AR 600-39
Army Regulation 600–39 4.1

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Personnel—General

Dual Component Personnel Management Program

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Headquarters
Department of the Army
Washington, DC
27 October 1986

SUMMARY of CHANGE

AR 600-39
Dual Component
Personnel Management Program

This change--

- o Rescinds The Adjutant General reponsibilities (para 7).
- o Updates promotion information consistent with promotion policy outlined in AR 135-155 (para 21).
- o Corrects reference to RCPAC and updates ARPERCEN office symbols (throughout).

Headquarters
Department of the Army
Washington, DC
12 November 1984

Army Regulation 600–39

Effective 12 November 1984

Personnel—General

Dual Component Personnel Management Program

The original form of this regulation was published on 12 November 1984. Since that time a change has been issued to amend the original. As of 25 August 1986, permanent Change 1 remained in effect. This UPDATE printing incorporates all of that change directly into the body of text.

This UPDATE printing publishes a Change 2 which is effective 26 November 1986. The portions of the text that are revised by Change 2 are highlighted in this printing.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

R. L. DILWORTH
Brigadier General, United States Army
The Adjutant General

Summary. This regulation~~, which~~ covers policy for enlisted personnel and warrant officer personnel holding dual status in both the Active Army and the Army Reserve.~~; has been revised. This revision implements DOD policy decisions concerning grade restraints when appointing commissioned officers and provides guidance regarding academic evaluation reports.~~

Applicability. This regulation applies to Active Army units worldwide. It does not apply to Army National Guard (ARNG) or U.S. Army Reserve (USAR) units.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Internal control systems. This regulation is not subject to the requirements of AR 11–2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and establishment of forms other than DA forms are prohibited unless prior approval is obtained from the Commander, U.S. Army Reserve ~~Components~~ Personnel ~~and Administration~~ Center (ATTN: ~~DARC-PPC~~DARP-ZAP-P), 9700 Page Boulevard, St. Louis, MO 63132–5200.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel, DA (DAPE–MPD–OP). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Army Reserve ~~Components~~ Personnel ~~and Administration~~ Center (ATTN: ~~DARC-PPC~~ DARP-ZAP-P), 9700 Page Boulevard, St. Louis, MO 63132–5200.

Changes. Changes to the basic publication are shown using the strikethrough and underscore method (when material that is being deleted or changed is crossed out, and new material that is being entered is underscored) and the tint method (when new or greatly reorganized material appears tinted gray).

Distribution. ~~Active Army, B, ARNG and USAR, D.~~ Distribution of this issue has been made in accordance with DA Form 12-9A-R requirements for 600-series publications or as adjusted by the Publications Account Officer using the subscription card. AR 600-39 distribution is B for Active Army, and D for ARNG and USAR.

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Glossary

Section I
Introduction

1. Purpose
This regulation—

a. Prescribes policies governing the Army's Dual Component Personnel Management Program. This program allows the Department of the Army (DA) to quickly meet mobilization requirements through procurement of trained commissioned and warrant officers from enlisted and warrant officer (WO) ranks of the Regular Army (RA).

b. Discusses responsibilities, appointments, and career planning and management of these members who hold dual status in both the RA and the U.S. Army Reserve (USAR).

2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

Section II
Responsibilities

4. Heads of Army Staff agencies
Army Staff agency heads will, within their areas, set objectives, programs, and instructions to get the most benefit from the Army's Dual Component Personnel Management Program. Primary responsibilities are discussed in this section.

5. Deputy Chief of Staff for Personnel, DA (DCSPER)
The DCSPER has overall responsibility for General Staff supervision and coordination of plans, policies, and programs of Reserve Components (RCs) not on active duty (AD). In addition, the DCSPER will—

a. Formulate policies and plans and exercise General Staff supervision for the Dual Component Personnel Management Program. This will be done in coordination with other staff agencies.

b. Set criteria for mobilizing dual component members.

c. Develop and issue guidance for ordering dual component members to AD.

