Department of the Army Personnel Policy Guidance for Overseas Contingency Operations

1 July 2009 (Periodic Review)

(last updated 3 February 2012)

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History. The consolidated Personnel Policy Guidance (PPG) was originally approved for release on 17 September 2002 (ALARACT 086-2002). The intent of its development was to consolidate Theater and Department of the Army PPGs into one document in support of contingency operations. Due to rapid policy changes, it was determined that the PPG would best serve as a living document, rather than a published regulation. This decision allows for continuous updates based on approved policy guidance/revisions (i.e. ALARACT, MILPER messages, DOD instructions, ARs, etc.).

Summary. This publication has been revised to update personnel guidance related to mobilized, employed, deployed, redeployed, and demobilized personnel in support of the overseas contingency operation (OCO).

Applicability. This publication applies to active Army, the Army National Guard, U.S. Army Reserve, retired Soldiers, Department of the Army civilians, Department of Defense civilians, contractors, Red Cross employees, and Army Air Force Exchange Services employees.

Contributing Authors. HQDA G-1 is not the sole author of the PPG, the following HQDA staff elements, commands and agencies contribute to its content: G-2, G-3/5/7, G-4, G-8, HRC, OTSG, OTJAG, IMCOM, TRADOC, FORSCOM, USARC, NGB, and First Army. Since the input provides Army wide guidance that affects the personnel community, any changes/updates submitted by HQDA staff elements, commands and agencies, must be properly staffed (i.e. legal review, external & internal staff coordination, etc.) before insertion in the PPG.

Suggested Improvements. Users are invited to make comments, recommendations, and/or suggested improvements via the HQDA G-1 Operations email box at hqdag1operations@conus.army.mil.

Distribution. Distribution of this publication is available in electronic media only and is intended for the Active Army, the Army National Guard, the U.S. Army Reserve, Department of the Army Civilians, Department of Defense Civilians, Contractors, Red Cross Employees and Army Air Force Exchange employees.

Maintained by HQDA G-1, Military Mobilization Branch (DAPE-MPZ-MM)

Updates since 4 Aug 2011 are highlighted in **RED** in the Chapter Overview and Summary of Changes.

NOTE: The term "Global War on Terror (GWOT)" has been replaced with "Overseas Contingency Operation (OCO)" throughout the PPG.

Chapter Overview & Summary of Changes

Chapter Updates in Red (since Aug 2011)

Chapter 1 – **General Guidance:** Discusses current contingency operations, pertinent legal authorities (Title 10), and operational policies. 1-2c (1) and 1-2c(2). Updated hyperlinks. 1-2d(2). Updated "1095 Rule information. 1-3b and 1-3d. Initial Mobilization Orders for Reserve Component Soldiers, and Boots on Ground Policy. Added clarification on when to release RC Soldiers from theater as not to impinge on the time necessary for RC Soldiers to go through the demobilization process, and to use leave. 1-3e. Changed "request" sanctuary, to "notification" of sanctuary. 19 Dec 2011: Updated HRC email address and Sanctuary Checklist.

Chapter 2 – Notification / Alert: Discusses procedures for the manning of deploying AC and RC units to include cross-leveling; Soldier Readiness Processing (SRP); Non-deployable criteria; special management issues; and non-citizen Soldiers. 2-2. Contiguous Training. Updated information regarding SECDEF Memo dated 14 Mar 2011. 2-3. Updated guidance regarding specific order writing as referenced in USD (P&R) Memo dated 15 Mar 07. 2-3a(9) Updated guidance on RC orders to active duty for Operation New Dawn (OND). 2-6a. SRP. Updated information regarding ALARACT 251/2009, New Medical Electronic SRP Checklist. 2-6a(2). SRP. Added information and link regarding ALARACT 284/2009. 2-7. Non-Deployable Criteria. Corrected links "Another Family member is killed"; Sole surviving son or daughter status"' Separation/Expiration Term of Service Agreement" and; "RC Officer Non-selection for Promotion". 2-7d. Non-Deployable Criteria. Added information and link regarding ALARACT 284/2009. 2-7e. Non-Deployable Criteria. Added information and link regarding ALARACT 284/2009.

Chapter 3 – Mobilization: Discusses procedures for mobilizing Reserve Component assets (individual and unit) in support of contingency operations. 3-2.b(2)(b). Clarification of Bulk IRR filler process. 1 Dec 2011: Added section 3-3(e) Involuntary Mobilization of Individual Mobilization Augmentees (IMAs) (1 Dec 2011).

Chapter 4 – Deployment: Discusses procedures used to deploy military and civilian personnel; preparation of deployment packets and individual deployment flow; CONUS Replacement Center; and Theatre Specific Individual Requirement Training (TSIRT). 4-5b. Requirements for Military Packet. Subparagraph (1). Updated hyperlink DA Form 7425. 4-6a(2). Added guidance pertaining to ARNG Soldier mobilization packets. 4-6a(5) and (7). Added guidance pertaining to documents being processed in iPERMS. 4-6 b(8). Replaced "Joint Personnel Adjudication System (JPAS) Printout" with "Memorandum". 4-8c. Update to Personnel Recovery Training. 4-9. Added the training requirements for United States Army Africa (USARAF). 4-11. Guidance on RC orders to active duty for OND.

Chapter 5 – Employment (Individual Volunteers and Replacements): Discusses procedures used to request, source, receive and deploy unit and individual augmentees to include IRR, retirees, and individual mobilized augmentees. 5-4b. Clarification of USAR TPU/AGR/DIMA volunteers. 5-4. Corrected 4187 hyperlink. 5-4b(4). Updated requirements for CO-ADOS packets that carry Soldiers over the sanctuary and 1095 thresholds. 5-4b(6) and 5-4b(7). Paragraphs updated with the most current "1095 Rule" policy and added hyperlink to ASA(M&RA) memo regarding the "1095 Rule". 5-5a(3). Added clarification to retiree volunteers. 5-5.c. Removed last Medical Policy update. 5-5g. Removed last Medical Policy update. 5-5i(4). Updated with AR 601-10, 3-22.d. regarding Retiree Recalls not being extended for unused leave. 5-6. Updated information on mobilized DSMTs. 5-9b. Made clarification reference the availability of officers graduating from PCS courses. 5 Nov 2011: Restructured Chapter 5 with updated information on Individual Augmentation 5-2(a) and Active Army volunteers 5-3a. Revised 5-4 (CO-ADOS) and 5-5 (Retiree Recall). Moved Dual Status Military Technician (DSMT) to 5-4(b)(10). Consolidated current replacement guidance in 5-6 through 5-9. Updated hyperlinks and points of contact. Updated HRC email addresses.

Chapter 6 – Redeployment / Post Deployment: Discusses requirements and procedures when redeploying personnel from theater and demobilization; early release from active duty; awards and evaluations; personnel and pay procedures; transitional medical coverage; stabilization and

reconstitution of units; as well as Family support activities. Para 6-3d. Removed the Human Resources Sustainment Center (HRSC) from the validation requirements. Para 6-3e. Added updated guidance from OSD as stated in ALARACT 298/2009 regarding officer separations. 6-5i(1). ARNG Soldiers send supporting documentation to JFHQ MILPO. 6-6a and b. Documents for AC/NG Soldiers will be processed in iPERMS. 6-7. Updated guidance reference to LOD. 6-8b. Changed "two weeks" to "39 days". 6-9. Updated link to DoDI 1332.36, Pre-separation Counseling for Military Personnel.

Chapter 7 – Medical & Dental: Discusses medical and dental requirements for personnel mobilizing and/or deploying; identifies required testing, immunizations, and vaccines required for specific theaters of operation; dental requirements; and requirements during redeployment. 7-2. 2 Nov 2011: Replaced CENTCOM MOD 10 with CENTCOM MOD 11. Replaced Women's Readiness Pre-Deployment Screening with new policy, OTSG/MEDCOM Policy 11-077. Updated 7-3(d) Tuberculosis Skin Testing (TST) and corrected 7-12(j) Tuberculosis Screening (26 Jan 2012). 3 Feb 2011: 3 Feb 2012: Added link to HQDA EXORD 178-11.

Chapter 8 – Entitlements & Compensation: Discusses military and civilian entitlements to include pay, allowances, leave, benefits, and other authorizations when mobilized and/or deployed; discusses travel entitlements and military pay processing. Entire chapter was reviewed and updated. 8-8 and 8-9 were completely re-written. 8-2d. Updated guidance regarding Assignment Incentive Pay (AIP). 8-2h. Foreign Language Proficiency Bonus change. 8-2m. Separation pay update. 8-3a. BAH update. 8-3b. Updated guidance regarding BAS. 8-3d. Family separation allowance update. 8-4a. Updated SGLI guidance. 8-4j. Updated Reserve Income Replacement Program guidance. 8-5a(2). Updated CONUS incidental expense rate to $5.00 per day. 8-5a(3). Update guidance regarding Dual Lodging. 8-10a(3). NDAA FY 10 extended temporary increase of annual leave accrual carryover to 30 Sep 2013. 8-10.b(2). Updated with AR 601-10, 3-22.d. regarding Retiree Recalls not being extended for unused leave. 8-10g. Establishment of the Non-Chargeable Rest and Recuperation (NCR&R) Leave Program for Iraq and Afghanistan. 8-10i(4). There are now two PDMRA calculators approved for use when determining a Soldier's eligibility for credit for previous deployments. 4 Aug 2011: Updated 8-2(d) AIP and removed 8-2(e) and (f). 3 Feb 2012: Revised 8-10(i) PDMRA guidance based on update to DODI 1327.06.

Chapter 9 – Casualty Operations: Discusses procedures of casualty operations in theater; provides instruction on line of duty determinations; reporting prisoners of war and missing in action; escorts and funerals; and records management. 26 Jan 2012: Revised entire Chapter 9 to include updated points of contact and phone numbers for the Casualty and Mortuary Affairs Operations Center.

Chapter 10 – Equipment: Discusses equipment requirements (OCIE and recommended personal items) and accountability. 10-4. Clothing Bag Items. Updated quantities. 10- 7f. Added OCIE Turn-in in support of Redeployment. Redeploying Soldiers who have orders for a PCS or separation date from service within 60 days after returning to home station, are authorized to turn-in their OCIE to theater CIFs. 10-8 c. Added baggage authorization for AFPAK Hands Program.

Chapter 11 – Orders: Discusses the preparation and types of orders used to mobilize/employ/deploy military and civilian personnel (includes installation/unit requirements and procedures for extensions). 11-4b(5). RC Deployment update. 11-10a. 19 Dec 2011: Updated address for HRC. 11-13(g) Indeterminate Temporary Change of Station (ITCS) Orders is under revision.

Chapter 12 – Funding: Discusses how organizations execute financial management functions when deploying military personnel; provides fund cites per specific operation. Condensed Chapter 12 and made available the appropriate link for the most current funding guidance as found in the HQDA CONOPS FM Guidance.

Chapter 13 – Personnel Management: Discusses personnel procedures conducted throughout mobilization and deployment. It addresses personnel functions and actions such as promotions, awards, evaluations, and personnel records. 13-4. Numerous updates regarding the evaluation

reporting guidance. 13-4c(1). Updated link for “myforms” access. 13-6a. Updated contact information for Military Awards Branch. 13-8. Updated ARNG Enlisted Promotions process as provided by the NGB. 13-9 (various). Updated promotion criteria and procedures. 13-9b(1)(e) & 13-9c(1). Removed the HRSC from the validation process. 13-10. Updated guidance from the Chief of the Army Reserve (CAR) regarding Army Reserve officer promotions who are on ADOS tours. 2 Nov 11: Updated email addresses and Office Symbols in 13-9(c) through (e). 3 Feb 2012: Revised 13-11(b)(1) ARNG Warrant Officer Promotions (3 Feb 2012).

Chapter 14 – Supporting Personnel Actions: Discusses miscellaneous administrative procedures not previously addressed in the PPG. 14-8. Added hyperlink to ASA(M&RA) memo regarding the “1095 Rule”.

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CHAPTER 1 – GENERAL GUIDANCE

1–1. Contingency Operations (CONOPS).

Under 10 USC 101 (a)(13)(B), a contingency operation is a military operation that:

a. Is designated by the Secretary of Defense (SecDef):

As an operation in which members of the Armed Forces are or may be involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force; or

b. Is created by definition of law.

A contingency operation exists if a military operation results in the call or order to, or retention on, active duty of members of the uniformed services under 10 USC sections 688, 12301(a), 12302, 12304, 12305, or 12406, or any other provision of law during a war or during a national emergency declared by the President or Congress.

c. Includes but is not limited to:

Overseas contingency operation missions, support for peace operations, major humanitarian assistance efforts, non-combatant evacuation operations (NEO) and international disaster relief efforts. There are three primary CONOPS in support of the Overseas Contingency Operation (OCO): Operation Iraqi Freedom (OIF), Operation Enduring Freedom (OEF), and Operation Noble Eagle (ONE).

(1) Operation New Dawn: Represents those missions that support the overseas contingency operation and other operations in Iraq such as Multinational Corps – Iraq (MNC-I) and Multinational Force Iraq (MNF-I).

(2) Operation Enduring Freedom: Represents all missions that support the overseas contingency operation outside of the Continental United States except OIF. Execution of tasks in support of these missions may occur in CONUS or OCONUS. The specific area of operations where the majority of the mission is conducted further identifies the OEF mission, such as Afghanistan (OEF-A), Philippines (OEF-P) and Horn of Africa (OEF-HOA). Training the Afghanistan National Army (ANA) is a mission that falls under OEF-A, as does detainee operations (operations executed primarily at but not confined to U.S. Naval Station Guantanamo Bay, Cuba).

(3) Operation Noble Eagle: Represents missions in response to a specific Army Execution Order (EXORD) or Deployment Order (DEPORD) that support homeland defense within the United States. Air Defense support of the National Capital Region (NCR) is the primary Army ONE mission. ONE does not include normal garrison security or antiterrorism/force protection initiatives. Effective fiscal year (FY) 2006 and per OSD guidance, ONE missions are considered base program missions for all military departments.

1–2. Legal Authorities.

a. Executive Order:

(1) Executive Order 13223, Section 1 - Provides authority for the Department of Defense (DoD) to respond to the continuing and immediate threat of further attacks on the United States. Under the authority of Title 10, United States Code, DoD may order any unit, and any member of the Ready Reserve not assigned to a unit organized to serve as a unit, in the Ready Reserve to active duty for not more than 24 consecutive months.

(2) Executive Order 13223, Section 2 - Allows for the orderly administration of personnel within the armed forces, regarding officer and warrant officer strength and distribution; and the suspension of certain laws relating to promotion, involuntary retirement, and separation of commissioned officers; end strength limitations, and Reserve Component (RC) officer strength limitations.

(3) Executive Order 13223, Section 4 - The Secretary of Defense is hereby designated and empowered, without the approval, ratification, or other action by the President, to exercise the authority vested in the President by sections 123, 123a, 527, and 12006 of Title 10, United States Code, as invoked by sections 2 and 3 of this order.

b. Mobilization:

When the President has ordered members of the Selected Reserve and the Individual Ready Reserve to active duty, they will be activated or mobilized according to 10 United States Code (USC) 12301, Reserve Components (RC) generally; 10 USC 12302, Ready Reserve; 10 USC 12304, Selected Reserve and certain Individual Ready Reserve members; DoD Directive 1235.10, Activation, Mobilization, and Demobilization of the Ready Reserve; applicable Presidential Executive Orders, Departments of Defense and Army policies; the guidance set forth below; and implementing regulations and instructions.

(1) 10 USC 12301 – Full Mobilization: If a war or national emergency is declared by Congress, all reserve component units are eligible for involuntarily call-up. They can be kept on active duty for the duration of a declared war or emergency, plus six months.

(2) 10 USC 12302 – Partial Mobilization: Under partial mobilization, the President has the authority to mobilize no more than 1 million reservists (units and individuals from all services) and the resources needed for their support to meet the requirements of war or other national emergency involving an external threat to national security. Soldiers called to involuntary active duty under 10 USC 12302 and the applicable Executive Order shall not serve on active duty in excess of 24 months under that authority including time for processing through mobilization/demobilization stations, authorized travel, and to take accrued leave. The periods of service for units or members of the Ready Reserve ordered to active duty under 10 USC 12302 shall be measured from the date active duty commences for the particular Soldier.

(3) 10 USC 12304 - Presidential Reserve Call up (PRC): Soldiers called to involuntary active duty under PRC and the applicable Executive Order shall not serve on active duty in excess of 365-days under that authority including time for processing through demobilization stations, authorized travel, and to take accrued leave. The periods of service for units or members of the Ready Reserve ordered to active duty under PRC shall be measured from the date active duty commences for the particular unit or member not assigned to a unit.

(4) Provisions applicable to both 10 USC 12302 and 12304:

(a) As a matter of policy, the period of active duty specified in initial orders to active duty will not normally exceed 400 days. Units and individual Soldiers will normally demobilize from the same installation that processed them to active duty. Units or individual Soldiers ordered to active duty per 10 USC 12304 may be released from active duty prior to completion of the period of service for which ordered.

(b) 24 Consecutive Months - All duty performed under the provisions of 10 USC 12302 and 12304 for Overseas Contingency Operation (OCO) operations count toward the individual Soldier 24-consecutive month mobilization time. Duty performed under the provision (UP) 10 USC 12301(d) does not count toward the 24 consecutive months and is to be considered dwell time.

(5) Units and/or individual Soldiers may not be ordered to active duty under 10 USC 12302 or 12304 for the sole purpose of training. Required training linked to an identifiable future mobilization (e.g. Initial Entry Training, Officer Basic Course, Warrant Officer Basic Course, and Warrior Transition Course) is authorized and will not count against the statutory limits for involuntary mobilizations. Mobilization for training (MFT) is meant to be used after other traditional approaches to training have been exhausted. It shall not be counted as a mobilization period for purposes of calculating the 5-year dwell time.

(6) 10 USC 12305: Authority of President to suspend certain laws relating to promotion, retirement, and separation; pursuant to an order to active duty under authority of section 12301, 12302, or 12304 of this title for any member of the armed forces who the President determines is essential to the national security of the United States.

Statue	Limitations	Factors/Examples
10 USC 12301 "Full Mobilization"	Declared by Congress: • In time of war or national emergency • No limit on numbers of Soldiers called up • For duration of war + 6 months	Includes Selective Service in addition to the full mobilization of all Active Component (AC) and Reserve Component (RC) members
10 USC 12302 "Partial Mobilization"	Declared by the President: • In time of national emergency • No more than 1,000,000 called up • No more than 24 months	The national emergency is declared in an Executive Order. The 24-month is tied to the Executive Order. Any campaign tied to the EXORD counts towards the 24-month. * Example: Executive Order 13223, dated 14 SEP 01 (ties Operation Noble Eagle, Operation Enduring Freedom and Operation Iraqi Freedom together).
10 USC 12304 "Presidential Reserve Call-up (PRC)"	Determined by the President: • Augment the active force for operational missions • No more than 200,000 called up • No more than 365 days (12 months)	Generally used for operations with 'boots on the ground" for no more than 179-days. * Example: KFOR, SFOR, etc. *A Soldier can only participate one time in a "named" campaign under PRC. A Soldier can participate in many PRCs as long as the official campaign name is different each time.

c. Voluntary Active Duty ISO Contingency Operations:

(1) 10 USC 12301 - Reserve members who have served on active duty for 24 cumulative months, or fewer, under 10 USC 12302, may be retained on active duty under 10 USC 12301(d), with their consent, and in accordance with Service policy. End strength accounting and controlled grade limits (as prescribed in 10 USC 115, 517, and 523) are constraints to be considered when employing volunteers. All pay, allowances, entitlements, rights, privileges, and protections for the member are the same regardless of the voluntary or involuntary nature of the tour. This includes coverage under the Uniformed Services Employment and Reemployment Act (USERRA). Soldiers volunteering for active

duty following an involuntary tour should not experience any break in pay or benefits for themselves or their Families. See paragraph 5-4.

(2) 10 USC 12686 - The provisions of 10 USC 12686 (sanctuary) provides that a Reserve Soldier on active duty (except for training), who upon attaining 18 years, but less than 20 years of active service, may not be involuntarily released from active duty before the Soldier attains 20 years of active service unless the Secretary of the Army or his designee approves the release. See paragraph 1-3.e.

d. Strength Accounting:

(1) In accordance with 10 USC 115(d), Personnel Strength: Requirement for Annual Authorization, members of the Ready Reserve ordered to or continued on active duty under 10 USC 12302 or 12304 shall not be counted when computing authorized strength of members on active duty. Members of the Ready Reserve who are serving on active duty under the provisions of 10 USC 12302 or 12304 will be reported as a separate category of each Reserve Component (RC). It is essential that the National Guard initiate inter-component data transfer (ICDT) transactions on each ARNG Soldier prior to the Soldier's reporting date.

(2) The National Defense Authorization Act for Fiscal Year 2005 (NDAA 05) directs that any Reserve Component Soldier (to include retired Soldiers), who performs more than 1,095 days of Active Duty for Operational Support (ADOS) within a 1,460-day period be counted against the Active Army end strength. Please see paragraphs 5-4b(6) and (7) for submission of requests for Soldiers who will meet this threshold. Retired Soldiers with 20 or more years of active federal service are not subject to this restriction.

1–3. Operational Policies.

a. Notification of Order to Active Duty:

Unless a different reporting time is specified by the Military Service concerned or for the most urgent operational requirements, RC members of units and individuals ordered to active duty under 10 USC 12302 should receive 90-day notification to report for duty. The goal for RC force generation is to provide alerts up to 24 months and mobilization order approval 180 days prior to mobilization (reference ASD (RA) memo dated 20 AUG 08 and ALARACT 266/2008).

b. Initial Mobilization Orders for RC Soldiers:

RC Soldiers involuntarily mobilized under the provision of Title 10 USC 12302 to support CONUS-based operations will have their initial mobilization orders cut for 365-days. Soldiers mobilized to support OCONUS-based operations will have their initial mobilization orders cut for 365-days or no more than 400 days to ensure maximum operational employment time in theater. Commanders in theater shall ensure that individual Soldier "boots on ground" (BOG) does not impinge on the time necessary for RC Soldiers to complete the demobilization process, which includes travel time from theater (1 day), time at the demobilization station (5 days), time at home station (3 days), and expending up to 30 days accrued regular leave. Post Deployment/Mobilization Respite Absence (PDMRA) leave will be processed at the demobilization station.

c. Subsequent Call-ups:

On 19 January 2007, the Secretary of Defense established the dwell goal of 1 year deployed to 2 years dwell for AC Soldiers and 1 year mobilized to 5 years demobilized for RC Soldiers. Under the current provisions of 10 USC 12302, RC members may serve no more than 24-consective months. Under current Office of the Secretary of Defense (OSD) policy, RC members shall serve for a period of one-year at any one time, excluding time for individual skill training required for deployment and post mobilization leave. RC members may be recalled for active duty for subsequent service at anytime.

However, if the dwell goal is broken, the RC member is due an incentive and/or additional compensation for the subsequent service (e.g. PDMRA).

d. Boots on the Ground (BOG) Policy:

Effective 19 Jan 2007, RC units and/or individuals will not be involuntarily deployed to theater for more than 365 days. Unless a Soldier voluntarily extends, the 12-month BOG for RC Soldiers is no longer attainable under the new mobilization policy. RC BOG will be dependent on the amount of pre- and post-mob training a unit or Soldier requires. Therefore, RC BOG will vary by unit. Commanders shall ensure that RC Soldiers are released from theater with enough time remaining on their orders to account for travel from theater, out-process through the RC demobilization process, and to expend their accrued leave. Units/RC Soldiers should leave theater 39 days before their REFRAD/end date (which is the last day of the orders). The 39 days include travel from theater, days spent at the demobilization site, days at home station, and accrued leave. (See sub-paragraph 1-3b above.)

e. Sanctuary / 18-year Lock-in.

