

# RESERVE COMPONENTS HANDBOOK

U.S. ARMY JAPAN  
U.S. FORCES JAPAN



**USARJ Reserve Components Office**  
**Camp Zama, Japan**  
**HQ, USARJ, UNIT 45005**  
**ATTN: APAJ-RC**  
**APO, AP 96343-5005**  
**COMM: 011-81-46-407-8510**  
**DSN: 315-263-8510**

<http://www.usarj.army.mil/reserves/>

[This handbook is meant to be a living document intended to provide Army Reserve Component Soldiers and the Directorates they are assigned to with information, references and source documents related to Army Reserve Component service, particularly within Japan.]

## **Preface**

Reserve Component (RC) Service members are valued members of the Japan team, enabling this forward-located command to carry out its Mission in the Pacific theater. Reservists come from around the world delivering unique capability and extensive experience as they serve throughout the command.

*Reserve Component Contribution:* Reserve Component Soldiers (Army Reserve and Army National Guard) provide a significant portion of the uniformed workforce in Japan. Many Reserve members performing duty at U.S. Army Japan (USARJ) and U.S. Forces Japan (USFJ) are assigned to other units or commands, but choose to do tours of duty in Japan.

*Purpose:* The purpose of this guide is to provide information about optimal ways to support, train, and integrate Reserve members assigned to and serving in various Directorates and commands. It is also an important reference for finding source documents, support units, and points of contact for Reserve Component organizations.

In the event of conflict with a DoD or Army Regulation, the applicable instructions will take precedence over this guide. Forward recommended changes to this guide to the USARJ Reserve Components Office.

# **Table of Contents**

## **Information for Directorates, Reserve Component Points of Contact, and Supervisors**

- **Era of the Operational Reserve**
- **Command Staff Augmentation Process and Augmentee Manpower Sources**
- **Integrating Reservists into the Staff**

## **Information for Reservists**

- **Individual Mobilization Augmentees and MOBTDA-assigned Reservists**
- **Non Japan-assigned Reserve Augmentees**
- **Information for all Reservists performing active or inactive tours of duty**
- **Installation Services**
- **Personnel and Finance Actions**
- **Family Member travel, Command Sponsorship, Dependent Authorization**
- **Outprocessing**

- **1. RECRUITING AND RETENTION**
- **2. TOURS**
- **3. MILITARY PAY**
- **4. UNIFORMS**
- **5. IN-PROCESSING/OUT-PROCESSING**
- **6. MEDICAL CARE**
- **7. PHYSICAL FITNESS**
- **8. EVALUATIONS**
- **9. AWARDS & DECORATIONS**
- **10. PROMOTIONS**
- **11. SPECIALTY TRAINING AND SCHOOLS**
- **12. MILITARY JUSTICE/LEGAL SUPPORT**
- **13. LEGAL ASSISTANCE**
- **14. CAREER MANAGEMENT SUPPORT FOR DIMAS ASSIGNED TO JAPAN**

## **GLOSSARY OF TERMS**

## **REFERENCES**

## **APPENDIX 1 – IRR TOURS IN JAPAN**

## **APPENDIX 2 – HOW TO REQUEST A DIMA POSITION IN JAPAN**

## **APPENDIX 3 – CONTENTS OF PRMC COMMAND POLICY ON MEDICAL READINESS**

## **Information for Directorates, Reserve Component Points of Contact, and Supervisors**

### **Era of the Operational Reserve**

Today's Reserve Component Forces face many challenges. For Reservists operating in the post-September 11th environment, the high operations tempo places unprecedented demands on their time, skill sets, families, and civilian jobs.

The increased reliance on the Reserve Components as a Strategic Reserve and Operational Force requires a greater commitment on the part of Reserve members than the traditional requirements of periodic drills and annual training. Department of Defense (DoD) policy ensures that Reserve Components and their members can provide operational capabilities and strategic depth across a full spectrum of operations. That same policy encourages optimum integration of Active Component and Reserve Component forces and management of the Reserve Component as an operational force (DoDD 1200.17, October 2008).

With the current OPTEMPO, USARJ and USFJ will rely more and more heavily on Reserve Forces and augmentation to carry out its operational mission. Gone are the days when Reservists "filled in" during gaps in manning or solely for exercises. Today's Reservists play a vital role and will contribute significantly toward mission success.

Division and Branch Chiefs, Reserve Liaison Officers, and sponsors play a key role in successfully integrating Reserve members into operations in Japan. It is imperative that all understand their role in the Reserve integration process, which starts by identifying requirements well in advance of the needed support, to one-on-one interaction with the Reserve members who support the operation.

Each Directorate and Special Staff office must have a designated primary and assistant Reserve Liaison Officer (RLO) as an additional duty. RLOs can be any member of the military or civilian staff; however, they should have sufficient time remaining in their Directorate to undergo training and carry out their RLO duties. Reserve members with sufficient time on long-term duty tours may serve as a primary or assistant RLO.

Reserve Liaison Officers are the primary points of contact for Directorates to interface with the USARJ Reserve Components Office (RCO) on reserve assignments, issues, and activities such as orders processing, and office integration. Reserve Liaison Officers undergo training and familiarization and interact with the RCO on a regular basis on issues affecting RC members within Japan.

A primary function of RLOs is to advise their Directorates on Selected Reserve billet requirements and position descriptions on the Mobilization Table of Distribution and Allowances (MOBTDA). Reserve Liaison Officers are also key advisors to their Directorate representative (usually the Deputy Director). They assist with the process and regularly track Reserve augmentation requirements for their Directorate so they can make recommendations to the Directorate.

### **Command Staff Augmentation Process and Augmentee Manpower Sources:**

Understanding the Reserve Components and the different methods to "hire" Reservists can be very complex in a joint environment. There are several different types of orders for Reservists that can vary by length, funding source, and issuing authorities. Division Directors and Branch Chiefs must

work closely with their Directorate RLO and the RCO to ensure they meet applicable hiring processes.

The RCO has several methods by which the command can augment permanent party staff with Reserve members. The MOBTDAs contain Individual Mobilization Augmentee Reserve billets for assigning reserve members. Reserve members may also be assigned to fill vacant Active Component billets.

Mobilization Table of Distribution and Allowances (MOBTDA): Units and Drilling Individual Mobilization Augmentees (DIMAs) are reserve members assigned to Active Component organization billets on the MOBTDA. In total, USARJ and USFJ have approximately 100 positions that can be filled in a crisis or full mobilization. At a minimum, members assigned against the MOBTDA must train annually to prepare themselves for potential contingency operations. Each year, Reserve members perform periods of inactive duty training (IDT) and a two- to three-week period of active duty known as annual training (AT).

*Annual Commitments required of MOBTDA-assigned Reserve Service members*: DIMA Soldiers are required to perform 12-19 days of annual training and up to 48 IDT periods per year. For Reserve members assigned to Japan, it is incumbent on the Directorates to ensure the training process is sufficient to meet their operational needs. Supervisors of Reserve members are responsible for scheduling required annual training and IDTs to meet training and mission requirements. Supervisors and Reserve members should schedule these dates several months in advance to give members predictability for civilian job and family care planning.

*Active Duty Tours*: In addition to annual training (AT), and drill periods (IDTs), Reserve members could possibly perform voluntary active duty tours to help meet short-term operational requirements and missions, or to fill temporary gaps in the permanent party workforce. Tour lengths may be constrained by funding.

*Mobilization*: During a national emergency, the President and Congress can “call up” Reserve Forces to active duty. This is typically referred to as mobilization or activation. Certain conditions must exist for a mobilization to be carried out. Reserve members can be mobilized as individuals or as part of a unit. Depending on the type of call up, periods of mobilization can be up to 24 months.

