

CHAPTER 4

Initial Active Duty for Training (IADT)/Initial Entry Training (IET)

Section I General

4-1. Scope

a. This chapter prescribes policies and procedures for initial active duty for training (IADT)/initial entry training (IET). The phrase initial entry training (IET) is synonymous with initial active duty for training (IADT).

b. The provisions of chapter 5, AR 135-200 apply in addition to policy and procedures prescribed by this chapter.

c. IADT for ROTC graduates is governed by AR 140-9.

4-2. Responsibilities

a. NGB will establish fiscal year training requirements by MOS based upon the total manpower program projected for input to training requirements. NGB is the principal agency for policy and procedures concerning the Recruit Quota System (REQUEST).

b. Headquarters PersCom (formerly TAPA) enters ARNG training requirements in REQUEST. REQUEST will be used to make training reservations for enlistees requiring IADT. HQ, PersCom (formerly TAPA) is responsible for resolution of any IADT reservation problems that may be encountered through the use of REQUEST.

c. State AG's will manage the IADT program to ensure that all enlistees requiring IADT are properly processed, to include obtaining a valid training reservation in an MOS appropriate for the unit for which enlisted.

d. ARNG MEPS GC's will ensure proper processing of enlistees at MEPS in accordance with ARNG, MEPS, and State policies and procedures. Additionally, the GC will obtain all training reservations through REQUEST (NPS/SP1/SP2).

e. ARNG Training Center liaison noncommissioned officer (ARNG LNCO) is responsible for, but not limited to, the following:

(1) Complete personnel actions necessary to monitor arrival of trainees, and ensure adequacy of personnel, finance, health, dental, and clothing

records. Obtain missing pertinent documents by coordinating between the State Adjutant General's offices or ARNG MEPS GC.

(2) Provide assistance to training center personnel and ARNG soldiers in matters pertaining to personal assistance, hospitalization, new training starts, disciplinary actions, discharge actions, recruiter malpractice, line of duty (LOD) investigations, medical care, and other matters involving training problems.

(3) Maintain contact with the training unit, installation administrative personnel, State AG, and NGB in order to resolve or preclude problems.

(4) Provide orientation programs and counseling to soldiers as needed.

(5) Be responsive to training center personnel and the Directorate of Reserve Components as the most knowledgeable source of ARNG policies and procedures regarding the proper training and administration of soldiers.

Section II Policy

4-3. Personnel ordered to IADT

a. NPS applicants, except noted below, enlisted in the ARNG will be ordered to IADT for a minimum of 12 weeks.

b. NPS applicants to be trained under the split training option will complete a total of at least 12 weeks when both periods BT and AIT are combined.

c. Applicants enlisted for the CASP, see chapter 3, this regulation.

d. Applicants enlisted for the SMP, who are enrolled in MS III or MS IV at the time of enlistment, are not required to attend BT or AIT; see "e" below. Potential SMPs must enter basic training (note: ROTC basic camp is not equivalent) NLT 270 days after enlisting.

e. Former SMP cadets, retained as enlisted soldiers, must complete BT and AIT with the training period(s) totalling at least 12 weeks. ROTC basic camp does not fulfill this requirement. Entry into IADT must be ASAP but NLT 180 days after leaving ROTC program. In cases when training may be delayed beyond 180 days, send request to NGB-APR-E indicating when the soldier can enter training and the justification for delay.

This will document the soldier's IADT requirement and be part of the soldier's shipper file.

f. Applicants must complete BT if not previously completed in an Armed Force. They must also train to become qualified in the MOS for which enlisting.

g. Except for Phase I of the split training option, IADT will continue until the soldier is MOS qualified or discharged. Soldiers should be told they do not have a guaranteed date of return from training.

4-4. Required entry period

a. All NPS enlistees must, as a condition to enlistment, enter on IADT within 180 days (applicable to enlistees who are NHSG, CIHS-JR and AHSC) or 270 days (applicable to applicants who are HSSR or HSDG), as appropriate, from date of enlistment (see paragraph 2-24 this regulation; also applicable to interstate transfer soldiers who are required to enter into training within the same 180/270 days established at the time of enlistment.) Applicants currently in high school, regardless of age, will under no circumstances be enlisted earlier than December of their junior year. The enlistment date will be within 180 days of the IADT attendance date. An approved waiver of the 180 days IADT attendance rule will not be used to authorize enlistment of high school juniors earlier than December. Except for individuals under a 360 day training delay, deferments beyond 180 or 270 days require NGB approval. Delays which will exceed 360 days require the personal approval of the Secretary of the Army. Deferments may be authorized for the following categories of personnel:

(1) Enlistees for a position requiring a security clearance for access to classified information or equipment may be delayed to the extent necessary to accomplish the required clearance. Enlistments will not take place until approved deferments are received.