UP 10 USC 12686:

(1) Under the provisions of 10 USC 12686, sanctuary provides that a Reserve Soldier on active duty (except for training), including a member of the Retired Reserve recalled to active duty, who upon attaining 18 years, but less than 20 years of active service, may not be involuntarily released from active duty before the Soldier attains 20 years of active service unless the Secretary of the Army or his designee approves the release. Hereinafter, the RC Soldiers retained for this type of sanctuary are referred to as —12686 Sanctuary Soldiers.

(2) A Reserve Soldier on active duty who has attained 18 years or more (but less than 20 years) of active service must forward a notification of sanctuary status to the Commander, U.S. Army Human Resources Command (HRC) (AHRC-PLM-S), 1600 Spearhead Division Avenue, Ft. Knox, KY 40122, through his or her chain of command. The notification must include all documents on the Sanctuary Request Checklist (enlisted) and (officer) in order for HRC to substantiate that the Soldier is eligible for sanctuary. Instructions and forms are available at https://www.hrc.army.mil/site/protect/reserve/soldierservices/mobilization/support/index.htm. Send packet to HRC Sanctuary Team usarmy.knox.hrc.mbx.opmd-rc-tours@mail.mil (502) 613-6634 for officers and usarmy.knox.hrc.mbx.epmd-sanctuary-section@mail.mil (502) 613-5962. The notification must be received by HRC 120 days prior to the end date of the Soldier‘s orders. When the Commander HRC does not support the Soldier‘s retention on active duty for sanctuary, the Soldier‘s request must be forwarded to the Army G-1, with HRC justification for release from active duty (REFRAD). An HRC recommendation for REFRAD must be signed by the Commander and will be forwarded through the Army G-1 (DAPE-MP) to the ASA (M&RA) for final approval/disapproval. Reference ASA, M&RA Memo, Subject: Management of Reserve Component Soldiers Retained on Active Duty for Sanctuary, dated 11 Aug 08 for additional information.

(3) Each 12686 Sanctuary Soldier will be placed on Active Duty for Operational Support (ADOS) orders (Format 156) by HRC and assigned/reassigned world-wide based upon the needs of the Army until the end of the month the Soldier completes 20 years of active service. The reporting date of the sanctuary orders will be the day after the expiration of the current orders the Soldier is serving under so that no break will occur in active duty for the sanctuary Soldier; the Authority leadline will cite 10 USC 12301(d) as the authority. Sanctuary orders are not authorized to be amended to reflect a period beyond the end of the month in which the Soldier attains 20 years of active service. If a Soldier’s 12301 (d) Sanctuary Orders is extended beyond 20 years of active service, the Soldier will be placed on a new set of orders, 12301 (d), and the Sanctuary entitlements afforded under 10 USC 12686 will no longer apply.

(4) A 12686 Sanctuary Soldier who intends to retire at the end of sanctuary must submit a request for retirement to HRC upon reaching 19 years of active service (or immediately if the Soldier is already beyond 19 years of active service).

(5) A 12686 Sanctuary Soldier has the option to apply for integration into the Regular Army, provided the Soldier is qualified in accordance with AR 601-100 or AR 601-210. Officers in sanctuary status may apply for Regular Army integration through the Call to Active Duty (CAD) Program, and enlisted Soldiers in sanctuary status may apply for Regular Army enlistment through the Reserve Component to Active Component (RC to AC) Program. Officers in sanctuary status should be advised that the CAD Program is a competitive accession program based upon the needs of the Army; there is no guarantee for approval. A 12686 Sanctuary Soldier who applies for the CAD Program or Regular Army enlistment, as applicable, must continue processing for retirement, REFRAD, or release, as appropriate, in the event the request/enlistment is disapproved. If approved and accessed into the Regular Army, the Soldier is subject to world-wide assignment based upon the needs of the Army. HRC will rescind the unexecuted portion of the ADOS sanctuary orders and the management of the Soldier will then transition from the Reserve Component Support Office to the applicable HRC career management branch.

(6) HRC, EPMD/OPMD is responsible for the determination of AC assignments; HRC, Mobilization Support Branch is responsible for the publication of orders and notification of approval/disapproval to each Soldier. The following applies to unit commanders of sanctuary Soldiers: 1) Sanctuary Soldiers are not subject to unit stop-loss; 2) Sanctuary Soldiers will be counseled to utilize all leave and conduct physicals prior to the expiration date of their orders; 3) Sanctuary Soldiers assigned to OCONUS locations will be returned to CONUS with an appropriate amount of time to transition for retirement; 4) Sanctuary assignments cannot be extended; 5) Sanctuary Soldiers who want their orders revoked must apply through the first O6 in their chain-of-command to the Assistant Secretary of the Army, Manpower and Reserve Affairs (ASA-M&RA).

(7) For strength accounting purposes 12686 Sanctuary Soldiers will not be counted in the end strength of the active Army until they exceed the relevant ADOS thresholds, i.e., ADOS order for a period of more than 1,095 days or cumulative ADOS service or more than 1,095 days out of any 1,460 day period (effective 28 Oct 04). 12686 Sanctuary Soldiers will be properly accounted for and visible in all Army personnel data systems. 12686 Sanctuary Soldiers will be managed by HRC Enlisted and Officer Personnel Management Directorates (EPMD/OPMD), and will be subject to permanent change of station (PCS) in accordance with AR 600-8-11. Sanctuary Soldiers who reach their RCP or any MRD while retained for sanctuary will be discharged or retired at the end of the sanctuary period.

(8) Officers on 12686 Sanctuary remain on the Reserve Active Status List (RASL) and as such are boarded by the USAR. Promotion authority rests with HRC. Officers on 12686 are promoted under the same rules as mobilized officers.

f. Army Medical Department (AMEDD) RC 90-day Boots-On-Ground Rotation Policy:

(1) Under the provisions of 10 USC 12302 or 12304, RC physicians, dentists, and nurse anesthetists (AOCs 60, 61, 62, 63 and 66F) will not deploy for a period exceeding 90-days “boots-on-the ground” in theater or at a CONUS duty station. Every effort will be made to expedite pre- and post-deployment processing such that the total duration of mobilization will not exceed 120-days. Officers in key leadership positions of Commander, Deputy Commander for Clinical Services (or equivalent), Officer-in-Charge of a Forward Surgical Team and those Command Surgeon positions at the Corps, Division and Brigade level (including Special Operations Command equivalent), are excluded from this policy and will remain for the duration of the mobilization.

(2) Individual Orders should be processed for a 365-day period and state in additional instructions “total mobilization period will not exceed 120-days door-to-door and 90-days boots-on-ground (BOG).” 90-days BOG for OCONUS assignments starts the initial day of arrival in theater from

CONUS and ends the day of departure from theater. For CONUS assignments, the 90-day period starts the day after completion of SRP and ends on the day of departure from assigned duty station.

(3) All involuntary extensions beyond 120-days require ASA (M&RA) approval. Involuntary extensions beyond 365-days require SecDef approval.

(4) The Army will manage AMEDD mobilizations such that the period between mobilizations will be at least 18-months to the maximum extent possible, but in mission critical circumstances may compress the period to not less than 12 months between deployments.

(5) Refer to ASA (M&RA) Memo dated 2 Oct 03, FORSCOM Message dated 16 Nov 02, and ASA (M&RA) Memo dated 31 Oct 07 for more information.

g. RC Veterinary Corps 180-day Boots-on-Ground Rotation Policy:

In accordance with ASA (M&RA) Memo dated 4 Apr 07, RC Veterinary Corps Officers (AOCs 64 A-F) will not deploy for a period exceeding 180-days "Boots-on-the-Ground" in theater or at a CONUS or OCONUS duty station. Every effort will be made to expedite pre- and post-deployment processing such that the total duration of mobilization will not exceed 210 days. Officers in the key leadership positions of Commander, Deputy Commander, and those Command Staff Veterinarian positions (or equivalent) at the Combatant Commands, Corps, Division and Brigade level (including Special Operations Command equivalent), are excluded from this policy and will remain for the duration of the mobilization. The Army will manage AMEDD mobilizations such that the period between mobilizations will be at least 36 months to the maximum extent possible, but in mission critical circumstances may compress the period to not less than 24 months between deployments.

h. Change in Status:

A member ordered to active duty under 10 USC 12302, whose status changes due to medical, legal, or other situations that render the member unfit to perform duty under that section, shall have his or her orders modified to reflect the member is no longer serving under the provision of 10 USC 12302.

i. Activation of Units and Individuals:

Units organized to serve as units must be activated as units. A unit is any group or detachment of one or more individuals organized to perform a particular function, whether or not such a group is part of a larger group. Individual Soldiers of the Ready Reserve may be ordered to active duty if they are not members of units organized to serve as units. During the period of active duty, National Guard and Army Reserve forces are part of the active armed forces of the United States. A Derivative Unit Identification Code (DUIC) may be created to form a tailored force to meet Forces Command (FORSCOM) defined requirements when a full parent unit is not required. A DUIC is issued based on approval by HQDA G-3/5/7.

j. Stop Loss/Stop Movement:

(1) The authority of the President, or his designee, to suspend certain laws, regulations and policies that allow promotion, separation or retirement, is commonly called Stop Loss when invoked. Stop Loss is a temporary management tool authorized by statute (Section 12305, Title 10 United States Code). Authority to invoke Stop Loss is tied to (1) the order to active duty of RC members under a mobilization scenario (e.g. Partial or Full) and (2) a determination that certain or all members of the Armed Forces are essential for the national security of the United States. The purpose of Stop Loss is to sustain a force that has trained together to remain a cohesive element throughout its deployment.

(2) Stop Movement, under the authority of the HQDA G-1, suspends the Permanent Change of Station (PCS) movement of Soldiers. It is used in conjunction with Stop Loss to maintain

personnel operating strengths, stabilize the force, reduce turbulence and ensure Soldiers are available in either CONUS or OCONUS for assignment to the theater of operations or to units scheduled to deploy in support of operations.

k. Demobilization:

Units and individual Soldiers will demobilize from the same installation that processed them to active duty unless otherwise directed.

1–4. References.

a. 10 United States Codes <http://uscode.house.gov/search/criteria.shtml>

b. ASA (M&RA) Memo dated 2 Oct 03 (Army Medical RC's 90-day Rotation Policy) <http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/ASA%20(M&RA)%20Memo%20dtd%2020031002.pdf>

c. ASA (M&RA) Memo dated 4 Apr 07 (RC Veterinary Corps 180-Day Rotation Policy) <http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/ASA%20(M&RA)%20Memo%20dtd%2020070404.pdf>

d. ASA (M&RA) Memo dated 31 Oct 07 (Mandatory Removal Date – Maximum Age for Reserve Component Officers – Colonels and Below) <http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/ASA%20(M&RA)%20Memo%20dtd%2020071031.pdf>

e. ASD (RA) memo dated 20 AUG 08 (RC Mobilization Decision Process) <http://www.armyg1.army.mil/MilitaryPersonnel/PPG/Hyperlinks/Adobe%20Files/ASD(RA)%20Memo%20dtd%2020080820.pdf>

f. DoD Directive 1235.10 (Activation, Mobilization, and Demobilization of the Ready Reserve) <http://www.dtic.mil/whs/directives/corres/pdf/123510p.pdf>

g. Executive Order 13223 (Ordering the Ready Reserve to Active Duty) <http://www.defenselink.mil/ra/documents/mobil/pdf/sections.pdf>

h. FORSCOM Message dated 16 Nov 02 (Credentialing Health Professionals, Special Pay, and 90-day BOG Amendment to Mobilization Orders for Mobilized RC Officers) <http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/FORSCOM%20Msg%20dtd%2020021116%20-%2090%20Day%20BOG%20Amendment.pdf>

i. OSD Memo, dtd 19 Jan 07, Subject: Utilization of the Total Force <http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/OSD%20Memo%20dtd%2020070119%20-%20Utilization%20of%20the%20Force.pdf>

CHAPTER 2 – NOTIFICATION / ALERT

2–1. General.

HQDA G-3 provides visibility of all units projected to deploy, by Unit Identification Code (UIC), as early as possible prior to the Latest Arrival Date (LAD). The goal for RC force generation is to provide alerts up to 24 months and mobilization order approval 180 days prior to mobilization (reference ASD (RA) memo dated 20 AUG 08 and ALARACT 266/2008). RC members of units and individuals involuntarily ordered to active duty under 10 USC 12302 should receive a minimum of 90-day notification to report for duty.

2–2. Contiguous Pre-Mobilization Training.

a. Contiguous Pre-Mobilization Training Defined.

Contiguous Pre-Mobilization Training is defined as an optional extended pre-mobilization training period of up to 60-days, based upon the unit and mission, that is close to or adjoining mobilization station arrival. The memorandum signed 5 Nov 2009 by the SecDef which authorized the Secretary of the Army sole discretion to grant limited exceptions to SecDef policy barring contiguous training of National Guard and Reserve units immediately prior to mobilization **HAS BEEN RESCINDED**. Collective unit training conducted within 90 days of a unit's mobilization date may not exceed 45 days for an aviation unit and 30 days for all others. All unit collective training regardless of duration conducted within the 90-day period prior to a unit's mobilization must be approved by the respective state's Adjutant General for National Guard units or the Reserve Component Chief for other units. Inactive duty training periods (weekend drills) during the 90-day period are excluded. For further guidance refer to Memorandum for Secretaries of the Military Departments; Subject: Reserve Component Contiguous Training, dated 14 Mar 2011.

b. Timely Request for Pre-Mobilization Training.

It is imperative that as soon as possible after Notification of Sourcing (NOS) RC Commanders who desire Contiguous Pre-Mobilization Training notify their RC chain of command of, and plan for, Contiguous Pre-Mobilization Training.

2–3. Reserve Component Orders.

a. Involuntary mobilization orders:

Involuntary mobilization orders should reach Soldiers at least 30 days prior to their effective report date (reference USD (P&R) Memo dated 15 Mar 07). The specific order writing guidance referenced in USD (P&R) Memo dated 15 Mar 07 will be followed to include the following:

(1) A statement that the order to active duty is in "support of a contingency operation."

(2) The name of the operation being supported (e.g., NOBLE EAGLE, ENDURING FREEDOM, IRAQI FREEDOM).

(3) The applicable legal authority (statute) under which the member is serving.

(4) 10 U.S.C. 12302 (for members called to active duty involuntarily), and reference to "Executive Order 13223, dated September 14, 2001.

(5) 10 U.S.C. 12301(d) (for members serving voluntarily).

(6) The period of service under 10 U.S.C. 12302 is exempt from the five-year limit as provided in 38 U.S.C. 4312(c)(4)(A).

(7) The Secretaries of the Military Departments have each determined the period of service under 10 U.S.C. 12301(d) as exempt from the five-year limit as provided in 38 U.S.C. 4312(c)(4)(B).

(8) It is not necessary to include the terms “voluntary” or involuntary” active duty within these orders.

(9) All Reserve Component requirements supporting Operation New Dawn in Iraq (OND) unless otherwise ordered, shall be planned to end on December 31, 2011. Reserve Component service members may still be ordered to active duty, with or without their consent, to support OND for up to 400 days, to provide flexibility for the combatant commander. Effective immediately, the following additional instruction will be placed on all individual orders supporting OND: “Deployment to Iraq will not extend beyond 31 December 2011; After 31 December 2011 you maybe remissioned within the CENTCOM AOR, redeployed globally, or redeployed and demobilized as operational requirements dictate.” For orders issued under the authority of Title 10, Section 12302, units and or personnel may only be reassigned to missions pursuant to the authorities of Executive Order 13223, dated September 14, 2001. (See Under Secretary of Defense Memorandum, subject: Supplemental Guidance on Reserve Component Orders to Active Duty for Operation New Dawn, dated 16 March 20011 Memorandum for Secretaries of the Military Departments).

(10) All orders for individuals and units will contain the statement “Call 1-800-336-4590 (National Committee for Employer Support of the Guard and Reserve) or check online at www.esgr.org if you have questions regarding your employment/reemployment rights.”

b. Headquarter authorities will issue mobilization orders:

Headquarter authorities will issue mobilization orders IAW Chapters 4 and 14 of AR 600-8-105 for Reserve Component individuals, units, or DUIC units and will include the information in para 2-3.a. above.

2–4. Manning of Deploying AC Units.

The HQDA Active Component Manning Guidance for FY 2008-2010 dated 10 Jul 2008 sets forth the guidance for manning deploying AC units. Key points are highlighted below.

a. Cross-leveling in Deploying AC Units:

(1) Cross-level Soldiers in deploying units/UICs to ensure all deploying elements not directly managed by AHRC are sufficiently manned as outlined in the AC Manning Guidance. If cross leveling cannot achieve the specified floors, Commands must notify AHRC.

(2) Parent Brigade level Headquarters are responsible for ensuring fill of their co-located subordinate units.

(3) AHRC will fill geographically separated/dispersed elements from the Parent Brigade level Headquarters through inbound assignments or by cross-leveling on the installation.

b. Manning of AC Deploying Forces:

(1) Units will not exceed 105% assigned strength.

(2) Stop Loss/Stop Move (SL/SM) will be implemented 90 days prior to the Earliest Arrival Date (EAD) and remain in effect up to 90 days after redeployment (for units redeploying on or after 1

July 2009) and 60 days after redeployment thereafter. Deletion of assignments and deferments of reenlistment assignments that have report dates in the SL/SM window may occur upon unit coordination with HRC IAW applicable published guidance. HRC has final approval authority over deviations to assignment instructions.

c. Below Mission Capability:

Under no circumstance will a unit drawdown below mission capable status unless approved by HQDA G-3/5/7. ASCC requests for distribution action will be submitted to HQDA G-3/5/7, DAMO-OD and must include a statement that internal distribution actions would require draw down of an active Army unit below current directed strength management levels.

2–5. Manning of RC Units.

a. Cross-leveling of Non-Alerted Units:

Reserve Component (RC) units not on alert are permitted to involuntary cross-level consistent with the reasonable-commuting-distance limitations found in AR 135-91, Para 5-4a(1); and AR 140-10, Para 1-10 and Para 2-7c. If a RC Soldier is involuntarily cross-leveled to a unit outside of the reasonable commuting distance (as that term is defined in AR 140-10, Para 1-10), he or she must be afforded the opportunity to conduct rescheduled Inactive Duty Training (IDT) within a reasonable commuting distance from his or her residence. Limitation is not applicable to IDT where the Army provides the RC Soldier with transportation, quarters, and subsistence relative to such training.

b. Cross-leveling Non-Alerted to Alerted Units:

National Guard State Adjutants General (TAGs) and the Commander, US Army Reserve Command (USARC) have the authority to cross-level RC Soldiers (voluntarily or involuntarily) from any unit within their command prior to mobilization in order to increase personnel readiness of an alerted or sourced unit. Non-deploying units, however, will not be decremented below the minimum acceptable personnel readiness levels IAW AR 220-1, Chapter 4. A Sourced Unit is any unit that is identified to fill a known Theater or COCOM operations support requirement. These units are given the highest priority for resourcing and are referred to as Deployment Expeditionary Force (DEF) units. These units are primarily identified during Sourcing conferences (DA/JFCOM/FORSCOM/CENTCOM). As requirements change, other units commonly referred to as Contingency Expeditionary Force (CEF) or Ready Expeditionary Force (REF) will be identified as sourced units to fill these additional requirements.

c. Cross-leveling between National Guard (NG) and Army Reserve (AR) and AR Major Support Commands (AR MSCs):

Cross-leveling between NG and AR is not authorized; cross-leveling between AR MSCs requires CG, USARC approval.

d. Time Allocation:

Cross-leveling should be completed prior to the effective date of mobilization for the alerted RC units. For ARNG, NGR 600-100 (Commissioned Officers – Federal Recognition and Related Personnel Actions) and NGR 600-200 (Enlisted Personnel Management) will be used in executing assignments and reassignments during the alert phase prior to the effective date of mobilization. AR commands follow guidance in AR 140-10 (Assignments, Attachments, Details, and Transfers). Although the AR will attempt to complete all cross-leveling actions early in the alert period, cross-leveling reassignments will continue after M-date until the unit achieves deployment criteria.

e. Combat Support (CS) and Combat Service Support (CSS) Units:

CS and CSS units in support of contingency operations (OIF/OEF) will deploy at 95-100% of authorized strength.

f. Additional 10% Personnel:

With SecDef approval, RC units are authorized to mobilize up to 110% of mission required strength (MRS). The request to mobilize above 100% MRS must be part of the initial mobilization request presented to the SecDef for approval. The force providing Commander, in coordination with the appropriate RC Chief, will identify selected units and provide HQDA, G-3/5/7 with the justification for the percentage above MRS (up to 10%) needed to address anticipated losses during mobilization, pre-deployment training and validation. The additional 10% postures units for success in deploying at a minimum of 100% strength and mitigates an immediate need for replacements upon entry into theater. If all or a portion of the additional 10% are deployable, they may deploy with the unit or be reassigned to other deploying units.

g. Personnel Supplemental Fill (Passbacks):

Passback is the process for the RC to request AC personnel to fill RC shortages.

(1) Manning levels for RC deployed units should not exceed AC deployed fill rates using Passbacks.

(2) Requirements for shortages skills passed back from the RC to the AC will be filled at a percentage consistent with the average for deployed AC units. For instance, if 35F NCO fill of deployed AC units is 85%, then RC units will not be filled higher than 85% using “passback” 35F AC Soldiers.

h. Individual Ready Reserve (IRR):

The IRR is a manpower pool consisting of individuals who have had training and have previously served in the Active Army or Selected Reserve. It is comprised of Soldiers who must fulfill their Military Service Obligation (MSO) under Section 651 of Title 10 USC, Soldiers fulfilling a service obligation incurred via contract, and those who have fulfilled their MSO and who voluntarily remain in the IRR.

(1) IRR Soldiers are subject to involuntary active duty (AD) for training and fulfillment of mobilization requirements, in accordance with Sections 12301(a) and 12302 of 10 USC. IRR Soldiers shall be considered immediately available when ordered to AD under Section 12301(a) or 12302 of 10 USC, or other applicable provisions of law authorizing the order of the Ready Reserve to AD.

(2) Per DoDD 1235.10, once shortages are identified in deploying RC units, the component manager will use available resources to include use of volunteers, task organizing at the unit level, and cross-leveling Soldiers out of non-deployable units.

(3) IRR Soldiers ordered to AD who would like to be considered for delay or exemption to AD will follow policies and procedures as found in AR 601-25.

i. Active Guard Reserve (AGR):

(1) AGR Soldiers may be cross-leveled from non-alerted units to mobilizing units in order to meet deploying unit personnel readiness requirements.

(2) AR AGR Soldiers may be cross-leveled IAW procedures set forth in the Citizen Warrior Message.

(3) ARNG AGR Soldiers may volunteer for transfer to a mobilizing unit, however, unit Commanders and/or State Adjutants General (TAGs) must approve/disapprove such requests. Such

requests normally should be denied so that the quality of the full-time support of later-mobilizing units will not be degraded.

(4) Mobilized Title 32 (ARNG) AGR Soldiers will be released from Full-time National Guard Duty (FTNGD) the day before mobilization with their unit of assignment. Soldiers' current AGR orders will be amended to show the new end dates of their AGR tours. Each mobilized AGR Soldier will be issued a Certificate of Release or Discharge from Active Duty (DD Form 214). The Separation Program Designator code will be "MBK", narrative will be "completion of required active service", RE code will be "1", and the authority will be the statutory authority under which the mobilization is being conducted, such as "10 USC 12302". Accountability of Title 32 AGRs on mobilization date will be against the numbers of Soldiers authorized mobilization under 10 USC 12302. Mobilized AGRs are counted against AGR end-strength. Upon demobilization, these personnel will revert to a Title 32 AGR status. Soldier will remain on the Active Army Pay System during mobilization.