Offices that employ Reserve members should project and identify requirements for support 4-5 months prior to the start of each fiscal year. Division and Branch Chiefs should weigh annual workload against full-time active duty military, civilian and contractor manpower strength. The intent of Reserve augmentation is to meet short-term mission objectives or projects.

Identifying Reserve requirements accurately means Directorates must determine the number of Reserve augmentees they need during the course of a fiscal year and identify the number of days each augmentee needs to serve during the fiscal year. Capturing this information is critical for scheduling annual training and drills.

### **Integrating Reservists into the Staff**

*Sponsorship*: Sponsorship is critical. When a Reservist is selected for duty, the Directorate should immediately assign a member of the staff to be a sponsor. This person is the first line of entry a Reservist has to USARJ or USFJ and should not be a person who departs prior to the Reserve

members' arrival. Sponsorship is as important for Reserve members as it is for permanent party staff. This guide contains information to assist sponsors of Reserve members.

Prior to a Reservist's arrival, supervisors should develop work plans for their Reserve members that are commensurate with their grade, skill level, and expertise. Supervisors should not load Reservists with "busy work" or menial tasks, but should assign work that is constructive and contributes to organizational success.

As with permanent party staff, supervisors of Reservists need to properly manage members' personnel actions. Supervisors are required to prepare performance reports for Reservists assigned to them. Additionally, supervisors must ensure Reserve members take time for medical care, physical exams, fitness tests, and leave. Reservists on active duty other than for annual training earn leave at the same rate as active component soldiers during their tour. Reserve members must use their leave before their tours of duty end; otherwise the member must sell back or lose their leave.

An atmosphere of total force integration is critical. Operational success at USARJ/USFJ exists in large part due to integration of Reserve Forces with permanent party staff. Everyone from Directorate leadership to supervisors, sponsors and RLOs are vital to successful integration.

## **Information for Reservists**

As a forward-located command, USARJ and USFJ may rely heavily on Reserve augmentation to carry out day-to-day missions.

### **Individual Mobilization Augmentees and MOBTDA-assigned Reservists**

Individual Mobilization Augmentees are Reserve members assigned to fill billets identified on the MOBTDA. USARJ recruits Reservists into MOBTDA billets through prior-service recruiters, referrals, the USARJ website, Reserve Unit coordination, and other methods. Army Human Resource Command (HRC) manages the process to transfer individuals into the billets.

*Finding and filling a vacant billet:* The best way to learn about vacant IMA or Reserve Unit billets is to contact the USARJ Reserve Components Office (RCO). The RCO Staff can assist with paperwork or refer you to directorates or unit commanders who can facilitate transfers. The RCO coordinates with HRC to execute transfers. IMA vacancies are posted to HRC's Portal website as well.

Once you are assigned to a DIMA billet, you must complete the pay packet from HRC. More information can be found at <https://www.hrc.army.mil/STAFF/IMA%20Program%20Overview>.

*Drills, Annual Training, Mobilization, Voluntary tours of Active Duty:* At a minimum, all assigned Reservists must complete their Annual Training (AT), a minimum 12-day period, each fiscal year. DIMA Soldiers are authorized up to 48 IDT periods, or 24 days of IDT each fiscal year as well.

To schedule your AT and IDT, you must work directly with your assigned directorate. Once you have coordinated training dates, you must submit a DA 1058-R and if necessary an FCC 507 to the RCO to request orders at least 30 days prior to your report date and before March 31 of each year to meet the HRC fiscal year cutoff. Your annual PHA should be kept up to date via the Reserve Health Readiness Program (RHRP) <http://www.usarj.army.mil/reserves/pha.aspx>. Your annual PHA and dental readiness checks are compensated by 2 IDT periods per year according to current HRC policy. You should submit signed vouchers and DA 1380's accordingly. Your security clearance must also be up to date in order to participate in AT. More information is available at our website: <http://www.usarj.army.mil/reserves/clearance.aspx>. Your home address must be kept up to date at the HRC Portal such that your orders will be cut accurately for your flight from home to duty.

Reservists must work with the office to which they are assigned to schedule AT and IDT. Reservists should never arrive on station to do AT or IDT without properly coordinating these dates with their supervisors. Soldiers must be on AT or IDT status during all dates while in Japan, to include weekends and holidays. Soldiers assigned to USFJ belong to their assigned directorate at the headquarters of USFJ. Soldiers assigned to USARJ belong to their assigned directorate, but also belong to the Headquarters Company and the Special Troops Battalion at Camp Zama.

IDT can be performed outside of Japan, so long as it is coordinated with and in support of your assigned directorate and you do it in uniform on a military installation.

Once you have your AT orders, schedule your flights to and from Narita Airport and send your flight itinerary to the RCO so that they may reserve your seat on the bus to Camp Zama. If you are going to Yokota AB, you do not need a reservation. Please see [http://www.usarj.army.mil/reserves/Narita\\_Bus\\_Directions.pdf](http://www.usarj.army.mil/reserves/Narita_Bus_Directions.pdf) for more information. You must also

make lodging reservations as soon as possible and hold them with a credit card. Please see <http://www.usarj.army.mil/reserves/billeting.aspx> for more information.

In response to a crisis, Reservists assigned to Japan can be mobilized under a Presidential Reserve Call-up (PRC), Partial Mobilization, Full Mobilization, or Total Mobilization. Various Directorates, the RCO and HRC work together to initiate the mobilization process.

Japan assigned Reservists may perform voluntary tours of active duty that vary in length from one to 365 days within a fiscal year. Japan directorates seeking manpower augmentation for short-term mission requirements can “hire” Reservists to fill those requirements, depending on available funding.

*Removal from Billet:* Assigned Soldiers must perform AT every year with their assigned section. If you miss training and are unexcused, you may be subject to removal from the unit and into the IRR Control Group. If you lose or fail to maintain your security clearance, you may also be subject to removal. Always keep in contact with the RCO and your assigned directorate to alleviate any misunderstandings.

*Duty Tours for organizations other than Japan:* Reservists assigned to Japan, may be asked to perform duty for a command outside Japan. When viable, USARJ / USFJ can release Reservists so they can be attached to another organization for active duty tours only; however, annual training (AT) and drills (IDT) must be performed with your assigned unit. Reservists must receive written approval from supervisors and the RCO before they can perform tours of duty for another organization. All annual requirements must be completed or scheduled before approval is granted.

*Keeping in Touch:* Soldiers might find it interesting to watch the USARJ This Week television program on AFN or The Pentagon Channel. This show can be helpful in keeping up with current events at Camp Zama and within Japan.

### **Non Japan-assigned Reserve Augmentees**

Many Reservists supporting Japan operations are assigned to other units or the Individual Ready Reserve (IRR), but serve in Japan for short or long-term active duty tours. Tours can be as short as one week or as longer than one year. Regardless of tour length, all Reserve Component (RC) members performing duty here must understand the requirements of duty. This requires an in-depth understanding of your orders. Since types of orders vary greatly from person to person, housing, benefits and entitlements will also vary.

### **Information for all Reservists performing active or inactive tours of duty**

*Orders and Duty Tours:* When an office selects a Reservist, assigned or attached for duty, the office should immediately assign a sponsor to facilitate Reservists’ transition. That person, in concert with the RCO, will walk Reservists through the steps to get orders, and to facilitate transportation, housing, in-processing and office integration.

Upon publication and receipt of orders, Reservists can make travel arrangements to Japan using Carlson Wagonlit or SATO. Active duty and Annual Training travel orders cover the costs of roundtrip travel from home of record to Tokyo. Follow instructions provided on your orders and guidance from the RCO to book official travel.

*What to Bring:* Sponsors and the RCO are the best sources for questions about specific items to bring, which is based on the time of year for travel and the length of tour. Items that are necessary for all



tours include: Common Access Card, orders, personal passport, state-issued driver's license, appropriate uniforms, including physical fitness uniforms and seasonal civilian attire. Many Reservists choose to bring personal computer equipment, and an international-capable cell phone.