(2) Enlistees with special qualifications enlisting to fill a position requiring highly specialized skills, for which appropriate formal training courses are offered only infrequently. These enlistees may be delayed to the extent necessary to ensure that they receive the training required by the position for which enlisted. Enlistments will not take place until approved deferments are received.

(3) Enlistees who incur a personal hardship which necessitates a delay in being ordered to IADT. These enlistees may be delayed beyond 180 or 270 days, as appropriate.

b. Soldiers of the Alaskan Scout Battalions are exempt from entering IADT within 180 days of enlistment. They will be required to enter on IADT within 1 year from date of enlistment.

c. Approved deferment for entering IADT will be placed in the soldier's shipping file.

4-5. Failure to report for or complete IADT

a. Soldiers who fail to report for IADT as ordered will be processed in accordance with chapter 5, AR 630-10.

b. Soldiers discharged from the Reserve of the Army during IADT and returned to the State will be discharged from their State status only under the provisions of chapter 8, this regulation.

Section III

Special Programs

4-6. Split training option

a. To enlist under the split training option, the applicant must enter on IADT to undergo the common BT/Phase I OSUT course. Upon successful completion of BT/Phase I OSUT, the soldier will be released from IADT. He or she will return home and commence training with the unit of assignment in a paid drill status. Within 1 year of the last day of separation from Phase I IADT, the soldier again will enter on IADT to complete AIT/Phase II, OSUT for MOS qualification. Delays that may exceed the 1 year period require waiver to be submitted for consideration to NGB, ATTN: NGB-ARP-E.

b. The split training option is limited to applicants who cannot complete BT and AIT or OSUT during one continuous IADT period because of school or seasonal employment and agree to enlist for the 8x0 or 6x2 option. Other options are not authorized.

c. The applicant for the split training option must understand the conditions of this option prior to enlistment. Especially that:

(1) Phase I orders will contain a mandatory release date. There must be sufficient time for the soldier to complete BT or 8 weeks of Phase I

OSUT, to include 1 week of in-processing upon reporting to the training center (at least 9 weeks total).

(2) Phase II orders will not contain a mandatory release date. There is no guaranteed completion date for Phase II. If training in the selected MOS is not successfully completed, the soldier may be sent to train in another MOS.

d. Soldiers must attend IDT between Phase I and II and will be utilized in the MOS for which enlisted. These soldiers may attend AT, provided it does not conflict with reporting to AIT/Phase II OSUT (chapter 3, AR 135-91 and NGR 350-1).

e. Army Physical Fitness Test (APFT) standards must be maintained between Phase I and Phase II.

f. Phase II reservations will be made through REQUEST by the ARNG MEPS GC on the day the soldier is shipped from MEPS for Phase I. To ensure that orders contain the correct grade of rank, they may not be requested until the individual has been automatically advanced to grade E2.

g. Job Books are not be sent to Phase II.

h. Phase II soldiers returning to AIT/Phase II OSUT must process through MEPS and will:

(1) Have a military haircut prior to reporting to MEPS.

(2) Have a physical examination not more than 24 months old as of the date they report for AIT/Phase II OSUT. Soldiers who fail to meet this requirement should be scheduled to arrive at the MEPS in sufficient time to obtain a physical and HIV (formerly HTLV-III) testing prior to the required shipping date.

(3) Have all clothing items per CTA 50-900, Section 1 (see chapter 5, AR 700-84).

(4) Have all records from Phase I to include personnel, medical, dental [unit should verify with the DOD Central Panographic Storage Facility that they have the soldier's x-ray on file. If two panographic x-rays are received from the training installation the unit should forward a copy of the x-ray to the DOD Central Panographic Storage Facility (address: DEERS Support Office, ATTN: Panograph, 2100 Garden Road, B-2, Monterey, CA 93940-5387) and send the other copy to the phase II training installation], clothing, training, and APFT.

(5) Meet height and weight standards of AR 40-501, chapter 2.