6. The Adjutant General (TAG)
~~TAG, through the Commanding General, U.S. Army Reserve Components Personnel and Administration Center (CG, RCPAC), will—~~

~~*a.* Appoint, accession, and promote dual component personnel in their USAR status.~~

~~*b.* Issue mobilization orders in coordination with the CG, U.S. Army Military Personnel Center.~~ ***(Rescinded.)***.

7. Chief, Army Reserve (CAR)
The CAR, through the Commander, U.S. Army Reserve Personnel Center (ARPERCEN), will—

a. Coordinate appointments, accessions, promotions, and assign dual component personnel in their USAR status.

b. Manage careers of dual component personnel in their USAR status.

c. Issue mobilization orders in coordination with the CG, U.S. Army Military Personnel Center.

8. Commanding General, U.S. Army Military Personnel Center (CG, MILPERCEN)
The CG, MILPERCEN, in coordination with ~~the CG, RCPAC, and~~ the ~~Commander~~ CG, ARPERCEN, will advertise, procure, and monitor the Dual Component Personnel Management Program.

9. Commanding General, U.S. Army Forces Command (CG, FORSCOM) and Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC)
The CG, FORSCOM, and the CG, TRADOC, are responsible for general supervision and training of dual component members in the Active Army.

10. Commanding officers of dual component members
These commanding officers will—

a. Employ members in their current AD grades.

b. Place members in leadership roles to develop their potential for service in a commissioned officer or WO status.

11. Custodians of Military Personnel Records Jackets, U.S. Army (MPRJs) of dual component members
These custodians will—

a. Report members to ~~RCPAC~~ ARPERCEN for accessioning into the USAR Control Group (Dual Component).

b. Administer all Reserve personnel matters and submit evaluation reports. (See AR 623–105, chap 7.)

c. Assist the commanding officer in making maximum use of these members in leadership and supervisory capacities.

d. Report changes to dual component status (DA Pam 600–8–2, procedure 2–29) resulting from initial appointment or commission, promotion, or ending of dual component status.

e. Maintain suspense roster for RA enlisted members holding USAR commissions or WO appointments. This will ensure that needed officer evaluation reports (OERs) are prepared. (See DA Pam 600–8, procedures 5—16.)

Section III
General

12. Concept
DA mobilization needs for officers must be met quickly through procurement of trained commissioned officers and WOs. Current AD members are ready assets during times of rapid expansion of the Active Army. They can be mobilized to assume greater responsibilities quickly. Career planning and management of dual component members are vital to the use of these assets in time of war or national emergency.

13. Eligibility criteria
The following members are eligible to apply for dual component status:

a. RA WOs who have not been—

(1) Twice passed over for promotion.

(2) Otherwise released from AD or active status because of failure to be promoted to a higher commissioned grade.

b. RA enlisted persons in the Armed Forces qualified under AR 135–100.

14. Grade on appointment
Appointment will be made in the grade of second lieutenant unless the member qualifies for a higher grade under AR 135–100.

15. Role on mobilization
The Dual Component Personnel Management Program supplements other programs for qualified officers and WOs as needed to fill authorized mobilization positions. The program is designed to provide a trained group able to perform assigned tasks once ordered to AD.

16. Status on mobilization
USAR officers serving on AD in another status will be processed as follows if they are mobilized in their officer grades:

a. Enlisted members will be discharged from their current AD status the day before their reporting date of entry on AD as a USAR commissioned officer or WO.

b. RA WOs will not be discharged. Their WO status will continue in an underlying status. They will return to WO status the day following the date released from AD as a commissioned officer.

17. Channels of command and administration
AR 140–1 explains channels of command and administration for the Dual Component Personnel Management Program. Direct communication on matters relating to USAR status is authorized between each of the following:

a. ~~The CG, RCPAC.~~ ***(Rescinded.)***.

b. The ~~Commander~~CG, ARPERCEN.

c. The commander who keeps the member's records.

d. The individual concerned.