*Immigration:* To enter Japan on AT, you only need your active duty orders and a military ID card, however it may behoove you to bring your passport as well.

*In-processing:* For all duty tours, whatever the length, Reservists must in-process at the RCO at Camp Zama or the J11 office at USFJ. Reservists need orders and Common Access Cards to in-process at these locations. The RCO will provide an in-processing checklist prior to arrival in most cases. It would behoove the Soldier to complete as many of the necessary forms as possible prior to arrival in Japan to expedite processing and ensure timely pay.

## **Installation Services**

*Lodging:* Lodging is available and directed for most Reservists at Camp Zama and Yokota AB. If for some reason government-provided living quarters are not available, members receive a certificate of non-availability (CNA) for off-installation quarters. Do not make reservations or check in to an off-installation hotel without a CNA from one of the on-post hotels.

<http://www.usarj.army.mil/reserves/billeting.aspx>

Reservists who reside within a 50-mile radius of their duty station are not entitled to government-provided lodging specific to a duty tour; however they are entitled to Cost of Living Adjustment (COLA) and sometimes Overseas Housing Allowance (OHA).

Reservists must generally book their own lodging on base and reserve it with a credit card. However, some large exercises' lodging is centrally controlled by the Headquarters. Soldiers should contact their sponsor or their assigned directorate for further information.

*Meals:* Dining facilities are available on both Camp Zama and Yokota AB. Orders should address any per diem for meals. Certificates of non-availability will generally not be issued or available.

*DA Photos:* You may schedule a DA Photo on Camp Zama with the Visual Information Division (VID) while on tour. You should bring your Army Service Uniform to take an up to date photo whenever preparing for a promotion board or when you have had a change of rank.

*In and Around Transportation:* Yokota AB provides a shuttle bus service that runs daily from lodging to the Headquarters. Please see the RCO website <http://www.usarj.army.mil/reserves/news.aspx> for further information. This site also has links to the schedule and information for the Narita Airport shuttle bus.

Reservists will not be authorized a government-funded rental vehicle during AT. Nor will they be allowed to test for and receive a Status of Forces Agreement (SOFA) license during an AT. For longer tours, SOFA licenses may be authorized.

Camp Zama and Yokota AB have bicycles available for rent for easy on-base transportation.

*Postal Facilities:* Reservists on extended tours must inprocess with the mailroom to use this service, otherwise mail sent to an individual might be returned to the sender.

Reservists also have access to the United States Postal Service branches at military installations within Japan. These full service facilities are available for mailing letters and packages and buying stamps and money orders.

*Banking Facilities:* Military installations in Japan have banks, credit unions with several branches, and Automatic Teller Machines which can dispense dollars and yen. Depending on the length of tour, individuals may choose to open an account with one of the financial institutions. Opportunities to exchange American money for yen are available at many of these locations.

*Education Center:* Camp Zama has an Education Center where you can ask questions related to your educational benefits such as the Post 9/11 GI Bill and Tuition Assistance, both of which you may be eligible for based on your service record.

### **Personnel and Finance Actions**

*Military Pay:* Military pay and allowances will be paid according to your Army guidelines. The Camp Zama Finance Office will be able to assist with pay issues.

*Travel Pay:* The issuing authority and type of travel orders individuals have will determine how they file their travel vouchers. Personnel will file vouchers for active duty and travel orders according to Army guidelines. AT travel vouchers will be filed by the individual Soldier directly with Defense Finance and Accounting Service – Indianapolis <http://www.usarj.army.mil/reserves/pay.aspx>. The RCO can provide guidance and assistance with the procedure for filing travel vouchers. Vouchers must be filed immediately following your tour to receive timely payment. Generally, you will receive 2 days of travel pay and points for traveling from CONUS to Japan and 1 day from OCONUS to Japan. You must complete your AHRC 3924(s) as directed by the RCO. Please see the samples on our website <http://www.usarj.army.mil/reserves/forms.aspx>.

*DLPT and FLPP Pay:* You may take the DLPT while on Camp Zama at the Education Center during your tour. Apply through the RCO. If you qualify for FLPP pay as a result of your language ability, you should process the pay request through the RCO.

*Tour extensions and curtailments:* Personal and professional circumstances can drive changes in tour lengths. Due to budgetary, logistical and housing considerations surrounding changes in tour lengths, all members must immediately contact their supervisors. Supervisors will go through the RCO if changes are necessary for active duty tour orders.

*Performance Reports:* Directorates must include their assigned DIMA Soldiers in their local rating scheme in order to ensure that they receive timely feedback and evaluations which are critical to their career. Reserve Soldiers receive evaluation reports the same as AC Soldiers do. Reservists should keep their supervisor informed of his or her role in completing performance reports in a timely manner. All assigned DIMA Soldiers will receive an annual evaluation, and Soldiers not assigned who may complete short tours in Japan will receive evaluations for their active duty time periods. Keeping an open dialogue between the Soldier and the supervisory chain is of utmost import in generating timely, fair and accurate evaluations.

*Physical Fitness Tests:* All Soldiers must take the Army Physical Fitness Test (APFT) during their tour, regardless of any tests taken with other organizations in recent history <http://www.usarj.army.mil/reserves/at.aspx#5>. Fitness tests are offered regularly and individuals will be able to take their test while on tour. All Reservists should bring the appropriate PT uniform to take their fitness test. According to AR 350-1, paragraph 1-24, subparagraph e.(10), IMAs must complete an APFT and height/weight screening during annual training. Be sure to bring the proper Army PT uniform including running shoes and an orange reflective belt. Remember you will not be allowed to take the APFT if you are not in the proper uniform.

*Awards and Decorations:* Service-specific and Defense-level decorations are awarded for superior performance for long-term active duty tours. Reservists should keep track of their accomplishments while on active duty and provide input to their supervisor should he or she choose to nominate Reservists for an award. Each Soldier completing their AT will be authorized the Army Reserve Components Overseas Training Ribbon. You are also eligible for the Army Reserve Components Achievement Medal for every three year period of good service. Please contact the RCO for details.

*Physical/Dental Exams:* Your physical and dental exams should be kept current throughout the year by checking your medical readiness status via Army Knowledge Online (AKO). The Reserve Health Readiness Program (RHRP) is the preferred method for updating medical, dental and immunization readiness. While on active duty in Japan, military treatment facilities will also be available to Reservists working here. Annual Periodic Health Assessments (PHA) are now required for all Soldiers, including those in the DIMA program. This program replaces the five year physical previously used. Each Soldier must complete their PHA every year in order to be in compliance with this program. For Soldiers in CONUS, Guam and Saipan; in order to coordinate your PHA you must first log in to AKO and complete the on-line survey. Please review the PHA presentation available on this site for step-by-step instructions. Then, you must follow up with a phone call to make your appointment and receive your voucher(s) from the official contractor. You may be issued a PHA voucher as well as a dental exam voucher, as appropriate. These will give you an appointment, official duty status for that date, and cover the cost of the exam(s). In order to facilitate this requirement, IMA Agencies are authorized to allow their IMA Soldiers no more than two Inactive Duty Training periods (i.e. one full day or two 4 hour periods) annually to receive their PHA. After completing their PHA, DIMA Soldiers assigned to Japan should submit supporting documentation and a DA Form 1380 annotating the performance of the PHA via their chain of command to the Reserve Components Office here at Camp Zama. Soldiers residing OCONUS, other than Guam and Saipan, should contact HRC and their career manager in order to coordinate a PHA at a local Military Treatment Facility (MTF), if possible. Any Soldier who for any reason completes their PHA at a Military Treatment Facility should subsequently contact the HRC Surgeon's Office, as they do not have access to the same automated system that MTF's currently employ. The Surgeon's Office is the clearing house for updating Reserve Soldiers' medical records. If a Soldier gets a routine dental exam from their own civilian provider, they may have the provider complete the DD2813 and submit that to the Reserve Health Readiness Program in order to update their status. It may also be possible to complete your PHA and dental exams while covered by TRICARE on tour if time allows. If you are not on tour, please contact the RCO for a memorandum so that you are not charged by the MTF for exams related to your PHA.