(5) Involuntary Separation Actions for a Title 32 AGR Soldier: If a Title 32 AGR Soldier is pending involuntary separation actions due to non-selection by the Active Service Tour Continuation Board (ASTCB) and they have reached their retention control point (RCP), they will continue to process for separation if they have begun transition leave prior to publication of the unit alert order by HQDA.

(6) ARNG Title 10 AGR Soldiers: Upon request by the Adjutant General, Title 10 AGR Soldiers (ARNG) can be ordered to mobilize and deploy with a specific unit from their home station. The Title 10 AGR Soldier will prepare a DA Form 4187 to request release from Title 10 AGR duty status in order to mobilize and deploy with a unit. Prior to demobilization, the Title 10 AGR Soldier is required to contact their designated assignments officer to begin the process for their return to Title 10 AGR duty status.

j. Full-Time National Guard Duty for Operational Support (FTNGD-OS) to Attend SRP:

States are authorized to place ARNG Soldiers on FTNGD-OS in order to attend Soldier Readiness Processing (SRP) with their gaining unit. This will provide the requisite per diem and travel fund authorization permitted by regulation.

k. Inactive National Guard (ING):

(1) General: Soldiers in the ING are members of the ARNG Ready Reserve and are subject to involuntary call-up and deployment as determined by the Secretary of the Army per 10 USC 12302 or 10 USC 12304 and per DOD Directive 1200.7, paragraph 4.2. ING Soldiers will be briefed when they enter the ING program that they are subject to mobilization. Upon alert orders, commanders will contact ING Soldiers and notify them that they are being mobilized. They should return to an active (paid drill) status prior to their unit's M-Day. ING Soldiers may be involuntarily cross-leveled to any alerted unit within the State, even if their own unit is not alerted, mobilized or deployed. ING Soldiers must be placed in an active status prior to assigning them to the alerted unit. They cannot be assigned to the alerted unit while still in the ING. The Ready Reserve includes the ING; therefore, RC Unit Stop Loss, when applicable, affects ING Soldiers who are assigned or cross-leveled to alerted/mobilized units.

(2) Soldiers approaching ETS: The unit will have five days in which to capture and track each Soldier's "real time" ETS/ESA/Retirement date when the unit is alerted. If RC Unit Stop Loss is in effect, SIDPERS-ARNG will be "top-loaded" with the date of 31 Dec 2031.

2–6. Soldier Readiness Processing (SRP).

a. SRP Policy:

Per ALARACT 251/2009, use of the electronic SRP (e-SRP) to validate medical and dental readiness is required of all mobilization and deployment platforms as well as units conducting unit readiness or predeployment SRPs. The e-SRP standardizes medical and dental requirements based on yearly readiness requirements and for specific deployment location/operation for all Compo's. E-SRP can be found in the MWDE module of MODS. To register for data entry access, go to https://apps.mods.army.mil/medpros/secured/access_mods.asp and complete the AAIT-DC Form 9R. Upon completion of the registration process, the MODS help desk will provide the user with the logon ID and password. For additional information, please contact the MODS Help Desk, MODS-HELP@ASMR.COM or 1-888-849-4341.

(1) SRP requires commanders to identify and correct non-deployment conditions within 60-days before an actual unit deployment date or the date an individual Soldier departs on a temporary change of station (TCS) order. Depending on local policy, SRP checks can be scheduled either individually or for units as a whole. Reference AR 600-8-101, Chapter 4 and DA Pam 600-8-101.

(2) Per ALARACT 284/2009, medical guidance is critical in advising commanders of potential problems, physical limitations and potential situations that could be harmful to the Soldier or detrimental to the mission. It is the commander's responsibility to ensure the readiness of their Soldiers. Commanders must continuously monitor the readiness of their Soldiers and address issues as they arise. All Soldier readiness issues should be identified by the unit, installation, and HRC well in advance of formal SRP checks in order to minimize the number of non-deployables. Completing the formal pre-deployment SRP 60 days prior to deployment is necessary to allow for corrective action.

b. Individual Medical Readiness Module:

(1) The Individual Medical Readiness module (IMR) in the Medical Protective System (MEDPROS) is the standard for tracking medical and dental readiness. Unit commanders will ensure compliance with AR 40-501 requirements for profiling and IMR activities conducted by healthcare personnel at their respective units (see ALARACT 121/2009).

(2) To register for data entry access from an OCONUS location, go to https://apps.mods.army.mil/medpros/secured/access_mods.asp and complete the AAIT-DC Form 9R. Upon completion of the registration process, the MODS help desk will provide the user with the logon ID and password. Once a logon ID and password are obtained, contact the overseas MEDPROS help desk at DSN 314-371-2940 or medpros.europe@amedd.army.mil to obtain write access.

c. DD 93 Training Video:

Soldiers must review the DD 93 Training Video explaining what designation options are available to Soldiers as part of SRP, mobilization and deployment processing. The 20-minute online training is found at https://www.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/CMAOC/CMAOC.HTM. In those locations where access to the online training video is not feasible, commanders may substitute the PowerPoint Record of Emergency Data Brief found at the same Website. See ALARACT 058/2009 for additional information.

d. Soldiers Failing to Meet SRP Requirements:

Soldiers being ordered to active duty in support of a contingency operation must meet the SRP requirements specified in AR 600-8-101, chapters 4, 5 and 6, as appropriate. They may be required to meet the additional overseas service requirements in AR 614-30, Para 3-8. If the Soldiers fail to meet SRP requirements, they will be processed IAW the mobilization station/Army policies for non-conformance.

e. Isolation Preparation (ISOPREP) Cards:

ISOPREP Card (DD Form 1833) requirements will be fulfilled via completion of the Pre-OCONUS Travel File Program. See paragraph 4-7c(1) for more details.

f. EagleCash Stored Value Card:

Effective 1 May 2009, U.S. Army personnel (military and government civilian employees) deploying to Afghanistan, Iraq, Kosovo, Kuwait, or Qatar are required to obtain an EagleCash Stored Value Card (SVC) and are encouraged to use it in the AOs. Finance personnel should brief the benefits of the Army program to deploying personnel and verify checking account information on the DD Form 2887. Finance personnel will assist in completing the DD Form 2887 and will issue the SVC to RC Soldiers at the respective mobilization station, and to AC Soldiers during Soldier Readiness Processing (SRP) at the Permanent Duty Station (PDS). The CRC will issue SVCs to government civilians and individual Soldiers processing through their site. Contractors may receive the SVC in theater after a required Memorandum of Agreement between finance and the contractor's company is signed. See ASA (FM&C) memo, dtd 20 March 2009 for more information.

2–7. Non-Deployable Criteria.

Criteria for non-deployable status for all Soldiers are listed in AR 614-30, Para 3-8; AR 600-8-101; and DA Pam 600-8-101. Specific non-deployable conditions for Soldiers and DA Civilians are listed below.

a. Non-Deployable Criteria:

Non-Deployable Criteria	**Eligible/Ineligible for Deployment/Mobilization**	**Additional Comments**
Medical Board has established permanent geographic or climate duty limitation	Ineligible for deployment to specified restricted geographical areas as stated on DA Form 3349	Soldier must have physical profile documented on DA Form 3349. For urgent military reason, Soldier can be moved to the areas precluded by a medical board and duties can be limited to prevent undue health hazards.
Temporary profile (TP) or Convalescing	Ineligible for deployment until temporary disqualification expires	Soldier must have physical profile that prescribes limitations that prevent medical clearance for overseas deployment. The Commander and physician can determine if the Soldier is deployable.
Permanent Profile "3" or "4"	Ineligible for deployment if undergoing a MEB/PEB or MMRB has determined Soldier is non-deployable.	Soldier can deploy if the MMRB determines Soldier is deployable. See Para 2-7b for more information.
Pregnant	Ineligible for deployment throughout pregnancy	Soldiers found pregnant after deployment will be removed from the area of responsibility (AOR) when cleared by medical authority. (See AR 614-30, Para 3-8b(4) for more information)
Mother of newborn child	Ineligible for deployment until 6 months after birth	Soldiers may waive deferment. Reference ALARACT 171/2008 Postpartum and Adoption Deferment Change.

Non-Deployable Criteria	Eligible/Ineligible for Deployment/Mobilization	Additional Comments
Tested positive for HIV or test date is older than 24 months (or older than 90 days of deployment for CENTCOM AOR); See para 7-3a.	Ineligible for deployment	Soldier is deployable if retest is negative. Soldiers that are found to be HIV positive after deployment will be removed from overseas as soon as possible.
Certain psychiatric diagnoses requiring antipsychotics or anti-depressants	Ineligible for deployment until medically determined deployable	Soldiers with certain psychiatric diagnoses and who take antipsychotics or anti-depressants are disqualified from deployment IAW Policy for Deployment – limiting Psychiatric Conditions and Medications dated 07 Nov 06, Asst SecDef, Health Affairs (Dr. Winkenwerder)
Missing DNA collection record	Ineligible for deployment but can be mobilized.	Mobilization Station will collect DNA specimen. Soldier is deployable once DNA is on file.
Women's Readiness Class "3" or "4"	Ineligible for deployment	Class "3" Soldiers are eligible for mobilization within CONUS given they are first cleared/approved by servicing MTF commander.
Substance Abuse	RC Soldiers who are found to be drug dependent during the screening will be released from active duty IAW the 25-day rule and referred to HRC for initiation of separation actions. RC Soldiers, who test positive, but not drug dependent, are deployable.	RC Soldiers who are mobilized and on active duty for more than 30-days will be promptly tested for illegal drug use.
Dental Class "3" or "4"	Ineligible for deployment if the Soldier requires treatment for pain, trauma, oral infection, or follow-up care	Dental Class 3 Soldiers are eligible for deployment within CONUS in support of contingency operations. Orthodontic appliances do not preclude deployment eligibility provided they are evaluated for stability and inactivated through use of passive holding.
Dental Record is missing, incomplete or no panographic x-ray on file	Ineligible for deployment but can be mobilized.	Mobilization Station will correct panographic shortfalls. Deployable once corrective action is completed and x-ray is on file.
Adopting child	Deferred for deployment if Soldier is a single parent or dual-military for 6 months from date child is placed in the home	Soldier can waive deferment. Reference ALARACT 171/2008 Postpartum and Adoption Deferment Change.

Non-Deployable Criteria	Eligible/Ineligible for Deployment/Mobilization	Additional Comments
Has Family member assigned to the same unit that is scheduled for deployment	Eligible for deployment unless request is approved	Reassignments may be approved for all but one Family member. See explanation of Family member in AR 614-30, glossary.
No approved or re-certified Family Care Plan (FCP)	Ineligible for deployment but will remain at mobilization station until FCP is approved or separation initiated.	Soldier is non-deployable until Cdr approves FCP per AR 600-20. If no FCP can be validated, appropriate action will be initiated. Civilians and Emergency Essential Civilians are advised that they are responsible for ensuring an adequate FCP is in place at all times.
Sole surviving son or daughter status	Soldiers of the same Family will be exempt, upon request, from serving in designated hostile fire/imminent danger area or, if serving in such an area, will be reassigned from the location.	Soldier must submit a request to obtain the exemption. (See AR 614-30, Para 3-8a(2)
Another Family member is killed, dies, or is missing in action or captured, or has been officially determined by the Department of Veterans Affairs or a Military Service to be 100 percent physically or mentally disable, due to service in a HFA	Ineligible for deployment only if it is to an area designated as hostile fire/imminent danger area, or where duties involve combat with the enemy	To be non-deployable, Soldier must meet all criteria in AR 614-200. Soldier can waive the assignment restriction. Reference AR 614-100, AR 614-200, AR 614-30, Para 3-8a(6), and MILPER Message 05-154 for more information.
Lautenberg Amendment	Non-deployable for missions that require possession of firearms or ammunition	See Para 2-7g for more information.
Non-completion of Basic Officer Leadership Course (BOLC) or Warrant Officer Basic Course (WOBC)	Ineligible for mobilization and/or deployment until training is completed	Section 671, Title 10, US Code, requires completion of BOLC for officers and WOBC for warrant officers.
Non-completion of Initial Entry Training (IET)	Ineligible for mobilization and/or deployment until training is completed	If Soldier will graduate within 60-days, issue delayed mob orders. If graduation is beyond 60 days, do not mobilize unless accelerated training seat has been coordinated with TRADOC and approved by ASCC and HQDA. Reassign Soldier to a derivative unit identification code (DUIC) -- Soldier will be mobilized upon graduation.

Non-Deployable Criteria	Eligible/Ineligible for Deployment/Mobilization	Additional Comments
High School Students	Ineligible for mobilization if in high school and under age 20	RC Soldiers enrolled in college or professional school will be mobilized unless their Commander grants an exception.
Cadets in ROTC and Officers in the Early Commissioning Program		See Para 2-7h for additional information.
Is under arrest, confined pending military/civil criminal court action, or under investigation by an investigating activity and legal processing precludes moving with or performing duties in the unit	Ineligible	Unless special court-martial convening authority, with the advice of the staff judge advocate (who will coordinate with military/civilian authorities), decides that the Soldier is eligible, and action is taken under AR 600-8-2.
Is under investigation for subversion or disaffection, defection, or desertion	Ineligible	Unless HQDA assignment authority approves an exception.
RC Officer Non-selection for Promotion		See Para 2-7h for additional information.
Separation/ Expiration Term of Service Agreement		See Para 2-7i for additional information.
Conscientious Objector Status	Soldiers approved as "1-A-O" (non-combatant duty) are deployable only in areas where duties do not involve handling of weapons	Soldiers are eligible for deployment unless excused by general court-martial convening authority and a completed application IAW 600-43 has been forwarded to the Army Conscientious Objector Review Board (DACORB): HQDA (DAPE–MPC–CO), Hoffman II, 200 Stovall Street, Alexandria, VA 22332. If the Soldier is characterized as "1-O", than Soldier will be processed and discharged.
Former Prisoner of War (POW) or Hostage	Ineligible for deployment if deployment is to a country in which Soldier was formerly held	Soldier may waive protective restriction
Recalled from Retirement to Active Duty	Eligible for deployment if CAT I or II Retiree. CAT III Retiree when coordinated between HRC assignment branch chiefs and force requestors on a case-by-case basis.	See Para 5-5 for additional information.

Non-Deployable Criteria	Eligible/Ineligible for Deployment/Mobilization	Additional Comments
Child Soldier Protocol	Ineligible for assignment OCONUS until age 18	Commanders must ensure Soldiers under 18 do not deploy. If already deployed, return to home station or reassign to position with no direct participation in hostilities. No exceptions or waivers will be granted. Reference ALARACT 016/2009 for more information.
Mandatory Removal Date		See Para 2-7k for additional information.
Warrior Transition Course	Ineligible for mobilization and/or deployment until training is completed	See Para 2-7l for additional information.
RC Soldiers selected for OCS or WOCS, or scheduled to report (with class start date) to OCS or WOCS during period of mobilization	Ineligible for mobilization	RC Soldiers with pending applications into OCS or WOCS (not yet selected) will mobilize. RC Soldiers notified of selection to OCS or WOCS after mobilization will complete mobilization period and be scheduled for OCS or WOCS after mobilization.

b. MOS Medical Retention Board (MMRB):

AC and RC Soldiers with permanent 3 or 4 physical profiles who otherwise meet medical retention standard of AR 40-501, Chapter 3, are required to be evaluated by a MMRB. However, AR 600-60, Para 4-4b, allows the MMRB convening authority to waive MMRB evaluation based upon operational necessity.

(1) HQDA DCS, G-1 delegated to the National Guard Bureau (NGB) the authority to convert their Medical Duty Review Boards (MDRB) to MMRB through a validation process. The MDRB validation documents (MOS/Medical Retention Board (MMRBCA) approval memo, MDRB validation checklist, and the permanent profile) are accepted at the Mob Station in lieu of the MMRB. The ARNG Soldier must have a copy of the MDRB validation documentation when reporting to the Mob Station.

(2) For Soldiers assigned to AR units, the Commander, USARC; Commander, 7th CSC; Commander, 9th MSC; and Commander, HRC, authorize approval for MMRB waivers. On 24 Jun 03, the Commander, USARC, delegated waiver authority to RSC Commanders. Training Support Division (TSD) Commanders, though granted MMRBCA on 27 May 03, have not been delegated authority to waive an MMRB. TSD MMRB waivers must be forwarded to the USARC Surgeon for review. AR 600-60, Chapter 4, waiver process requires the MMRB convening authority to certify the deployability of the Soldier (i.e., whether the Soldier is able to perform in his/her PMOS/DMOS under worldwide field conditions) based upon a medical screen and recommendation of the Soldier's Commander.

(3) RC Soldiers with permanent 3 or 4 physical profiles should not be mobilized until evaluated by an MMRB or granted waiver by the appropriate RC MMRB convening authority prior to mobilization. If mobilized without an MMRB determination or documentation of waiver approval by the

appropriate waiver granting authority, the Soldier will be referred to an active Army MMRB or undergo a waiver process by the active Army MMRB convening authority before being deployed.

(4) Waivers for MMRB evaluation are not permanent waivers. RC Soldiers granted a waiver will undergo MMRB evaluation after release from active duty if there is no change in the Soldier's condition for which the waiver was granted. If the Soldier's physical condition changes during the period of the deployment, the Soldier will be appropriately managed per published regulatory guidance for medical retention processing, incapacitation pay processing, and Line of Duty (LD) Investigations, prior to REFRAD. Additionally, a review of any LD Investigation issues will be made after REFRAD to ensure proper action has been or will be taken. Active Army (non-selected Reserve members) Soldiers granted a waiver will undergo MMRB evaluation upon return from deployment.

c. Pregnant Soldiers:

(1) All female Soldiers deploying OCONUS (or Soldiers permanently stationed OCONUS deploying to a hostile area) will be administered a pregnancy test as part of the pre-deployment medical screening. Pregnancy tests will be performed within one month prior to actual movement overseas. A urine pregnancy test is sufficient for verification. If the pregnancy test yields positive results, the Soldier is non-deployable. Same rules apply to female DOD Civilians deploying to a hostile area. Soldiers who have undergone hysterectomy or bilateral tubal ligation are exempt from pregnancy testing.

(2) If medical authorities determine pregnancy after deployment in support of OCONUS contingency operations, the Soldier will return to CONUS. RC Soldiers may be REFRAD. The Soldier may volunteer to remain on active duty based upon the needs of the Army in a non-mobilized position with a valid paragraph and line number. The Soldier will sign a counseling statement indicating her understanding that her mobilization clock will not continue while she is serving in a non-mobilized position. The Soldier must be able to provide a Family Care Plan if the new orders will exceed maternity period and after care as appropriate.

(3) All requests for continuation on active duty must be processed through the chain of command to HRC, Mob Support Branch with attached medical documentation clearing the Soldier for duty. Additionally, a letter from the receiving commander accepting the pregnant Soldier is required. All documentation must then be forwarded to HQDA, G-3/5/7 for approval. See Para 7-3c for additional information.

d. Command Decision to Deploy a Soldier with Certain Medical Conditions:

Per ALARACT 284/2009, the final decision to deploy a Soldier with certain medical conditions is a command decision, based on the Health Care Provider's (HCP) recommendations and taking into account the geographical and environmental conditions the Soldier will be subject to and the mission requirements the Soldier will be assigned. A Soldier with a temporary profile may deploy after the temporary disqualification expires or when the commander and the HCP agree the Soldier is deployable. When HCPs and unit commanders disagree on the deployability status of a Soldier, the decision will be raised to the first General Officer in the Soldier's chain of command, who will review the case and make the final decision. For Soldiers with any of the conditions listed in current Department of Defense guidance and/or the combatant command's (COCOM) published medical screening criteria, the General Officer recommending deployment must submit a waiver request through the COCOM surgeon to the combatant commander for approval. If the Soldier has a temporary profile, it should be determined that the profile is in compliance with the time limitations (including extensions) of AR 40-501. Soldiers with a permanent Profile 3 or 4 Soldiers may not deploy without a record of retention by a MMRB or a PEB unless the MMRB Convening Authority waives this requirement. In all cases, the role of the commander is to ensure Soldiers do not violate their profiles and are assigned duties which they can perform without undue risk to health and safety.

e. Commander's Responsibility to Counsel Soldiers with Physical Profiles that may affect their Deployment Status:

Per ALARACT 284/2009, medical guidance is critical in advising commanders of potential problems, physical limitations and potential situations that could be harmful to the Soldier or detrimental to the mission. Medical guidance is provided in the form of physical profiles documented on DA Form 3349, Physical Profile, after being evaluated by a Health Care Provider (HCP). Soldiers will meet medical fitness standards IAW AR 40-501. Some Soldiers, because of certain medical conditions, may require administrative consideration when assigned to combat areas or certain geographic areas. As listed in AR 40-501, Table 7-2, Profile Codes, profiles address only physical functional capacity and limitations. Determination of a Soldier's assignment or duties, however, is the commander's responsibility and is outside of medical recommendations. As such, it is a commander's responsibility to counsel Soldiers on those duties they may or may not perform while deployed to combat areas or certain geographic areas. The counseled Soldiers will be advised that they will not violate their profiles and will perform duties assigned by the commander which they can perform without undue risk to health and safety .

f. Army Substance Abuse Program (ASAP).

(1) IRR Soldiers will be tested at the reception battalion during in-processing. Soldiers, who have already processed but were not screened, will be screened at the earliest opportunity either at the MOS/AOC training site or at the mobilization station prior to deployment.

(2) IRR Soldiers enrolled in ASAP who do not require inpatient services are deployable. However, unless they are self-referrals, separation or show cause proceedings must be initiated on these Soldiers. Positive test results will be forwarded to the command with control over the IRR Soldier. Upon receipt of notification of a positive test result that command will initiate separation proceedings.

(3) Once mobilized, Soldiers will be subject to all policies, procedures and UCMJ actions applicable to Soldiers ordered to active duty under Title 10 USC. Reference AR 600-85, Para 4-7.

g. Lautenberg Amendment.

The Lautenberg Amendment makes it unlawful for any person who has been convicted of a misdemeanor crime of domestic violence to possess a firearm or ammunition. Commanders will report and process Soldiers affected by the Lautenberg Amendment IAW AR 600-20, Para 4-23.

h. ROTC Cadets and Early Commissioning Program Officers.

(1) Contracted ROTC Cadets are considered non-deployable until they both receive their Commission and complete their Basic Officer Leader Course (BOLC) or disenrollment from the ROTC Program.

(2) Officers in the Early Commissioning Program who are finishing their degree are considered non-deployable until completion of their undergraduate degree and the Basic Officer Leadership Course.

(3) Non-contracted ROTC cadets serving in the USAR or ARNG units, who have successfully completed their first semester, and remain enrolled in the ROTC program, will be considered non-deployable.

(4) Second, third and fourth year cadets must be contracted in order to be considered non-deployable. Exceptions to this policy will be considered on a case-by-case basis when extenuating circumstances prevent a cadet from contracting prior to his/her unit's deployment.

(5) Reference HQDA G-1 Memo dated 2 May 05, Subject: Fencing USAR and ARNG Soldiers in the ROTC Program and HQDA, G-1 Memo dated 30 Aug 05, Subject: Mobilization of Reserve Component Member Cadets in the U.S. Cadet Command.

i. Separation/Expiration Time of Service Agreement.

