

**CERTIFICATE AND ACKNOWLEDGMENT OF U.S. ARMY RESERVE SERVICE REQUIREMENTS AND METHODS OF FULFILLMENT**

For use of this form, see AR 135-91; the proponent agency is ODCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10 USC, Sections 10147, 12103, 12301, 12303, 12304 and Executive Order 9397, 22 Nov 43.  
**PRINCIPAL PURPOSE:** To explain your military obligation, the methods of fulfilling that obligation, and participation requirements.  
**ROUTINE USES:** Confirmation of obligation and participation requirements, occasionally as a basis for unsatisfactory participation action if requirements are not met.  
**DISCLOSURE:** Disclosure of your SSN is voluntary; however, if not provided, you will not be contracted for service in the U.S. Army Reserve.

**SECTION I - APPLICABILITY**

1. Except as noted in paragraph 2 below, this certificate will be completed by all soldiers:
  - a. *Enlisting or reenlisting* in the U.S. Army Reserve without a concurrent order to active duty; or
  - b. *Transferred or reassigned* to a U.S. Army Reserve troop program unit or to a duty position in the Individual Mobilization Augmentation (IMA) Program.
2. This certificate is not applicable to enlistments for the Delayed Entry Program or to enlistments in conjunction with enrollment in the Senior Reserve Officers' Training Corps (ROTC) program.

**SECTION II - INSTRUCTIONS**

1. *For soldiers enlisting or reenlisting* for a term of service in the U.S. Army Reserve (USAR), the guidance counselor, reenlistment official, or the officer administering the Oath, is responsible for reading and explaining the service requirements and methods of fulfillment set forth below. Following the reading, explanation, affixing of proper signatures, and the administration of the Oath, a copy of this signed form will be stapled to each copy of the signed enlistment/reenlistment document (DD Form 4 Series).
2. *For soldiers transferred or reassigned* to a troop program unit or to an IMA duty position of the U.S. Army Reserve, the unit commander/gaining organization commander, or his/her designated representative, is responsible for reading and explaining the service requirements and methods of fulfillment set forth below. Following the reading, explanation, and affixing of proper signatures, a copy will be furnished the soldier, a copy will be filed in the soldier's Military Personnel Records Jacket (MPRJ), and a copy will be sent to Commander, U.S. Army Reserve Personnel Center, ATTN: ARPC-PRD-M, 9700 Page Avenue, St. Louis, MO 63132-5200, for inclusion in the soldier's official military personnel file (OMPF).
3. *For soldiers assigned* to a troop program unit of the U.S. Army Reserve, *at least once annually*, commanders or their designated representative, will conduct an orientation of the service requirements, methods of fulfillment, and participation requirements as set forth below. Soldiers will acknowledge their understanding of these requirements by entering their initials and date in Section XII, Annual Orientation, below.

**SECTION III - EXPLANATION**

In connection with your membership in the U.S. Army Reserve, as the witnessing official it is my duty and responsibility to explain the service and participation requirements that are applicable. If during this explanation, you have any questions or want further clarification, advise me and I will explain all matters to your satisfaction and understanding before proceeding.

- a. *If you are enlisting or reenlisting*, you will be furnished an enlistment/reenlistment document (DD Form 4 Series), which you will be required to sign following administration of the Oath. An exact copy of this explanation with your signature will be attached to all copies of your enlistment/reenlistment document.
- b. *If you are being transferred or reassigned* to a troop program unit or IMA duty position of the Army Reserve, an exact copy of this explanation will be inserted in your military records.
- c. I will furnish you a copy of this signed and witnessed statement.

LAST NAME

SSN

**SECTION IV - SERVICE OBLIGATION**

This certificate must be completed, witnessed, and signed by you when you are enlisted, reenlisted, transferred, assigned, or reassigned under any of the following transactions. *(The soldier will initial next to the checked transaction.)*

**1. INITIAL ENLISTMENT AS A NON-PRIOR SERVICE APPLICANT.** I have had no previous military service on active duty, or active duty for training, in the Armed Forces of the United States and on executing this enlistment I will incur a statutory military service obligation of 8 years and a contractual obligation to \_\_\_\_\_ years as an assigned member of a troop program unit in the Selected Reserve and \_\_\_\_\_ years as an assigned member of the Individual Ready Reserve unless I voluntarily elect to remain assigned and continue to satisfactorily participate as a member of a troop program unit.

**2. ENLISTMENT OF A CURRENT MEMBER OF THE ARMED FORCES (EXCEPT THE USAR) WITH A REMAINING STATUTORY MILITARY SERVICE OBLIGATION.** *I am currently a member* of an Armed Force of the United States, other than the U.S. Army Reserve, and I have been granted a conditional release to permit enlistment in the U.S. Army Reserve. I incurred a statutory military service obligation of 8 years on my initial entry into the military service. I have not completed that obligation; therefore, this enlistment in the U.S. Army Reserve is for a term of service that is equal to, or greater than, the unfulfilled portion of my previously incurred statutory military service obligation.