18. Mobilization procedures
When full mobilization is declared, the first officer in a dual component member's chain

command having general courts-martial jurisdiction will decide if a member is to be mobilized in his or her USAR grade.

a. In deployed and early-deploying units, members may be mobilized in their USAR status to fill officer vacancies rapidly within the organization. However, in non- or late-deploying units, dual component personnel who are mobilized in their USAR status will be considered available for Army-wide reassignment.

b. In all cases, mobilization of dual component personnel in their USAR status will be reported to MILPERCEN through the Standard Installation/Division Personnel System—Wartime network. Approving authorities also will inform ~~RCPAC (ATTN: DARC-PR)~~ARPERCEN (DARP-MOP) of the reason for not mobilizing specific dual component members. MILPERCEN will inform the same office when a dual component member is activated in his or her USAR status.

19. Grade restoration

During demobilization, members who were mobilized in their USAR grade are authorized to return to their premobilization status. The guideline for computing grade restoration will be the average grade of the member's year group. For example, an enlisted member grade E5 is mobilized in his or her USAR grade of second lieutenant. At demobilization, if his or her year group contemporaries would have attained the rank of E7, the member would be considered for reenlistment as an E7. RA WOs who are mobilized as USAR commissioned officers will, on demobilization, revert to their RA warrant grade; they will be considered for temporary appointment to the grade equal to their year group peers.

Section IV
Personnel Actions

20. Appointment

a. AR 135–100 governs the appointment of commissioned officers and WOs in the USAR. Commanders of major Army commands normally are the appointing authority for appointments in the grade of second lieutenant. All other applications will be sent to the CG, ~~RCPAC~~ARPERCEN (para 7*a*), for final approval.

b. When the member, on appointment, is not concurrently ordered to AD in his or her Reserve grade, one copy of the appointment letter will be sent to Commander, ARPERCEN (ATTN: ~~DARP-MSB-S~~ DARP-MOB-SD), 9700 Page Boulevard, St. Louis, MO ~~63132-5260~~63132-5200. This copy will be annotated with the date of acceptance. The information will be used to process the applicant into the USAR Control Group (Dual Component). The appointing authority will send a copy of the appointment letter with oath of office to the following:

(1) HQDA (DAPC-MSR), ALEX VA 22332–0400, for Active Component WOs.

(2) Commander, U.S. Army Enlisted Records and Evaluation Center (ATTN: PCRE–FF), Fort Benjamin Harrison, IN 46249–5301, for Active Army enlisted members (AR 640–10).

21. Promotion

a. Commissioned officers and WOs assigned to the USAR Control Group (Dual Component) are nonunit officers whose promotion in the USAR is governed by AR 135–155. Members normally are considered for promotion in the calendar year before the calendar year in which they are eligible.

b. Commanders and MPRJ custodians will—

(1) Ensure that these members are aware that, for promotion in the USAR, they must meet eligibility requirements (AR 135–155, tables 2–1 and 2– 2). These include completion of resident officer basic and career development courses.

(2) Encourage enrollment ~~in nonresident~~ of USAR lieutenants in resident officer basic courses of instruction and completion of academic studies. This will allow members to be competitive with their USAR peers.

(a) ~~The member~~ For a nonresident enrollment, captains and field grade officers must complete two copies of DA Form 145 (Army Correspondence Course Enrollment Application) ~~to enroll in nonresident courses~~. They will submit the completed forms through their unit commanders and MPRJ custodians for verification. The forms then will be sent to the school for further processing.