(6) Soldier must report in proper regulation military uniform. Soldier may report in civilian clothes unless unit commander directs otherwise.

(7) Have money for initial expenses (recommended amount at least \$25).

(8) Take running shoes for PT.

i. The Split Without AIT Reservation (SWAR) program on REQUEST will be monitored weekly to ensure that all Phase II reservations are made in a timely manner.

j. Soldiers will not be changed from split training option to NPS (Thru Ticket) or the reverse without coordination between NGB, PersCom, State, and the training center.

k. A soldier's training MOS will not be changed between Phase I and II without coordination between NGB, PersCom, State, and the training center. MOS changes are only allowed under unusual circumstances, such as unit reorganization, change of residence, interstate transfers, etc., or when the original MOS is no longer applicable. Mandatory entry into training times continue in effect regardless of MOS changes.

4-7. Buddy platoon policy and procedures

Following are the policy and procedures concerning buddy platoons. Buddy platoon allocations and special instructions will be announced by message on a FY basis.

a. General guidelines:

(1) Each State should submit only realistic requirements for buddy platoons with the intent of filling them. No request may be submitted merely to secure training quotas.

(2) Buddy platoon soldiers must arrive at the training center at the same time and as a group.

(3) Records for buddy platoon soldiers must be hand-carried to the training center by the platoon escort.

(4) NGB-ARP-RRM will be contacted when a buddy platoon is not filled. The platoon will be cancelled and the unused training quotas made available. A timetable will be issued in approval message specifying the required periodic fill rate accomplishments beginning at least 120 days in advance of the reception date.

(5) Buddy platoon soldiers will receive MEPS processing to include physical and moral screening within 72 hours preceding shipment to the training center.

b. Buddy platoon approval procedures:

(1) Each State's request for buddy platoon training cannot exceed the ARNG FY stated objective.

(2) Each State's requirement will be considered and compared to the ARNG allocations for each class and approved when space is available.

(3) No more than 65% of each class will be allocated to buddy platoons.

(4) The MOS density within a State will be considered in the approval process.

(5) Previous FY performance will have a definite bearing on approval of buddy platoon requests.

(6) A State request for a second buddy platoon in the same Career Management Field (CMF) will be considered only after all other States have been considered at least once.

(7) Upon approval of buddy platoons, quotas will be set aside in REQUEST to support the platoon.

c. Buddy platoon escorts:

(1) The purpose of the buddy platoon escort is to provide ARNG assistance during the movement from home station until entry into the BT and/or OSUT company at the training center. The escort must be available to help resolve any and all problems that may surface during the travel and in-processing portion at the MEPS and the reception station at the training center.

(2) The escort should be a senior NCO or warrant officer who will remain with the platoon during the in-processing phases at both the MEPS and training center.

(3) The escort should be a soldier with experience in personnel records and the enlistment process who will present a neat and soldierly appearance.

(4) Escorts will hand-carry the buddy platoon soldiers' records to the training center.

(5) Funds to support the escort will be identified as a requirement on the State operating budget under AMSCO 3140.52. Guidelines for computation of requirements are:

(a) One escort per platoon for four days.

(b) Request will include pay, allowances, transportation, and per diem.

(c) Allocation of funds will be made after approval of buddy platoons and will be transmitted to the States through National Guard Comptroller.

d. Sharing of buddy platoons between States:

(1) No more than two States may share a platoon.

(2) Sharing is restricted to bordering States.

(3) Request for buddy platoons must reflect the primary State and sharing State.

(4) The primary State must provide the escort for the platoon.

(5) The primary State is responsible for 100% fill of the approved platoon.

(6) The primary State must coordinate the transportation and concurrent arrival of all soldiers at the transportation point and at reception battalion.

(7) Rosters from both States must be provided to the escort.

e. Administrative requirements.

(1) States will provide a complete by name roster of all buddy platoon soldiers to the ARNG LNCO no later than three weeks prior to the scheduled reporting date at the reception battalion.

(2) States will provide one copy of orders per soldier in each platoon to the ARNG LNCO. The orders may be sent with the escort or separately, when published.

Section IV Processing

4-8. Orders and related details

a. Orders published by the States will be IAW NGR 310-10.

b. Orders published by MEPS will be in accordance with USMEPCOM Regulation 601-19.

c. Orders will be published in sufficient time to reach the soldier at least 30 days prior to the reporting date.