**3. ENLISTMENT OF A FORMER MEMBER OF THE ARMED FORCES DISCHARGED PRIOR TO COMPLETION OF AN INCURRED 6- OR 8-YEAR MILITARY SERVICE OBLIGATION.** *I am currently not a member* of the Armed Forces of the United States. During my previous military service I incurred a statutory military service obligation of *(indicate 6 or 8)* \_\_\_\_\_ years and when last discharged I had not completed the full statutory obligation; therefore, this enlistment in the U.S. Army Reserve is for a term of service that is equal to, or greater than, the unfulfilled portion of my previously incurred 6- or 8-year statutory military service obligation.

**4. ENLISTMENT OF A FORMER MEMBER OF THE ARMED FORCES HAVING NO REMAINING STATUTORY MILITARY SERVICE OBLIGATION.** *I am currently not a member of the U.S. Army Reserve.* I have had previous military service in the Armed Forces of the United States. When last discharged I had satisfactorily fulfilled my incurred statutory military service obligation. I have enlisted in the U.S. Army Reserve for the term of service stipulated on the enlistment document to which this is attached.

**5. IMMEDIATE REENLISTMENT IN THE U.S. ARMY RESERVE.** *I am a current member of the U.S. Army Reserve* and I am reenlisting to continue my membership in the U.S. Army Reserve. If I am serving under an incurred statutory military service obligation, I have reenlisted in the U.S. Army Reserve for a term of service that is equal to, or greater than, the remaining unfulfilled portion of my current statutory military service obligation.

**6. TRANSFER OR REASSIGNMENT TO A TROOP PROGRAM UNIT OR AN IMA DUTY POSITION OF THE U.S. ARMY RESERVE.** *I am a Reserve of the Army* and by this transfer or reassignment, I must immediately begin participating with my assigned troop program unit or in my IMA duty position, as appropriate, and continue to participate satisfactorily for the remaining period of my statutory or contractual obligation, whichever is longer.

LAST NAME

SSN

**SECTION V - METHOD OF FULFILLMENT**

I will satisfactorily fulfill the terms of my service obligation in the following manner: *(The soldier will check and initial the appropriate paragraph.)*

**1. ENLISTMENT WITH NO PREVIOUS EXPERIENCE.** Under the terms of my enlistment agreement I understand:

a. I must enter and satisfactorily complete a period of initial active duty for training (*IADT*) to become qualified in a military occupational specialty (*MOS*) as soon as a training space is available. Training spaces are normally available within 180 days following enlistment although additional delay may be necessary for military reasons.

b. If for any reason beyond my control I am unable to complete the training during the period for which I was initially ordered to IADT, I agree to remain on IADT for such additional period as is required to complete my training or accept training in an alternate MOS if offered and remain on IADT for completion of such alternate training.

c. If I enlist for assignment to a position requiring airborne training and I refuse to undergo, or fail to complete, such training for reasons within my control, or after receiving a parachutist rating I refuse to participate in airborne training, I will be assigned to a Selected Reserve unit duty position vacancy for which I am, or can be, qualified; if such assignment is not available I will be subject to reassignment to the Individual Ready Reserve.

d. If I qualify for enlistment that authorizes me to be in a paid training status, I will commence training with my assigned unit while I am awaiting entry of IADT. If I am not authorized to be in a paid training status on enlistment, I may voluntarily attend scheduled drills with my unit until such time as I am authorized to be paid and then will commence training with my unit.

e. Unless I am sooner removed for an active status by proper authority, during the term of my statutory and contractual obligation I must satisfactorily participate while I am assigned to a troop program unit of the Selected Reserve; or if I am subsequently reassigned to the IRR, I must continue to participate satisfactorily as a member of the IRR; or if I am subsequently reassigned to an IMA duty position, I must continue to participate satisfactorily in the IMA program.

**2. ENLISTMENT/REENLISTMENT WITH PREVIOUS SERVICE OR CURRENTLY IN SERVICE.** Under the terms of my enlistment/reenlistment agreement I understand:

a. If I am not qualified in the MOS required by my assigned duty position, I may be required to enter on a period of active duty for training (*ADT*) to become qualified.

b. After I have received my letter of notification of eligibility for retired pay, I understand that I must attain 50 retirement points annually to be retained in an active status in the Selected, Ready, or Standby Reserve (*Active List*).

c. I understand that if my enlistment/reenlistment provides for service as an assigned member of:

(1) *A troop program unit of the Selected Reserve*, I must commence training with the troop program unit immediately. I will be required to satisfactorily participate as an assigned member of a troop program unit of the Selected Reserve for the entire term of service stipulated on the enlistment/reenlistment document to which this is attached, unless sooner removed by proper authority.