(b) The member will send certificates of completion of military or civilian schooling through the MPRJ custodian, for annotation, to Commander, ARPERCEN (ATTN: ~~DARP-MSB-S~~DARP-MOB-SD), 9700 Page Boulevard, St. Louis, MO ~~63132-5260~~ 63132–5200. The certificate will be included in the officer career management file (OCMF). The OCMF is maintained at the Officer Personnel Directorate, MILPERCEN; the Office of The Judge Advocate General; the Office of the Chief of Chaplains; or the Office of the Surgeon General, for each dual component WO, and ~~RCPAC~~ARPERCEN (para 7*a*), for each dual component enlisted member (AR 140–241).

c. Eligible dual component members who are in the zone of consideration by a mandatory selection board will submit photographs for Reserve officer promotion consideration. (See AR 135–155, chap 3.) The photograph may be taken of the officer in the service uniform in the capacity in which serving on AD. It also may be taken in the service uniform as a Reserve commissioned officer or WO.

22. Branch or specialty transfers

Because of duty assignments in the Active Army, dual component members may become better qualified in other than their USAR assigned specialties or basic branches. In such cases, ARPERCEN may involuntarily branch transfer or designate an additional specialty or both. The member also may make a request for a specialty redesignation or branch transfer. Send the request along with supporting documents to Commander, ARPERCEN (ATTN: ~~DARP-MSB-S~~DARP-MOB-SD), at the address in paragraph 23*b*(1). Authority for this request is AR 140–10.

23. Evaluation reports

a. RA and Army of the United States (AUS) WOs are rated under AR 623–105. On the basis of their status as USAR officers, no separate evaluation reports are required.

b. Enlisted members holding USAR commissions or warrants are rated under AR 623–105, chapter 7, if they are in other-than-student status.

(1) Rating officials will prepare three copies of the reports. Two copies will be sent to Commander, ARPERCEN (ATTN: ~~DARP-MSB-S~~DARP-MOB-SD), 9700 Page Boulevard, St. Louis, MO ~~63132-5260~~ 63132–5200. The third copy will be given to the member.

(2) The Commander, ARPERCEN, will review and make needed corrections. The Commander, ARPERCEN, also will—

(a) Send one copy to the U.S. Army Enlisted Records and Evaluation Center (ATTN: PCRE–FS) for the official military personnel file.

(b) Retain one copy in the OCMF.

c. DA Form 1059 (Academic Evaluation Report) is issued to enlisted members holding a USAR commission or warrant status on AD as RA enlisted. These members also must be on student status enrolled in a course scheduled for 60 calendar days or more. The report will be issued in their AD status at graduation or disenrollment from the course of instruction. (See AR 623–1.) The service member's military personnel office (MILPO) will prepare four copies of the DA Form 1059. After completion by the reviewing officials, the MILPO will send—

(1) The original to Commander, U.S. Army Enlisted Records and Evaluation Center (ATTN: PCRE–FS), Fort Benjamin Harrison, IN 46249–5301. The form will be filed in the enlisted official military personnel file.

(2) One copy to Commander, ARPERCEN (ATTN: ~~DARP-MSB-S~~ DARP-MOB-SD), 9700 Page Boulevard, St. Louis, MO ~~63132-5260~~63132–5200, for filing in the OCMF.

(3) One copy to the service member.

24. Security requirements

A favorable National Agency Check, conducted under AR 381–20, is required for all commissioned officers and WOs. A check of personnel records for dual component members will be done to ensure that members possess valid security clearances. This will ensure that members are readily available for mobilization.

25. Orders

a. One copy each of the following orders on dual component members will be sent to Commander, ARPERCEN (ATTN: ~~DARP-MSB-S~~DARP-MOB-SD), 9700 Page Boulevard, St. Louis, MO ~~63132-5260~~ 63132-5200.

(1) Orders that affect a member's Active Army grade or Reserve status.

(2) Change-of-station order (for locator use).

b. The member's MPRJ custodian will be given one copy of any order issued at ARPERCEN that affects his or her dual component status.

26. Accessions to Active Components

Information on USAR status is a vital part of enlistment records. Failure to enter this information properly in item 25 on the DD Form 1966–Series (Application for Enlistment-Armed Forces of the United States) may prevent inclusion of members in the Dual Component Personnel Management Program.