(1) Enlisted Soldier ETS: Does not apply if MOS-specific or Unit Stop Loss is in effect. Unless affected by stop loss, Soldiers approaching ETS or Expiration of Service Agreements (ESA) who do not voluntarily extend or reenlist will be returned to home station 60-days prior to ETS/ESA for transition processing, required Army Career and Alumni Program (ACAP) services and counseling by career counselor on their military service obligation and opportunities available in the RC. The nearest Transition Center will process RC Soldiers mobilized under Title 10 who ETS/ESA while on active duty. The State AG will process ARNG Soldiers who mobilize under Title 32 who ETS/ESA while on active duty. Deployed Soldiers who will reach ETS/ESA while on active duty will be returned to the deployment site, mobilization station, or CRC within 60 days of transition date to allow appropriate separation processing actions. RC Soldiers who refuse to reenlist will be discharged at the mobilization station/installation. The Transition Point will publish separation/discharge orders to put the Soldier out of the Army and the Reserves.

(2) Enlisted Soldiers with less than 7-days from the unit's Stop Loss Date to their separation date will not be mobilized or deployed.

(3) The decision whether or not to mobilize/deploy enlisted Soldiers who have more than 7-days from the Stop Loss Date but less than 61-days to their separation date will remain with the unit commander and will be dictated by mission manning requirements.

(4) Enlisted Soldiers with greater than 60-days from Stop Loss Date to their separation date may be mobilized with the unit of assignment.

j. RC Officer Non-selected for Promotion:

RC officers in the rank of Major (O-4) and below twice non-selected for promotion and scheduled to separate during the period of alert/mobilization will be transferred/separated from the unit prior to mobilization. Officers in the rank of Major (O-4) and below, who mobilize with the unit and are later non-selected for the second time will be retained on active duty for the period of the unit's deployment and then separated as required by law unless extended by an Army Selective Continuation (SELCON) Board.

k. Mandatory Removal Date (MRD).

(1) RC enlisted Soldiers scheduled to REFRAD, retire, or separate because they have reached, or will reach age 60 during the initial mobilization period will not mobilize. ALARACT 093/2005, subject, Suspension of maximum years of service (MYOS) for Army Reserve TPU Enlisted personnel, suspends the maximum years of service (MYOS) for Reserve enlisted TPU Soldiers for the duration of partial mobilization or higher, not to exceed the age of 60.

(2) RC commissioned officers in the rank of Major (O-4) and below scheduled to REFRAD, retire or separate because they have reached, or will reach their MRD for years of service while mobilized, will transfer/separate from the unit prior to deployment.

(3) RC commissioned officers in the rank of Colonel (O-6) and below scheduled to REFRAD, retire or separate because they have reached, or will reach, their MRD for age while mobilized, will transfer/separate from the unit prior to mobilization unless ASA(M&RA) approves retention beyond age 60. Commands must request retention beyond age 60 in accordance with ASA (M&RA) Memo dated 31 Oct 07 Subject: Mandatory Removal Date (MRD) - Maximum Age for Reserve Component (RC) Officers (Colonel and below) and ASA (M&RA) Memo dated 17 Dec 03 Subject: Promotion of Mobilized Reserve Component Officers on the Reserve Active Status List. Commands will not allow Soldier to mobilize prior to ASA(M&RA) decision.

(4) RC warrant officers who cannot complete the period of mobilization prior to turning age 62 will not be mobilized.

(5) RC warrant officers who qualified for retired pay under Chapter 1223 of Title 10, United States Code, will not be mobilized, unless retention beyond age 60 is authorized and the Soldier can complete the period of mobilization.

(6) RC warrant officers, age 60 or older, who can attain 20 years of qualifying service for retired pay prior to turning age 62 will not be mobilized, unless retention beyond age 60 is authorized and the Soldier can complete the period of mobilization.

(7) Selective Continuation:

(8) Certain Army National Guard (ARNG) [with the consent of the of the Governor/TAG concerned] and Army Reserve (USAR) Lieutenant Colonels and Colonels may be voluntarily retained on the Reserve Active Status List (RASL) who would be otherwise removed for years of service (10 USC 14507). The following categories of commissioned officers are authorized automatic selective continuation (SELCON) and must be reported monthly by name to HQDA G-1 (DAPE-MPO-D):

(9) ARNG and USAR LTCs and COLs assigned to a unit or derivative UICs who are alerted for or ordered to active duty for deployment to a designated hostile fire or imminent danger pay (HFP/IDP) area in support of the Overseas Contingency Operation (OCO).

(10) Title 32 and Title 10 Active Guard Reserve (AGR) Lieutenant Colonels and Colonels assigned to a unit or derivative UIC alerted or mobilized for deployment to a designated HFP/IDP area in support of OCO.

(11) The period of selective continuation under this authority is limited to the period of the duration of the officer's mobilization plus 90 days, but shall not continue beyond the date on which a LTC attains a maximum of 33 years of commissioned service, or a COL attains 35 years of commissioned service. Upon completion of mobilization, officers shall be processed for separation or retirement (if otherwise eligible), unless otherwise authorized to be retained on the RASL via promotion or subsequent selective continuation.

(12) Officers whose unit's alert is canceled or suspended for more than 60 days, will have their selective continuation cancelled and be processed for separation or retirement (if eligible) within 90 days of the notification of the cancellation or suspension of the unit alert.

(13) Each officer selectively continued will be counseled by the first general officer in the chain of command that selective continuation is voluntary and the officer has the right to decline in accordance with Section 14701, Title 10, United States Code. Officers who decline continuation on the RASL under this policy shall be separated or retired (if otherwise eligible) IAW applicable law and regulation. State Adjutants General will ascertain the will of the Governor concerned, or if delegated the authority, will determine and communicate to the first general officer in the chain of command approval or disapproval of the selective continuation of applicable ARNG officers.

(14) Officers selectively continued under this policy remain eligible to request resignation or retirement (if otherwise eligible) during the period of continuation. Approval of such requests for resignation or retirement is subject to the needs of the Army.

(15) Officers who are otherwise eligible for selective continuation under this policy may not be retained under the provisions of this policy if they will reach age 60 prior to the end of their mobilization period. However, pursuant to guidance prescribed in ASA (M&RA) Memo dated 31 Oct 07, Subject: Mandatory Removal Date—Maximum Age for Reserve Component Officers (COL and Below), such officers may request concurrent retention beyond MRD for age (AR 140-10 or NGR 635-100, as

appropriate) and years of service (10 USC 14507) via memorandum, for the purpose of deployment to a designated HFP/IDP area in support of the Overseas Contingency Operation (OCO).

(16) Reference ASA (M&RA) Memo dated 19 Aug 08, Subject: Voluntary Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels under the Provisions of Section 14701, Title 10, United States Code for additional information.

l. Warrior Transition Course.

(1) The Warrior Transition Course (WTC) replaces the traditional US Army BCT course for prior service personnel (Reference AR 601-210, Para. 5-16b(1)(a) and Para. 3-19b.). Soldiers are considered ineligible for mobilization and/or deployment until WTC is completed.

(2) The following prior service personnel enlisting into the Active Component who have had a break in service of over 3 years are required to attend WTC: Prior service Air Force, Navy, or Coast Guard, including their RC applicants who have not completed a U.S. Army Basic Combat Training Course or USMC Basic Combat Training Course. Prior service applicants with a break in service of 3 or more years will be retrained regardless of enlisting with old MOS. Break in service is defined as last period of service to include IRR regardless of component. For the purpose of this section break in service, for Soldiers who separate, starts after military service obligation (MSO) is completed or when a Soldier (regardless of service) is no longer a member of a RC (including the IRR).

(3) The following prior service personnel enlisting into the Army National Guard (ARNG) or the Army Reserve (AR) are required to attend WTC: Prior service enlistees who have not successfully completed either an Army or Marine BCT course. These Soldiers must enter on IADT within 180 days after enlistment in the ARNG or AR and successfully complete the WTC conducted by the U.S. Army.

2–8. Special Management Issues.

a. Soldiers Scheduled for Training.

AC/RC enlisted Soldiers scheduled for training “TDY and return” will deploy/mobilize with their unit except as outlined below or directed by HRC. RC Soldiers previously scheduled for training prior to the unit’s alert may be mobilized for training or to attend school in conjunction with a mobilization requirement. Authority for training under this section is 10 USC 12302.

b. Recruiting, Drill Sergeant, Inspector General, and Equal Opportunity Advisor Training.

RC Soldiers will proceed to training if the Soldier‘s report date is equal to or more than 60 days prior to unit‘s mobilization/ deployment date. If a Soldier‘s report date is within 60 days of mobilization/ deployment, the unit must coordinate with HRC or State, as appropriate, for approval to mobilize/deploy the Soldier with the unit. The unit will cancel the ATTRS training seat upon receiving final approval for the Soldier to mobilize with the unit.

c. Non-Commissioned Officer Education System (NCOES).

(1) AC Soldiers enrolled in a resident course will complete the course and join their units upon graduation unless instructed otherwise by HRC.

(2) If training is scheduled to begin with a report date within 60 days of the date the unit receives their deployment notification order, the Soldier scheduled for training will proceed to training.

(3) Soldiers with a reporting date greater than 60 days after the date the unit receives their deployment notification order will deploy/mobilize with their unit and be rescheduled for a course upon tour completion.

(4) Commanders will make the determination of whether to send an NCO to an NCOES course based upon the NCO's duty position and responsibility within the command. Commanders must coordinate their decisions with HRC.

(5) RC Soldiers will have one year after redeployment/ mobilization to begin the NCOES training. After release from active duty, ARNG Soldiers will follow guidance contained NGR 600-200 Chapter 11.

(6) Units deploying to OEF/OIF and other operational areas in support of OCO will identify affected Soldiers and notify Commander, HRC of their deferment requirements through their Division G-1. Requests for operational deferment must be fully justified through the Division CSM to the first General Officer in the chain of command (no further delegation is authorized) and submitted directly to HRC, ATTN: AHRC-EPT-TM. The request may be disapproved at any level in the MACOM chain of command. Reference ALARACT 060/2007, subject, NCOES Policy.

(7) Priority for scheduling Soldiers for NCOES is -- Deploying Units, Redeploying Units, and then Remainder of the Army.

d. MOS Producing School for RC Soldiers.

RC Soldiers scheduled to report to an MOS producing course, ILE, Captains Career Course, Basic Officer Leadership Course, or Warrant Officer Basic Course during the period of mobilization will not mobilize, unless coordination is made for accelerated training approved by the HQDA G-3/5/7. Soldiers scheduled for a two-week phase of a non-resident course will mobilize with their units. Where operationally feasible, RC Soldiers will be allowed to attend the scheduled non-resident course or be scheduled for another non-resident course while still on active duty. Unit Commanders, if possible, should reschedule Soldiers to attend these 2-week courses closer to the end of the tour of duty in theater and prior to the Soldier's transition leave/REFRAD. If the Soldier cannot attend the non-resident course because of mission requirements, the Soldier will be rescheduled upon demobilization.

e. OCS/WOCS-AC not Ready Reserve.

AC Soldiers with pending applications and Soldiers selected for acceptance into OCS or WOCS will deploy with their unit, unless the Soldier will reach the maximum age limits during the deployment. AC Soldiers scheduled (with class start date) to report to OCS or WOCS will not deploy unless the commander requests operational deletion from CG, HRC. Soldiers may also request an operational deletion to deploy with unit for initial deployment and have OCS/WOCS attendance date rescheduled. Exception authority for this paragraph is CG, HRC.

f. Officer Candidate School (OCS)/Warrant Officer Candidate School (WOCS)-Ready Reserve.

RC Soldiers with pending applications for acceptance into OCS or WOCS will mobilize. RC Soldiers scheduled (with class start date) to report to OCS or WOCS during the period of mobilization will not mobilize.

g. Direct Commissioning of RC.

(1) Acceptance before Mobilization: An RC Soldier who has been notified of acceptance for a direct appointment before mobilization will not be mobilized with his or her unit.

(2) Acceptance during Mobilization: An RC Soldier notified of acceptance for direct appointment during his or her mobilization period will complete the mobilization period and be afforded 90-days following the Soldier's release from active duty (REFRAD) date to notify HRC (AHRC-OPD-RA) or COMM: 314-592-0683 and complete the required actions for appointment (see AR 135-100, Para 2-7).

(3) Request for Voluntarily Mobilization: An RC Soldier notified of acceptance for direct appointment who requests to voluntarily mobilize or who voluntarily extends his or her mobilization period, must return the unexecuted appointment documents to HRC (AHRC-OPD-RA) or COMM: 314-592-0683, which constitutes withdrawal of application. Soldier may reapply at their convenience.

(4) Exception Authority: CG, HRC, RC Liaison Office, ATTN: AHRC-PL-M-MS, 200 Stovall Street, Alexandria, VA 22301.

h. AGR Report Date within Two Months of Deployment.

AGR Soldiers: AGR Soldiers with a report date within two months of the date the unit receives their deployment notification order will comply with assignment instructions. AGR Soldiers with reporting dates greater than two months of the date the unit receives their deployment notification order should contact the appropriate personnel center for assignment instructions. Exceptions must be submitted to the appropriate personnel center for these categories of personnel.

i. RC Soldiers with a Documented MOS.

RC Soldiers with a documented MOS, but who are not Duty MOS qualified (DMOSQ) to which assigned, can mobilize with their unit if the first general officer (GO) in the Soldier's RC chain of command certifies that the Soldier can perform in the duty MOS. This certification however is not authority to award the MOS. These Soldiers may be reclassified upon meeting requirements of DA Pam 611-21.

j. AC Operational Deletions & Deferments.

(1) An operational deletion or deferment is defined as a request based on the needs of the losing command. Requests for operational deletions and deferments must be submitted in hard copy to HRC (AHRC-EPO-P) accompanied by a memorandum signed by the first GO (or civilian equivalent) in the Soldier's chain of command. The signature authority for Brigade Combat Teams (BCT) is the Corps Chief of Staff. Requests pertaining to four or less Soldiers will be sent directly from the requesting MPD. Requests pertaining to five or more Soldiers must be forwarded through the requester's MACOM/higher headquarters. Requests for operational deletions and deferments apply only to CONUS based units. An OCONUS based unit must request an involuntary foreign service tour extension (IFSTE) IAW AR 614-30. See MILPER MSG 08-147 for more information or call DSN 221-4422 with questions.

(2) Requests need to include the contingency operation deployed (reason for request), and whether a deletion or a deferment is requested. If deferment is requested, identify requested period. Enlisted Soldier operational deletion and/or operational deferment requests must follow procedures outlined in MILPER Message 04-086.

k. General Officers and Promotable Colonels.

ASCCs who mobilize units with or individuals who are General Officers or promotable Colonels will contact the HQDA General Officer Management Office (GOMO) at DSN 225-7994 or commercial (703) 697-7994.

2–9. Non-Citizen Soldiers.

a. Enlisted Soldiers with 8 years of Military Service.

Enlisted Soldiers with permanent resident alien status who achieve eight (8) years of military service may be mobilized with the unit of assignment provided they have filed for citizenship and have a scheduled court date. All military service counts toward the eight years (active, reserve, ARNG, IRR). The unit commander must consider mission performance and the impact the Soldier's separation may

have if the Soldier cannot be extended. Additionally, unit commanders must counsel the Soldier on the requirements for extension and the possibility of separation during mobilization. Soldiers with permanent resident alien status will be permitted to extend provided they have filed for citizenship and have a scheduled court date. Extensions may not exceed 12 months from the scheduled court date. The request to extend the Soldier's enlistment along with Citizenship and Immigration Services document citing the docket number and court date must be sent to National Guard Bureau, ATTN: NGB-ARH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

b. Stop Loss for RC Non-Citizens.

RC Unit Stop Loss prevents the separation of a non-citizen Soldier during the unit deployment plus 90 days after the REFRAD date. Soldiers who have not received an exception to policy to extend will be separated upon return, not to exceed 90 days. To qualify for an exception to policy, the Soldier must have applied for citizenship and received a court date. Submit a memorandum and attach supporting documentation through channels to National Guard Bureau, ATTN: NGB-ARH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

c. Applications for Citizenship.

Deploying non-citizen Soldiers who have an application for citizenship pending will use the Citizenship and Immigration Services (CIS) Customer Service Number (1-800-375-5283) to inform CIS of the Soldier‘s mailing address for the duration of the deployment. Soldiers with pending applications for citizenship will be reminded during in-, out-, Soldier Readiness, mobilization, extended temporary duty, deployment, redeployment, and reintegration (i.e., personnel processing upon return from a deployment) processing to notify CIS of any change of address. Soldiers who fail to make this telephone call could have their applications for citizenship denied due to failure to respond to a non-received mailed notice from CIS.

d. Soldier’s Guide to Citizenship Application.

The Soldier‘s Guide to Citizenship Application is available on this website: https://www.hrc.army.mil/site/active/tagd/a_soldiers_guide_to_citizenship.htm. Reference MILPER Message 05-313; BN or BCT S-1s, MPDs, and MILPOs to assist non-citizen Soldiers with their applications for citizenship to include cover sheets, fingerprint cards, and N-426 (Certification of Military or Naval Service). To get forms and handbooks, call 1-800-870-3676 to request the “Military Packet” and obtain a copy of the handbook, “A Guide to Naturalization” or visit www.uscis.gov.

2–10. References.

a. Army Regulations and DA Pamphlets <http://www.army.mil/usapa/epubs>

b. ALARACTS <https://www.us.army.mil/suite/page/550282>

c. MILPER Messages <https://perscomnd04.army.mil/milpermsgs.nsf>

d. Army Chief of Staff Memo dated 10 Jul 08 (HQDA Active Component Manning Guidance for FY 2008-2010) <http://www.armyg1.army.mil/docs/mp/HQDA%20FY08-10%20Manning%20Guidance%2010%20Jul%2008.pdf>

e. ASA (M&RA) Memo dated 17 Dec 03 (Promotion of Mobilized Reserve Component Officers on the Reserve Active Status List) <http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/ASA%20(M&RA)%20Memo%20dtd%2020031217.pdf>

f. ASA (M&RA) Memo dated 31 Oct 07 (Mandatory Removal Date – Maximum Age for Reserve Component Officers – Colonels and Below) <http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/ASA%20(M&RA)%20Memo%20dtd%2020071031.pdf>

g. ASA (M&RA) Memo dated 19 Aug 08 (Voluntary Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels) <http://www.armyg1.army.mil/MilitaryPersonnel/PPG/Hyperlinks/Adobe%20Files/ASA%20(M&RA)%20Memo%20dtd%2020080819.pdf>

h. ASA (M&RA) memo, dated 20 March 2009 (Issuance of EagleCash Store Value Card) <http://www.armyg1.army.mil/MilitaryPersonnel/PPG/Hyperlinks/Adobe%20Files/ASA%20(M&RA)%20Memo%20dtd%2020090320.pdf>

i. ASD (HA) memo dated 7 Nov 06 (Policy Guidance for Deployment-Limiting Psychiatric Conditions and Medications <http://www.ha.osd.mil/policies/2006/061107_deployment-limiting_psych_conditions_meds.pdf>

j. ASD (RA) memo dated 20 AUG 08 (RC Mobilization Decision Process) <http://www.armyg1.army.mil/MilitaryPersonnel/PPG/Hyperlinks/Adobe%20Files/ASD(RA)%20Memo%20dtd%2020080820.pdf>

k. DOD Directive 1200.7 dated 18 Nov 997 (Screening the Ready Reserves) < http://www.dtic.mil/whs/directives/corres/pdf/120007p.pdf>

l. HQDA G-1 Memo dated 2 May 05 (Fencing USAR and ARNG Soldiers in the ROTC Program) <http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/HQDA%20G-1%20Memo%20dtd%2020050502.pdf>

m. HQDA, G-1 Memo dated 30 Aug 05 (Mobilization of RC Member Cadets) http://www.armyg1.army.mil/MilitaryPersonnel\PPG\Hyperlinks\Adobe Files\HQDA G-1 Memo dtd 20050830.pdf>

n. NGR 600-100 Commissioned Officers – Federal Recognition and Related Personnel Actions < http://www.ngbpdc.ngb.army.mil/pubs/600/ngr600_100.pdf>

o. NGR 600-200 Enlisted Personnel Management <http://www.ngbpdc.ngb.army.mil/pubs/600/ngr600_200.htm>

p. USD (P&R) Memo dated 15 Mar 07 (Revised Mob/Demob Personnel and Pay Policy for RC Members ordered to Active Duty in Response to the World Trade Center and Pentagon Attacks) < http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/USD%20(P&R)%20Memo%20dtd%2015%20Mar%2007.pdf>

CHAPTER 3 – MOBILIZATION

3–1. General.

The Army is mobilizing units and Soldiers from the RC to support the Overseas Contingency Operation (OCO) and other Contingency Operations (CONOPS). Currently, the National Command Authority uses Partial Mobilization authority to mobilize the Reserve Components to support OCO, and Presidential Reserve Call-up (PRC) to support operations in the Balkans.

3–2. Mobilizing Reserve Component Units.

a. General Guidance:

(1) Mobilized RC units will follow guidance in accordance with (IAW) Forces Command (FORSCOM) message traffic , and FORSCOM Mobilization & Deployment Planning System (FORMDEPS).

(2) Units must be validated at the mobilization station (or home station on a case-by case basis) prior to deployment. Units may process through an established Force Generation Platform (FGP) prior to deployment.

(3) If an RC unit deploys from Home Station, the active duty orders must indicate what active Army installation is responsible for providing administrative support. The deploying RC unit will appoint a liaison officer to work with the appointed active Army installation to ensure that Soldier Readiness Processing (SRP), admin, PERSTEMPO reporting, and eMILPO requirements are satisfied before the unit deploys. Reference AR 600-8-101 and DA Pam 600-8-101.

b. Filling Units Prior to Deployment:

(1) The personnel readiness deployment criterion for RC units is deployment at 100% of Mission Required Strength (MRS). Mission required strength is defined as the number of Soldiers (Regular Army, ARNG, and USAR) required to meet the unit mission tasking. The number is normally the unit's MTOE Required Strength, however specific theater tailored requirements may be developed by the Combatant Commander and validated by the tasked force provider (FORSCOM, USASOC, USARPAC or USAREUR) and approved for fill by OSD. ASA (M&RA) further defines mission required strength as the approved strength of a unit mission tasking requirement, as it exists, on the approved unit mobilization packet or AC deployment order (specific to a unit identification code). When units are unable to reach 100% of the mission required strength, manning will at a minimum meet the guidelines outlined in the HQDA G-1 Manning Guidance.

c. Use of Individual Ready Reserve (IRR) Soldiers:

(1) The first priority for using IRR Soldiers is to fill deploying units. Involuntary IRR mobilization must be approved by ASA (M&RA) and forwarded to SecDef for notification, prior to HRC publishing orders to mobilize IRR Soldiers in accordance with the IRR training strategy. IRR Soldiers will be administratively processed at a Reception Battalion (RECBN), receive medical screening, receive Warrior Tasks Training (WTT), and complete MOS/AOC refresher training in time to report to the designated mobilization station for collective and Theater Specific Individual Readiness Training (TSIRT), SRP, and equipment issue.

(2) Due to notice and training requirements, commands must request IRR fillers as soon as possible after receipt of DA MOB order, preferably within 120 days prior to the requested report date. Requests must be submitted through command channels and validated by the force providing command (FORSCOM, USARPAC or USAREUR). The force provider will confirm that the request is a valid G-3/5/7 requirement (i.e. mobilizing unit) and, all other options for personnel fill (e.g., cross-leveling)

were fully utilized. The force provider will submit the IRR request to HRC, who will process the request and send it through HQDA G-1 to ASA (M&RA) for approval. Once ASA (M&RA) approves the request, it will be forwarded to SecDef for notification, prior to orders publication.

