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## Army Regulation 600–91

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### Personnel-General

## Army Career Intermission Program

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By Order of the Secretary of the Army:

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Official:

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**History.** This is a new Department of the Army regulation.

**Authorities.** This regulation implements Section 710, Title 10, United States Code (10 USC 710), and DoDI 1327.07.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army, Deputy Chief of Staff, G–1 (DAPE–MPO–D), at [usarmy.pentagon.hqda-dcs-g-1.list.dape-mpo-d](mailto:usarmy.pentagon.hqda-dcs-g-1.list.dape-mpo-d).

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*AD 2021–15 is rescinded upon publication of this AR.

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## Chapter 1

### Introduction

#### 1–1. Purpose

This regulation prescribes policies and procedures pertaining to the transfer of Regular Army (RA) Soldiers and Army Reserve Active Guard Reserve Soldiers to the Individual Ready Reserve (IRR) for participation in the Career Intermission Program, with return to the RA or Active Guard Reserve duty. The Army Career Intermission Program (CIP) provides a one-time temporary transition from active duty in the RA or U.S. Army Reserve (USAR) Active Guard Reserve (AGR) Program to the IRR to allow Soldiers to meet personal or professional needs while providing a means for their return to active duty.

#### 1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA database located at <https://armypubs.army.mil/abca/>.

#### 1–3. Associated publications

This section contains no entries.

#### 1–4. Responsibilities

*a. Assistant Secretary of the Army (Manpower and Reserve Affairs).* The (ASA (M&RA)) is the principal advisor to the Secretary of the Army (SECARMY) for manpower, human capital management, training, leader development, readiness, and Reserve affairs. The (ASA (M&RA)), on behalf of the SECARMY in implementing the CIP, will—

(1) Oversee the development and issuance of implementing guidance for the program in accordance with Section 710 of Title 10, United States Code (10 USC 710), and Department of Defense Instruction (DoDI) 1327.07.

(2) Submit annual reports on the CIP to the Office of the Under Secretary of Defense for Personnel and Readiness by 1 June of each year.

*b. Deputy Chief of Staff, G–1.* The DCS, G–1 will provide advice and assistance to the ASA (M&RA) for policies and procedures to—

(1) Provide for Soldiers' transfer from RA and USAR AGR to the IRR to meet personal or professional needs and afterward return to active duty.

(2) Prepare the annual report on the CIP in coordination with Commanding General (CG), U.S. Army Human Resources Command (HRC).

(3) Ensure the CG, HRC, will—

(a) Serve as the authority for program execution, including Soldier participation.

(b) Serve as the approval/disapproval authority for nonstatutory waivers for participation.

(c) Determine the maximum number of Soldiers who may participate each year, receive and screen applications, select Soldiers to participate in the program, and direct separation from active duty and return to active duty.

(d) Convene selection panels to make recommendations for CG, HRC approval or disapproval for Soldier applicants' participation in the CIP.

(e) Assign Soldiers to the IRR while in the CIP and provide personnel administrative support and monitoring of Soldiers while so assigned.

(f) File the Soldier's signed CIP agreement and counseling in the Soldier's Army Military Human Resource Record (AMHRR).

(g) Submit RA officers for original appointment on the Reserve active status list (RASL) and ensure approval before authorizing release from active duty to the IRR.

(h) Submit officers for original appointment on the active duty list (ADL) and ensure approval before authorizing reaccession to active duty in the RA.

(i) Direct Soldier's separation from active duty and return to active duty, including early termination, when determined appropriate.

c. *The Judge Advocate General.* TJAG will exercise personnel management authority for Judge Advocate General's Corps officer assignments, including release from active duty, and participation in the CIP.

d. *Chief of Chaplains.* The CCH will, through the Office of the Chief of Chaplains (OCCH) (DACH-Personnel), exercise personnel management authority for Chaplain Corps officer assignments, including release from active duty, and participation in the CIP.

e. *Commanding General, Army Materiel Command.* The CG, AMC will process Soldiers for release from active duty pursuant to AR 635–8, ensuring the correct separation program designator code for CIP is placed on each Soldier's DD Form 214 (Certificate of Uniform Service).

f. *Unit commanders.* Unit commanders will—

(1) Ensure Soldiers are thoroughly counseled on the responsibilities, benefits, compensation, and medical care associated with participation in the CIP, provide written recommendation for approval or disapproval of the Soldier's application, and forward the Soldier's CIP application through the applicable chain of command to the CG, HRC for final decision on participation in the CIP.

(2) Ensure Soldiers approved for separation are processed for separation in accordance with the provisions of this regulation and AR 635–8.

## **1–5. Records management (recordkeeping) requirements**

The records management requirements for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in the Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

## **Chapter 2**

### **Criteria for Participation**

#### **2–1. Eligibility criteria**

If not otherwise excluded by provisions in paragraph 2–2, the following Soldiers are eligible to apply and be placed in the CIP:

a. RA competitive category, Chaplain Corps, Judge Advocate General's Corps, and Army Medical Department Corps officers.

b. RA warrant officers.

c. RA enlisted Soldiers in ranks of sergeant (E–5) through master sergeant (E–8).

d. USAR AGR officers, warrant officers, and enlisted Soldiers who have completed their initial 3-year term of active duty.