Please see our website <http://www.usarj.army.mil/reserves/news.aspx> for the USARJ Medical Readiness Policy and the Pacific Regional Medical Command's policy as they apply to you once you are assigned to USARJ and USFJ. You must maintain readiness at all times, and you are entitled to local service while in Japan.

*Medical Care:* Medical care is available at the Camp Zama clinic and the Yokota AB hospital, as well as other military treatment facilities throughout Japan. Reservists on active duty may use the medical clinic, dental clinic and pharmacy during the entire period of active duty. It is also wise to ensure personal and family information is up-to-date in Defense Eligibility Enrollment Reporting System (DEERS).

Members who need emergency care may need to go to an emergency room in a host-nation hospital. Ambulance and fire department service is available by calling 119 from a Japanese phone or 911 from a DSN phone. Ambulatory military members should also contact the Military Police at 046-407-4670 from a Japanese phone or 263-4670 from a DSN phone to inform them of the emergency. The MP's can also help with translation support when necessary in such emergencies. The off post emergency phone number to call for police assistance in Japan is 110.

Members who are injured or become seriously ill while on active duty must get a Line of Duty Determination (LOD) or Notification of Eligibility (NOE) to determine if the injury or illness is service connected. The LOD/NOE will give Reservists authorization for medical care when they return to civilian or inactive status. LOD/NOE paperwork should be properly completed before the orders end, preferably as soon as possible after the injury or illness occurs. Serious LOD/NOE situations could result in a medical hold in which Reservists remain on an active duty status for medical care until cleared for separation by a military medical professional. For LOD procedures, see AR 600-8-4 and other guidance available on the Internet.

*Line of Duty Care (from the [www.tricare.mil](http://www.tricare.mil) website):* While on active duty, National Guard and Reserve members are covered for injury, illness or disease incurred or aggravated in the line of duty. This includes injuries sustained when traveling directly to or from the place of duty.

For any questions about medical care, please contact the TRICARE representatives at your local military treatment facility.

*Leave:* For active duty tours more than 30 days in length, Reservists earn 2.5 days of leave each month. Reservists must use their leave prior to the end of their orders, or they risk having to sell back the leave or lose it altogether. Reservists should work with their active duty supervisors to project leave around mission requirements. New orders will not be issued to enable members to use leave. (Reservists on back-to-back orders with no break may be able to transfer unused leave from one tour period to the next).

### **Family Member travel, Command Sponsorship, Dependent Authorization**

Reservists on unaccompanied active duty tours are not authorized to bring family members to Japan at government expense. **If a Reserve member chooses to bring family with them, they must do so at their own expense and will forfeit some primary residence entitlements depending on the family members' length of stay.** Family members who join Service members on unaccompanied tours are not covered by the Status of Forces Agreement (SOFA) and must abide by host-nation visitor requirements. Family members are not entitled to command-sponsored medical care, driver's licenses, or Department of Defense Schools on a space-required basis.

Reserve members who are authorized to bring family members at government expense must ensure they are also entitled to command sponsorship. Family members may be denied access to services if command sponsorship is not authorized.

Family members may visit unaccompanied Reserve members while they are on duty here; however, they must abide by on-installation billeting and housing guidelines governing length of stay. Reserve members may have to pay additional hotel expenses when family members reside in on-installation hotel rooms.

### **Outprocessing**

All Soldiers serving active duty tours in Japan must outprocess through the RCO at Camp Zama. For Soldiers serving at Yokota AB with USFJ, this may be facilitated via the J11 office there. Please contact the RCO for outprocessing procedures to ensure timely pay, retirement points allocation, awards, etc.

## **1. RECRUITING AND RETENTION**

While retention is historically a leader's job, leaders of RC troops are also responsible for recruiting. The US Army Reserve (USAR) will attempt to fill vacant positions with qualified Soldiers. Our MOBTDAs positions are nominative, which requires interested Soldiers to submit a packet consisting of a DA Photo, APFT scorecard, Bio-summary and their last three evaluations to the RCO for consideration. The RCO will screen all packets prior and coordinate with staff sections and directorates to determine the best fit for the organization.

Active duty Soldiers should work with the USARJ Retention NCO, and civilians or prior service individuals interested in Reserve service must work with a recruiter to join or re-join the Army. Currently, the only recruiter in Japan is on Torii Station, Okinawa.

Soldiers who need to reenlist should see the Senior Enlisted Reserve Component Advisor to complete their new contract and oath. The RCO can process this action with HRC.

## **2. TOURS**

### ***Annual Training (AT)***

A period of active duty normally performed in consecutive days. A minimum of 12 days a year is required for Selected Reserve (SELRES) and may go up to 29 days depending on funding and service regulations. **All members of the SELRES are required to perform AT each year.**

DIMA Soldiers assigned to Japan are required to serve on AT for 12 days (excluding travel time) during each year. Soldiers residing OCONUS are authorized 12 days AT without a waiver. CONUS based assigned Soldiers are authorized up to 19 days AT without a waiver. Subject to availability of funds, written justification and HRC approval, they may be ordered to AT for up to 29 days (excluding travel time).

If your directorate requests you for a second AT, they must provide a justification memo and route the request through the RCO so that they may formally request the tour from HRC. The directorate will likely be charged for your per diem and travel costs for this second AT.

If your directorate will send you to a second training site away from Yokota AB or Camp Zama during your tour, they must put you on a 1610 and pay for this travel TDY separately. HRC will only pay to your original destination.

### ***Active Duty Operational Support (ADOS)***

AR 135-210, dated 17 Sep 99.

Voluntary active duty performed by USAR Soldiers in support of the Active Army, a Unified or specified command, Office of the Joint Chiefs of Staff (OJCS), or an active force mission of the Office, Secretary of Defense (OSD). This program is designed to meet a short-term need of the Active Army.

### ***Active Duty Operation support – Reserve Component (ADOS-RC)***

AR 135-200 dated 30 Jun 99

Established to clearly distinguish between tours intended for the training of individual Soldiers (ADT). ADOS-RC is authorized for projects supporting USAR programs and will not be used to

meet real or perceived manpower shortages. Normal full-time staff, command and control duties and responsibilities will not be included in ADOS-RC projects and missions.

***Tour Criteria.***

Only tours that meet the following criteria will be authorized:

- Must be essential to the functioning of the USAR.
- Must be a temporary project or mission normally not more than 179 days.
- RC experience and background.
- Firsthand knowledge of the USAR.
- Directorate is required to submit a Letter of Justification

Personnel performing ADOS-RC tours of 1 through 179 days will be authorized proper rates of per diem and travel.

***Inactive Duty Training (IDT)***

AR 140-1, dated 12 Jan 04.

A drill period of a minimum 4 hours of training that can be performed monthly or sequentially. The reservist may be authorized up to 48 drills per year dependent on service funding. Training may occur on either weekdays or weekends dependent on mission requirements. IDT dates can be performed in conjunction with your AT in order to take advantage of the government purchased airfare. This must be noted on your AT orders and should be specifically requested on the 1058-R.

***Leave Accrued During Period of Active Duty***

When a reservist participates in a tour of active duty for 30 consecutive days or more, leave is accrued at the rate of 2.5 days per month. When requesting orders for a reservist for a period of 30 consecutive days or more, it is the responsibility of the respective supervisor and the service member to plan and coordinate whether the service member will sell back or elect to take leave accrued during the period of duty. If the service member elects to take his/her accrued leave, it must be taken prior to the end date of orders. **Orders will not be extended to accommodate unused leave.**

***Separation Documents***

DD Form 214 (Certificate of Release or Discharge from Active Duty) will be issued upon release from active duty tours of 90 days or more. Soldiers should contact the Camp Zama Military Personnel Department at least 30 days prior to the end of their orders to arrange an appointment.