(1) Orders will be hand delivered to the soldier when possible.

(a) When orders cannot be hand delivered, they will be sent by certified mail, return receipt requested.

(b) Mail refused, unclaimed, or otherwise not delivered, may not be used as a defense against being ordered to IADT when correctly addressed to the latest official mail address furnished to the unit by the member.

(c) Absence of proof of delivery or return of the unopened envelope does not alter the fact that the soldier was properly ordered to IADT.

(2) Orders will contain the MOS and, if applicable, the SQI and ASI in which the soldier

enlisted. Two other MOS for which the soldier may qualify is authorized and will be stated on the orders as alternate choices for MOS training. Soldiers who do not satisfactorily complete the MOS training for which enlisted will be required to accept training in one of the alternate MOS.

(3) When published, one copy of orders will be mailed to the appropriate ARNG LNCO.

d. Soldiers will remain assigned to their ARNG units and attached to the training center for IADT.

e. For convenience, the name(s) and commercial telephone number(s) of the ARNG LNCO will be written on a copy of the orders provided to the soldier.

f. States should provide servicing MEPS authorization to publish orders directing soldiers to enter in IADT. Orders will cite Title 10 USC 672d as the authority. The office of the State AG is the only headquarters with authority to endorse MEPCOM orders. The ARNG MEPS GC may be delegated authority to be an Assistant AG for the purpose of endorsing MEPCOM orders to correct administrative errors.

4-9. Pay grade upon entry on IADT

a. Pay grade on entry on IADT will be the grade held as of the reporting date for IADT.

b. Prior to entering Phase II IADT, soldiers will be screened to determine current pay grade. If a soldier has been advanced/promoted since IADT orders were published, the DA Form 4187 (Personnel Action) showing correct pay grade will be attached to the orders.

4-10. Records screening

a. The MEPS will forward the soldier's enlistment packet to the State AG. ~~after publishing orders as authorized by the State AG directing fully qualified soldiers to initial active duty for training.~~

b. The State AG will screen the enlistment packets for enlistment and MOS training qualifications. If screening results in a change of training, the new training will still be accomplished within the time frames established in paragraph

4-4. If screening reveals the soldier is not qualified, the State AG will initiate discharge action in accordance with chapter 8. Existing training reservations will be cancelled.

4-11. Physical and moral screening (prior to departing for IADT)

a. Physical screening. Unit commanders or ARNG MEPS GC will ensure that all soldiers are screened and procurement standards of AR 40-501 are met if the physical examination was conducted more than 72 hours preceding entry on IADT (NPS/Thru-Ticket and/or Phase I and II, split training option). At a minimum, height, weight, and a visual check for casts, braces, or other medical defects will be made. Arrangements will be made for females to take a pregnancy test during this time. If a soldier does not meet the physical standards, the REQUEST reservation will be cancelled and a complete evaluation will be accomplished by qualified medical personnel.

b. Moral screening. Unit commanders or ARNG MEPS GC will ensure that the soldier meets moral requirements, e.g., soldier is not currently involved with police authorities, civil action, or other actions that would preclude the soldier from meeting procurement standards. Being flagged disqualifies entry into IADT.

4-12. Composition of enlistment packet

a. NPS (Thru-ticket) and Phase I, split training option. MEPS will prepare enlistment packets in accordance with MEPCOM regulations and Table 2-17, this regulation.

b. Phase II, split training option. The items required for soldiers entering AIT/Phase II OSUT are also identified in Table 2-17. In addition, the following items will be included:

(1) DA Form 201 (Military Personnel Records Jacket).

(2) DA Form 2-1 (Personnel Qualification Record Part II).

(3) DA Form 5286-R (Training Record).

(4) DA Form 348 (Equipment Operator Qualification Record), if applicable.

(5) DA Form 705 (PT Score Card), if available.

(6) DA Form 3645, 3645-1, 4886, and 4886-1 (Personal Clothing Record), as appropriate.

(7) DA Form 3298 (Authorization to Start/Stop BAQ), if appropriate.

(8) All medical and dental records. Health records will be filed in accordance with AR 40-66.

c. The unit commander and ARNG MEPS GC will screen the items of soldiers entering AIT/Phase

II OSUT to ensure all items are present; however, the unit commander is primarily responsible for the completeness of the packet. Instructions for preparation of items:

(1) Do not include excess copies of documents. Maintain these in unit file until the soldier returns from AIT/Phase II OSUT.