27. Personnel qualification records

The MPRJ custodian will ensure that correct information about USAR status is entered on DA Form 2 (Personnel Qualification Record—Part 1) in items 39 and 40. This is done under AR 640–2–1, chapter 2.

28. Suspension of favorable personnel actions

If favorable personnel actions are suspended against dual component members under AR 600–31, favorable personnel actions in Reserve status also must be suspended. In addition to the distribution required by AR 600–31, the member's commander will prepare one copy of each DA Form 268 (Report for Suspension of Favorable Personnel Actions). Include interim and final reports. Reports will be sent to Commander, ARPERCEN (ATTN: ~~DARP-MSB-S~~ DARP-MOB-SD), 9700 Page Boulevard, St. Louis, MO ~~63132-5260~~63132-5200.

29. Elimination

When retention is not in the best interest of the service, USAR officers may be eliminated under rules and procedures in AR 135–175.

a. The commander of a dual component member will ensure that the member meets the high standards desired for retention in the USAR. The commander will initiate elimination action if required.

b. Reasons that would cause a member to lose his or her USAR status do not always require termination of AD. But elimination from the Active Army at the recommendation of a board of officers normally results in termination of USAR status as well.

c. Dual component members who are not recommended for promotion in their enlisted status or selected for retention under the Active Component Enlisted Qualitative Retention Program will be considered for elimination.

30. Removal from active Reserve status

Certain parts of AR 140–10, chapter 3, apply to dual component members. Action to remove members from their active Reserve status normally is taken by the custodian of the member's MPRJ or the CG, MILPERCEN. This can be done by a discharge or transfer to the Retired Reserve if the member is eligible and the member requests transfer. Primary reasons for removal are listed below.

a. Medical disqualification for retention.

b. Two nonselections for Reserve promotion to the grades of chief WO, W3; chief WO, W4; captain; major; or lieutenant colonel.

c. Attainment of maximum authorized age.

d. Failure to complete military school requirements within the prescribed time after promotion.

31. Separation

On separation from an RA or AUS status, dual component members normally will transfer or revert to a USAR control group. Transfer activities will ensure that correct action is taken to prevent erroneous discharge of dual component members from their USAR status.

32. Retirement

Various laws govern retirement of dual component members.

a. WOs or enlisted members may retire voluntarily in a commissioned officer status (sec 3911, title 10, United States Code). They must, however—

(1) Have completed 10 years of active commissioned service in their overall total of 20 years active Federal service.

(2) Hold a USAR commission at the time of retirement.

b. Enlisted members holding a USAR WO status may retire in a WO grade (sec 1293, title 10, United States Code).

c. On completion of 30 years of service, the member may be advanced to the highest grade satisfactorily held while serving on AD as determined by the Secretary of the Army (sec 3961, title 10, United States Code). (The 30 years of service consists of active Federal service plus time on the retired list.)

d. AR 635–100, AR 635–200, and DA Pam 600–5 explain more about advancement on the retired list.

Section V
Management

33. Career guidance

a. The dual component member's career development is controlled by three separate managers. Each one must function under established policies and career patterns to provide a satisfying military career for the member. These managers are listed below.

(1) Custodian of the OCMF (see glossary).

(2) Unit commander, who ensures proper use of the member in his or her AD grade and evaluates performance. The commander should emphasize the member's potential to produce better results.

(3) Dual component member. The member—

(a) Is responsible for seeking opportunities to develop his or her own specialty-related talents and skills.

(b) Should seek guidance from other designated managers, when necessary, to enhance his or her career.

b. DA Pam 140–1 applies when possible and if consistent with the AD assignment.

34. Assignment

Assigning of dual component members in an AD status follows normal career progression for that status. Commanders and other supervisors should—

a. Be aware that these members have recognized abilities, attitudes, skills, and potential for development at a higher level of responsibility.

b. Give these members tasks that are consistent with unit requirements and that will permit comprehensive, objective evaluations. These tasks must—

(1) Enhance the member's potential.

(2) Develop resourcefulness and initiative.