(3) Once mobilized, the requesting component will utilize these IRR Soldiers, even if additional resources become available to the requesting command.

d. Mobilization Guidance:

(1) Soldiers mobilized UP 10 USC 12302 who fail to meet medical deployment standards (due to a temporary or permanent medical condition) within the first 25 days of their mobilization may be released from active duty, returned to their prior reserve status, and returned to their home address. They may be subject to a subsequent order to active duty as a replacement upon resolution of the medical condition. A Soldier, after mobilization UP 10 USC 12302, whose duty status changes due to medical, legal, or other situations that render him or her unfit to perform deployment duties, will have his or her orders modified to reflect that he or she is no longer serving UP 10 USC 12302 (if applicable). For example, a Soldier retained on active duty only for medical evaluation and treatment may be voluntarily retained UP 10 USC 12301(d) or 12301(h); a Soldier subject to UCMJ action may be involuntarily retained on active duty UP Rules for Courts-Martial 202.

(2) Soldiers assigned to a mobilized unit (UIC or DUIC), but who do not mobilize with their unit (UIC or DUIC), will remain on alert as potential replacements for the duration of the unit‘s deployment. Under current policy, although Soldiers may remain on alert for the duration of the unit‘s (UIC or DUIC) deployment, Soldiers alerted for more than 90 days will no longer be subject to RC unit stop loss.

(3) If RC Soldiers are involuntarily reassigned to the rear detachment (the population of Soldiers alerted but not deployed) for the purpose of subsequent mobilization, then the Soldiers‘ orders must reflect that the Soldiers are not required to perform drills with that unit. Reassignment of Soldiers is limited to the same component (ARNG Soldiers to ARNG units / USAR Soldiers to USAR units). Soldiers may be attached back to their former unit of assignment for individual training purposes if required.

e. Filler procedures for unit shortages while at the mobilization station:

(1) Once a shortage is identified, the unit commander will submit a request for fill to the mobilization station commander. Mobilization station commanders will validate the requirement IAW HQDA G-3/5/7 guidance and attempt to reassign Soldiers on the installation (from AC or mobilized RC Soldiers). If no replacement is found, the mobilization station commander will forward the request for replacement to First Army (CONUS based mobilization stations) or to the appropriate force providing command (OCONUS based mobilization stations). Requests will include UIC/DUIC, grade, AOC/MOS, paragraph and line number of Soldier being replaced. The mobilization station commander will provide an information copy of the request to the Soldier’s parent Joint Forces Headquarters (JFHQ), Joint Forces Headquarters - State (JFHQ-ST) or USARC Regional Support Command (RSC).

(2) ARSOF: The mobilization station commander will not reassign RC ARSOF Soldiers during the mobilization process. The mobilization station commander will forward any RC ARSOF requests for replacement to USASOC for validation. Once validated, USASOC will provide the fill from another ARSOF asset or will task the force providing Major Subordinate Command (MSC) for a replacement filler.

f. NGB, USARC, or USASOC will coordinate with JFHQ-ST and RSCs to fill the requirements with Soldiers assigned, alerted, but not mobilized with their unit.

(1) JFHQ-ST, RSC, and USASOC's first source of fillers is available Soldiers assigned to the unit at the time of its alert for mobilization, or volunteers. If fillers are available, the JFHQ-ST, RSC, or USASOC will publish individual mobilization orders using the unit's original mobilization order as the authority. Individual mobilization orders will reflect the amount of time remaining for the unit's mobilization.

(2) If no fillers are available from the original unit, the JFHQ-ST or RSC in coordination with NGB or USARC, will seek to meet the requirement with RC volunteers from other sources within the state or RSC. If necessary, the NGB and USARC will seek to meet filler requirements from across the entire RC. The first option is always to use volunteers. In order to mobilize a Soldier from a non-alerted or non-mobilized unit, JFHQ-ST must reassign these Soldiers from within the command or state to the rear detachment of the mobilized/deployed unit and USARC will assign Soldiers to the UIC/DUIC of the deploying unit using the authority of the original DA mobilization order. DUICs are not required if a transfer action is completed that assigns the Soldier to the rear detachment of the deployed unit. The Soldier can then be mobilized using the authority of the original unit's mobilization order. If no rear detachment exists in which to reassign Soldiers prior to mobilization, a DUIC may be required. In the ARNG, the Army recognizes that the JFHQ-ST operates with the concurrence of the governor to involuntarily reassign Soldiers identified as fillers ,to the rear detachment of the mobilized unit. The Soldier can then be mobilized and deployed. Individuals will mobilize against the original unit's mobilization order and individual mobilization orders will reflect the remaining amount of time for the unit's mobilization.

(3) If no filler is found across the RC, then the requirements will be passed through First Army to FORSCOM, or other force providing command, (e.g. USARPAC or USAREUR).

(a) Force providing commands will reassign within the command to fill requirements. If unable to fill, the force providing commands will submit request for fill to HRC. All filler requirements (deploying shortages) passed back to HRC must include specific reason/details for being unable to fill the requirement. The request must also include the current strength level within the unit by grade, MOS or AOC for the requirement that is being passed back to HRC for fill.

(b) If time allows, HRC will seek to meet the requirements from the IRR (volunteers first). If fillers are found in the IRR, HRC will publish mobilization orders, schedule MOS/AOC training, and order Soldiers to the mobilization station to link up with the mobilizing unit.

(c) If unable to fill requirements from the IRR, HRC will seek to meet the requirements from the active component following the HQDA G-1 Manning Guidance. HRC will submit AC passback requests to the Director for Military Personnel Management within the HQDA G-1, who will determine whether the requirement will be tasked to the AC for fill. The requirement must contain the specific reason given as to why the position could not be filled by the RC, current strength of the particular specialty in the requesting unit, the level of fill within the AC for that specialty, and an analysis of commands across the Army.

(4) Deployment Shortages:

(a) It is the Army's intent for units to obtain their mission required strength prior to deployment versus trying to meet the manning requirements after deployment.

(b) The Force Providing Commands (FORSCOM, USARPAC, USAREUR, etc) will submit unit deployment manning status reports to the HQDA G-1 and HRC a minimum of three times for each unit:

(c) 72 hours after reporting to the mobilization station,

(d) 2 days prior to the mandatory collective training cycle date.

(e) 1 day after unit validation by the mobilization station commander.

(f) The report will list the mission required strength, current unit strength, shortages by MOS and grade, and list the critical shortages that would affect mission accomplishment along with the overall unit strength of each critical shortage listed.

(g) When a unit deploys short due to an agreement made between the mob station commander and theater representative, this does not automatically constitute a PUSH/PULL replacement request upon the unit's immediate arrival in theater. The Push/Pull replacement program is not designed to fill shortages that a unit deploys with, but shortages that occur after being deployed. A unit replacement is defined as a service member who has been identified to take the place of another service member who was already in theater and had to leave for a specific reason.

g. Derivative UIC (DUIC):

(1) Requirements: A DUIC may be used to meet current requirements for both, task organizations and individual fill. A DUIC can be created to form a group or detachment organized to perform a particular function whether or not such a unit is part of a larger unit or group. In either case, FORSCOM will coordinate the establishment of a DUIC in the Status of Resources and Training System (SORTS). Army G-3/5/7 will provide the DUIC information Army-wide via HQDA mobilization orders.

(2) Up-to-Date UIC: Up-to-Date UIC and unit information is vital to eMILPO operations. The deliberate process of updating this information involves processing changes into SORTS, and SORTS eventually passes the new data to HRC. To compensate for time lags in the SORTS process, HRC has established an exception process to ensure this data is updated to eMILPO as rapidly as possible. First, HRC regularly checks for HQDA mobilization orders and forwards the information to appropriate offices in HRC for expeditious update of eMILPO. Second, First Army should provide their mobilization orders to HRC via fax at 703-325-4838 / DSN 221-4838.

3–3. Mobilizing Individual Reserve Component Soldiers.

a. Active Guard Reserve (AGR):

(1) AGR Soldiers are full-time support assets, serving as essential mobilization multipliers for the units to which they are assigned. To this end, AGR Soldiers will meet all mobilization and deployment standards, and will mobilize and deploy with their units. AGR Soldiers not meeting medical deployment standards (IAW AR 40-501, Chapter 3) and unable to mobilize, will be medically evaluated and moved into a non-deployable position. Any AGR Soldier assigned against an MTOE paragraph and line number must be deployable and qualified for worldwide assignment.

(2) AGR Soldiers, once mobilized, who refuse to reenlist or extend for the full length of the active duty tour will be discharged upon their ETS at the Mobilization Station/Installation. The Army transition point will cut the separation/discharge orders. The JFHQ-State will discharge ARNG AGR Soldiers as a result of the discharge from the Reserve of the Army, per NGR 600-200, Para. 8-27y.

b. AMEDD Professional Filler System (PROFIS):

Responsible credentialing agencies will ensure appropriate installations are in receipt of 90-day rotators' (MC, DC, and 66F) Inter-facility Credentials Transfer and Privileging Briefs (ICTB) and are received by the appropriate credentialing managers and special pay authority; for those mobilizing through the

current hot site Fort Benning, fax ICTBs to the Martin Army Community Hospital, ATTN: CREDENTIALING MANAGER at (706) 544-3083, NLT 45 days prior to their arrival at the CRC.

c. General Officers (GOs) or Promotable Colonels:

ACOMs, ASCCs, and DRUs who mobilize units with GOs, or individual GOs, or promotable Colonels should contact the HQDA General Officer Management Office (GOMO) at DSN 225-3246; COMM (703) 695-3246.

d. Reserve Component GO Exemption Plan:

The RC General Officer Exemption Plan is the SecDef approved number of RC General Officer positions that are exempt from the Title 10 USC 12004 active duty end strength. HQDA GOMO has 46 authorizations on the Exemption Plan. Each billet has an associated mission and timeframe.

(1) Process:

(a) HQDA G-3/5/7 DAMO-ODM receives requests from USAR / ARNG GOMO

(b) Packets reviewed by AOC/CAT JAG and approved by ODM Division Chief

(c) HQDA G-3/5/7 (Deputy Director (DAMO-OD) validates position with OCO nexus

(d) DAMO-ODM requests GOMO Letter from HQDA GOMO, which promulgates the active duty orders

(2) Guidelines:

(a) Allocations are determined by DA GOMO in conjunction with the component GOMOs

(b) Requirements determine GO skill sets and component

(c) HQDA G-3/5/7 validates and prioritizes the Exemption Plan positions

(d) Positions must be justified with a required nexus to OCO

(e) Deputy Director (DAMO-OD) signs the validation memorandum, which triggers request for GOMO Letter

e. Involuntary Mobilization of Individual Mobilization Augmentees (IMAs): Army Reserve Soldiers assigned to IMA positions are subject to involuntary recall.

(1) Units with assigned IMA Soldiers will:

(a) Manage assigned IMA Soldiers in coordination with HRC Fort Knox per AR 140-145.

(b) Determine the number of IMA Soldiers required for mobilization to support contingency requirements.

(c) Submit IMA mobilization requests to HQDA G3/5/7 (DAMO-ODM) through the Department of the Army Mobilization Processing System (DAMPS-A) via NIPR. In DAMPS-A Sign and Submit Section, the force requestor should include “This is an involuntary IMA mobilization”.

(d) Notify those Soldiers of involuntary mobilization and coordinate through Human Resource Command (HRC) for individual mobilization orders.

(e) Submit requests for mobilization extensions to HQDA G-3/5/7 IAW DoDI 1235.12, Accessing the Reserve Components.

(f) If assigned IMA Soldiers are insufficient to meet mission requirements, request volunteers for Contingency Operations Active Duty for Operations Support (CO-ADOS) tours or Retiree Recalls through HQDA G-3/5/7 (DAMO-ODM). See paragraph 5-4 for information on CO-ADOS requests and paragraph 5-5 for information on Retiree Recalls.

(2) HQDA G-3/5/7 (DAMO-ODM) will:

(a) Validate IMA Soldier mobilization requests in DAMPS.

(b) Maintain IMA mobilization strength data via DAMPS.

(c) Approve CO-ADOS requests to meet validated contingency requirements or fill IMA billets when assigned IMA Soldiers are within required dwell periods.

(d) Process extension requests IAW DoDI 1235.12.

(3) HRC will:

(a) Assign IMA mobilizing Soldiers to vacant IMA positions or positions approved for double slotting.

(b) Publish all approved IMA mobilization orders.

(4) Upon completion of mobilization, IMA Soldiers will remain assigned and perform Inactive Duty, Active Duty and Annual Training IAW AR 140-145.

f. Non-unit Related Personnel (NRP):

NRP are deploying individual Soldiers and civilians going into theater with the intent to link up with a Unit or Activity there. All NRP will deploy (and as well as redeploy) through a CONUS Replacement Center (CRC) IAW Para 4-6, CRC.

3–4. Mobilization Roster and Civilian Employment Information.

a. Inputting Data Information:

(1) Commanders using the RCAS Unit Personnel System (UPS) may review and edit civilian employment information at the Employment Address and Phone Data Edit screen.

(2) Commanders not using UPS must collect this data manually, using an Excel spreadsheet.

(3) The State AG (MPMO) must submit a roster for each mobilized unit to CNGB by e-mail to Mob.Lists@ngb.army.mil within 24-hours after mobilization date. This roster may be prepared by automated extract from the RCAS Command Management System (using the standard query provided separately) after the unit has reviewed and edited the UPS civilian employment information.

(4) For Soldiers who have been or will be ordered to active duty in support of contingency operations, the unit should record the telephone number of the manager or employer human resource official as “supervisor area code and telephone number”.

(5) The record for a roster created manually using Excel spreadsheet data collection will include:

(a) Soldier name

(b) Employer name

(c) Employer street address

(d) City

(e) State

(f) ZIP code

(g) Supervisor name

(h) Supervisor telephone number

(i) 'Yes/No' indication if NCESGR or the State committee may contact the employer.

b. Online input of employment information:

In addition to the preceding means (and not replacing them), individuals may provide employment information voluntarily through a secure OSD website – https://www.dmdc.osd.mil/Guard-ReservePortal.

3–5. References.

a. Army Regulations and DA Pamphlets <http://www.army.mil/usapa/epubs>

b. ALARACTS <https://www.us.army.mil/suite/page/550282>

c. MILPER Messages <https://perscomnd04.army.mil/milpermsgs.nsf>

CHAPTER 4 – DEPLOYMENT

4–1. Purpose.

To provide guidance for all deployees supporting the Overseas Contingency Operation (OCO). A deployee is defined as all personnel to include Active Component (AC) Soldiers, Reserve Component (RC) Soldiers (USAR and ARNG), appropriated/non-appropriated DA civilians, contractors, Army and Air Force Exchange Service (AAFES) civilian personnel, Red Cross volunteers, and any other military service members deploying in support of OCO.

4–2. Deployment Eligibility.

Deployment eligibility is determined in accordance with (IAW) regulations prescribed by the Secretary of the Army and include DOD Directive 1215.06, DOD Directive 1235.10, AR 690-11, DA Pamphlet 690-47, DOD Directive 1400.31, DOD Instruction 1400.32, DOD 3020.37, AR 715-9, and DA PAM 715-16.

4–3. Deployment Cycle Support (DCS).

DCS is a comprehensive process that ensures Soldiers, DA civilians, and their Families are better prepared and sustained throughout the deployment cycle. The goal of the DCS process is to facilitate Soldier, DA civilian, and Family well-being throughout deployments. The DCS Directive applies to all AC and RC Soldiers, DA civilians and their Families and is available on the DCS website at Deployment Cycle Support - Home Page (http://www.armyg1.army.mil/dcs/default.asp).

4–4. General Guidance.

a. Regulations.

All military personnel are validated against Soldier readiness standards IAW AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing).

b. Current Stop Loss Applicability.

(1) Active Army (AA) Units deploying on or after 1 January 2010 will no longer be subject to stop loss. These units will remain subject to stop movement.

(2) Army National Guard (ARNG) units mobilizing on or after 1 September 2009 will no longer be subject to stop loss. Current stop loss policies remain unchanged for ARNG units mobilizing prior to 1 September 2009 (NGB-ARH Policy Memo 09-022).

(3) United States Army Reserve (USAR) units mobilizing on or after 1 August 2009 will no longer be subject to stop loss. Current stop loss policies remain unchanged for USAR units mobilizing prior to 1 August 2009 (USARC OPORD 09/128).

(4) See ALARACT 077/2009 and ALARACT 078/2009 for detailed policy concerning the Stop Loss Program.

c. Voluntary Separation Actions.

(1) If pending voluntary separation, discharge, or transfer to the Individual Ready Reserve (IRR) or the Retired Reserve, for other than maximum age or other disqualifying reason, the voluntary action must be effective prior to the unit/individual's mobilization date. Other voluntary and involuntary separations will be handled on a case-by-case basis as they occur.

(2) Voluntary Separation Actions include Title 32 AGR Soldiers who have been non-selected by the Active Service Tour Continuation Board (ASTCB) and who have elected to retire. They must begin transition leave prior to publication of the unit alert order by HQDA. These Soldiers will continue to process for separation.

d. Army RC Reenlistment Bonus – Location/Deployment Program:

4–5. Selective Reserve Incentive Program.

Effective 1 January 2009 through 31 December 2009, RC Soldiers serving on active duty in Afghanistan, Iraq, and Kuwait may qualify to receive reenlistment bonuses authorized under the Selected Reserve Incentive Program. See **ALARACT 038/2009** for additional information.

4–6. Deployment Packets.

Deployment packets will be prepared for all deploying personnel prior to departure from home station.

a. Preparation.

(1) AC Units and Individuals - The home station will initiate and complete deployment packages for AC units and individuals.

(2) RC Units and Individuals - RC units will initiate the deployment packet. All National Guard Soldier packets are contained within iPERMS, in electronic format. Mobilization stations will complete packages for RC units and individuals.

(3) DOD Civilians - DOD civilians' supervisors and Civilian Personnel Administration Center (CPAC) offices will initiate and complete deployment packets for deploying Civilians. The CONUS Replacement Center (CRC) will complete deployment packets for civilians deploying. The supervisor, CPAC, and CRC will retain copies of deployment packets.

(4) Contractors - As part of the deployment processing for contractor employees, CRC will screen contractor personnel records, conduct theater specific briefings and training, issue theater specific clothing and individual equipment, verify that medical requirements (such as immunization, DNA screening, HIV testing and dental examinations) for deployment have been met, and arrange for transportation to the theater of operations. It is the responsibility of the contractor to ensure its employees receive all required processing information.

(5) Mobilization Station - The servicing home station MILPO/MPD/MTF, parent unit/agency, or mobilization station will ensure all documents for movement are in iPERMS. The mobilization station will review the deployment/mobilization folder within iPERMS to verify all required documentation is contained in the Soldier's record.

b. Finance Mobilization Packet.

(1) For ARNG units, all relevant finance documents are processed in iPERMS.

(2) USAR units will use RLAS/RADARS Mobilization Module to report all mobilization information to the USAR pay center. They will also prepare two mobilization packets, one to take to the mobilization station and one to the deployed location. Finance packets will include completed and annotated mobilization/demobilization documentation requirement checklist and required pay-related documents IAW Annex-E to ASA (FM&C) Finance Mobilization and Demobilization, dated 1 June 2004.

c. Requirements for Military Packet.

(1) Readiness and Deployment Checklist (DA Form 7425). All documents required for DA Form 7425 must be included with Military Packet.

(2) DA Form 2A, Personnel Qualification Record-Part I for enlisted personnel. PCN AAA-347, Enlisted Record Brief, for active Army enlisted Soldiers. DA Form 2-1, Personnel Qualification Record-Part II for RC officers and RC enlisted Soldiers ordered to active duty in support of a military operation and active Army enlisted Soldiers.

(3) PCN AAA-348, Updated Officer Record Brief, for active Army commissioned and warrant officers (includes TOPMIS version of ORB, DA Form 4037).

(4) SF-601 or PHS Form 731, Shot Record.

(5) DD Form 2795, Pre-Deployment Health Assessment Questionnaire.

(6) MMRB/MDRB determination or documentation of waiver approval by MMRBCA for Permanent 3 or 4 physical profiles.

(7) DA Form 4591-R, Completed Reenlistment Data Worksheet.

(8) Memorandum from the losing unit security manager indicating security clearance and date.

(9) DA Form 3955, Change of Address Card.

(10) SF 76A, Registration and Absentee Ballot Request - Federal Post Card Application.

(11) Updated Retirement Points Statement, and if applicable, copy of 20-year letter. These documents are required in the event of an unfit finding by the Physical Disability Evaluation System.

d. Requirements for Military Finance Packet.

(1) Mobilization orders.

(2) Standard Form (SF) 1199 (Direct Deposit Sign-up Form) if Soldier desires to change type of SURE-PAY account or financial institution.

(3) Form W-4 (Employees Allowance Withholding Certificate) if a change of marital status or exemptions is required or if the Soldier desires to change the amount of additional Federal Tax Withholding.

(4) DA Form 5960 and DD Form 137 (Appropriate Dependency Statement Form to establish current Basic Allowance for Housing (BAH) type of dependency status. Documents include marriage certificate, divorced decree, birth certificate(s), and child support court order. Effective 6 January 2006, a mortgage or lease agreement is no longer required to substantiate BAH at the principal residence for a RC Soldier called to duty in support of the contingency operations. The Per Diem, Travel and Transportation Allowance Committee IAW DODD 5154.29, dated 9 March 1993, as PDTATAC Case RR080805, have reviewed this paragraph.

(5) DD Form 2367 Overseas Housing Allowance (OHA) to establish OHA entitlement for Soldiers called from an OCONUS location.

(6) DA Form 4187 for CONUS and OCONUS cost of living allowance (COLA) entitlements.

(7) DD Form 1561 to establish Family Separation Allowance.

(8) Orders to pay incentive or special pay ((i.e. Jump Pay, Foreign Language Proficiency Pay (FLPP), etc.)).

e. Requirements for Civilian Packet.

(1) Readiness and Deployment Checklist (DA Form 7425).

(2) DD Form 1610 or other applicable movement orders.

(3) DD Form 93, Record of Emergency Data.

(4) DD Form 2365, Declared Emergency Essential (EE). DA Civilians occupying emergency essential positions will bring a copy of their signed agreement to the deployment site.

(5) DD Form 2766 (Adult Preventive and Chronic Care Flow Sheet).

(6) Medical Pre-Deployment Questionnaire.

(7) Automated Employee Master Record (EMR)/printout SF 76A, Registration and Absentee Ballot Request - Federal Post Card Application.

f. Additional Documents:

Refer to DA Pam 690-47 for specific guidance on additional documents that may be applicable.

4–7. CONUS Replacement Center (CRC).

The CRC's mission is to receive and process individual non-unit related personnel (NRPs), civilians, and contractors for deployment to and re-deployment from the theaters of operations.

a. CRC Reservations**.**

All individuals are required to have a reservation prior to reporting to the CRC. An AKO username and password are needed to process an online CRC Reservation. If you do not have an AKO username and password, you will need a sponsor. You can request sponsorship for AKO by sending a request to: atac@conus.army.mil (put “Requesting AKO sponsorship” in the subject box of the email). Go to https://www.benning.army.mil/crc/content/deployment/MakeAReservation.htm to make a reservation or the CRC Homepage for additional information. Call 1-800-582-5552 in cases of an emergency. All individuals will report to the CRC NLT 0900 hours on their report date. If deployee is delayed enroute, he/she will need to immediately call 706-544-6500. Individuals may be turned away if they do not have a reservation or show up later than instructed. Additional information concerning reservations can be found online at Army Travelers Assistance Center and ALARACT 059/2005, Subject: Update on CRC Operations pertaining to training, airlift, and reservations. Individual mobilized IRR Soldiers will have priority for CRC reservations.

