

## **Reserve Officers Specialty Branch Transfers requests with Basic Branch Reappointment for IMA IRR and TPU assigned Officers**

(Reappointment) to a designated Basic Branch: AD 14A, AG 42B, AR 19A, EN12A, FA 13, FI 36A, IN11, MP 31A, OD 91, SC 25, SF 18, TC 88, QM 92, AV 15 requires current flight physical , MI Requires TS clearance, AV requires valid flight Physical, CA requires basic branch appointment first.

1. When a reserve commissioned specialty branch officer; AMEDD, JAG or Chaplain (with the exception of Officer Active Duty Obligators, (OADO's are processed differently) is requesting a branch transfer from a Special Branch (MC, MS, DC, VC, AN, JA, CH) to be reappointed in to a basic branch they must request three of the following basic branches, (such as, AD, AG, AR, EN, FA, FI, IN, MP, OD, SC, SF, TC, QM, MP, AV, MI and AV).

The following is required from individual and unit commands:

\_\_\_ Completed DA 61, Request for Reserve Appointment filled out correctly - see instructions provided. Incorrect DA 61's will be returned for corrections without action.

\_\_\_ Soldier's memorandum requesting branch transfer. Memorandum will include any mandatory statements of understanding for each specific branch.

\_\_\_ AMEDD statement "I understand that that upon approval of this Branch transfer request I cannot practice Army medicine other than combat lifesaver skills. I also understand that if I am receiving a critical skills retention bonus, collections actions may be taken against me to recoup any unearned portion of the bonus".

\_\_\_ Chaplain statement "I understand that upon approval of this Branch Transfer request I cannot practice any ecclesiastical duties in the Army. I also understand that if I am receiving a bonus, collections actions may be taken against me to recoup any unearned portion of the bonus".

\_\_\_ JAG statement "I understand that upon approval of this Branch Transfer request I cannot practice Law in the Army, I also understand that if I am receiving a bonus, collections actions may be taken against me to recoup any unearned portion of the bonus".

\_\_\_ Unit Commander's Endorsement Memorandum will include the documents listed below (this requirement does not apply to IRR CURORG L, I, AGR soldiers)

\_\_\_ Verification Statement of current valid physical exam or PHA, including the date of current physical (IAW AR 40-501) with updated status in TAPDB-R (but do not provide the physical exam in the packet). (Must be current on SMS for IRR soldiers CURORG L, I)

\_\_\_ Security Clearance Memorandum (JPAS) from your security manager that indicates the current clearance level with current expiration date of investigation. (Must be current on SMS for IRR soldiers CURORG L, I)

\_\_\_ Unit Vacancy Statement that includes unit's physical mailing address; unit action Point of contact (Rank and full name); valid telephone and email address; UIC, PARA, LIN, and position the soldier will be or is currently assigned to. This can be in the memorandum from commander or supplied separately on DA Form 4651. NOTE: This is important for orders publication.

## **Reserve Officers Specialty Branch Transfers requests with Basic Branch Reappointment for IMA IRR and TPU assigned Officers**

\_\_\_Verifies applicant has no current flags, and no current action being processed that could result in an administrative flag for applicant, notes any derogatory information on individual.

\_\_\_ Unit Administrator and commander will verify that the branch transfer application is complete and legible, attached to SMS, and application is loaded to AMHRR.

\_\_\_When a legible and complete packet as described is assembled, it will be uploaded to SMS and attached to the soldiers file.

2. When a complete and legible packet has been reviewed and verified by unit commander, unit action point of contact will scan packet to the documents tab on SMS and note Branch Transfer request submission in transactions on SMS.

3. The unit action POC will send email to USARMY Ft Knox HRC Mailbox OPMD RAAAPPTS at [usarmy.knox.hrc.mbx.opmd-raappts@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-raappts@mail.mil) with subject line of email "last name\_000-333/334-667/668-999 Branch transfer request. ( Example , if last three of SSN are 324, use range 000-333). Body will state Branch Transfer request has been posted to SMS for AHRC-ORD-A action. Will also identify if individual has an approval from gaining and losing branches included in application. Individual will be copied on this email.

4. When action email is received at HRC AHRC-ORD-A case will be opened and the following will be determined.

a. Accepts case and reviews application to determine if gaining and losing branch approvals are included in the application. If they are included the file will be reviewed and an appointment offer or denial will be sent to individual and unit administrator and the individual or:

b. Accepts case in SMS for the application received and reviews application for completeness and attachment to case file on SMS, if case is not attached or viewable to all using SMS. If one or both gaining and losing branch approval are needed.

5. ORD -A will staff for needed approvals to appropriate command or branch.

HRC-ORD-A: Sends the packet to USARC G-1 for gaining basic branch approval for TPU soldiers. IRR, IMA and AGR soldiers are staffed to AROD or HSD- RB for approval from Reserve Directorates based on individuals selected branch choice and vacancy assignment requirements.

6. The gaining and losing branches will review the request on SMS and provide the approval or denial via email and annotating the recommendation on SMS in each individual case. Whether approved or denied for release branch will send an email back to [usarmy.knox.hrc.mbx.opmd-raappts@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-raappts@mail.mil) with SUBJECT LINE: "LAST NAME \_000-333/334-667/668-999 Branch Transfer.

7. HRC-ORD-A: Produces an offer for Reserve Appointment that is sent to individual and unit POC provided in application.

## **Reserve Officers Specialty Branch Transfers requests with Basic Branch Reappointment for IMA IRR and TPU assigned Officers**

a. Individual will receive reappointment offer from Reserve Appointment in the approved gaining branch assignment with copy furnished to unit point of contact. Individual can accept the Reappointment offer into the Reserve by returning an executed DA 71, attach to an encrypted email to usarmy.knox.hrc.mbx.opmd-raappts@mail.mil with SUBJECT LINE: "LAST NAME \_000-333/334-667/668-999 Branch Transfer DA 71". HRC-ORD -A scans the Reserve Appointment Memorandum into IPERMS and updates RDMS with individual's new branch.

b. Attaches finalized Reserve Appointment Memorandum and DA 71 and to SMS, application is loaded to soldiers AMHRR in IPERMS;

8. Upon receipt of the Appointment Memorandum, the soldier unit administrator notifies the designated G-1/unit representative to ensure that soldier is properly gained/ transferred and in processed into the unit with correct branch designation.

9. Branch Transfer request denied by either gaining or losing branches or soldier becomes flagged or administrative ineligible for reappointment IAW AR 135-100, USAR Pamphlet 600-5, AR 614-100 the processing of the Branch Transfer request denial notification will be sent to individual and unit point of contact by email to the disclosed addresses in the request.

10. Basic Branch Career Manager updates the soldiers personal records as required for additional educational and individualized designations or requirement above unit administers or reserve commands capabilities and initiates unit and soldier contact for initial career counseling as needed.