

Initial Military Training Branch Officer Accessions and BOLC Managers Branch

Overview: AR G-1, Initial Military Training (IMT) Officer Accessions is responsible for positioning cadets into valid Army Reserve Officer vacancies in the grade of O1-O3.

Purpose: The vacancy hold request (VHR) process is utilized to assign newly accessed Army Reserve Officers from the Reserve Officer Training Corps (ROTC) programs into Army Reserve positions and serves as the only confirmed document source for AR vacancy hold.

Branch Accessions and BOLC Managers

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Reserve Officer Training Corps (ROTC) Vacancy Hold Request Process

Step Process

PHASE 1

1. The MS IV Cadets and ROTC Cadre request the current vacancy list from AR G1, IMT Accessions Team Chief (MSG Kandewen) at usarmy.usarc.usarc-hq.mbx.accessionsdiv@mail.mil.
2. The Cadet submits a vacancy hold request to the accessions inbox with the following information:
 - a. Name
 - b. Full SSN
 - c. Unit Data (Include Name of Unit, UIC, Location City & State, Branch, AOC)
 - d. Vacancy Control Number (7 digit number on the Vacancy List provided)
 - e. Projected Commissioning Date
 - f. Completed Cadet Summer Training (CST) (Yes or No)
 - g. USAR GRFD (Yes or No)
 - h. Component – AR or NG
3. The Accessions Team receives request notification, reviews for validity and submits the official vacancy hold to the Cadets enterprise email within 7-10 business days.

PHASE 2

4. Once the vacancy request has been approved and returned to the Cadet, their BOLC Manager's name and contact information will be provide.

5. All correspondence to your BOLC Manager must originate from your .Mil account. Your BOLC manager will not take action on any request that you send unless it is received from your .Mil account.

6. You may send your BOLC request to your BOLC Manager immediately. However, you may not be scheduled for BOLC until 45 days after you graduate. Your request will be answered in the order it is received.

PHASE 3

7. The Cadet commissioning packet will be submitted to HRC within 5 business days by the ROTC Human Resource Assistant after the Cadet meets all commissioning requirements.
8. The Cadet must correspond and contact their unit after commission and prior to attending BOLC to inprocess.
9. HRC Officer Accessions will review the commissioning packet for compliancy and issue unit assignment orders within 45-60 days. Lieutenants are not to attend Battle Assembly until assignment orders are received.

If you need additional information, you can email the following: Army Reserve G-1 Officer Management Team located:

<https://arg1web.usar.army.mil/manandread/Pages/IMT/Officer.aspx>

Frequently Asked Questions:

1. Do I need to obtain an LOA (Letter of Acceptance) to be assigned to a unit?

Answer: No, you do not need an LOA in order to be assigned to a unit, all you need to do is submit a vacancy hold request for that position based on the National Vacancy Report.

2. Can my VHR be sent to an education email, gmail, AOL, or other nonmilitary email accounts?

Answer: No, your VHR will ONLY be sent to your .mil account. This will require you to activate your AKO or enterprise email.

3. When can I begin the process to submit my VHR?

Answer: You can submit your VHR as soon as the board results are released. GRFD and SMP CDTs can begin submitting their VHR prior to their senior year.

4. Can I branch Civil Affairs, Chaplaincy, or any other specialty branch.

Answer: No, Cadets can only request basic branches for their initial military assignment.

Frequently Asked Questions:

5. Is AR G-1 ultimately responsible for getting newly commissioned officers assigned or is it the officer's responsibility to find a unit?

Answer: The AR G1 IMT Accessions is the only source responsible for officer assignments.

6. How does BOLC-B work without being assigned to unit?

Answer: The AR G1 IMT BOLC-B managers are responsible for scheduling all newly commissioned officers for BOLC-B school after they have received their Vacancy Hold Request.

7. How will the newly commission officer receive BOLC-B orders?

Answer: The BOLC-B orders will be provided by the BOLC-B manager to the recipients AKO or enterprise email account.

Army Reserve (AR) G-1

Initial Military Training (IMT) Branch



**ROTC Officer Accessions
Cadet Summer Training
2016**

Mission Statement

To access and provide the Army Reserve with newly commission officers to train, equip, and ready Soldiers and cohesive units to meet the nation's requirements at home and abroad.