#### **2–2. Noneligibility criteria**

The following Soldiers are ineligible for participation in the CIP:

a. An officer serving in a joint duty assignment list position, as defined in DoDI 1300.19, may not participate in the CIP before completion of the joint duty assignment.

b. Soldiers who have an approved retirement or separation date, or who have 17 or more years of creditable active Federal service for retirement as of the requested program entry date.

c. Soldiers who have an active duty service obligation (ADSO) or service remaining requirement (SRR) as a result of the decision to transfer benefits to a dependent under the Post–9/11 GI Bill.

d. Enlisted Soldiers who are unable to serve the incurred service of their SRR upon return to active duty because of limitation on retention control points, and officers who are unable to serve the incurred ADSO upon return to active duty because of maximum time in grade, time in service, or age.

e. Soldiers on a centrally selected promotion list.

f. Officers who have failed in selection for promotion at the current grade and enlisted Soldiers who are currently under a denial of reenlistment.

g. Soldiers in receipt of and executing permanent change of station orders.

h. Soldiers identified for deployment.

i. Aviators attending or having completed initial entry rotary-wing training and still serving their aviation-related ADSO. Other aviators serving aviation-related training ADSO are ineligible unless they complete the ADSO before the program entry date.

j. Soldiers currently under suspension of favorable personnel actions, pending investigation, non-judicial punishment, courts-martial, or civilian criminal charges or proceedings. Soldiers must have no record of disciplinary action (civil arrest, nonjudicial punishment, general officer memorandum of reprimand, or courts-martial) within 2 years preceding the request for participation in the program.

k. Soldiers not meeting medical accession and retention standards or pending medical or physical evaluation board proceedings.

l. Soldiers centrally selected for Officer Education System, Warrant Officer Education System, or Non-commissioned Officer Education System schools.

m. Soldiers previously identified, or in the zone of consideration, for separation or retirement by an officer separation board, enhanced selective early retirement board, qualitative management program board, qualitative service program board, or AGR release from active duty board.

n. RA Soldiers who have incurred a 3-year service obligation because of their enrollment in the RA Loan Repayment Program must first complete their required SRR in the program's approved military occupational specialty (MOS).

## **Chapter 3**

### **Program Provisions**

#### **3-1. Provisions and limitations**

The following provisions and limitations apply to the CIP:

a. Each Soldier must sign a written agreement to—

(1) Accept an appointment or enlist, as applicable, and serve in the IRR during the period of participation in the program.

(2) Undergo inactive duty training as required to retain military skills, professional qualifications, and physical readiness.

(3) And serve 1 month on active duty for each month spent in the program. Soldiers approved for participation (who are under an agreement upon entry onto active duty), will serve their obligation after they have completed the contractual ADSO incurred as a result of their agreement to enter active duty service.

b. Each Soldier will be thoroughly counseled on the benefits, compensation, medical care, and so forth, associated with participation in the CIP. The counseling will be documented in writing, with a copy placed in the Soldier's AMHRR, if the Soldier is approved for the CIP.

c. The period spent in the program may not exceed 3 years.

d. Soldiers approved for CIP participation who, at the time of beginning their inactivation, are serving under a service agreement entered into upon entry onto active duty, (for example, service obligations from participation in Senior Reserve Officer Training Corps programs, attendance at a Military Service Academy, or an enlistment contract), or a service obligation resulting from an educational or training program (for example, funded legal education, professional military education, or training with industry), will serve their CIP obligation after they have completed the ADSO incurred as a result of their agreement to enter active duty service (that is, the service obligation from CIP will run consecutively to any preexisting service obligation of the Soldier at the time of their inactivation).

#### **3-2. Soldier entitlements**

a. Each month, a Soldier in the CIP will be paid two-thirtieths of the amount of monthly basic pay the Soldier would otherwise be entitled to receive on active duty in the grade and with the years of service the Soldier had when participation in the CIP began.

b. During the period spent in the CIP, any special or incentive pay or bonus will be suspended until the Soldier returns to active duty. Upon return to active duty, the Army will restart any special pay or bonus. The Soldier will also be required to serve the remaining service obligation (in addition to the service obligation incurred for participation in the CIP), unless the pay or bonus is no longer authorized by law, or the Soldier no longer satisfies the eligibility criteria for the special or incentive pay or bonus. In such cases, the Soldier will be subject to the requirements for repayment of the unearned portion of the special or incentive pay or bonus in accordance with the terms of the Soldier's special or incentive pay or bonus agreement.

c. Soldiers in CIP are entitled to travel and transportation allowances authorized by 37 USC 474 to a location in the United States the Soldier designates as their residence upon release from active duty and upon return to active duty at the end of the CIP period. While in the CIP, Soldiers are responsible for any

travel costs incurred and during any physical muster or administrative processing when preparing to return to active duty at the end of their participation in the CIP.

d. Soldiers in the CIP are entitled to carry forward their existing leave balance upon return to active duty but not to exceed 60 days. Soldiers with more than 60 days of accrued leave must use terminal leave before separation from RA and USAR AGR, or sell ordinary leave at separation, so that no more than 60 days of ordinary leave is carried into IRR status.

e. Soldiers processing for separation for CIP are not eligible for any type of transition-related non-chargeable absence (for example, transition administrative absence, or involuntary separation).