(2) Do not include Job Books.

(3) Screen the MPRJ and Health and Dental Records to ensure documents are filed correctly.

(4) Ensure all documents are legible and not mutilated.

(5) Originals of personal documents will not be included in the records. These documents will be given to the soldier.

d. Place one copy of the orders on the outside of each envelope being hand-carried by the soldier or group leader to the training center. Soldiers hand carrying records will be instructed regarding responsibility to safeguard packets while in transit, and ordered to turn them in unopened at the training battalion.

4-13. Soldier information

Unit commanders or ARNG MEPS GCs will advise soldiers who will attend IADT of the following:

a. To carry sufficient funds in case of transportation delays and for incidental expenses and local travel. The soldier should have at least \$25 in possession prior to departure for MEPS.

b. To take sufficient clothing and toiletries for several days.

c. That USO, Travelers Aid, military travel representatives, and the American Red Cross are available at many airports and train stations to assist soldiers with valid problems and emergencies.

d. That they should keep their records in their hands or immediate possession *at all times* because a loss will result in a delay in entering any phase of IADT and the processing of pay actions.

e. To carry a copy of their orders in their wallet in case their records are lost or stolen. Ensure this copy of their orders has the name of their unit commander or unit administrator (UA), unit phone number, and the name of the ARNG LNCO at the training battalion. Soldiers will be advised to know the name of their unit, unit commander, First Sergeant, and UA.

Section V

Processing During IADT

4-14. Processing defects

Effective 1 May 87, soldiers are returned from IADT if they are found not fully MEPS processed, failed to return to MEPS for a physical inspection, or if they do not have a validated training quota.

4-15. Complaints

a. During IADT, complaints by ARNG soldiers will be handled in accordance with appropriate Army regulations. If the complaint is of a nature that the NGB, State, or parent unit must be involved, the ARNG LNCO will be the point of contact for the soldier. Parent unit problems will be forwarded through the State.

b. Soldiers returning to State control with complaints that were not properly handled during IADT should report the circumstances to their unit commander. Unresolved complaints that warrant further investigation will be fully documented by the unit commander and forwarded through command channels to the State AG for appropriate action.

4-16. Hospitalization and/or medical care

The ARNG LNCO is responsible for ensuring that an appropriate LOD determination and/or medical care Memorandum of Instruction is accomplished prior to IADT separation, and that the documents are transferred to the State, especially when the soldier requires further treatment or medical prescriptions are involved. See AR 40-3 and AR 135-200. The counseling required by AR 135-200 is imperative particularly in those cases when a soldier is injured in the line of duty. Counseling must be documented.

4-17. Uniform Code of Military Justice (UCMJ)

ARNG soldiers on IADT are subject to the UCMJ effective on date of entry on authorized travel status through the last day of authorized active duty.

4-18. Rights and benefits

a. ARNG soldiers on IADT are entitled to most of the rights and benefits available to soldiers of the active Armed Forces. Upon completion of

1 March 1989

NGR 600-200

IADT, some benefits under the Veterans Administration (VA) may not be available. Soldiers should contact the local VA office for assistance.

b. See AR 40-121 for dependent medical and dental care entitlements.

c. See AR 635-40 in the event of physical disability of the soldier while on IADT (Title 10, USC, 3687 and 3721 and chapter 61, Title 10, USC).

d. See AR 600-8-1 in the event of death of the soldier while on IADT (Title 10, USC 1487, chapter 13, Title 38, USC, and chapter 75, Title 10, USC).

e. Soldiers employed by the United States government, its territories, possessions, or by the District of Columbia or private employers are entitled to a leave of absence for the purpose of attending IADT. Upon release from IADT, the soldier is entitled to be reemployed by the former employer if application is made within 31 days following release from IADT (Section 9, UMTS Act, as amended and Title 50, USC, App. Section 459).

4-19. DD Form 220

Upon completion of Phase I, split training option (if applicable), the soldier will be issued DD Form 220 in lieu of DD Form 214 in accordance with AR 635-5. A DD Form 220 is also issued to CASP personnel if they are not authorized issuance of DD Form 214.

4-20. DD Form 214

Upon completion of the entire IADT period, the soldier will be issued DD Form 214. Distribution of DD Form 214 is made in accordance with Table 3-1, AR 635-5.

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