LAST NAME

SSN

(2) *The Individual Ready Reserve (IRR)*, I will be required to satisfactorily participate for the entire term of service stipulated on the enlistment/reenlistment document to which this is attached, unless sooner removed by proper authority. If I am subsequently reassigned to a troop program unit or IMA duty position of the Selected Reserve, I must continue to participate satisfactorily as a member of the Selected Reserve. *(See paragraph 3, below.)*

(3) *The Individual Mobilization Augmentation Program*, I will be required to satisfactorily participate for the entire period that I am assigned to the IMA duty position and if I am subsequently reassigned to the IRR or a troop program unit, I must continue to participate satisfactorily.

**3. TRANSFER/REASSIGNMENT TO A TROOP PROGRAM UNIT OR AN IMA DUTY POSITION.**

I understand that if I am assigned as a member of:

a. *A troop program unit of the Selected Reserve*, I will commence training with a troop program unit immediately. I will be required to satisfactorily participate as an assigned member of a troop program unit of the Selected Reserve for the entire term of service remaining on my current statutory or contractual obligation, whichever is longer, unless sooner removed by proper authority.

b. *The Individual Mobilization Augmentation Program*, I will be required to satisfactorily participate for the entire period that I am assigned to the IMA duty position and if I am subsequently reassigned to the IRR or a troop program unit, I must continue to participate satisfactorily for the entire term of service remaining on my current statutory or contractual obligation, whichever is longer, unless sooner removed by proper authority.

**SECTION VI - SATISFACTORY PARTICIPATION**

I understand that as a member of the Ready Reserve or Selected Reserve of the U.S. Army Reserve, I must participate satisfactorily during the entire period of my enlistment, reenlistment, immediate reenlistment, transfer, assignment, or reassignment in accordance with the rules and regulations now in effect, or which may hereafter be placed in effect, by the proper authority.

a. **TROOP PROGRAM UNIT.** *If I am assigned as a member of a Selected Reserve troop program unit*, my satisfactory participation is determined by the following:

(1) I will serve as a member of a Selected Reserve troop program unit for the entire period specified in the terms of my service agreement unless otherwise reassigned or separated by proper authority.

(2) I will be required to attend all scheduled unit training assemblies *(at least 48 per year)* unless I am excused by proper authority. I must attend scheduled unit training assemblies in the prescribed uniform, present a neat soldierly appearance, and perform my duties in a satisfactory manner to receive credit for attendance. If I do not receive credit for attendance for any of these reasons, I will be charged with an unexcused absence. *If I accrue nine or more unexcused absences during any continuous 365-day period, I will be declared an unsatisfactory participant.*

(3) I am required to satisfactorily complete a period of annual training of not less than 14 days per year, exclusive of travel time, unless excused by proper authority. *If I fail to attend or complete the entire period of annual training I will be declared an unsatisfactory participant.*

(4) I must keep my commander advised of my current mailing address, where I will receive official correspondence, and I must reply to and comply with all official orders and correspondence that I may receive.

(5) If I have not completed 24 months of active duty/ADT and I am not already reassigned when I change residence to a location too distant to continue participation with my assigned unit, I will be authorized a period of not more than 90 days of leave of absence from training. During this 90-day period I must locate and join another Selected Reserve troop program unit.

**b. INDIVIDUAL MOBILIZATION AUGMENTATION.** *If I am assigned to an IMA duty position, my satisfactory participation is determined by the following:*

(1) I will serve in my assigned duty position in the IMA Program specified in my assignment orders until reassigned or separated by proper authority.

(2) If I am required to attend inactive duty training (*IDT*) for pay, I will attend all such IDT unless I am excused by proper authority. I must attend scheduled IDTs in the prescribed uniform, present a neat soldierly appearance, and perform my duties in a satisfactory manner, to receive credit for attendance. If I do not receive credit for attendance for any of these reasons, I will be charged with an unexcused absence. *I will be declared an unsatisfactory participant:*

(a) If I am required to attend fewer than 48 IDT periods and I accrue unexcused absences that equal 10 percent or more of the number of IDT periods (*rounded up to the nearest whole number*) I am required to attend during any continuous 365-day period; or

(b) If I am required to attend 48 IDT periods and I accrue 9 or more unexcused absence during any continuous 365-day period.

(3) I am required to satisfactorily complete a period of annual training of not less than 12 days per year, exclusive of travel time, unless excused by proper authority. *If I fail to attend or complete the entire period of annual training I will be declared an unsatisfactory participant.*

(4) I must keep my IMA commander and Commander, U.S. Army Reserve Personnel Center, advised of my current mailing address, where I will receive official correspondence, and I must reply to and comply with all official orders and correspondence that I may receive or I will be declared an unsatisfactory participant.