### **3. MILITARY PAY**

***General***

Pay and allowances (P&A) include not only service members pay, but also retirement points and privileges such as commissary, medical, etc. The RC Soldier's pay and allowances are divided into two major categories - Inactive Duty (IDT) and Active Duty (AD).

**USAR Pay Types: SURE-PAY IS MANDATORY**

***Active Duty (AD)***

Active duty consists of AT, ADT, ADOS-RC, CO-ADOS, OP-ADOS, and Mobilization. During periods of AD, the Soldier receives full pay and allowances.

### ***Annual Training (AT)***

The Camp Zama Finance Office submits base pay and allowance documents to HRC after the Soldier in-processes. A Certificate of Completion is submitted to HRC as the Soldier is out-processing. Pay is normally received within 10 days of completion of duty.

### ***ADOS***

DA provides the basic pay and allowances for ADOS Tours. ADOS is designed to put Soldiers on active duty to perform special projects for the AC when no similarly qualified AC Soldier is available. Unless properly waived, ADOS Soldiers are for a period between 31 and 179 days. ADOS is not designed to be for individual Soldier training.

### ***ADOS-RC/ADT***

ADOS-RC is designed to put Soldiers in an active duty status to perform special projects in support of the RC. Unless properly waived, ADOS-RC is limited to a maximum of 179 days. ADOS-RC is not intended to be used for individual Soldier training and can be in either a title 10 or title 32 status (see AR 135-200).

### ***Inactive Duty for Training (IDT)***

- ***Paid IDT*** for Drilling IMA (DIMA) Soldiers.

A DA Form 1380 (Record of Individual Performance of Reserve Duty Training) is prepared by the Soldier and signed by their supervisor verifying the duty performed (a sample form is available here <http://www.usarj.army.mil/reserves/forms.aspx>). It is then sent to the RCO for signature and processing to HRC. Once processed, the Soldier will receive his/her pay in approximately 2 weeks. For each paid IDT period of at least four hours, the Soldier receives one day of base pay and one IDT retirement point. Allowances and per diem are not paid for periods of IDT. IDT must be performed in uniform at a military facility in support of and with prior authorization by the DIMA's assigned section or directorate. Two IDT periods per Fiscal Year (FY) may be used to reimburse the Soldier for their PHA and dental exams completed via the RHRP. For such exams, signed vouchers must be submitted with the DA 1380 for pay. (see AR 140-185 Training and Retirement Point Credits and Unit Level Strength Accounting).

- ***Un-Paid IDT*** for Drilling IMA (DIMA) Soldiers.

A DA 1380 is prepared by the Soldier and signed by their supervisor verifying the duty performed; use code N=not paid (a sample form is available here <http://www.usarj.army.mil/reserves/forms.aspx>). It is then sent to the RCO for signature and processing to HRC. The Soldier is not paid for the drill, but receives retirement points. (see AR 140-185).

### ***Travel Pay***

The final travel voucher is submitted to DFAS Indianapolis by the Soldier upon their return to their home of record (HOR). Once DFAS receives the travel voucher, the travel pay is initiated. It will take approximately 4 weeks for the Soldier to receive travel pay.

<http://www.usarj.army.mil/reserves/pay.aspx>

## **4. UNIFORMS**

### ***Officers***



Officers are authorized a one-time payment of \$200.00 upon initial commissioning with the Regular Reserve. Officers may also receive a maintenance allowance if they are on an active duty tour for more than 90 consecutive days and have not received an allowance in the past two years. For the initial clothing allowance a member should submit a copy of their appointment orders. For a member to receive the maintenance allowance, they should provide a copy of their active duty orders reflecting the active duty order reflecting a tour of 91 or more consecutive days with the appropriate forms to their servicing finance office.

### ***Enlisted***

AR 700-84 governs the issue and turn-in of uniforms. Newly assigned IMA Soldiers can have uniforms issued by having an In Kind Personal Clothing Record (DA Form 4886) completed by the IMA Program Manager ordered online. Soldiers may also DX old or damaged clothing for new issue.

### ***Required Documents***

In Kind Personal Clothing Record (DA Form 4886)

### ***Other CIF Issues***

For any other CIF needs, please visit the RCO to make your request. You may need a memorandum signed by the HHC Commander prior to visiting CIF.

## **5. IN-PROCESSING/OUT-PROCESSING**

Reservists should report to the RCO or the J11 on the first duty day.

Upon reporting to your assigned directorate, one task you will likely be required to perform is to open or activate your NIPR, SIPR, CENTRIX-J, or other network accounts. You should see your Information Management Officer (IMO) for the required paperwork to accomplish this task. You will be required to complete some online training courses and present the certificates to the IMO or the J6.

Soldiers should update their DD 93 and their SGLI paperwork annually at AT. This is good record keeping and will ensure your benefits are properly distributed in case of emergency.

Soldiers will need a copy of their orders and copies of any medical waivers or profile, if applicable.

Soldiers will out-process the RCO or J11 with a completed Certificate of Performance (AHRC Form 3924) and their APFT scorecard.

DA 1380's for IDT performed must be filled out according to the sample on our website <http://www.usarj.army.mil/reserves/forms.aspx>. They should be submitted to the RCO or the J11 within 72 hours of the last IDT date performed.

After returning home, you should submit your signed travel voucher DA 1351-2 directly to DFAS. Please see our website for current POC's.

Always follow up on your pay due by viewing your LES at <https://mypay.dfas.mil/mypay.aspx>.

## 6. MEDICAL CARE

Medical benefits are covered under Titles 10 and 37, USC. Reserve Member's medical/dental records are maintained in the same manner as the records of Active Duty members. The following website provides information regarding medical/dental entitlements of reserve members on duty:

<http://www.tricareonline.com/index.html>. **If a reserve member is severely injured while on orders, a Line of Duty determination must be completed.**

Annual Periodic Health Assessments (PHA) are now required for all Soldiers, including those in the DIMA program. This program replaces the five year physical previously used. Each Soldier must complete their PHA every year in order to be in compliance with this program.

For Soldiers in CONUS, Guam and Saipan; in order to coordinate your PHA you must first log in to AKO and complete the on-line survey. Please review the PHA presentation available on this site for step-by-step instructions. Then, you must follow up with a phone call to make your appointment and receive your voucher(s) from the official contractor. You may be issued a PHA voucher as well as a dental exam voucher, as appropriate. These will give you an appointment, official duty status for that date, and cover the cost of the exam(s).

In order to facilitate this requirement, IMA Agencies are authorized to allow their IMA Soldiers no more than two Inactive Duty Training periods (i.e. one full day or two 4 hour periods) annually to receive their PHA. After completing their PHA, DIMA Soldiers assigned to Japan should submit supporting documentation and a DA Form 1380 annotating the performance of the PHA via their chain of command to the Reserve Components Office here at Camp Zama.

Soldiers residing OCONUS, other than Guam and Saipan, should contact HRC and their career manager in order to coordinate a PHA at a local Military Treatment Facility (MTF), if possible.

Any Soldier who for any reason completes their PHA at a Military Treatment Facility should subsequently contact the HRC Surgeon's Office, as they do not have access to the same automated system that MTF's currently employ. The Surgeon's Office is the clearing house for updating Reserve Soldiers' medical records.

## 7. PHYSICAL FITNESS

### *Army Physical Fitness Test (APFT)*

The physical fitness test is used to evaluate the standards, in accordance with AR 350-1 and FM 21-20. A certified Army PT instructor administers the APFT. ADT/ADOS-RC and any long tours are tested every 6-months. IRR Soldiers and DIMAs are to be tested during their AT according to regulation and the published orders, regardless of how recently they may have been tested prior to coming to AT.