(1) At a minimum, reservation requests must include:

(2) Requested CRC Report Date

(3) Rank/Grade

(4) Last Name

(5) First Name

(6) Middle Initial

(7) Gender

(8) Point of Contact Telephone Number

(9) Point of Contact E-Mail Address

(10) Is Onward Transport to Theater Requested

(11) Destination Country

(12) Requesting ASCC or Organization

b. CRC Location.

Fort Benning, Georgia; BLDG 4713, Hawkes Road, Fort Benning, GA 31905; Phone 706-784-7349 or DSN 544-7397, https://www.benning.army.mil/crc/.

c. Excess Baggage.

See *Paragraph 10-8* for information.

d. CRC Exception Policy.

(1) Automatic Exceptions: ACOM/ASCC/DRU Commanders, at their discretion, may approve an exception to CRC processing for all Soldiers, DOD civilians and Contractors within their command who meet all the following criteria below. It is the ACOM Commander's responsibility to ensure personnel that are directly deploying to theater meet the requirements, IAW this policy, before granting an exception to CRC deployment processing. It is also the ACOM Commander's responsibility to establish implementing instructions.

(2) Duration of Temporary Duty (TDY) in Theater is 17 days or less.

(3) Individuals will only travel to and reside at base camps in CENTCOM AOR.

(4) Individuals meet deployability criteria IAW with DA Form 7425 Readiness and Deployment Checklist.

(5) Individuals, who are authorized to deploy with or draw individual weapons in Theater, must have completed weapons qualification within six months of scheduled deployment.

(6) Completed CFLCC Personnel Recovery Training and Isolated Personnel Report (ISOPREP) with a copy on file with the USARCENT Rescue Coordination Cell, arcentpersonnelrecoverycflcc/3a-fwd-c3rcc@swa.arcent.army.smil.mil; questions call DSN 318-825-5316.

(7) Approved Theater country clearance (as required).

(8) Completed entry of DoD Civilians into the Civilian Tracking System, currently CIVTRACKS.

(9) Completed entry of contractors into the Synchronized Predeployment & Operational Tracker (SPOT).

(10) Reference ALARACT 095/2005; subject Amends CONUS Replacement Center (CRC) Exemption Policy, dated 122128Z May 05.

(11) Waiver requests for those in Theater for more than 17 days (as required).

4–8. CENTCOM Theater Specific Individual Requirement Training (TSIRT).

All personnel will execute the below training requirements prior to deployment to CENTCOM (click here for TSIRT Requirements Sheet):

a. Pre-Certification.

The first O-6 or civilian equivalent in the rating chain may verify the training status on the pre-certifiable requirements by submitting the TSIRT Pre-certification Memorandum (instructions for completing the memo are included). The Contracting Officer's Representative (COR) will verify the training status on the pre-certifiable requirements for contractors. All are encouraged to have pre-certification complete prior to arrival at the CRC. If not complete, personal time will be limited. Individuals who arrive at the CRCs without pre-certification will receive the required training at the CRC.

b. Online Training.

Individuals can access online training at https://atiam.train.army.mil/soldierPortal Each individual accessing this site must have an AKO username and login to gain access. Once logged onto the site, click on the link labeled "What's Hot" located under the Alerts section; click on "Theater-Specific Individual Requirement Training Course". Successful completion of each block of instruction provided on this website will render the user a self-certifying completion certificate. An O-6 or civilian equivalent in the rating chain is NOT required to verify the training status for instruction completed on this website. Individuals must bring copies of their certificates with them to the CRC. Individuals with a "sponsored" AKO account will not be able to access all training modules (OPSEC, Heat Injury, EO/POSH, and Report Intel Info). The CRC will ensure that all necessary training is conducted prior to deployment.

c. Personnel Recovery Training.

(1) All personnel traveling OCONUS on leave, TDY, or a deployment must complete a Pre-OCONUS Travel File Program Survey (PRO-file), which creates a digital ISOPREP File in the Personnel Recovery Mission Software (PRMS) database. Soldiers and Army civilians shall review their ISOPREP within 90 days of traveling OCONUS.

(2) Theater entry requirements vary. Use the FORSCOM Predeployment Guidance ISO COCOMS to determine individual requirements. FORSCOM Predeployment Guidance ISO COCOMS can be accessed through AKO at https://www.us.army.mil/suite/page/592726.

(3) Personal Recovery (PR) requirements for units/individuals will be validated at Force Generation Platforms (FGP) and CONUS Replacement Centers (CRC) by Mobilization Station Commanders prior to deployment.

(4) Reference Field Manual 3-50.1— Army Personnel Recovery, Army Regulation 350-1 Training, Army Regulation 525-28 Personnel Recovery, and FORSCOM Predeployment Guidance.

4–9. United States Army Africa (USARAF) Training Instructions and Requirements.

All Army Soldiers, Department of the Army (DA) Civilians, and DA contract employees that travel or deploy to Africa must complete the training requirements accessible through Army Knowledge Online (AKO) https://www.us.army.mil/suite/page/62243 United States Army Africa (USARAF) training requirements must be completed to standard prior to entering Africa. Send completed USARAF

Training Certification Worksheet signed by first O6 in chain of command to USARAF Operations Management Center before travel to USARAF.OPS@EUR.ARMY.MIL. E-mail or call DSN 314-635-4374//4377 or (39) 0444-71-4374 if there are questions.

4–10. Individual Deployment Processing.

a. Non-unit Related Personnel (NRP).

NRP deploying OCONUS will process for deployment through the designated CRC, unless an exception to policy is granted IAW ALARACT 095/2005. NRPs include members of the AC, RC, DA Civilians (appropriated and non-appropriated funded unless otherwise specified), DOD contractor personnel, AAFES employees, Red Cross workers and other service component members (Air Force, Navy, Marines, Coast Guard). Requests by other services or federal agencies for the use of Army CRCs by their personnel must also be approved by HQDA G-3 (DAMO-ODM). Personnel processed through the CRC will be reported in Replacement Operations Automated Management System (ROAMS). Reference AR 600-8-101, Chapter 6.

b. Replacement Operations Automated Management System (ROAMS).

ROAMS is the only DA authorized system for tracking individuals flowing through the CRC. ROAMS will be the sole system used to manifest passengers on special assignment airlift mission (SAAM). Airlift is used to move passengers between the CRC and the area of operations (AO). ROAMS access, training, or technical support may be obtained by calling DSN 221-3174, COMM (703) 325-3274 or DSN 221-2196, COMM (703) 325-2196.

c. Individual Redeployment.

All personnel are required to redeploy back through the same deployment site upon completion of their tour of duty, except Soldiers who are redeploying with a unit to which they have been assigned or attached OCONUS. If a Soldier redeploys with a unit serviced by another MILPO, then that MILPO is responsible for informing the original MILPO of the Soldier's return and coordinate REFRAD and separation in eMILPO. Reference AR 600-8-101, Chapter 7.

4–11. Guidance on RC Orders to Active Duty for OND

All Reserve component requirements supporting OND in Iraq, unless otherwise ordered, shall be planned to end on December 31, 2011. After that date, Soldiers may be remissioned within the CENTCOM AOR, redeployed globally, or redeployed and demobilized as operational requirements dictate. See 2-3a(9) for details.

4–12. References.

a. Army Regulations and DA Pamphlets <http://www.army.mil/usapa/epubs>

b. ALARACTS <https://www.us.army.mil/suite/page/550282>

c. DOD Directives, Instructions, and Publications <http://www.dtic.mil/whs/directives/corres/>

d. MILPER Messages <https://perscomnd04.army.mil/milpermsgs.nsf>

e. ASA (FM&C) Memo dated 29 Jun 04 (Finance Mobilization & Demobilization Standing Operating Procedures) http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/Finance%20Mob%20SOP.pdf

CHAPTER 5 – Employment (Individual Volunteers and Replacements)

5–1. General

The purpose of this chapter is to provide guidance on methods to fill documented requirements, ways for Soldiers, retirees and DA Civilians to volunteer for duty, and guidance on individual replacement procedures.

5–2. Requirements for Fill

a. Individual Augmentation (IA): These requirements are commonly referred to as WIAS requirements because they are found in the Worldwide Individual Augmentation System (WIAS). Using WIAS, HQDA through Army G-3/5/7 will task Army Commands (ACOM), Army Service Component Commands (ASCC) and Direct Reporting Units (DRU) to provide the personnel to fill Joint Staff approved Joint Manning Document (JMD) positions or Request for Forces (RFF).

(1) IAs are temporary duty positions (military or civilian) identified by a supported COCOM to augment operations during contingencies. This includes positions required to satisfy a heightened mission need in direct support of contingency operations. IAs may be assigned for the purpose of performing a specific mission, even though their assignment exceeds unit-authorized strength (Reference DA PAM 500-5-1, Individual Augmentation Management).

(2) In order to gain approval for IA fill, ACOMs, ASCCs and DRUs must follow the procedures outlined in CJCSI 1301.01D and DA Pam 500-5-1. Units can request a WIAS account at https://wias.pentagon.mil/.

(3) HQDA G-3/5/7 DAMO-ODO tasks Active Army units for fill, or can solicit for volunteers among all Army components IAW reference in 5-2(a)(1).

(4) ACOMs, ASCCs and DRUs can solicit volunteers from the Reserve Component (to include retired Soldiers) to fill their WIAS taskings. See Chapter 5-4 Contingency Operations Active Duty for Operational Support (CO-ADOS) and Chapter 5-5, Retiree Recall for additional instructions.

(5) For more information on managing individual augmentation see reference in 5-2(a)(1).

b. Organizational Vacancies: These are unfilled positions in Army organizations that HQDA G-3/5/7 has validated through the Force Management System Web Site (FMSWeb) for fill under ADOS or retiree recall. This includes vacancies in Table of Distribution and Allowances (TDA) / Modification Table of Organization and Equipment (MTOE) deploying units (MOB TDA vacancies) and vacancies in deploying RC units. ACOMs, ASCCs and DRUs can solicit volunteers from the Reserve Component (to include retired Soldiers) to fill their vacancies by using Tour of Duty at https://mobcop.army.mil/tod/default_new.aspx#.

5–3. Volunteering for Active Duty

a. Active Army Soldiers: If their commander, Active Army Soldiers can volunteer to fill IA positions by contacting their branch managers at HRC. Once a commander agrees to release a Soldier to fill an IA position, the IA Branch of the Army G-3/5/7 will formally task that commander's ACOM/ASCC/DRU in WIAS to provide that Soldier.

b. Department of the Army Civilian (DAC) Personnel: DAC Personnel can volunteer to fill IA positions in WIAS as well as other Department of Defense (DOD) global expeditionary augmentation requirements. For further information, go to DOD's Civilian Worldwide Opportunities website at http://www.cpms.osd.mil/expeditionary/. At the bottom of this site, there is a link for a "complete listing of opportunities" which will provide a listing of all available positions.

c. RC Soldiers: RC Soldiers can volunteer to fill IA or organizational vacancies.

(1) For information on IA positions, RC Soldiers can go to the WIAS website at: https://wias.pentagon.mil/

(2) For information on other available active duty tours, RC Soldiers can go to the HRC website at: https:www.hrc.army.mil/site/index.asp or the Tour of Duty website at https://mobcop.army.mil/tod/default_new.aspx#**.** Once at the HRC website, click on "Ask and View Questions" under the "Ask HRC a Question" heading. This site will provide information on how a Soldier can volunteer for active duty tours and points of contact.

(3) For more details on requests for CO-ADOS, see chapter 5-4.

(4) For USAR Soldiers considering ADOS tours greater than 180 days, please refer to the OCAR memorandum, Reassignment of AR Soldiers on ADOS to the Individual Reserve, dated 26 May 2010.

d. Retired Soldiers: Currently the Army is recalling qualified retired Soldiers. All recalls are voluntary. Retired Soldiers who want to volunteer for recall to active duty will need to apply through Tour of Duty or apply through HRC at https://www.hrc.army.mil/site/reserve/soldierservices/mobilization/retireemobilization.htm. For more details, refer to chapter 5-5 Retiree Recalls and AR 601-10, *Management and Recall to Active Duty of Retired Soldiers of the Army, in Support of Mobilization and Peacetime Operations*, dated 13 March 2009. For information on IA positions, retired Soldiers can go to the WIAS website at: https://wias.pentagon.mil/.

5–4. Contingency Operations Active Duty for Operational Support (CO-ADOS)

a. General:

(1) RC Soldiers voluntarily request to serve beyond their 24 consecutive months of mobilization under Partial Mobilization Authority Title 10 USC 12302 may request duty under the authority of Title 10 USC 12301(d), CO-ADOS. Soldiers transitioning without a break in service from mobilization order to CO-ADOS will not go through the REFRAD process until the end of their CO-ADOS tour of duty, but should ensure that the Army's databases of records are updated to reflect a change in status. Minimum processing should include Defense Enrollment Eligibility Reporting System (DEERS), Electronic Military Personnel Office (e-MILPO), Standard Installation Division Personnel System (SIDPERS), Regional Level Application Software (RLAS) and Finance.

(2) Specific provisions of this CO-ADOS policy may not necessarily apply to other ADOS programs. For information on pay and entitlements, see Chapter 8, Compensation and Entitlements. For guidance on Enlisted SELRES bonuses, see ALARACT 105/2005.

(3) USAR TPU Soldiers who are currently serving on a CO-ADOS tour, and volunteer to extend their tour beyond 180 days, or have completed a CO-ADOS tour within 90 days and request an additional CO-ADOS tour that will exceed 180 days, will be processed for reassignment to the IRR in accordance with the OCAR, DAAR-HR memorandum, dated 26 May 2010, subject: Reassignment of Army Reserve (AR) Soldiers on Active Duty for Operational Support (ADOS) to the Individual Ready Reserve (IRR).

b. CO-ADOS Requests:

(1) Updated CO-ADOS procedures went into effect on 5 January 2006 to support the voluntary transition of RC Soldiers from Title 10 USC 12302, Partial Mobilization to Title 10 USC 12301(d) voluntary CO-ADOS orders. Implementation of these procedures will ensure RC Soldiers can

seamlessly transition from one mobilization authority to another without a break in service, loss of benefits, or negative impact on mission accomplishment or Soldiers' Families (see ALARACT 008/2006 and ALARACT 193/2006 for more detailed information).

(2) Commands should use partial mobilization prior to the execution of CO-ADOS for OCONUS missions and CO-ADOS for CONUS missions, where feasible. Commands and organizations can request an initial one year CO-ADOS tour along with one-year extension as long as both are justified. The HQDA G-3/5/7 must approve all initial and extension requests prior to HRC publishing CO-ADOS orders.

(3) RC Soldiers who volunteer to fill CO-ADOS requirements must submit an individual packet in the Department of the Army Mobilization Processing System ADOS (DAMPS-A), IAW the guidance listed below.

(4) This guidance covers packet requirements and routing requests for RC Soldiers to serve on voluntary initial or extension for CO-ADOS tours. Prior to approval in DAMPS-A, the Soldier's unit of assignment is responsible for verification of the 15 items listed below in sub paragraphs 4a through 4o. Career managers at Human Resource Command (HRC) will verify these items for Soldiers assigned to the Individual Ready Reserve, the Retired Reserve and USAR IMA Soldiers. The National Guard Bureau and USARC will validate the 15 items below for their respective Soldiers.

(a) The Soldier meets height and weight, or body fat standards.

(b) The Soldier has passed an APFT within the previous 12 months.

(c) The Soldier has had an HIV test within the last two years.

(d) The Soldier is not administratively flagged.

(e) The Soldier's security clearance is valid for position of assignment.

(f) The Soldier will not attain 18 years AFS during the requested period or that a memorandum, signed by an O-7, equivalent SES or higher, is submitted per the provisions of paragraph 7 of the ASA(M&RA)'s memorandum.

(g) The Soldier will not attain 1,095 days of cumulative AFS under the provisions of Title 10 USC 12301(d) within the 1,460 day window during the requested period or that a memorandum, signed by an O-7, equivalent SES or higher, is submitted per the provisions of paragraph 9 of the ASA(M&RA)'s memorandum within 120 days of the tour start date. Soldiers will not be placed on orders UP Title 10 USC 12302 for the sole purpose of avoiding a request for duty that would cause the Soldier to be counted in the AD or AGR end strength. Approval of exceptions to policy will be based on the needs of the Army and specialized skill sets or experience.

(h) The Soldier will not go over age 60 during the requested period unless granted an approval to serve beyond age 60.

(i) The Soldier has completed a Periodic Health Assessment in the past 12 months and does not possess a 3 or 4 PULHES unless permitted by an MMRB to serve within the limits of their profile.

(j) The Commander has released the Soldier for the tour (TAG for ARNG, First General Officer in the chain of command for USAR Soldiers, IMA Agency Commander for USAR IMA Soldiers) IAW DAPE-MPE Memorandum, Army Reserve and National Guard Soldier Endorsement for Active Duty, dtd 1 June 2009.

(k) The correct type of duty is requested (OP-ADOS, CO-ADOS, Admin-ADOS).

(l) There is no derogatory information in the Soldier's OMPF at their current grade (Record of Court-Martial, pending or completed UCMJ actions, General Officer Letter of Reprimand, DA Fm 1059 removing Soldier due to disciplinary or academic failings; relief for cause evaluations or evaluations which indicate a "No" in part IVa values).

(m) The Soldier will not exceed their mandatory retirement date (MRD) or their expiration of term of service (ETS).

(n) The Soldier's current organization (CURORG) is correct (K, L, I, H, A, R, 9).

(o) The Soldier's current MOS and grade match the requirement for a requested assignment, or the O-6 request memorandum states the Soldier has the skills or experience to perform the mission.

(5) For all packets, the following general guidelines apply:

(a) Packets need to be received by HQDA between 60 to 90 days prior to required start date to allow Soldier to receive orders at least 30 days prior to start date.

(b) Packets require the force requestor to provide a justification memorandum signed by the first O-6 or GS-15 in the chain of command or higher for exceptions to policy. For guidance on exceptions to policy, see 5-4(b)(4)(f) and (g).

(c) Packets require a Volunteer Selection Form/30 day waiver.

(d) Critical to administrative processing of packets, proper accounting of RC Soldiers on active duty, and any warranted individual benefits is the accurate calculation of accrued active duty time. Organizations requesting ADOS or CO-ADOS (AC or RC funded), and some types of active duty training should review DoDI 1215.06, Enclosure 3 - Duty Status for more information.

(6) Packet Routing: Completed packets will be submitted by the force requestor or Soldier's assigned unit by utilizing the Department of the Army Mobilization Processing System ADOS (DAMPS). ALARACT 189/2009, mandates the use of the DAMPS-A to process requests for CO-ADOS and mobilization orders.

(7) Validation of Positions: Army G-3/5/7 (DAMO-ODM) will validate CO-ADOS requests and forwarded to HRC via DAMPS for order processing. HRC will publish orders and ensure appropriate distribution of the order.

(8) Requests for an IMA Soldier: Support must be communicated through the IMA agency for processing and forwarded to Army G-3/5/7, DAMO-ODM, for validation and approval. The following procedures are required for requesting IMA Soldiers on Title 10 USC 12301(d) CO-ADOS orders.

(a) The owning command/agency submits a by-name IMA request to HQDA G-3/5/7, DAMO-ODM through DAMPS-A and DAMPS-S. This request must include the Soldiers' name, rank, SSN, report location (unit address, UIC); report date; duration; supporting named operation; IMA Assignment (UIC, para/line); duty location; duty description; additional instructions; and written justification for mobilization.

(b) The IMA Soldier should be assigned in the billet requested for the mission.

(c) HRC will process mobilization orders directing IMA to report to their duty location.

(9) ARNG AGR Soldiers who wish to volunteer for CO-ADOS should contact their state Human Resource Office (HRO) for more information on TAG approval and re-accession into the AGR upon completion of the tour.

(10) USARC Dual Status Military Technicians (DSMTs) may volunteer for CO-ADOS tours with a unit other than one that the unit is employed, to include those in different commands. However, transfer to a unit other than the one that the DSMT is employed to support is a violation of the statutory conditions of employment (COE) (Title 10, USC, Section 10216) and Department of Defense Instruction 1205.18 (Full-Time Support [FTS] to the Reserve Components), and it could result in the individual's removal from the Military Technician Program.

5–5. Retiree Recall

a. The Army is recalling qualified retired Soldiers to active duty to fill validated positions in support of contingency operations (see ALARACT 225/2009). The Secretary of the Army has the authority to recall retirees and has delegated this authority to the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)).

b. Retirees may volunteer by applying through the Tour of Duty website (https://mobcop.army.mil/tod/Default_new.aspx#), through HRC at https://www.hrc.army.mil/site/reserve/soldierservices/mobilization/retireemobilization.htm, or through the WIAS website at https://wias.pentagon.mil/. HRC submits completed retiree packets through the automated classified system, DAMPS through HQDA, G-3 (DAMO-ODM) and HQDA, G-1 (DAPE-MPZ-MM), for endorsement to ASA M&RA for approval. Retirees may be used to fill IA and organizational requirements validated by HQDA G-3/5/7 and HRC. Retirees include members of the Regular Army in a retired status and members of the Retired Reserve. IAW AR 600-10, retiree recalls fall into the following three categories:

(1) Category I - Non-disability retired, retired less than five years; under age 60.

(2) Category II - Non-disability retired, retired more than five years; under age 60.

(3) Category III – All those retirees who are not qualified for placement in Category I or II (includes Warrant Officers and health care professionals who retired from active duty after age 60).

c. Reservists under age 60 who have 20 years of qualifying service toward retirement, but are not eligible for retirement pay until age 60, are considered "gray-area" retirees. Gray-area retirees can be recalled under Title 10 USC 12301(d).

d. Retirees who have 20 years of AFS are recalled under Title 10 USC 688 or 688(a), as applicable. Periods of recall are temporary in nature, and any period of recall may be terminated with 30-days notice to the individual concerned. Qualification criteria are addressed in subparagraph b below. Human Resources Command – Fort Knox (HRC) determines if a retiree is qualified for recall.

e. See AR 601-10 for guidance on the grade a retired Soldier can be ordered to active duty.

f. Retired officers, warrant officers, and noncommissioned officers recalled to active duty are not eligible for evaluation reports IAW AR 623-3. Retirees are not eligible for promotion IAW AR 601-10. Retirees are eligible for military awards IAW AR 600-8-22.

g. Retiree recalls must stay within Army weight / body fat standards of AR 600-9.

h. Qualification Criteria: The HRC Mobilization Office is responsible for determining if a retiree qualifies for recall. Retirees who request to be recalled must meet the following criteria:

(1) Medical fitness retention standards IAW Chapter 3, AR 40-501, Standards of Medical Fitness, (revised 23 August 2010).

(2) Army screening table weight and body fat standards located in AR 600-9.

(3) Grade and skill requirements required for a particular assignment.

(4) Security clearances or interim clearances required for particular assignment. In addition to the criteria listed above, retirees must not have any derogatory information in their records.

i. Application Procedures: Retirees can download required forms from the Army Publishing Directorate website (http://www.apd.army.mil/Forms/browse_forms.asp). Retired Reserve Soldiers should also review the supplemental guidance located at OPORD 07/036 (Processing Retiree Recall Requests). Interested retirees must submit completed application packets to the Tour of Duty website (https://mobcop.army.mil/tod/Default_new.aspx#). Each application for recall must include the following documents:

(1) DA Form 160-R (Application for Active Duty) – Complete all sections of the form except Block 8. Pay particular attention to Blocks 9, 10, 12 and 13. Retirees, at a minimum, are authorized 60-days-notification prior to reporting for active duty. Retirees can waive the 30-day notification by selecting "Available on date of receipt of orders in block 12 of DA Form 160-R." Include email address, number of years and total months of AFS, height and weight in Block 13. List height and weight in the following format: 72/195 lbs.

