel is completion of at least a baccalaureate degree and for warrant officers at least the equivalency of 2 years of college. The pursuit of education to insure branch qualification should commence immediately after appointment and continue throughout the career of dual component personnel. To enroll in nonresident courses of instruction, DA Form 145 must be completed in duplicate and submitted to unit of assignment for verification and after verification, forwarded for further processing to CDR, RCPAC, ATTN: AGUZ-CMD-OE, 9700 Page Boulevard, St. Louis, MO 63132. An additional copy of the cer-

tificate of completion of military and civilian schooling will be forwarded to the above address.

2-3. Branch transfer. Due to duty assignments in the Active Army, a dual component member may become better qualified in a branch other than that in which originally appointed. In such instances, request for branch transfer may be forwarded under AR 140-10, through the area commander within whose geographical area the member is serving, to CDR RCPAC, ATTN: AGUZ-CMD-CEA.

2-4. Evaluation reports. One of the most important documents in an officer's record is the evaluation report. Dual component personnel are rated in accordance with AR 623-105 while serving on active duty as warrant officers or as enlisted members. Failure to submit required reports within the specified 45 day period after the ending day of the report may have a severe impact upon the career of the USAR officer or warrant officer. A suspense system will be an integral part of each military personnel office. Applicable procedures in DA Pam 600-8 will be followed in conjunction with the preparation of evaluation reports. Reports on warrant officers holding Reserve commissions will be prepared in duplicate. A copy will be given to the officer and the original will be forwarded without letter of transmittal to HQDA (DAAG-PSR) TAGO Building, Falls Church, VA 22041, for the Official Military Personnel File. Reports of enlisted personnel holding commissions or warrants will be prepared in triplicate. The original copy will be forwarded to CDR, AGPERSCEN Ft Benjamin Harrison, IN 46249 for the Official Military Personnel File. The duplicate copy will be forwarded to CDR RCPAC, ATTN: AGUZ-CMD-CEA, for the Officer Career Management File. The triplicate copy will be given to the officer.

2-5. Security requirements. A favorable National Agency Check as prescribed in AR 381-130 is required for all commissioned and warrant officer personnel prior to their being ordered to active duty if one has not been completed within the preceding 5 years. Commanders of dual component personnel will prescribe controls concerning compliance with security requirements to insure the



ready availability of these individuals for mobilization.

2-6. Orders. As prescribed by AR 310-10, orders on dual component personnel which affect their Reserve status or Active Army grade will be distributed promptly to CDR RCPAC, ATTN: AGUZ-CMD-C. An additional copy of orders effecting permanent change of station for these individuals will be forwarded for locator use.

2-7. Morning reports. Tables 3-3 and 4-2, AR 680-1, provide specific guidance for handling dual component personnel on unit morning reports. Data on accessions will appear under Item 56, DD Form 4 (Enlistment Contract—Armed Forces of the United States). Failure to make appropriate remarks may cause deletion of an individual from the accountability system with consequent loss of those benefits rightfully accorded the members of the Reserve.

2-8. Enlisted Qualification Record (DA Form 20). The custodian of the MPRJ of dual component personnel normally maintains and transmits DA Form 20. Custodians will insure the recording of proper entries in Item 15, DA Form 20 (sec II, chap. 3, AR 640-2).

2-9. Flag control procedures. Favorable personnel actions involving dual component personnel in their Reserve status must be suspended if any member comes under investigation or is implicated in matters of a derogatory nature. In addition to the distribution required for the initial report on DA Form 268 (Report for Suspension of Favorable Personnel Actions) under AR 600-31, one copy will be forwarded to CDR RCPAC, ATTN: AGUZ-PAD-ST. Interim and final report distribution will also include this agency.

2-10. Elimination. *a.* When retention is not in the best interest of the service, USAR officers may be eliminated under specific criteria and procedures in AR 135-175. The commander of a dual component member will be especially observant to insure that the member meets the high standards desired for retention of officers. Elimination action should be initiated as required. An elimination action to divest a member of his USAR commission or warrant does not necessarily mean the reasons must be of such magnitude that the member would also be eliminated from the service in his capacity as an active duty member.

b. Conversely, any action that results in elimination of dual component personnel from their enlisted or warrant officer status, concurrently results in vacating Reserve status.

2-11. Removal from an active Reserve status. Various provisions of AR 140-10 apply equally to dual component personnel. Removal action is accomplished by discharge or transfer to the Retired Reserve, if the member is eligible and submits an appropriate request. Action to remove a member from active Reserve status will normally be taken by the custodian of individual's MPRJ. A copy of orders effecting removal will be forwarded to CDR RCPAC, ATTN: CMD-C. Primary reasons for removal of a member are if he—

a. Is found medically unfit for retention.

b. Has twice failed selection for Reserve promotion to CW-3, CW-4, captain, major, or lieutenant colonel under the fully qualified method of selection.

c. Has attained the maximum allowable age.

d. Has completed the maximum authorized years of service.

e. Has failed to complete military education level within prescribed time frame after promotion to next higher grade.

2-12. Separation. Dual component personnel are subject to normal administrative separation procedures. Upon relief from active duty, they will normally be transferred or revert to an appropriate control group of the United States Army Reserve. Care should be taken by transfer stations, transfer points, or other activities authorized to accomplish separations to insure that proper action is taken on the USAR status of the member as well as the Regular Army or Army of the United States status.

2-13. Discharge. Termination of active duty service by discharge does not terminate the USAR status of dual component personnel. The conditions for discharge are in AR 135-175 and will be followed for these individuals. Transfer stations, transfer points, or other activities authorized to accomplish discharges will use precaution to prevent the erroneous discharge of dual component personnel from their status as members of the