f. Soldiers in the CIP and their dependents continue to be entitled to the same medical and dental care as Soldiers on active duty for more than 30 days. Soldiers also remain eligible for retirement or separation for physical disability under the provisions of 10 USC Chapter 55 and 10 USC Chapter 61. CIP participants may be returned to active duty to be medically evaluated for disability separation or retirement. Line of duty determinations, if required, will be accomplished pursuant to AR 600–8–4.

g. Soldiers in the CIP and their survivors continue to be entitled to all death benefits under the provisions of 10 USC Chapter 75.

h. The survivors of deceased CIP Soldiers remain eligible for travel and transportation allowances under 37 USC 481f to attend burial ceremonies.

i. Soldiers in the CIP continue their eligibility for general benefits as provided in 38 USC Part II.

j. Servicemembers are not eligible to receive tuition assistance while in the IRR. Time in the IRR is not credited towards eligibility for benefits under 38 USC 3319, and DoDI 1341.13, also known as the “Post 9–11 GI Bill.” Servicemembers already entitled to Post 9–11 GI Bill benefits may use them while in the IRR. (Soldiers pursuing the Army CIP with concerns of possible Post–9/11 GI Bill conflicts may confirm their eligibility by sending an email inquiry to the GI Bill program at [usarmy.knox.hrc.mbx.tagd-post911gibill@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-post911gibill@army.mil). See AR 621–202 for additional details on the Post–9/11 GI Bill). Soldiers should be aware service in the IRR in a non-active duty (non-AD) status is not qualifying service for either determination of eligibility or eligibility to transfer unused Post–9/11 GI Bill benefits.

k. Soldiers are not eligible to receive tuition assistance while in the IRR.

l. Soldiers in the CIP maintain commissary, morale, welfare, and recreation; and exchange benefits.

### **3–3. Effect of inactivation on service**

a. Soldiers are ineligible for consideration for promotion while in the CIP.

b. The Soldier’s date of rank (DOR) will be adjusted upon return to active duty to decrement the period spent in the CIP (see *paragraph 7–1c* of this regulation).

c. Time spent in the CIP does not count toward enlisted retention control point calculation or enlisted active service.

d. The period spent in the CIP as a USAR officer will be excluded from computation of the officer’s total years of service as defined in 10 USC 14706(a). Accordingly, the time spent in the CIP will not count toward an officer’s mandatory retirement/removal date (MRD) or grade retention point.

e. The period spent in the CIP is not creditable toward eligibility for retirement or transfer to the IRR under either 10 USC Chapter 741 or 10 USC Chapter 1223. It also is not creditable toward computation of retired or retainer pay under 10 USC Chapter 71 or 10 USC Chapter 1223.

### **3–4. Early termination**

Participation in the program may be terminated at any time based on the needs of the Army and may result in immediate recall to active duty in the RA or USAR AGR. Soldiers will be notified by CG, HRC when their period of service in CIP is to be terminated early and directed when and where to report to active duty.

## **Chapter 4**

### **Application for the Army Career Intermission Program**

#### **4–1. Application request packet**

a. Requests for entry into CIP will consist of the following:

(1) A completed and signed Army Career Intermission Program contract for the applicable category of the requesting Soldier, that is, RA officer or warrant officer; RA enlisted Soldier; USAR AGR officer or warrant officer; or a USAR AGR enlisted Soldier.

(2) A completed and signed Army Career Intermission Program individual counseling statement for the applicable category of the requesting Soldier, that is, RA Soldier, or USAR AGR Soldier.

(3) A statement from the Soldier explaining why they are applying for the program and the length of time desired to participate in the program. The Soldier will provide the statement in 12-pitch Arial font, not to exceed one page in length. The statement will be titled "Why I am applying for the Army Career Intermission Program."

(4) A current officer record brief or enlisted record brief, as applicable.

b. Transition leave must be considered when requesting separation and taken prior to the requested separation date. Additionally, applicants assigned overseas should consider the time required for out-processing after receipt of orders when planning and requesting a release date.

c. Program contracts and individual counseling statements for RA and USAR AGR commissioned and warrant officers are available on the HRC website at: <https://www.hrc.army.mil/>.

d. Program contracts and individual counseling statements for RA and USAR AGR enlisted Soldiers are available on the HRC website at: <https://www.hrc.army.mil/>.

e. Incomplete request packets will be returned to the applicant without action.

#### **4-2. Application process and notification for participation**

a. Application request packets may be submitted to HRC on an open enrollment basis. Applications received will be reviewed and considered for enrollment by a selection panel. Applicants for the program will request to start participation not earlier than 8 months from the date of separation in order to process the packet, accommodate leave, regulatory transition requirements, and approval of Reserve appointment prior to transfer to the IRR.

b. Application request packets will be processed through the first lieutenant colonel/O-5 unit commander or civilian level equivalent. Enlisted Soldiers will be counseled by the servicing career counselor using the Individual Counseling statement prior to signature by the unit commander or civilian equivalent.

c. After signature by the commander, forward packets via encrypted email to the appropriate CIP manager at HRC. Officers will forward request packets to the Officer Personnel Management Directorate retention team at email box address: [usarmy.knox.hrc.mbx.opmd-retention@army.mil](mailto:usarmy.knox.hrc.mbx.opmd-retention@army.mil). Enlisted Soldiers will forward request packets to email box address: [usarmy.knox.hrc.mbx.epmd-cipp@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-cipp@army.mil).