### *Army Weight Control Program (AWCP)*

The objective of the AWCP program is to ensure that all personnel are able to meet the physical demands of their duties. The Soldier should present a trim and lean appearance at all times. Self-discipline to maintain proper weight distribution and high standards of appearance are essential to every individual in the Army. These programs are set up to establish and maintain discipline,

operational readiness, health, effectiveness of Army personnel through proper weight control, to establish appropriate body fat standards, to provide procedures for which personnel are counseled to assist in meeting the standards in accordance with AR 600-9. The Soldier should foster high standards of professional military appearance.

## **8. EVALUATIONS**

Evaluation reports will be prepared and submitted annually for DIMA Soldiers assigned to Japan. Performance evaluations will include both AT and IDT periods of duty. (AR 140-145, Para 3-4.b (2)). This action will be accomplished even if the drills are not accomplished. Ensure with your rater and senior rater that you are added to the local rating scheme so that your evaluations will be timely and predictable.

### ***Counseling***

Face to face performance counseling with rater is mandatory. This discussion will be held at the first opportunity after reporting for AT, ADT, ADOS, or ADOS-RC. Initial counseling will be conducted within 30 days for CO-ADOS and mobilized Soldiers. Sessions will be conducted at least quarterly for NCOs, WO1s, CW2s, LTs, and CPTs.

***Instruction: AR 623-3 and DA PAM 623-3.***

### ***Required Forms:***

**DA Form 2166-8-1** NCO Counseling Checklist/Record

**DA Form 2166-8** NCO Evaluation Report

**DA Form 67-9** Officer Evaluation Report

**DA Form 67-9-1** Officer Evaluation Report Support Form

**DA Form 67-9-1a** Developmental Support Form

## **9. AWARDS & DECORATIONS**

Awards for Reserve Component (RC) members are handled the same as for active component. The DA 638 is used for the recommendation of a Soldier for award other than the ARCOTR, ARCAM and ARFM. Personnel need to call the RCO for further details on the award of the ARCOTR, ARCAM and ARFM. Reference: AR 600-8-22

The following web site is used as a guide for reference material:

<http://www.army.mil/usapa/index.html>

Additionally, the Army PPG link has valuable personnel information:

<http://www.armyg1.army.mil/militaryPersonnel/ppg.asp>

## **10. PROMOTIONS**

### ***Promotion Board Results***

All RC members meeting promotion boards will be notified of select/non-select status in accordance with applicable RC policies and directives. Generally, RC members will be informed of promotion results on or about the public release date by the senior officer in their directorate or chain of command.

Army Reserve component promotion board dates can be found at the following link.  
<https://www.hrc.army.mil/site/protect/Reserve/Soldierservices/pb/bdschedule.htm>

### ***Officers***

The officer education system prescribed by DA Pam 600-3 provides the commissioned officer with guidance in the area of education.

Officer promotions are covered in AR 135-155. Tables 2-1 & 2-2 show the time in grade (TIG) and military education requirements for officers to get promoted to the next higher grade.

### ***Noncommissioned Officer Education System (NCOES).***

The Noncommissioned Officer Education System prescribed by AR 350-1, provides leader and MOS skill training in an integrated system of resident and nonresident training.

Enlisted promotions and Reductions are covered in AR 600-8-19.

## **11. SPECIALTY TRAINING AND SCHOOLS**

### ***Schools***

All PDE schools for IRR and DIMA Soldiers will be coordinated through their Career managers at HRC. They will be required to submit a DA Form 1058.

### ***The Army Correspondence Course Program***

The Army Correspondence Course Program (ACCP) is the formal nonresident extension of the United States Army Training and Doctrine Command (TRADOC) service schools' curriculum. Soldiers can enroll and complete online nonresident courses at the Army Institute for Professional Development Web site. (<http://www.atsc.army.mil/accp/aipdnew.asp>)

## **12. MILITARY JUSTICE/LEGAL SUPPORT**

AC commanders should be familiar with the categories of assigned RC members when considering adverse actions or when attempting to arrange legal support for individual members. Different regulations and statues can apply depending on the category of member. *Military Justice Actions involving RC Soldiers*, AC commanders of RC member should consult with their servicing trial counsel when they suspect RC members of committing offenses. Servicing trial counsel will advise on appropriate courses of action. Generally, RC members must be in a duty status when committing an offense in order to confer military justice jurisdiction.

## **13. LEGAL ASSISTANCE**

Effective legal assistance in accordance with AR 27-3 is critical to individual readiness. Commanders should be aware that legal assistance benefits for RC members (not on active duty) and their families are more limited than for AC members. Personal legal problems can be even more severe for RC members when they are mobilized. Commanders should make every effort to address RC members' mobilization issues through their pre-mobilization legal preparation program.

## **14. CAREER MANAGEMENT SUPPORT FOR DIMAS ASSIGNED TO JAPAN**

If you need assistance with career management (including schools, promotion counseling, assignments, and tours) or personnel support (including address change, records management, entitlements, boards, and retirement including retirement point corrections), contact HRC <https://www.hrc.army.mil/site/contact/index.htm>.

For career management documents such as ORB and ERB, at this time you must maintain your own as a DIMA or IRR Soldier. You should get guidance from the RCO if you have any questions on completing the proper documents. Keeping your documents current facilitates applying for positions and tours and promotions.

## **POINTS OF CONTACT**

The Reserve Components Office can be contacted at the following:

Camp Zama, Building 101, Room E-138  
Monday – Friday 0900 – 1700.

Senior Reserve Components Advisor – LTC Samuel F. Driver  
011-81-46-407-3649  
[samuel.f.driver.mil@mail.mil](mailto:samuel.f.driver.mil@mail.mil)

Senior Enlisted Reserve Components Advisor – SGM Lloyd Dabydeen  
011-81-46-407-4749  
[lloyd.dabydeen.mil@mail.mil](mailto:lloyd.dabydeen.mil@mail.mil)

Administrative Specialist – Mrs. Akiko Horiuchi  
011-81-46-407-8510  
[akiko.horiuchi.ln@mail.mil](mailto:akiko.horiuchi.ln@mail.mil)

Or find us on the web at <http://www.usarj.army.mil/reserves/>

## GLOSSARY OF TERMS

**AC - Active Component**

**ADSW - Active Duty for Special Work.**

**ADT - Active Duty for Training.** Any full-time duty for training purposes. It includes annual training, military school attendance, special projects, military conferences, and participation in training exercises. The purpose of ADT tours is to provide training to the individual.

**AR - Army Reserve**

**ARE – Army Reserve Element. A drilling unit similar to an Army reserve Troop Program Unit (TPU). The IMA structure mirrors the MOBTDA; however an ARE requires additional full-time support personnel and facilities.**

**AT - Annual Training.** Active Duty performed annually.

**HRCoE – Human Resources Command of Excellence, Ft. Knox, KY** The Administrative and personnel management center for the Army Reserve.

**IDT - Inactive Duty for Training.** A drill period of a minimum 4 hours training that can be performed monthly or sequentially. The reservist may perform 48 drills/year. Training may occur on either weekdays or weekends dependent on mission requirements.

**IMA - Individual Mobilization Augmentee -** IMA's are considered essential mobilization assets with a high state of readiness. They train to augment the command staff in the event of mobilization or in a Presidential Selective Reserve Call-up. (PSRC)

**IRR - Individual Ready Reserve -** In general, reservists who are part of the Ready Reserve but not a part of the SELRES. They are considered to be national mobilization assets with a longer preparation time required for mobilization.

**MOBTDA - Joint Table Mobilization and Document.** The reserve manning authorization document.

**JRU – Joint Reserve Unit.** Is an old term. Has been replaced by individual units for each service. Army ARE, Navy NOSC, and Air Force Det 21.