(3) Relieve leaders of duties that may be given to dual component members.

35. Active duty

The ultimate goal of dual component members should be to serve on AD in the highest possible grade in order to increase their contribution to the Army. Procurement programs normally are announced through DA circulars. Eligible candidates should be encouraged to apply.

Appendix A
References

Section I
Required Publications

AR 135–100
Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 13, 14, and 20.)

AR 135–155
Promotion of Commissioned Officers and Warrant Officers Other than General Officers. (Cited in para 21.)

AR 135–175
Separation of Officers. (Cited in para 29.)

AR 140–1
Army Reserve: Mission, Organization, and Training. (Cited in para 17.)

AR 140–10
Army Reserve: Assignments, Attachments, Details, and Transfers. (Cited in paras 22 and 30.)

AR 381–20
). Army Counterintelligence (CI) Activi-.s. (Cited in para 24.)

AR 600–31
Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings. (Cited in para 28.)

AR 623–1
Academic Evaluation Reporting System. (Cited in para 23.)

AR 623–105
Officer Evaluation Reporting System. (Cited in paras 11 and 23.)

AR 640–2–1
Personnel Records and Identification of Individuals—Personnel Qualification Record. (Cited in para 27.)

DA Pam 140–1
U.S. Army Reserve Officers Professional Development and Utilization. (Cited in para 33.)

DA Pam 600–8
Military Personnel Management and Ad-nistrative Procedures. (Cited in para 11.)

-A Pam 600–8–2
Standard Installation/Division Personnel System (SIDPERS) Military Personnel Office Level Procedures. (Cited in para 11.)

Section II
Related Publications

Related publications are merely sources of additional information. The user does not have to read them to understand this regulation.

AR 140–241
Army Reserve Personnel Records.

AR 635–100
Personnel Separations: Officer Personnel.

AR 635–200
Personnel Separations: Enlisted Personnel.

AR 640–10
Individual Military Personnel Records.

DA Pam 600–5
Handbook on Retirement Services for Army Personnel and Their Families.

Section III
Prescribed Forms

DA Form 2
Personnel Qualification Record—Part 1. (Cited in para 27.)

DA Form 145
Army Correspondence Course Enrollment Application. (Cited in para 21.)

DA Form 268
Report for Suspension of Favorable Personnel Actions. (Cited in para 28.)

DA Form 1059
Service School Academic Evaluation Report. (Cited in para 23.)

DD Form 1966–Series
Application for Enlistment—Armed Forces of the United States. (Cited in para 26.)

Section IV
Referenced Forms

DA Form 67–8
U.S. Army Officer Evaluation Report .

DA Form 67–8–1
Officer Evaluation Report Support Form.

DA Form 67–8–2
Senior Rater Profile Report Officer Evaluation Reporting System.

DA Form 1290
Warrant Officer's Commission.

DD Form 1A
Officers Commission.

Glossary

Section I
Abbreviations

AD
active duty

ARNG
Army National Guard

ARPERCEN
U.S. Army Reserve Personnel Center

AUS
Army of the United States

CG
Commanding General

DA
Department of the Army

DCSPER
Deputy Chief of Staff for Personnel

MILPERCEN
U.S. Army Military Personnel Center

MPRJ
Military Personnel Records Jacket, U.S. Army

OCMF
officer career management file

OER
officer evaluation report

RA
Regular Army

RC
Reserve Component

~~**RCPAC**~~
~~U.S. Army Reserve Components Personnel and Administration Center~~

USAR
U.S. Army Reserve

WO
warrant officer

Section II
Terms

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

Dual component personnel
RA or AUS enlisted or WO members serving in that capacity on AD; have been appointed and simultaneously hold status as Reserve commissioned officers or WOs.

Officer career management file
File that contains, among other papers, a duplicate copy of each OER prepared.

USAR Control Group (Dual Component)
Unit set up at ~~RCPAC~~ARPERCEN for control and statistical accounting of dual component members.

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