d. As an exception to *paragraph 4-2c*, Chaplain Corps officer requests will be forwarded to the Office of the Chief of Chaplains (DACH-PER) [occh-personnelactionsofficer@army.mil](mailto:occh-personnelactionsofficer@army.mil), 10098 Benning Rd., Fort Jackson, SC 29207-5307; or via email at [chaplainltcassignments@army.mil](mailto:chaplainltcassignments@army.mil); and Judge Advocate General's Corps officer requests will be forwarded to the Office of The Judge Advocate General, Personnel, Plans, and Training Office (PPTO), 2200 Army Pentagon, Room 2B517, Washington, DC 20310-2200 or via email at [usarmy.pentagon.hqda-otjag.list.daja-pt@army.mil](mailto:usarmy.pentagon.hqda-otjag.list.daja-pt@army.mil). CCH and TJAG are authorized to disapprove officer requests and will notify the officer in writing when the officer's request has been disapproved. CCH or TJAG, as appropriate, will forward requests recommended for approval to CG, HRC as indicated in *paragraph 4-2c*.

e. CIP managers designated by the CG, HRC will staff request packets through the appropriate branch/MOS career management branch chief to verify administrative eligibility. The career management branch chief will provide the CIP manager written disapproval notification for packets that are incomplete or the Soldier is determined ineligible for the program. Request packets determined to be administratively correct for qualified applicants will be processed to the selection panel for recommendation to the CG, HRC for approval/disapproval for participation in the CIP. As an exception, request packets for USAR AGR Soldiers will be staffed to the Chief of Army Reserve (CAR), AR G-1 (AFRC-PR), 4710 Knox Street, Building 1808, Fort Bragg, NC 28310-0001, for an approval/disapproval recommendation prior to submission to the selection panel. The CIP manager will provide notification to Soldiers selected (approved) and non-selected (disapproved) by the CG, HRC for participation in CIP.

#### **4-3. Soldiers selected for participation in Career Intermission Program**

a. *Officers.* Within 14 days of selection notification officers will decline or submit a request for unqualified resignation under the provisions of AR 600-8-24, using the separation date requested in CIP contract. Separation requests must cite the CIP as the basis for requesting early separation and include the

statement in figure 4–1. Submit requests via chain of command to: usarmy.knox.hrc.mbx.opmd-retention@army.mil. Encrypt email containing personally identifiable information (PII).

*b. Enlisted.*

(1) *Enlisted who are indefinite status.* Within 14 days of selection notification indefinite status enlisted Soldiers must decline or request a release from active duty under the provisions of AR 635–200, using the separation date requested in the CIP contract. The separation request must cite the CIP as the basis for requesting early separation and include the statement in figure 4–2. Submit separation requests via chain of command to: usarmy.knox.hrc.mbx.epmd-cipp@army.mil. Encrypt email containing PII.

(2) *Enlisted who are not indefinite status.* Within 14 days of selection notification enlisted Soldiers who are not indefinite status must decline or request a release from active duty under the provisions of AR 635–200, using the separation date requested in the CIP contract. The separation request must cite the CIP as the basis for requesting early separation and include the statement in figure 4–2. Submit separation requests through the installation Director of Human Resources to: usarmy.knox.hrc.mbx.epmd-cipp@army.mil. Encrypt email containing PII.

#### **4–4. Update to Soldier records**

The CIP manager will forward to the applicable career management branch manager a copy of all request packet documents for selected Soldiers, and submit a copy for filing in the Soldier's AMHRR as an approved separation (see AR 600–8–104). When updating a USAR AGR Soldier's AMHRR, the CIP manager will include a copy of the Soldier's current record brief with the request packet.

“I understand and agree that in return for the opportunity to participate in the Army Career Intermission Program, I will incur an active duty service obligation (ADSO) of one month for each month of participation in the CIP.

The ADSO for my participation will be served upon my return to active duty concurrently with any other ADSO, except that my CIP ADSO will be served consecutively to any ADSO for special or incentive pay or bonus that was in force when I began participation in the CIP. In the case of consecutive ADSOs, the CIP ADSO will be added to the remaining portion of the existing ADSO. In the case of concurrent ADSOs, the obligated period will be equal to the length of the longest remaining ADSO. I

understand that misconduct or failure to comply with the agreed upon terms of this program is considered voluntary “default” of contract. Default will result in immediate return to the Regular Army/USAR AGR and may also result in service recoupment of program participation costs as determined by the Army Actuary Office.”

Figure 4–1. Sample format for required statement in officer separation requests



“I understand and agree that in return for the opportunity to participate in the Army Career Intermission Program, that I will incur a service remaining requirement (SRR) of one month for each month of participation in the CIP. The SRR for my participation will be served upon my return to active duty concurrently with any other SRR, except that my CIP SRR will be served consecutively to any SRR for special or incentive pay or bonus that was in force when I began participation in the CIP. In the case of consecutive SRRs, the CIP SRR will be added to the remaining portion of the existing SRR. In the case of concurrent SRRs, the obligated period will be equal to the length of the longest remaining SRR. I understand that misconduct or failure to comply with the agreed upon terms of this program is considered voluntary “default” of contract. Default will result in immediate return to the Regular Army/USAR AGR and may also result in service recoupment of program participation costs as determined by the Army Actuary Office.”