**MPA - Military Personnel Appropriation.** Funding associated with TTAD; ADSW training designed to meet the short-term needs of the active component (AC).

**MRD - Mandatory Removal Date.** The date by which an RC soldier or officer must leave the USAR.

**OCAR - Office of the Chief, Army Reserve.** The Agency of the DA Staff responsible for USAR policy and budget matters.

**OER - Officer Evaluation Report (Army)**

**RC - Reserve Component.**

**SELRES - Selected Reserves.** Reservists who belong to either the IMA programs or to units.

**SJA - Staff Judge Advocate.**

**TASS - Total Army Schools System.** TRADOC training and accreditation system that allows AC to attend RC schools and vice versa.

**TTAD - Temporary Tour of Active Duty.** An old term for An Army Reserve or National Guard tour of training of 30 or more consecutive days (**All TTAD training includes weekends/holidays**). TTAD is always given in days and may be sub-grouped into operational or administrative mission. TTAD is intended to meet the short-term needs of the active component. The object of TTAD is to support the AC rather than the RC. Current terminology is ADOS.

## REFERENCES



## APPENDIX 1 – IRR TOURS IN JAPAN

### INDIVIDUAL READY RESERVE

(IRR)

### ANNUAL TRAINING

### JAPAN & OKINAWA

IF YOU ARE INTERESTED IN PERFORMING ANNUAL TRAINING (AT) IN JAPAN, PLEASE SEE NOTE BELOW....

Please send the Reserve Components Office the following using the email below:

\*\*BIO, ORB, or Resume of Service

We would like to know the following:

- 1) Are you in the IRR program? If not, you must be in the IRR to proceed.
- 2) What is your MOS and Grade?
- 3) What is your contact information (phone, email, cell, etc.)?
- 4) Are you current with PHA?
  - a. Must be within a year
- 5) Are you current with Security Clearance?
  - a. Top Secret is good for 5 years
  - b. Secret is good for 10 years
- 6) Are you current with HIV (Must be within 6 months)?
  - a. Must have screening test within 5 years for less than 29 days
  - b. Must have screening with 6 months for tours exceeding 29 days
- 7) Are you willing to do 29 days AT here in Japan and/or Okinawa?
- 8) Cannot have any Flagging Actions
- 9) Single parents must have a Family Care Plan

As soon as we get all these information, we will coordinate with the respective sections/units that have your MOS skills to see if they need you for AT. If not, we will see other options here in Japan and Okinawa (also possibly Hawaii or Korea).

If we accept you to do AT here with our command/units, we need to following from you (Soldier):

- 1) Complete the IRR Checklist
- 2) DA1058-R (please indicate all previous training)
- 3) PHA must be within a year
- 4) Current APFT scorecard that has your height and weight.
- 5) DA 5500/5501, only if you are required and over your required weight.
- 6) Female applicants cannot be pregnant

The memo justification will be completed by the respective command/unit/section.....

If you meet all the above requirements, please send your request to all the POCs noted below. Please ensure your packet is complete.

Actions to take when you receive AT or ADT orders from HRCoE:

- 1) Inform our office and provide a copy of your orders to all the POCs noted below
- 2) Contact Fort Knox SATO office and coordinate your airline reservations from your home station to Narita International Airport, Japan
  - 1) Fort Knox Travel Phone: (502) 942-3191
  - 2) Fort Knox Travel Email: [FTKnoxoff@cwtsatotravel.com](mailto:FTKnoxoff@cwtsatotravel.com)
- 3) Your AT will normally start Monday, so if you are coming from CONUS, you should depart Home Saturday and arrive Japan Sunday. For the return itinerary, you will depart the following day after the last day of your training (ie. AT training is for 29 days.. After the 29<sup>th</sup> day, you will depart back home).
- 4) Provide airline itinerary to Ms. Akiko Horiuchi via email so that she can coordinate for your bus transportation from airport and return. For Information on airport arrival procedure and bus pick up, please go to Web site:  
[http://www.usarj.army.mil/reserves/Narita\\_Bus\\_Directions.pdf](http://www.usarj.army.mil/reserves/Narita_Bus_Directions.pdf)
- 5) Upon arrival at Camp Zama, you will inprocess at the start date/reporting date at the Reserve Components Office, Bldg 101, Room: E-138 with Ms. Horiuchi. She will provide you with the Inprocessing Checklist. You will complete the AT/ADT inprocessing forms with Ms. Horiuchi. If you are reporting to US Forces Japan (USFJ) Yokota Air Force Base, you will report to Bldg and inprocess with SFC Andrade, J1.

- 6) Upon completion of your AT/ADT, your section supervisor will generate an Evaluation Report for anything over 12 days of tour. You will get a copy for your file and your section supervisor will process this evaluation report through our G1 or J1 for processing through HRCoE. You will also outprocess at the USARJ Reserve Components Office or USFJ J1 so that we can process your AT/ADT pay for action. You must submit your Certificate of Completion in order for us to process your pay.
- 7) When you arrive home, you will file your Travel Voucher (TV) directly to DFAS via email: [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil) . Follow the sample TV at Web site:  
Your section supervisor will complete Blocks 20.c-f and return this back to you for processing through DFAS. Make sure you attached all receipts exceeding \$75.

Points of Contacts:

**USARJ**

- **LTC Samuel F. Driver, Senior Reserve Component Advisor**  
Building 101, Room: E-138  
Phone: 011-81-46-407-3649 (Comm) / DSN (315) 263-3649  
Email: [samuel.f.driver.mil@mail.mil](mailto:samuel.f.driver.mil@mail.mil)
- **SGM Lloyd Dabydeen, Senior Enlisted Reserve Component Advisor**  
Building 101, Room: E-138  
Phone: 011-81-46-407-4749 (Comm) / DSN (315) 263-4749  
Email: [Lloyd.Dabydeen.mil@mail.mil](mailto:Lloyd.Dabydeen.mil@mail.mil)
- **Ms. Akiko Horiuchi, Administrative Manager**  
Building 101, Room: E-138  
Phone: 011-81-46-407-8510 (Comm) / DSN (315) 263-8510  
Email: [Akiko.Horiuchi.ln@mail.mil](mailto:Akiko.Horiuchi.ln@mail.mil)

**USFJ**

- **SFC Roosevelt Larry, Senior Personnel Service Sergeant**  
Building 714, Room: 315  
Phone: 011-81-46-407-4538 / DSN: (315) 225-4538  
Email: [roosevelt.larry@usfj.mil](mailto:roosevelt.larry@usfj.mil)

## APPENDIX 2 - HOW TO REQUEST A DIMA POSITION IN JAPAN

[https://www.hrc.army.mil/portal/?page=Vacancy\\_List](https://www.hrc.army.mil/portal/?page=Vacancy_List)

**LOG IN: you must have an AKO account**

**CLICK TOOLS PICTURE**

**CLICK VACANCY SEARCH**

**ENTER** the below information in appropriate blocks

- A. IMA
- B. PACIFIC
- C. GRADE/MOS
- D. CLICK DISPLAY VACANCIES

It will show you everything available in the Pacific area. If your MOS and GRADE match, write down the Line and Para number.

### **Key notes:**

- a. Your MOS must match with requested position
- b. Position must either be current grade or one above
- c. Send the Reserve Office the following documents if you meet the above requirements:

- BIO, ORB, BRB, or Resume of Service
  - Last three (3) Evaluation Reports
  - DA Photo
  - APFT Scorecard
  - DA5500 (Male) / DA5501 (Female), if required
- d. The following is a list of all our available UIC's
- W0ATAA (US ARMY JAPAN)
  - W094AA (US FORCES JAPAN)
  - W03H08 (CHPPM-PAC)
  - W4BVAA (835<sup>TH</sup> TRANSPORTATION BATTALION-OKINAWA)
  - W4FWAA (ASIAN STUDIES DETACHMENT)

If you meet all the above requirements, please contact us here:

<http://www.usarj.army.mil/reserves/contact.aspx> Ensure you state the UIC and Para/Line number in your e-mail.