(2) DA Form 5500 (males), dated June 2010 or DA Form 5501 (females), dated July 2010, Body Fat Content Worksheet. Include these forms if retirees exceed Screening Table Weight Standards of Table 3-1, AR 600-9, dated 27 November 2006.

(3) Only page 1 of the DA Form 7349 (Initial Medical Review – Annual Medical Certificate) will be a part of the application. Include any permanent or temporary profiles in Block 8 of this form. Retirees with a current PHA or retirement/separation physical (administered within the last 12 months at an Army Medical Treatment Facility (MTF) and reviewed by an Army doctor) should take it with them when they report for active duty. Retirees requesting an extension or consecutive assignment must have a current PHA IAW AR 40-501.

(4) Security Clearance or Interim Proof of Security Clearance: Retirees lose their clearances two years after retirement. HRC Security Office is responsible for directing the retiree volunteer on security clearance validation, updating of fingerprint cards, and all other personal security requirements. Retirees who lose their clearances are subject to immediate release from active duty (REFRAD).

(5) Initial Retiree Recall requests require a complete copy of the initial retirement order and DD Form 214 received at time of retirement. For gray-area retirees, this must be the original orders placing the retiree in the Retired Reserve. A retiree may submit Copy 4 of his / her DD Form 214 if he/she is unable to locate the original retirement orders. The DD Form 214 must state that the Soldier has completed sufficient service for retirement in Block 28 of the form.

j. Medical screening will be accomplished within the first 25 days of active duty IAW AR 40-501. Retirees who are determined not to be medically qualified for retention within the first 25 days will be REFRAD and a copy submitted to HRC. Retirees without current physicals will receive a periodic health assessment (PHA) during in processing.

k. Retiree Recall requests must include the following information:

(1) For Category I and II retirees, requests must be in a memorandum format signed by a Colonel/O6 or GS-15 equivalent in the chain of command. For Category III retirees, requests must be in a memorandum format signed by a GO/O7 or SES equivalent in the chain of command.

(2) Unit Name, UIC, and Address where retiree will be assigned.

(3) Worldwide Individual Augmentation System (WIAS) Number (if retiree is filling a WIAS requirement); or Paragraph and Line Number for position that retiree will fill (indicate if paragraph and line number are from MTOE, TDA, JMD or MOB TDA).

(4) Required Grade/Rank (Retirees can be slotted one grade up or down)

(5) Required MOS / AOC

(6) Required Security Clearance or Interim Clearance

(7) Duration of Assignment

(8) Contingency Operation

(9) Requested Report Date

(10) Duty Location

(11) Duty Title and Brief Duty Description

(12) Special Skills

(13) Name, email address and phone number of POC for request. POC must be familiar with the manning document identified in the request in the event that there are questions about the position, and the POC must be able to communicate with the retiree.

(14) Unit mobilization / deployment order (for vacancies in mobilized/deploying units, or Troop Program Units (TPUs). Include copy of the battle roster that lists the name, paragraph and line number for all personnel included on the mobilization order. Retirees cannot be mobilized against TPU positions or positions in Reserve units unless the organizations are mobilized.

l. Submit requests for recall to HRC, Retiree Recall NLT 90 days prior to the requested report date (officers at usarmy.knox.hrc.mbx.retmob@mail.mil, 502-613-6851; enlisted at usarmy.knox.hrc.mbx.epmd-retiree-recall@mail.mil, 502-613-5959).

m. For ARNG Soldiers interested in applying for retiree recall to active duty positions, or are volunteering to go with a deploying unit from a state, or for ARNG Military Technicians who reach MRD during mobilization can access the Army National Guard G1 Personnel Gateway, and navigate the HR Programs and Processes group, and select the "employment" link for retiree recall packet information.

n. Approval Procedures:

(1) Upon receipt of a retiree recall request, HRC will review the packet for completeness, determine if the retiree is qualified for recall, and notify the respective retiree and/or command regarding any problems with the packet. HRC will forward complete packets, with validation, through the DAMPS to HQDA G-3/5/7 for review and validation to HQDA G-1. HQDA G-1 will review the packet for compliance with current policy and then forward the packet through the Director of Military Personnel Management to the Principal Deputy Assistant Secretary of the Army (Manpower and Reserve Affairs) for approval. All retiree recall packets go through legal review as part of the approval process.

(2) Once the packet is approved, ASA (M&RA) will forward the approved packet to HRC for publication of orders. Organizations are not authorized to change or extend a retiree's assignment or period of recall without approval from ASA (M&RA).

o. Reporting Procedures:

(1) HRC will work with the retiree and the requesting Army Organization to coordinate a report date for the retiree, to include any special reporting instructions. Retirees who do not report on the date approved by ASA (M&RA) may request permission from HRC to report at a later date. ASA (M&RA) has authorized HQDA G-1 to modify the report date of an approved retiree recall action when unforeseen circumstances necessitate a delay in reporting. The modification will result in a later start date and a later end date; however, the length of service will remain unchanged from what was approved. HRC will coordinate with the command and the Soldier, modify the report dates in DAMPS and notify HQDA G-3/5/7 (ODM), HQDA G-1 (DAPE-MPZ-MM) and ASA (M&RA).

(2) IAW AR 601-10, all retirees with a break in service more than 12 months must also attend two weeks of accession / Warrior Task Training (WTT) prior to reporting to their duty assignments.

p. Extension Procedures:

(1) Army Organizations may request voluntary retiree recall extensions (tour in the same assignment) by submitting a new request IAW 5-5(i) and 5-5(k).

(2) Retirees desiring to serve consecutive assignments (tour with a different UIC that starts the day after the current tour ends) must have the new command submit a new request IAW 5-5(i) and 5-5(k).

(3) In both cases, the memorandum, DA Form 160-R, DA Approved Volunteer Statement Form, and proof of current PHA must be completed IAW the guidelines outlined in previous segments of this Chapter. Requests for extension/consecutive assignments must arrive at HRC no later than 90 days prior to the retiree's scheduled REFRAD date.

q. REFRAD Procedures:

(1) The Secretary of the Army has the authority to terminate periods of recall whenever deemed appropriate. HRC will notify affected retirees. Activated retirees who receive termination notification will have a minimum of 30 days to accomplish all administrative and personal actions/activities necessary to transition back to retired status.

(2) Upon completion of the active duty tour, retirees who served in CONUS assignments will out-process through the Army transition center closest to the retiree's duty location. Retirees who served OCONUS must out process through the same CRC from which they deployed.

(3) Retirees will be medically screened prior to release from active duty. HRC will publish orders for retirees who are approved for placement in a Warrior Transition Unit (WTU).

(4) Retirees are encouraged to utilize their leave throughout their tours. Per AR 601-10, 3-22.d, retirees will not be extended on active duty in order to take leave. The command and retiree are responsible for ensuring that all leave and out processing are completed prior to the end date of the order. However, if the retiree qualifies for PDMRA IAW Para 8-10i, an extension can be requested up to the length of accrued PDMRA. ASA (M&RA) is the approval authority for any extension request of a retiree recall Soldier. The memorandum request must be addressed to U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122. Send email scan of the memorandum along with a copy of the retiree's current order to usarmy.knox.hrc.mbx.opmd-

refrad@mail.mil for officers and usarmy.knox.hrc.mbx.epmd-refrad-section@mail.mil for enlisted. HRC will forward the request through HQDA G-1 (DAPE-MPZ-MM) to ASA (M&RA) for approval prior to HRC publishing the orders. IAW Under Secretary of Defense Memorandum, subject: Clarification of Procedures to Identify Eligibility for Assignment of Transition Assistance Management Program (TAMP) Health Benefits dated 15 September 2011, OCO retiree recall REFRAD orders are annotated with the following statement, "Soldier is eligible for health care during transitional period under Title 10 United States Code, Section 1145 until (date)" if the retiree recall served on active duty for a period of 30 consecutive days. Failure to out process in the absence of extension orders puts the retiree and his / her Family at risk of not receiving necessary medical care in the event of an emergency.

(5) Per AR 600-8-105, FORMAT 620 will be used to REFRAD retirees who are returning to a retired status. Transition centers will forward a copy of the REFRAD order (Format 620) and DD Form 214 to DFAS and HRC G3, Mobilization Support at usarmy.knox.hrc.mbx.g3-mobops@mail.mil.

r. Procedures for Early REFRAD:

(1) The supported commander may request the early release of a recalled retired Soldier from active duty for poor duty performance, when they are no longer needed (due to early completion of a mission), or for personal hardship. ASA (M&RA) is the approval authority for early REFRAD of a recalled retired Soldier.

(2) The requesting commander must initiate the early REFRAD by submitting a written request in memorandum format. The written request must be signed by the first General Officer in the chain-of-command. The request will include the reason for the early release, the amount of leave that the recalled retired Soldier has accrued, whether the retiree waives his/her right to a 30-day notification, a copy of the current order, and the commander's recommendation for future assignments.

(3) If the Soldier wants to waive the right to a 30-day notification, a written waiver signed by the affected Soldier must accompany the commander's request.

(4) Appropriate supporting documentation must be included – counseling statements (for poor performance), an explanation of the hardship from the Soldier (for personal hardship), or early end of mission.

(5) The requesting commander will submit the early REFRAD request and all accompanying documents to HRC (officers at usarmy.knox.hrc.mbx.opmd-refrad@mail.mil and enlisted at usarmy.knox.hrc.mbx.epmd-retiree-recall@mail.mil).

s. Retired Soldiers will receive a DD Form 214 upon release from active duty regardless of the length of the current active duty tour. Transition centers will forward copies of REFRAD order (Format 620) and DD Form 214 to DFAS and HRC.

t. For additional information on the retiree recall process, contact HRC (officers at usarmy.knox.hrc.mbx.retmob@mail.mil, 502-613-6851 and enlisted at usarmy.knox.hrc.mbx.epmd-retiree-recall@mail.mil, 502-613-5959).

5–6. Individual Replacement Procedures (Under Revision Due To Rescinding of AR 600-8-111, Wartime Replacement Operations)

a. Definition: An individual replacement is defined as a Soldier identified to fill a valid vacancy, or to replace another Soldier who was already in theater but had to depart due to: legal actions, killed in action (KIA), wounded in action (WIA), medical hold (MED HOLD) in CONUS, medical evacuation (MEDEVAC) from theater, medical REFRAD (including pregnancy), redeployment, and other chapter actions.

b. AC Individual Replacement Procedures:

(1) The first source for replacements is Soldiers assigned to the rear detachment. The forward element coordinates directly with rear detachment to identify Soldiers available for deployment. The rear detachment includes the home installation which means the installation (Directorate of Human Resources) should reassign Soldiers from across the installation if necessary to provide an appropriate replacement.

(2) Donor installations will issue clothing, individual equipment, weapons, and chemical/biological equipment IAW the COCOM's guidance. They will also conduct Soldier Readiness Processing (SRP) and validate replacement for deployment. Staff agencies and organizations (such as HQDA, HRC, etc.) without OCIE and weapons, will coordinate with HRC Deputy Chief of Operations (DCSOPS) to deploy the replacement Soldier through the CRC.

(3) Donor organizations will coordinate deployment to theater through FORSCOM, movement on channel flights, or movement on CRC flights. Movements on CRC flights require coordination through HRC DCSOPS.

(4) If no replacements are identified, the forward element will submit replacement requirements to the Theater Sustainment Command (TSC). The TSC will then attempt to fill the requirement through reassignment regardless of component. If requirements cannot be met through reassignment actions, the TSC submits requirements to HRC for fill through the Deliberate Pull Program.

(5) HRC's process: HRC will determine the best source from across the Army to meet the requirements and will task accordingly. The same timelines apply for responding to replacement taskings for AC fill as do for taskings for RC fill.

c. RC Individual Replacement Procedures:

(1) The first source for replacements is Soldiers assigned to the rear detachment.

(2) The Pull program should be used primarily for high demand, low density requirements. However, it can also be used to request replacements due to mission requirements. The WIAS system should be used when a command needs to extend or request an IA.

(3) Only by exception can a command provide replacements for critical shortfalls when units are within 90 days of returning from a deployment. Commands will use AC or volunteer CO-ADOS as the source when the replacement period is 90 days or less.

(4) Only HRC or the TSC can revoke pull replacement requirements. HRC may revoke requests that are submitted less than 75 days prior to a unit's 90 day redeployment window and cannot be filled prior to the 90 day redeployment window. All others will either be filled or counted as unfilled requirements.

(5) The process for requesting replacement Soldiers for OCONUS assignments is outlined in ALARACT 100/2005.

5–7. Redeployment and Demobilization of RC Individual Replacements

a. Redeployment timeframe: Replacement Soldiers will redeploy with the unit to which they are assigned as a replacement regardless of time remaining on their mobilization orders unless the replacement Soldier has received orders to remain in theater to fill another valid requirement. He may request orders by submitting a CO-ADOS packet.

b. CRC/MOBSTA coordination: In cases where Soldiers mobilized through a CRC or a different mobilization station, the demobilization station will coordinate with the CRC/mobilization station to transfer individual mobilization files and to reconcile OCIE accounts. When CONUS based replacements are assigned to OCONUS based units, the Soldiers will redeploy to the appropriate CONUS-based CRC/mobilization station for demobilization processing.

5–8. AC Filler/Passback Procedures at Home Station:

For guidance on AC Filler/Passback Procedures, see HQDA Active Component (AC) Manning Guidance for Fiscal Year (FY) 2011 paragraph 4(f)(4) and 4(f)(13).

5–9. AMEDD Replacements

a. Professional Filler System (PROFIS) Replacements/IA Rotation Policy: Individual PROFIS/IA replacements will be processed IAW ALARACT 008/2007, subject: Notification of Limited Change to Current Active Army Unit Stop Loss/Stop Movement (SL/SM) Policy, dated 16January 2007. All requests must be sent through MNC-I/United States Army Central (USARCENT) Surgeon's Office.

b. AC 180-Day PROFIS/IA Rotation Policy:

(1) Medical, Dental and Nursing Specialties serving in PROFIS assignments with echelon above brigade (EAB) units, Level 3 Medical Treatment Facilities (MTF) and Forward Surgical Teams (FST) will be replaced at/around 180-days (reference ALARACT 005/2008, subject: 180-day PROFIS Deployment Policy ISO OND (Formerly OIF)/OEF.

(2) The policy pertains to AC personnel and does not change the Army Medical Department RC 90-day Rotation Policy dated 2 October 2003.

(3) AMEDD Officer Replacements: Responsible credentialing agencies will ensure installations are in receipt of 90-day rotators Medical Corps (MC), Dental Corps (DC), and Nurse Anesthetist (66F). Inter-facility Credentials Transfer and Privileging Briefs (ICTB) and are received by the appropriate credentialing managers and special pay authority; for those mobilizing through Fort Benning, fax ICTBs to the Martin Army Community Hospital, ATTN: Credentialing Manager at (706) 544-1493, NLT 45 days prior to their arrival at the CRC. With the exception of Europe Regional Command (ERMC), all individual replacements will process through the Army's official CONUS Replacement Center (CRC) for CENTCOM deployments.

5–10. References

a. Army Regulations and DA Pamphlets <http://www.army.mil/usapa/epubs>

b. ALARACTS <https://www.us.army.mil/suite/page/550282>

c. DOD Directives, Instructions, and Publications <http://www.dtic.mil/whs/directives/corres/>

d. MILPER Messages <https://perscomnd04.army.mil/milpermsgs.nsf>

e. CJCSI 1301.01C – *Individual Augmentation Procedures* <http://www.dtic.mil/cjcs_directives/cdata/unlimit/1301_01.pdf>

f. USARC Memorandum, ARRC-PRS-D, 25 August 2008, AR Soldier Endorsement for Active Duty for Operational Support (ADOS)

g. USARC OPORD 08-016, 30 October 2007, Authority to Publish Orders for Soldiers Applying for Continuation on Active Duty.

CHAPTER 6 – REDEPLOYMENT/POST-DEPLOYMENT

6–1. Purpose:

Provide personnel policy guidance concerning the release or rotation of RC units and the redeployment, demobilization and stabilization of military, civilian and contractor personnel mobilized/deployed ISO contingency operations.

6–2. Redeployment and Demobilization of Units:

a. Release of units:

The supported Army Service Component Command (ASCC), supported Direct Reporting Unit (DRU), or other designated command will release units back to the appropriate force provider when no longer required, upon mission completion, or as part of a programmed rotation action. Actions by the losing command should include reconstitution and accountability of the units and verification of required administrative documents to support demobilization and release from active duty (REFRAD) actions for RC units. Supported units should provide detailed information on units or elements of units released early to the force provider to support timely demobilization processing and personnel accountability.

b. Release of Soldiers:

The Army force provider is the approval authority to hold a Soldier past his or her unit's demobilization date. However, the actual REFRAD of unit members may only exceed the unit demobilization date, provided the final REFRAD date does not exceed the maximum allowable mobilization period specified on the Soldier's mobilization order.

c. Demobilization Request:

The ASCC/DRU that requested the unit's mobilization will request the demobilization of that unit when it is no longer required on active duty or the unit reached the maximum allowable mobilization time. The effective demobilization date must not exceed the maximum allowable mobilization period specified in the original HQDA mobilization order.

(1) ASCC/DRU will submit unit demobilization requests to HQDA G-3/5/7, DAMO-ODM, in a timely fashion to facilitate the orderly processing of these requests and to ensure the efficient and proper release from active duty of all Army Reserve Soldiers assigned to the demobilizing unit, to include unit travel time, demobilization processing, and accrued leave time.

(2) Redeployment at Original Mobilization Station: ASCC/DRU will coordinate the redeployment and processing of units for demobilization through the mobilization station from which the unit originally mobilized.

6–3. Early Release from Active Duty (REFRAD):

The following procedures apply to the early REFRAD of individual RC Soldiers supporting contingency operations and those approaching completion of initial mobilization period.

a. No longer operationally required:

The supported command may request through the first Colonel or GS equivalent in their chain-of-command to early REFRAD individual RC Soldiers who are no longer operationally required. Soldiers who are determined as no longer operationally required are not authorized a replacement.

b. RC Soldiers who have a justifiable hardship:

RC Soldiers who have a justifiable hardship may request early REFRAD through their chain of command (reference AR 635-200 for enlisted Soldiers and AR 600-8-24 for officers). Any hardship request for early REFRAD must be justified and processed through the first General Officer in the supported chain of command. Replacements are authorized for Soldiers who REFRAD early because of a justifiable hardship.

c. Transition Team (TT) Soldier:

For Transition Team (TT) Soldiers, 1st Army will request early REFRAD for those found unfit for TT duty directly to Mobilization Branch, HRC. Soldiers found unfit will REFRAD and the owning component is required to provide immediate backfill.

d. Coordination:

The supported command will identify and coordinate the recommendation for redeployment and early REFRAD of RC Soldiers. A memorandum signed by the first General Officer in the supported chain of command will specify the reason(s) for recommending early release; when and where the Soldier was mobilized; days of accrued leave; and if the vacated position is still a valid requirement; include a copy of original mobilization order, TCS order and any amendments. Once the General Officer signs, forward the request through to the appropriate force provider (e.g. FORSCOM, First Army, or USASOC) to usarmy.knox.hrc.mbx.opmd-refrad@mail.mil for officers and usarmy.knox.hrc.mbx.epmd-refrad-section@mail.mil for enlisted.

e. Behavioral health support:

If Para 2-35a(1) of AR 600-8-24 applies, ALARACT 298/2009 requires commanders to seek behavioral health support for officers if appropriate before considering separation action. If separation action proceeds the DARNG and CDR, HRC, acting for HQDA, will convene a board of officers to consider recommendations for involuntary early release under Para 2-35*a*(1), concerning their respective personnel. The board will determine if the officer will be retained or released from the tour. In all cases, when release is ordered, the commander will contact the orders issuing agency for amendment of orders. The DARNG and the CG, HRC, will prescribe the board proceedings. A personal appearance by the officer before the board is not authorized. The board proceedings will be final.

f. Officer release date:

An officer to be retained or released will be notified through the proper channels. An officer will be released within 30 calendar days after notice that the release has been approved or at the end of the tour, whichever is earlier. In no case will the officer be retained beyond the end date of the tour due to the release action not being completed.

g. Approval of Request:

HRC will review all requests for early REFRAD and determine approval/ disapproval/ pending reassignment. To ensure accurate accountability, HRC will forward copies of approved REFRAD requests to the supported command, appropriate force provider, the JFHQ-ST/RRC, and HRC. HRC will provide accountability reporting of REFRADs to HQDA G-3/5/7, DAMO-ODM.

h. Redeployment and Processing:

ACOM/ASCC/DRU will coordinate the redeployment and processing of individual RC Soldiers for early release through the mobilization station from which the unit or individual originally mobilized. Mobilization stations will provide accountability reporting of these REFRADs to HRC.

i. Accountability reports:

Accountability reports must include the standard name line (name, rank, SSN) and the UIC/DUIC to which the individual Soldier mobilized (per the HQDA mobilization order).

j. Reassignment of RC Soldiers whose mobilized unit remains on active duty:

The Regional Readiness Support Command (RSC) or direct reporting unit will reassign RC Soldiers returned to home station whose mobilized unit remains on active duty. The state area command will reassign Army National Guard (ARNG) Soldiers returned to home station whose mobilized unit remains on active duty.

k. Group REFRAD orders are not authorized:

All other administrative separations of mobilized RC Soldiers will follow guidance IAW applicable Army Regulations and Title 10 USC 12313. In all cases, furnish a copy of the chapter and separation documents through appropriate channels to 1st Army G-1 and HRC (AHRC-PL-M-MS) to ensure appropriate separation actions occur. Discharge Soldiers who are not retained and not qualified for transfer to the IRR.

6–4. End of Mobilization Period REFRAD:

A Soldier's assigned unit is not required to submit a REFRAD request memo to HRC if,

(1) The Soldier is within 60-days of completing the specified 365-day mobilization period.

(2) The Soldier has completed the specified mobilization period and does not desire to extend on 12302 or volunteer for a 12301(d) tour.

(3) The Soldier has completed a 365-day CONUS MOB and/or is within 60-days of a subsequently approved mobilization period, e.g., extending for a second year mobilization.

(4) Army Reserve Soldiers found to be mobilized past their MRD/max age without proper authority will be immediately REFRAD.

6–5. Instructions for REFRAD of Soldiers:

a. Exception to early REFRAD memo:

Installations will expedite REFRAD of Soldiers approaching the end of their initial mobilization period (365-days) or subsequently approved mobilization periods (730-days under the same mobilization authority). No O-6 or GS equivalent memorandum is required. Mobilization stations will provide accountability reporting of these REFRADs to HRC.

b. Personnel processing actions:

Installations will ensure all demobilization personnel processing actions (including updates to personnel qualification records, DD Form 2648, and DD Form 214) are completed far enough in advance to comply with policy and statutory requirements. File all personnel actions, to include documentation of required MEB/PEB processing, in the deployment packets before REFRAD of RC Soldiers or release of DA Civilians.

c. All RC units and individuals will demobilize in an expeditious manner.