Figure 4–2. Sample format for required statement in enlisted Soldier separation requests

## Chapter 5

### Release from Active Duty

#### 5–1. Notification

- a. Upon CG, HRC approval of a request for release from active duty, the CIP manager will contact the selected Soldier directly by phone or email to begin transition actions.
- b. HRC officials responsible for officer separations (AHRC–OPL–R) and enlisted Soldier separations (AHRC–EPF–M) will officially notify the applicable unit commander and servicing transition center (TC) for the Soldier and specify the effective date of release from active duty (see AR 600–8–24 and AR 635–200).

#### 5–2. Required actions

- a. *U.S. Army Human Resources Command.* When an RA officer is approved for the CIP the CG, HRC will submit the officer for appointment in the same grade and competitive category the officer currently holds in the RA, pursuant to DoDI 1300.04 and DoDI 1310.02. An RA officer must be approved to receive an original appointment as a USAR officer for service on the RASL before the effective date of release from active duty.
- b. *Unit commander.*
  - (1) Prior to release from their losing unit, commanders will ensure Soldiers receive an evaluation utilizing code 04 discharge/IRR. The thru date will be the day before release. The commander will advise the Soldier the period of participation in the CIP is non-accountable for evaluation purposes, and upon return to active duty the start date for evaluation purposes will be the date returned to active duty.
  - (2) The commander will ensure an authenticated copy of the DA Form 4187 (Personnel Action) for enlisted Soldiers approved for separation for the CIP is forwarded to the servicing TC for inclusion in the separation packet.

c. *Soldier*. Immediately upon acceptance into CIP the Soldier must initiate Transition Assistance Program (TAP) services in accordance with the provisions of AR 600–81. This requirement must be completed a minimum of 90 days prior to scheduled release date and cannot be waived. Soldiers are advised to take this into consideration when choosing a potential separation date. Soldiers and their Family members are fully eligible and encouraged to participate in all available TAP services (see AR 600–81).

d. *Transition center*. Soldiers will process through the servicing TC and receive a DD Form 214 (see AR 635–8). The servicing TC will ensure the Soldier's pay account is staged to meet the pay requirements of this program and that the Soldier receives an identification card pursuant to AR 600–8–14 for access to active duty TRICARE benefits and base privileges to cover the Soldier's participation in the program. The servicing TC will enter "PARTICIPATING IN ARMY CAREER INTERMISSION PROGRAM (CIP)" in Block 18 and the applicable CIP separation program designator code ("FGS" for officers; "MGS" for enlisted) in Block 26 of the Soldier's DD Form 214, and transfer the Soldier to the IRR. The servicing TC will Web up-load the Soldier's separation packet for filing in the Soldier's AMHRR pursuant to AR 635–8.

### **5–3. Strength accountability**

Soldiers' release from active duty for participation in the CIP will be reported to the Defense Manpower Data Center as a loss from active duty end strength and a gain to the IRR.

## **Chapter 6**

### **Provisions of Individual Ready Reserve Status**

#### **6–1. Management and accountability**

a. *Entry into the Individual Ready Reserve*. Upon release from active duty, program participants will be reappointed/enlisted as required and gained in the IRR. All participants will return to RA/USAR AGR at the end of their period of participation in the program.

b. *Retention standards*. Soldiers agree by contract to maintain service retention, height, weight, fitness standards as well as personal security and clearance eligibility requirements while in the program. Soldiers remain subject to substance abuse testing and provisions of AR 600–85.

c. *Career Intermission Program managers*. CIP managers will maintain oversight of each program participant, to include, as a minimum, documentation and maintenance of Soldier's permanent file regarding participation in the program and re-affiliation into the RA/USAR AGR upon program completion. CIP managers will provide liaison support between the participant and HRC until return to RA/USAR AGR and branch control. CIP and branch individual assignment managers are vital to the application process and to maintaining communication during the intermission and finally with the program member's smooth return to active duty.

d. *Accountability reporting*. IRR status does not require a specified number of inactive duty training periods or days of annual training per year. However, Soldiers in the CIP will report monthly to the CIP manager to whom they have been assigned via physical muster, electronic mail, electronic message, or telephonic report. Accountability reporting is intended to verify the Soldier's contact information. Soldiers who fail to comply with monthly muster requirements will be in voluntary default of CIP contract and subject to termination from the program and immediate return to the RA/USAR AGR.

e. *Uniform Code of Military Justice*. Soldiers in an IRR status are not normally subject to the Uniform Code of Military Justice, but participants in the CIP must report any civil actions or criminal arrests and/or convictions immediately to the CIP manager and provide official notification to the CG, HRC (AHRC–PDR–H), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402 or via email at [usarmy.knox.hrc.mbx.tagd-ask-hrc@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-ask-hrc@army.mil) within 30 days of the date the conviction is announced.

f. *Mobilization*. Soldiers are prohibited from voluntary participation in mobilization or activities which would be creditable for points or service.

#### **6–2. Insurance and Thrift Savings Plan**

a. *Servicemembers' Group Life Insurance/Family Servicemembers' Group Life Insurance/Traumatic Servicemembers' Group Life Insurance (SGLI/FSGLI/TSGLI)*. Soldiers are ineligible to elect SGLI/FSGLI/TSGLI while in the IRR and Soldiers and dependents are not covered by SGLI/FSGLI/TSGLI while in the CIP. However, SGLI will be payable if death occurs within 120 of separation from active duty. Deaths

occurring within 120 days of release from active duty will be reported to HRC's Casualty and Mortuary Affairs Operations Division.

b. Participants are not eligible to contribute to the Thrift Savings Plan while in an IRR status.