## APPENDIX 3 – CONTENTS OF PRMC COMMAND POLICY ON MEDICAL READINESS

MCOP-OD

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Pacific Regional Medical Command (PRMC) Command Policy Letter **XX**, Medical Readiness Requirements for Reserve Component (RC) Soldiers assigned to units in Korea and Japan

1. PURPOSE. Define the medical care support relationship between PRMC and the United States Army Pacific (USARPAC) , Pacific Command (PACOM), Eighth United States Army (EUSA) and the 9<sup>th</sup> Mission Support Command (9th MSC) with respect to implementing Individual Medical Readiness (IMR) requirements for the Reserve Component (RC) Soldiers in Korea and Japan.

2. REFERENCES.

- a. Department of Defense (DoD) Directive 6025.19, Individual Medical Readiness, 3 JAN 06
- b. DoD Directive 6200.04, Force Health Protection, 9 OCT 04;
- c. DoD Manual 6055.05M, Occupational Medical Examinations and Surveillance, 2 MAY 07
- d. DoD Manual 6055.5, Occupational and Environmental Health, 11 NOV 08;
- e. Assistant Secretary of Defense for Health Affairs (ASDHA) Policy 06-006, Periodic Health Assessment Policy for Active Duty and Select Reserve Members, 16 FEB 06;
- f. Army Regulation (AR) 40-5, Preventative Medicine, 5 MAY 07;
- g. AR 40-50, Standards of Medical Fitness, 14 DEC 07;

- h. AR 40-400, Patient Administration, 27 JAN 10;
- i. AR 600-63, Army Health Promotion, 7 MAY 07;
- j. AR 135-381, Incapacitation of Reserve Component Soldiers, 27 DEC 06;
- k. Department of the Army (DA) Pamphlet (Pam) 40-501, Hearing Conservation Program, 10 DEC 98;
- l. DA Personnel Policy Guidance for Contingency Operations in Support of GWOT, 10 NOV 10;
- m. 9th Mission Support Command, "White Paper for the VCSA", SUBJECT: Foreign area Reserve Components (RC) Healthcare Access Issues in the Pacific, 24 MAY 10.

3. **BACKGROUND.** USARPAC, PACOM, EUSA and the 9<sup>th</sup> MSC have assigned RC Soldiers residing in and/ or performing duty in Korea and Japan. RC Soldiers' access to IMR providers is limited because of the shortage of U.S. accredited physicians and/or their restricted access to military treatment facilities (MTF). Notably, a Soldier's incomplete Physical Health Assessment (PHA) can negatively affect the unit's readiness through an adverse Medical Readiness Category (MRC) rating. There are no Reserve Health Readiness Program (RHRP) contract providers, or Department of Veterans Affairs treatment facilities in Korea or Japan. This along with the requirement that medical evaluations (Profiles and duty dispositions) require evaluation by providers with United States licensure prevents these Reserve Units from obtaining and maintaining the desired MRC level.

4. **PROCEDURES.** PRMC MTFs/Clinics will ensure identified RC Soldiers receive the required medical readiness screenings. The PRMC MTF/Clinic will provide:

- a. PHA to include the over 40 screenings, P3 Profile evaluations, Audiology, Vision, Eye Wear Exam, HIV Screening, PPD, Immunizations, and Supporting Labs;

- b. Provide the RC Soldier with required medical documentation, update the Medical Operational Data System (MODS) and/or the Medical Protection System (MEDPROS), and provide a signature on the unit memorandum;

c. Refrain from billing either the RC Soldier or the RC Soldiers' health insurance for medical readiness services rendered.

5. USARPAC, PACOM, EUSA, 9<sup>th</sup> MSC and the RC Soldier understand that any required restorative medical care to determine fitness for duty is the responsibility of the individual Soldier, and will not be provided via a PRMC MTF or Clinic unless the Soldier is entitled care based on another status (i.e., DEERS eligible). Contact the MTF Patient Administration Department for questions regarding eligibility.

6. The proponent for this policy is PRMC XXXXXXXXXXX at 808-433-XXXX.

KEITH W. GALLAGHER

Brigadier General, USA

Commanding

DISTRIBUTION: A

Encl: Memorandum to PRMC Medical Treatment Facilities



UNIT LETTERHEAD

MEMORANDUM FOR Commander, Pacific Regional Medical Command (PRMC) Medical Treatment Facility

SUBJECT: Medical Readiness Support for RC Soldier's in Korea and Japan

1. \_\_\_\_\_(Rank, Full Name) \_\_\_\_\_(SSN) is a member of the (Unit Name). PRMC will assist the RC Soldiers residing in foreign areas IAW PRMC Policy Letter XX, Medical Readiness Requirements for RC Soldiers residing in Korea and Japan.

2. \_\_\_\_\_ (Soldiers Name) requires the following services performed at your Clinic:

Physical Health Assessment (PHA) to include over 40 screenings

P3 Profile evaluations

Audiology Screen

Vision Screen

Eye Wear Exam

HIV Screening

PPD

Immunizations

Medical Readiness Laboratory Tests

3. USARPAC, PACOM, EUSA and/or 9<sup>th</sup> MSC and the RC Soldier understand that any additional restorative medical care to determine fitness for duty is the responsibility of the individual Soldier, and that referrals for treatment by any PRMC MTF/Clinic is not authorized, unless the Soldier is entitled care based on another status (i.e. DEERS eligible). The MTF will provide screening test results to the Soldier and update the Medical Operational Data System (MODS) and/or the Medical Protection System (MEDPROS), as appropriate. A copy of this memorandum has been sent to the Commander, Pacific Regional Medical Command, ATTN: PRMC Uniform Billing Office Manager, 1 Jarrett White Road,

Tripler AMC, HI 96859-5000 UBO GROUP EMAIL IS NOT ACTIVE YET ([x.x@us.army.mil](mailto:x.x@us.army.mil), 808-433-1016).

4. Please contact me at (unit commander telephone and email address) with any questions or concerns.

UNIT COMMANDER

Commanding

CF:

Soldier

PRMC Uniform Billing Office

## UNIT LETTERHEAD

MEMORANDUM FOR 9<sup>th</sup> MSC Soldier

SUBJECT: Medical Readiness Support from the Pacific Regional Medical Command (PRMC)

1. In order to ensure that you or your insurance carrier are not billed for the support provided by PRMC, you are directed to provide a completed copy of this memo within 5 days of your last appointment to the PRMC Uniformed Billing Office (UBO) at Commander, Pacific Regional Medical Command, ATTN: PRMC Uniform Billing Office Manager, 1 Jarrett White Road, Tripler AMC, HI 96859-5000. The PRMC Uniform Billing Office may also be contacted by emailing **UBO GROUP EMAIL IS NOT ACTIVE YET** ([x.x@us.army.mil](mailto:x.x@us.army.mil)) or telephoning 808-433-1016.

2. Required information:

a. Services Performed

Physical Health Assessment (PHA) to include over 40 screenings

P3 Profile evaluations

Audiology Screen

Vision Screen

Eye Wear Exam

HIV Screening

PPD

\_\_\_ Immunizations

\_\_\_

\_\_\_ Medical Readiness Laboratory Tests

b. Name of MTF/Clinic and Date.

3. If you receive any bills in error, or require assistance with a billing issue, please contact the PRMC UBO directly via email UBO GROUP EMAIL IS NOT ACTIVE YET ([x.x@us.army.mil](mailto:x.x@us.army.mil)) (XXXXXXXXXX) or telephonically at 808-433- 1016

UNIT COMMANDER

Commanding