**c. INDIVIDUAL READY RESERVE.** *If I am assigned to the IRR, my satisfactory participation is determined by the following:*

(1) I may be ordered to report for a 1-day muster each year. *If I fail to report for a muster, when so ordered, I will be declared an unsatisfactory participant.*

(2) If I am assigned to Control Group (*Annual Training*) of the IRR, I will have a mandatory training obligation under law and I may be required to complete a period of not more than 30 days active duty for training each year. *If I fail to complete such training I will be declared an unsatisfactory participant.*

(3) I must keep the Commander, U.S. Army Reserve Personnel Center, advised of my current mailing address, where I will receive official correspondence, and I must reply to and comply with all official orders and correspondence I may receive, *or I will be declared an unsatisfactory participant.*

LAST NAME		SSN	
<b>SECTION VII - UNSATISFACTORY PARTICIPATION</b>			
<p>1. I understand that if I fail to participate satisfactorily for any of the reasons cited in section VI above, or which may be placed into effect hereafter by proper authority, I will be declared an unsatisfactory participant and, by law, subject to order to 45 days of active duty for training or a period of active duty that will not cause my total active duty service to exceed 24 months. I will also be subject to separation from the Selected Reserve or the Ready Reserve, as appropriate, either by reassignment or discharge, which may result in a pay grade reduction and an other than honorable characterization of my military service. In addition, entitlement to educational assistance under the Montgomery GI Bill, or to bonus payments and loan repayments, which were based on service in the Selected Reserve, may be terminated and I may be required to repay all or a portion of the funds I received to the U.S. Government.</p> <p>2. If I am voluntarily or involuntarily reassigned or transferred out of the Selected Reserve, all entitlements under the Selected Reserve Montgomery GI Bill or Selected Reserve incentives will terminate.</p>			
<b>SECTION VIII - ORDER TO ACTIVE DUTY AND MOBILIZATION</b>			
I understand that during the entire term of my membership in the U.S. Army Reserve I may, at any time, be involuntarily ordered to active duty as a member of a unit, or as an individual if not assigned to a unit, during a period of selective, partial, full, or total mobilization, or under any other conditions authorized by law in effect at the time of this service agreement or that subsequently may be enacted into law.			
<b>SECTION IX - ADDITIONS OR CHANGES TO THIS CERTIFICATE</b>			
<input type="checkbox"/> A check in this block indicates that an addendum has been completed, signed by the soldier, and attached to this certificate. This addendum is to be considered an integral part of this certificate and it may add, alter, or delete, certain portions of this certificate. Only addendums authorized by HQDA publications may be used for this purpose. The following addendums have been added ( <i>indicate form and name</i> ); if none, so state:			
<b>SECTION X - STATEMENT OF ACKNOWLEDGMENT AND UNDERSTANDING OF SERVICE OBLIGATIONS, METHODS OF FULFILLMENT, AND SATISFACTORY PARTICIPATION</b>			
I, the undersigned, having voluntarily elected to serve in the Selected or Ready Reserve of the U.S. Army Reserve, acknowledge that all of the conditions of such membership as outlined on this certificate were read and explained to me by the witnessing officials whose signature appears below. I certify that I understand my service obligation as described herein and how to fulfill that obligation satisfactorily.			
TYPED NAME		SSN	
SIGNATURE		DATE SIGNED	
<b>SECTION XI - CERTIFICATION BY WITNESSING OFFICIAL</b>			
I certify that I have read and explained all of the conditions and stipulations concerning service obligations, methods of fulfillment, and satisfactory participation as set forth above under which the individual is, or will become, a member of the Selected or Ready Reserve of the U.S. Army Reserve. Following this reading and explanation, a copy of this certificate was furnished the above named individual.			
TYPED NAME		RANK	SSN
SIGNATURE		DATE SIGNED	

LAST NAME	SSN
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**SECTION XII - ANNUAL ORIENTATION**

***This statement will be initialed by the soldier any time a change is made by regulation that affects the soldier's service obligation.***

1. I acknowledge that as a member of a troop program unit I have received my annual orientation according to AR 135-91 regarding my military service obligations, and have been appraised of and understand these obligations and participation requirements to include the consequences of my failure to participate satisfactorily.

INITIALS OF SOLDIER	DATE OF ACKNOWLEDGMENT	INITIALS OF SOLDIER	DATE OF ACKNOWLEDGMENT
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2. REMARKS *(Entries in this section, which affect the soldier's service obligation, method of fulfillment, or participation requirements, must be dated and initialed by the soldier or they are not applicable.)* If more space is needed for items in this section, continue on a separate sheet of 8 1/2- x 11-inch plain bond paper and attach to this form.