### **6-3. Licensure and professional qualifications**

While in an IRR status under the CIP, the Army will not compensate Soldiers for licensing, continuing education credit, liability, or malpractice insurance. Soldiers are responsible for maintaining licensure, professional credentialing and certifications at their own cost while in the program. Upon return to the RA/USAR AGR, Soldiers must provide current licensure, credentials, and certification materials.

### **6-4. Program Termination**

Participation in the program may be terminated at any time based on the needs of the Army and result in immediate recall to active duty in the RA or USAR AGR. Soldier participation terminated under this provision is not in default of contract. A Soldier may also be required to terminate participation in the program and be ordered to return to RA/USAR AGR for failure to maintain or abide by the terms of the contractual agreement thus constituting voluntary default of the contractual agreement. Soldiers in default of contract are subject to service recoupment of program costs. A Soldier may voluntarily terminate participation early, and if otherwise qualified, will not be in default of contract. The Soldier's voluntary termination may not be effective earlier than one year from the date of entry into the program. Service obligations will be prorated to reflect the correct obligation for period served in the program. Soldiers may request to voluntarily terminate participation early and return to the RA/USAR AGR in which case the associated ADSO/SRR will be prorated.

## **Chapter 7**

### **Return to Active Duty**

#### **7-1. General**

a. *Notification to return to active duty.* CIP managers will notify participants at least 6-9 months prior to the scheduled end of their period of inactive duty to initiate the return to active duty process. Notification via formal letter, in person, email, or telephone, initiates the appointment/enlistment process ensuring the greatest opportunity for assignment and expeditious return to the RA/USAR AGR.

b. *Return to active duty processing.*

(1) Officers returning to active duty with an RA appointment will coordinate directly with HRC Officer Personnel Management Directorate (OPMD) Officer Accessions Branch (AHRC-ORD-A) and career management branches for re-accession and appointment to active duty.

(2) Officers returning to USAR AGR will coordinate directly with HRC Reserve Personnel Management Directorate (RPMD) Accessions Branch and career management branches for re-accession to active duty. A new appointment is not required.

(3) Enlisted Soldiers will visit or contact the nearest Army Recruiting Station and inform the Recruiting Station Commander that he or she is participating in the CIP and must be returned to Active Duty through the nearest Military entrance processing stations (MEPS). The member will provide recruiting personnel a copy of their CIP orders for facilitation of the onboarding to active duty process. The local Army Recruiting will process fingerprint checks on all CIP members to assist in determining eligibility to return to active duty. In addition, the Army Guidance Counselor at the MEPS must verify whether the member has a current Personnel Security Investigation (Tier 3 or Tier 5, based on MOS requirements) on file in the Joint Personnel Adjudication System or its successor. Military Entrance Processing Command will process CIP participants as "no medical" required. Enlisted Soldiers returning to USAR AGR will then coordinate HRC RPMD Accessions Branch for Reinstatement to active duty status on the USAR AGR program.

(4) Additionally, all returning Soldiers will complete a periodic health assessment during in-processing at their first duty assignment.

c. *Adjustment to date of rank.* The Soldier's DOR will be adjusted upon return to active duty to decrement the period spent in the CIP. Refer to DoDI 1310.01 for adjustment to an officer's DOR. Refer to AR 600-8-19 for adjustment to an enlisted Soldier's DOR.

## **7-2. Pay and allowances and related service obligations**

- a. The effective date of pay and allowances will be the date the Soldier returns to active duty.
- b. Any agreement entered into by the Soldier under 37 USC Chapter 5, for the payment of a special or incentive pay or a bonus that was in force when the Soldier commenced participation in the CIP will be revived, with the term of such agreement being the period of the agreement remaining when the Soldier commenced participation in the CIP. Any special, bonus, or incentive pay agreement will not be revived if the special or incentive pay or bonus is no longer authorized by law or the Soldier does not satisfy the eligibility criteria for the special or incentive pay or bonus in effect at the time the Soldier returns to active duty. When the Soldier no longer satisfies the eligibility criteria for the special or incentive pay or bonus, the Soldier will be subject to the requirements for repayment of the unearned portion of the special or incentive pay or bonus in accordance with the terms of the Soldier's special or incentive pay or bonus agreement.
- c. Any service obligation required of a Soldier as a condition on the payment of a special or incentive pay, or a bonus, after CIP participation will be in addition to the legal obligation to serve 2 months on active duty as a member of the Military Service concerned for each month of inactivation as a participant in the CIP.
- d. Any service required of a Soldier for the payment of a special or incentive pay or a bonus after CIP participation will be completed before performing the additional obligated service incurred as a participant in the CIP (that is, the service obligation from CIP will run consecutively to any preexisting service obligation of the Soldier at the time of their inactivation).
- e. If a Soldier is entitled to the Career Status Retention Bonus, but has not received payments under the service agreement prior to program participation, the payment will be deferred until the Soldier returns to active duty status provided the Soldier is otherwise qualified.

## **7-3. Soldiers ineligible or failing to return to active duty**

Soldiers must meet all physical readiness and service retention standards and security clearance qualifications for return to RA/USAR AGR service. If the Soldier, for any reason, does not return or meet physical readiness and security qualifications, the Soldier is subject to default of the contractual terms of ADSO or SRR associated with CIP and the signed agreement with the SECARMY's designee. As such, the Department of the Army is authorized to recoup from the Soldier the value of benefits, and entitlements authorized while the Soldier was in IRR status to include health care, monthly stipend, and associated permanent change of station costs. The value of these benefits will be determined by the Department of Defense (DoD) Actuary and Office of the Secretary of Defense Comptroller. After being returned to the RA/USAR AGR, the Soldier may be subject to an administrative separation board whereby the Soldier may be subject to separation from the Army under "other than honorable" conditions for violation of the terms of agreement. Failure to return may also subject soldiers to absent without leave and dropped from the rolls proceedings.

## **7-4. Officer processing**

- a. *Reaccession to the Regular Army.* An officer returning to active duty in the RA must be approved to receive an original appointment in the RA for service on the ADL prior to the effective date of their return to active duty. The CG, HRC will submit the officer for appointment in the same grade and competitive category the officer previously held in the RA, pursuant to DoDI 1300.04, DoDI 1310.02, and AR 601-100. The following are sequential actions occurring prior to return to the RA:
  - (1) The CIP manager will advise the officer of the appropriate date for contacting their career management branch to participate in the Army Talent Alignment Process (ATAP) marketplace cycle for determining their assignment upon return to AD. This will usually be no later than 9 months prior to the CIP end date but may vary depending upon the ATAP cycle in relation to the officer's CIP end date.
  - (2) The CIP manager, 6 months prior to the CIP end date, notifies OPMD Officer Accessions Branch to submit the officer on a nomination scroll for reappointment in the RA.
  - (3) The CIP manager, not later than 3 months prior to the CIP end date, notifies the officer RA AD accession orders are forthcoming, to execute DA Form 71 (OATH OF OFFICE - MILITARY PERSONNEL) and religious accommodations statement upon reporting to their duty station, and to forward these documents to the HRC CIP manager and OPMD Officer Accessions Branch.
  - (4) The OPMD Officer Accessions Branch, not later than 2 months prior to the CIP end date, publishes the AD accession order and provides to the officer to execute movement to their duty station.

*b. Reaccession to the United States Army Reserve Active Guard Reserve Program.* A USAR officer returning to active duty via the USAR AGR program does not require a new appointment and will not be placed on the ADL. The officer will receive a new AGR accession order with a start date immediately following the CIP end date.

*c. Reaccession branch, functional area, or military occupational specialty.* If an officer's current branch, functional area, or MOS was merged with another prior to the officer's return to RA/USAR AGR, the officer will be accessed to the new functional area, branch, or MOS. If an officer's current branch, functional area, or MOS was disestablished prior to the Soldier's return to RA/USAR AGR, the officer will be afforded the opportunity to convert to a branch, functional area, or MOS for which the officer qualifies and the Army has a need, with Army needs taking precedence. Disestablishment or merger of previous branch, functional area, or MOS will not constitute contract default by the service or constitute officer relief from the ADSO incurred from program participation.

*d. Service computation, date of rank adjustment, and update of personnel data.*

(1) OPMD Chief, Officer Accessions Branch (AHRC-ORD-A) will execute the RA accession upon receipt of the DA Form 71 and religious accommodations statement from officers returning to the RA. An officer returning to the RA will send DA Form 1506 (Statement of Service - For Computation of Length of Service for Pay Purposes) as part of the reaccession process to the local finance office. The officer must also submit a copy of the completed/signed DA Form 1506 to HRC Officer Separations and Retirements (AHRC-OPL-R) in order to establish the new mandatory retirement date (MRD).

(2) The CIP manager will coordinate update of the officer's expiration of service agreement current and active federal commissioned service. The officer will send DA Form 1506 to DA Promotions Branch (AHRC-PDV-P) in order to calculate the officer's active DOR for officers being reaccessed to the RA. Orders published by DA Promotions Branch will be filed in the officer's AMHRR.

(3) HRC career managers will calculate the officer's year-month of availability for assignment, year group, and date of last evaluation.

## **7-5. Enlisted processing**

*a. Enlistment.* Enlisted Soldiers will be processed under the provisions of AR 601-210 into the component and MOS previously held. MEPS commanders will support and coordinate enlistment and transportation of CIP returnees with United States Army Recruiting Command retention operations center, HRC Retention Branch and Accessions Branch. If a Soldier's current MOS was merged with another prior to the Soldier's return to RA/USAR AGR, the Soldier will be accessed to the new MOS. If a Soldier's current MOS was disestablished prior to the Soldier's return to RA/USAR AGR, the Soldier will be afforded the opportunity to convert to a MOS for which the Soldier qualifies and the Army has a need, with Army needs taking precedence. Disestablishment or merger of previous MOS will not constitute contract default by the service or constitute Soldier relief from the SRR incurred from program participation.

*b. Service computation and update of personnel data.* Upon return to active duty enlisted Soldiers will complete a DA Form 1506 as part of the accession process. The career counselor will ensure that adjustments are made to the Soldier's prior military service data and are correctly reflected in all applicable human resource and personnel systems.

## **Chapter 8 Exceptions**

### **8-1. Requests for exceptions to eligibility requirements**

*a.* The CG, HRC is the approval and disapproval authority for associated nonstatutory waivers for participation.

*b.* Requests for exception to eligibility requirements specified in chapter 2 of this regulation will be forwarded with the Soldier's application request packet as indicated in paragraph 4-2. Requests for exceptions may be granted when the best interest of the Army is involved or when substantial hardship exists or would result if the Soldier is not released from active duty. Substantial hardship is a situation or circumstance that imposes undue suffering on the Soldier or the immediate Family. Requests for exceptions must be submitted by the Soldier and the request must be fully defined and documented.

**8–2. Notification of approved and disapproved exceptions**

Notification of CG, HRC approval/disapproval of requests for exception will be made by the CIP manager when notifying the Soldier of approval/disapproval for participation in CIP as indicated in *paragraph 4–2e*.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>. DoD publications are available on the Executive Services Directorate website at <https://www.esd.whs.mil>.

##### **AR 600–8–19**

Enlisted Promotions and Reductions (Cited in *para 7–1c*.)

##### **AR 600–8–24**

Officer Transfers and Discharges (Cited in *para 4–3a*.)

##### **AR 600–81**

Soldier for Life - Transition Assistance Program (Cited in *para 5–2c*.)

##### **AR 600–85**

The Army Substance Abuse Program (Cited in *para 6–1b*.)

##### **AR 601–100**

Appointment of Commissioned and Warrant Officers in the Regular Army (Cited in *para 7–4a*.)

##### **AR 601–210**

Regular Army and Reserve Components Enlistment Program (Cited in *para 7–5a*.)

##### **AR 635–8**

Separation Processing and Documents (Cited in *para 1–4e*.)

##### **AR 635–200**

Active Duty Enlisted Administrative Separations (Cited in *para 4–3b(1)*.)

##### **DoDI 1300.04**

Inter-Service and Inter-Component Transfers of Service Members (Cited in *para 5–2a*.)

##### **DoDI 1300.19**

DoD Joint Officer Management (JOM) Program (Cited in *para 2–2a*.)

##### **DoDI 1310.01**

Rank and Seniority of Commissioned Officers (Cited in *para 7–1c*.)

##### **DoDI 1310.02**

Original Appointment of Officers (Cited in *para 5–2a*.)

##### **DoDI 1327.07**

Career Intermission Program for Service Members (Cited on title page.)

#### **Section II**

##### **Prescribed Forms**

This section contains no entries.

## **Appendix B**

### **Internal Control Evaluation**

#### **B–1. Function**

The function covered by this evaluation is the accurate and orderly administrative separation and reaccession to active duty of Soldiers participating in the Army Career Intermission Program.

#### **B–2. Purpose**

The purpose of this evaluation is to assist commanders in evaluating the key management controls listed below. It is not intended to cover all controls.

#### **B–3. Instructions**

Answers must be based on the actual testing of key management controls (for example, document analysis direct observation, random sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 2 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### **B–4. Test questions**

- a. Did the Soldier receive counseling required under DoDI 1327.07 and paragraph 4–1a(2) of this regulation as applicable?
- b. Did all application request packets include the required documents in accordance with *paragraph 4–1a* of this regulation?
- c. Did the transition center use the proper separation program designator code and narrative reason for separation based on the HRC instructions?
- d. Does each Soldier have the signed Army Career Intermission Program contract and individual counseling statement properly filed in their AMHRR?
- e. Has the payment of a special or incentive pay or a bonus that was in force when the Soldier commenced participation in the CIP been revived upon the Soldier's return to active duty?

#### **B–5. Supersession**

Not applicable.

#### **B–6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to Deputy Chief of Staff, G–1 (DAPE–MPO–D), 300 Army Pentagon, Washington, DC 20310–0300.



## **Glossary of Terms**

### **Active federal commissioned service**

Active federal commissioned service is an Army term, having the same meaning as “active commissioned service” in title 10, United States Code. It is service on active duty or full-time National Guard duty as a commissioned officer. It includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the secretary of the military department concerned (see 10 USC 101).

### **Army Military Human Resource Record**

The permanent, historical, and official record of a Soldier’s military service. The AMHRR is an umbrella term encompassing human resource records to include, but not limited to, the Official Military Personnel File, finance related documents, medical accession, retention, and/or separation records, and non-Ser-vice related documents deemed necessary by the Army.

### **Commander**

A head of an Army staff or field operating agency or an officer with the position title “commander” or “commandant.”

### **Release from active duty**

Termination of active duty status and transfer to the IRR.

### **Time in grade**

Amount of time served at a particular grade, typically used in reference to eligibility for promotion or separation.

### **Transition center**

An office designated to accomplish transition processing of Soldiers, formerly known as transition points or transition activities.

# ***SUMMARY***

AR 600–91  
Army Career Intermission Program

This new Department of the Army regulation, dated 25 May 2023--

- Prescribes policy for Soldiers to transition from active duty in the Regular Army or U.S. Army Reserve Active Guard Reserve Program to the Individual Ready Reserve to pursue personal or professional growth and afterward return to active duty (para 3–1).
- Ensures Soldiers retain certain benefits and return to active duty (Regular Army to Regular Army, Active Guard Reserve to Active Guard Reserve) at the end of the inactive duty period (para 3–2).
- Rescinds AD 2021–15, Army Career Intermission Program (throughout).

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