This is dependent upon the timely completion of evaluation reports (Officer Evaluation Report (OER)/Non-Commissioned Officer Evaluation Report (NCOER)); awards and decorations; and line of duty documentation, as required.

d. APFT annotation on OERs:

As directed by HQDA, Deputy Chief of Staff G-3/5/7, deployed units unable to administer the APFT due to mission or conditions will annotate OERs with the following statement: "Officer was unable to take the APFT during this period due to deployment for combat operations/contingency operations." Note: This does not exclude weight requirements.

e. IMA's, CONUS-based IRR Soldiers, and CONUS-based recalled retirees:

IMA's, CONUS-based IRR Soldiers, and CONUS-based recalled retirees will report to the nearest designated transition center from their duty location for out-processing and demobilization /REFRAD.

f. IRR and recalled retiree Soldiers deployed OCONUS:

IRR and recalled retiree Soldiers deployed OCONUS will redeploy and demobilize at the CONUS Replacement Center (CRC) that processed them for deployment, unless otherwise directed.

g. REFRAD Travel time calculations:

Include return travel time to home station when calculating the REFRAD date for RC Soldiers who will use TCS orders to travel from their mob station or MTF to home station. Soldier is only entitled to the travel time he/ she would have received if traveling by the manner originally directed by the Government (reference JFTR, Para 3005B).

h. Authorization to change demobilization station:

First Army may authorize change of demobilization station under special circumstances that will allow the individual Soldier to REFRAD in an efficient and timely manner and at less expense to the government. To ensure processing of personnel transactions and return of RC Soldiers to their correct status, the original mobilization station must coordinate with the alternate demobilization station.

i. REFRAD / discharge orders:

The authority issuing the REFRAD / discharge orders will use AR 600-8-105, Format 523 for REFRAD orders (FORMAT 620 for the REFRAD of recalled retirees). The issuing authority will make distribution of REFRAD orders and DD Form 214 (and supporting documentation) as follows:

(1) Army National Guard enlisted Soldiers; send to the Joint Forces Headquarters MILPO. ARNG officers, send to Chief, Army National Guard Readiness Center, and Attn: NGB-ARP-C, 111 S. George Mason Drive, Alexandria, VA 22204-1382.

(2) United States Army Reserve (USAR) unit Soldiers, send to the appropriate RSC.

(3) IRR and IMA Soldiers, mail to CDR, HRC, ATTN: AHRC-CIS-P, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Ft. Knox, KY 40122.

(4) Recalled retirees reverting to the retired rolls, fax to CDR, HRC, ATTN: AHRC-PLM-O, fax 314-592-1003, DSN: 892

6–6. Returning Deployment Packets:

a. AC and NG Soldiers redeployed with unit:

The home station S-1 will screen documents and update the database (ERB/ORB); documents will be processed in iPERMS in accordance with AR 600-8-104.

b. AC and NG Soldiers redeployed as individuals:

Soldiers will carry their deployment packet to the S-1 at their home station for processing. The S1 will place all documents in the Mobilization/ Deployment Foldier in iPERMS, and update the database (ERB/ORB), according to AR 600-8-104 and MILPER Message 08-072.

c. RC Soldiers redeployed with unit:

A senior unit member will carry deployment packets back to home location and forward them to the appropriate records custodian who will file authorized documents in MPRJ or OMPF according to AR 600-8-104.

d. RC Soldiers redeployed as individuals:

If Soldier is an IRR, Title 10 AGR (USAR), IMA, or recalled retiree, the mobilization station S-1 will screen packets and forward documents authorized for file in the OMPF to include Form DD 214, if issued to HRC, ATTN: AHRC-CIS-PV, 1 Reserve Way, St. Louis, MO 63132-5200. If issued, ensure a copy of the Soldier's DD Form 214 accompanies documents to HRC.

6–7. Line of Duty (LOD):

a. LOD initiation:

To ensure All Soldiers receive appropriate medical care after leaving active duty, commanders must ensure a line of duty (LOD) is initiated in the LOD module. This informal LOD ensures that while the Soldier was deployed his/her injury or illness is documented so if follow on care is required after leaving active duty status, the care is coordinated through the LOD at no cost to the Soldier. Care can be coordinated for the Soldier once he/she leaves active duty as long as section one of the electronic 2173 is completed (by the unit leadership) in the LOD module. Every effort should be made to ensure informal LODs are completed while the Soldier is still at the demobilization station. Any LODs not completed while the Soldier is still on active duty, must be sent through the electronic module to the National Guard Bureau for approval. Prior coordination must be made with R S R P staff to ensure mechanisms are established to assist in loading those medical conditions where LODs were not initiated, or the LODs that are awaiting approval. The LOD module is the only approved mechanism for generating LODs for RC Soldiers. Hardcopy DA forms 2173 that are generated in theater will be scanned and used as supporting documentation for electronic DA forms 2173 located in the LOD module.

b. Exceptions to Policies:

The following exceptions to policy apply for the LD processing for Soldiers participating in contingency operations:

(1) Final approval authority: The first general officer in a Soldier's chain of command may approve LD determinations whether or not he/she is a general court martial convening authority.

(2) The final approval authority or the military treatment facility (MTF) commander is authorized to issue presumptive LD determinations for Soldiers when a LD investigation (DA Form 2173 – informal or DD Form 261 – formal) was not completed at the time of the Soldier's injury, illness or disease, or aggravation thereof, and the Soldier would be REFRAD without an LD determination.

(3) The final approval authority may delegate signature authority of "by authority of the Secretary of the Army" for presumptive LD determinations findings to field grade officers or DA Civilians in the grade of GS-12 or above who also have authority to sign "For the Commander."

c. Presumptive LD determination:

To make a presumptive LD determination, all of the following criteria must be satisfied:

(1) The injury, illness, or disease occurred or was aggravated while the Soldier was ordered to active duty for more than 30 days.

(2) The Soldier was on active duty on or after 11 September 2001.

(3) The injury, illness, or disease may result in a future claim for disability or incapacitation-pay, or is expected to require continuing medical care after REFRAD.

(4) There is no indication of abuse of alcohol or drugs.

(5) There is no indication of intentional misconduct or willful neglect.

(6) There is no indication the Soldier was AWOL at the time of the injury, illness or disease or aggravation.

(7) Presumptive LD determinations cannot be used to render a finding of not in line of duty.

(8) Presumptive LD's are not applicable for dental injuries requiring follow-up care.

(9) Content for presumptive LD determination memo:

(a) Paragraph 1 should contain the following: "a presumptive determination of in line of duty has been made in the case of (insert Soldier's rank and name, SSN, and description of injury, illness, disease) sustained or aggravated while on active duty on or about (insert location of incident).

(b) Paragraph 2 should state: "this memorandum is issued in lieu of a DA Form 2173 or DD Form 261 and may be subject to further administrative review and determination.

(10) Distribution of LD documentation: In addition to current distribution requirements, completed LD documentation, including presumptive LD determination memorandums, will be distributed as follows:

(a) Soldier's OMPF and field personnel file.

(b) Copy to Soldier.

(c) Soldier's medical record.

(d) Copy to unit of origin for RC Soldiers.

6–8. RC Soldiers in Theater beyond their Mobilization Orders:

IAW ALARACT, dated 16 Jan 09, Subject: Release of RC Soldiers from Theater, RC Soldiers will not remain in Theater, under any circumstance, beyond the REFRAD date on their current partial mobilization order or the end date on their CO-ADOS order. Commanders should ensure that Soldiers are returned to CONUS in time to complete the demobilization process. Retiree recall Soldiers will be REFRAD in time to complete the demobilization process and take accrued leave. (See ch. 1-3b.)

a. DA Form 4187:

If an individual Soldier volunteers to remain in Theater beyond the REFRAD/End date of their current order, the Soldier must sign a DA Form 4187 requesting CO-ADOS order at least 45 days prior to the REFRAD/End date to allow for proper processing, validation, and approval of the request.

b. Commanders MUST allow sufficient time for out-processing:

Under no circumstance may a RC Soldier be held in Theater involuntarily beyond their REFRAD/End date. RC Soldiers must be out of Theater a minimum of 39 days prior to their REFRAD/End date to allow for appropriate out-processing. (See ch. 1-3b.)

c. Procedures when Soldier in Theater at end date of orders:

Any Soldier still in Theater at the end of his/her mobilization/CO-ADOS orders must be redeployed and demobilized as expeditiously as possible. Use the following procedures:

(1) Soldiers will be scheduled for priority redeployment on the first available flight returning to CONUS. In accordance with AR 600-8-105, paragraph 14-2 b and c, the original deployment order will be used by Installation Transportation Offices to return Soldiers to the appropriate mobilization station for demobilization.

(2) After arrival at the mobilization station, the Mobilization Station Commander will notify HRC, ATTN: AHRC-PLM-S (REFRAD Section) via email to usarmy.knox.hrc.mbx.opmd-refrad@mail.mil (for officers) and usarmy.knox.hrc.mbx.epmd-refrad-section@mail.mil (for enlisted) to extend the Soldier on active duty for the purpose of demobilization, and if authorized, leave.

d. Implementation instructions:

Coalition Forces Land Component Command (CFLCC) C-1, HRC, and Mobilization Station Commanders will develop implementing instructions to ensure compliance with this policy.

6–9. Pre-Separation Counseling.

Under the provisions of Title 10 USC 1142 and IAW DoDI 1332.36, Pre-separation Counseling For Military Personnel, all Soldiers who receive a DD Form 214 (Certificate of Release or Discharge From Active Duty) IAW AR 635-5 (Separation Documents) paragraph 2-1 dated 15 SEP 00, are required to complete pre-separation counseling. The Installation Army Career and Alumni Program (ACAP) center is responsible for administering the DD Forms 2648 (for AC personnel) and 2648-1 (for RC Personnel). Installations without an ACAP center must designate an agency to provide the mandated counseling and distribute the completed DD Forms 2648 and 2648-1.

a. DD Form 2648 – Pre-separation Counseling Checklist (AC):

Applies to separating/retiring AC/AGR Soldiers only. Complete the form NLT 90-days prior to a Soldier's separation or retirement date. Retiring Soldiers are authorized to initiate pre-separation counseling up to 24 months prior to retirement date. Separating Soldiers are authorized to initiate pre-separation counseling up to 12 months prior to ETS date. A completed DD Form 2648 is valid for 24 months if the Soldier is retiring and for 12 months if the Soldier is separating. The 24 and 12-month period is waivered for Soldiers impacted by stop loss.

b. DD Form 2648-1 – Pre-Separation Counseling Checklist (RC):

Applies to demobilizing RC Soldiers only. Pre-separation counseling shall not be provided to a demobilizing Soldier before completion of 180-days of continuous active duty. This provision does not apply to Soldiers being released from active duty or retired for disability. Soldiers must complete the form at the demobilization station prior to release from active duty.

6–10. The Army Career and Alumni Program (ACAP):

The ACAP center has developed briefing slides and scripts supporting both the Active and Reserve pre-separation counseling forms. Installations/agencies that do not have a supporting ACAP center may request copies of the slides and scripts by contacting Herb Schwab at DSN 221-2574, commercial (703) 325-2574 or email herb.schwab@us.army.mil.

6–11. Certificate of Release or Discharge from Active Duty (DD Form 214):

A DD Form 214 will be issued when mobilized RC Soldiers transition from active duty (under sections 12301(a), 12302, or 12304, of Title 10, USC, regardless of length of mobilization). Soldiers reporting to the mobilization station and found unqualified for duty within 30 days of mobilization will be excluded from this provision. These Soldiers will only receive a DD Form 220 (active duty report) from the mobilization station. All retired Soldiers will receive a DD Form 214 upon release from Active Duty regardless of the length of the Active Duty Period.

a. AGR Soldiers on Title 10:

All deployed AGR Soldiers serving on Title 10 status prior to mobilization will not be separated from active duty and will not be issued a DD Form 214. However, a transition action will be submitted in eMILPO to remove AGR Soldiers from the active Army operating strength. If the AGR Soldier returns to an AC unit for duty, the AC unit must submit an attachment action in eMILPO.

b. ARNG Soldiers on Title 32:

ARNG Soldiers serving on Title 32 status prior to mobilization will be REFRAD, issued a DD Form 214, separated in eMILPO and upon demobilization returned to Title 32 status under separate orders. The State Adjutant General, or authorized agent, may issue DD Form 214 to ARNG Soldiers released after 90-days or more of continuous full time National Guard duty under 32 USC 101 (19). The State JFHQ-ST will prepare this form when errors are identified on the DD Form 214 for enlisted members if needed after demobilization. HRC will process DD Form 215 for officers.

6–12. Transition Center or Mobilization Station Responsibilities:

The Transition Center (TC) or Mobilization Station will complete all items on the DD Form 214. If one or more of the data items on the DD Form 214 are not available, the TC will annotate the applicable block(s) with “see remarks” and enter “Separated from service on temporary record and Soldier’s affidavit.” A DD Form 215 will be issued to provide missing information” in block 18. The TC will advise the Soldier that DD Form 215 will automatically be issued when the missing information becomes available.

6–13. Multiple Periods of Service:

RC Soldiers can be issued one DD Form 214 for multiple periods of service under different contingency operations and different provisions of law (10 USC 12302/12304/ 12301(d)/12688/12301h) provided there is no break in active federal service (active duty). When this occurs and one DD Form 214 is issued for several periods block 18 of the DD Form 214 must be annotated to show the different periods of service under the different laws as follows: period from 20010911 to 20020110 USC 12302, period 20020911 to 20030910 10 USC 12304, etc, until all periods of active duty are covered. The separation authority for the final period of active duty will be listed in block 25 of the DD Form 214. This must be done to account for any benefits that might be authorized to the Soldier under that specific law.

6–14. Inclusion on the DD Form 214:

(1) Item 18 (remarks) for RC Soldiers ordered to active duty to support a contingency operation, enter the following statements in succession. For an active duty Soldier deployed with his/her unit during their continuous period of active service, only enter (c) and (e) below:

(2) "Ordered to active duty in support of (operation name) per (applicable title and section ordered to active duty)". Title is to be 10 or 32 USC

(3) "Service in (name of country deployed) from (inclusive dates, for example, yyyymmdd - yyyymmdd)".

(4) "Soldiers completed period for which ordered to active duty for purpose of post-service benefits and entitlements."

(5) If the Soldier served in a designated imminent danger pay area and retained past ETS, enter "retained in service (specify number of days) for convenience of the government".

(6) Item 25 (separation authority). For reversion of recalled retirees use authority AR 601-10.

(7) Item 26 (separation code). For RC Soldiers separating for completion of required active service orders, include "MBK". For recalled retirees reverting to the retired rolls use "VBK."

(8) Item 27 (reentry code). For RC Soldiers being separated for other than cause, include "NA".

(9) Item 28 (narrative reason for separation). For Soldiers being separated for other than cause, include "completion of required active service".

6–15. Personnel Accounting:

RC Soldiers will return to their designated mobilization station or CONUS Replacement Center (CRC) for REFRAD, discharge, or retirement processing. AC Soldiers will return to their home station for duty, discharge, or retirement processing. Transition centers must submit transactions for all AC and RC, including Title 10 AGR, Soldiers being REFRAD, discharged, or retired from active duty.

6–16. Personnel Asset Inventory (PAI):

(1) AC units will conduct a PAI within 14-days of arrival at home station to ensure personnel accountability of assigned personnel. Strength deviations must be rectified.

(2) RC units will conduct a PAI prior to departing the mobilization station to ensure personnel accountability of assigned personnel. Strength deviations must be rectified prior to unit's demobilization.

6–17. Redeploying and CONUS-based RC Units:

(1) The transition center (TC) servicing the mobilization station will process RC unit members for REFRAD, discharge, or retirement. RC units that did not process through an active Army mobilization station will return through the active Army installation that provided personnel service support during the unit's period of active duty.

(2) The commander or designated individual of RC units who receive authorization to demobilize at a location other than their designated mobilization station will coordinate with the designated mobilization station for support and assistance. Recommend mobilization stations send a

contact team to help unit process for demobilization. The mobilization station will provide documentation to support the transition transactions input.

6–18. Soldiers being Released as Individuals:

(1) RC Soldiers released before Unit Demobilization: RC unit members released prior to or after unit's demobilization will return to their designated mobilization station for REFRAD processing. This includes unit members released from medical treatment facilities that will not return to their unit.

(2) The losing unit will enter a release from attachment.

(3) Upon arrival, the TC or unit designated by the station commander will submit an arrival transaction (4175).

(4) The mob station will conduct REFRAD, discharge, or retirement processing.

(5) The TC will submit the transition transaction.

6–19. Stabilization:

The Army provides periods of stabilization for Soldiers (not units) following the Soldier's return from deployments or completion of a dependent-restricted overseas tour to ensure a level of fairness in the treatment of Soldiers completing lengthy time-periods on TDY, TCS, unit deployment, or PCS assignment to dependent-restricted overseas areas. Stabilization allows Soldiers time to reacquaint themselves with Families, provide time to readjust to home station living and working environment, and rewards Soldiers for performing arduous periods of duty while separated from Family members.

a. AC/AGR Permanent Change of Station (PCS) Assignment Restriction:

This policy precludes Soldiers from being placed on PCS assignment orders for periods from 4 to 12 months (example, Soldier returns from 140 days or more deployment. The Soldier is ineligible for a PCS to a continental United States duty station for 4 months, 6-months to an accompanied tour overseas, and 12-months to a dependent-restricted tour overseas). The policy is not statutory and may be waived by the Soldier or HQDA Assignment Authorities for critical operational requirements. The policy is outlined in AR 614-30, Overseas Service.

b. Individual Dwell Time (IDT) Deployment Policy:

Individual Dwell Time (IDT) Deployment Policy is an Army initiative that provides our Soldiers participating in operational deployments (e.g., OIF/OEF) relief from repetitive deployment. The policy also includes Soldiers returning from dependent-restricted tours overseas. The policy offers one month of stabilization for each month deployed. Soldiers returning from a completed dependent-restricted tour (e.g., fixed tour in Korea) are provided six months stabilization from deployment. The policy is not statutory; however, waiver authority for critical operational requirements is restricted to the first General Officer in the Soldiers chain of command. Policy is outlined in ALARACT 253/2007, Individual Dwell Time (IDT) Deployment Policy.

c. PCS and Deployment Stabilization policies:

Notwithstanding the above, it is the Army's intent, wherever possible, to adhere to current PCS and Deployment Stabilization policies. However, for the immediate future, and where dictated, these periods of stabilization may be reduced. As a temporary measure, Commander, HRC, has been given authority, when necessary, to reassign Soldiers after a period of stabilization of 90 days as an exception to rule 45, 46, and 47, Table 3-1, AR 614-30.

6–20. Deployment Stabilization:

Where necessary based on immediate and critical operational requirements, the first General Officer in the Soldiers chain of command has been given the authority and flexibility to terminate the period of stabilization. The waiver authority was purposely retained at that level to ensure sufficient oversight is in place and the authority may not be further delegated.

a. Timeframe:

The period of stabilization will commence on the date the Soldier arrives at his/her new permanent duty station (PDS) or returns from deployment.

b. TDY/TCS away from PDS:

During periods of stabilization, Soldiers are generally ineligible to be involuntarily placed on TDY/TCS away from their PDS to participate in operational type deployments. While stabilization periods may be waived on a case-by-case basis, based on immediate and critical operational needs, AC and AGR Soldiers' period of stabilization may be terminated early by the first General Officer in the chain of command, but only after they have had at least 90-days of stabilization. However, mobilization of RC Soldiers, who are in a period of stabilization, but are assigned to a unit that is to be remobilized, is not permitted without OSD approval. Commanders will issue instructions as necessary to implement and monitor the deployment stabilization policy.

c. Stabilization Exceptions.

Stabilization is not applicable for Soldiers who are selected to perform the following types of duty-- (1) TDY for personnel management or professional development reasons (e.g., AOC, ILE, BNCOC, ANCOC, MOSQ, ASI, SQI training), local training exercises, or (3) major training exercises to off-post or combined training centers.

d. Calculating the periods of Stabilization.

The period of deployment stabilization will be calculated using the methodology for recording overseas service contained in AR 600-8-104. For Soldiers serving OCONUS in a PCS status, and who earn deployment stabilization, the stabilization will not retain them beyond their established DEROS (example: Soldiers assigned to USAREUR spends six months in Kosovo; their period of earned deployment stabilization of six months will not be completed until two months after DEROS). In this case, the unused period of stabilization will be carried over to the gaining command in CONUS and the Soldier will return on his/her DEROS.

6–21. Mobilization Deferment:

AC Soldiers transitioning to the Selective Reserves (SELRES) may be eligible for mobilization deferment. See ALARACT 063/2005 for details.

6–22. Unit Reconstitution:

Active and Reserve commands will support all efforts to ensure reconstitution of each mobilized unit, within 90-days after its demobilization, to the readiness condition held prior to mobilization.

6–23. Training Requirements:

DODI 1215.06 authorizes the substitution of active duty performed under 10 USC 12302 for the training requirements of 10 USC 10147, annual training (AT) and inactive duty training (IDT), if the duty performed under 10 USC 12302 is equivalent to the required training that might have been performed

or, if the active duty combined with the training requirement constitutes undue personal hardship. The following policies will be implemented:

(1) Exempt RC Soldiers who have served in support of contingency operations for more than three months during a training/fiscal year from involuntarily performing AT for the remainder of the training year/fiscal year, or a minimum of six months (whichever is greater).

(2) RC Soldiers, after having served in support of contingency operations for more than three months during a training/fiscal year, are also exempt from involuntarily performing IDT for 60-days after release from active duty.

(3) RC Soldiers who have served in support of contingency operations for less than three months shall be exempted from involuntarily performing AT for six months after release from active duty, and shall be exempted from involuntarily performing IDT for 60-days after release from active duty.

(4) IAW USD Memo dated 2 Apr 08, the 60-day limitation does not apply to reintegration training programs developed and authorized by the Secretaries of the Military Departments. Development and delivery of such programs for National Guard and Reserve personnel returning from extended mobilizations, particularly those involving combat, stressful operations and considerable periods of time away from Family members is authorized. These reintegration programs are separate from the standard drills and annual training requirements and, as such, the 60-day/6-month restrictions remain in effect for all other IDT and AT purposes.

6–24. APFT Post-deployment:

Units should resume physical training as soon as practicable after redeployment. Long deployments often contribute to a decline in unit fitness levels; therefore, Soldiers should re-enter the physical training program at a lower intensity and rationally progress back to pre-deployment training intensities over a period of 60 to 90 days. Upon return from deployment, Soldiers will be administered a record APFT no earlier than 3 months for AC and 6 months for RC Soldiers. However, if a RC Soldier who was mobilized and deployed to AOR and after deployment he/she volunteers for a CO-ADOS tour without a break in service, the RC Soldier will be subject to being administered a record APFT no earlier than 3 month.

6–25. Re-employment Rights:

RC Soldiers who are mobilized under Title 10, USC sections 12301(d), 12302, or 12304 are exempt from the USERRA five-year limit for retaining re-employment rights as provided in USC 4312(c)(4)(a & b). Employee Support of the Guard & Reserve (ESGR) at https://www.ESGR.org publishes information concerning employment and re-employment rights.

6–26. References:

a. Army Regulations and DA Pamphlets <http://www.army.mil/usapa/epubs>

b. ALARACTS <https://www.us.army.mil/suite/page/550282>

c. DOD Directives, Instructions, and Publications <http://www.dtic.mil/whs/directives/corres/>

d. MILPER Messages <https://perscomnd04.army.mil/milpermsgs.nsf>

e. OSD Memo dated 15 Apr 05 (Policy on Involuntary Training Following Demobilization) <http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/OSD%20Memo%20Policy%20on%20Invol%20Training%20Following%20Demob%20dated%2015%20Apr%2005.pdf>

f. USD Memo dated 2 Apr 08 (Change to Current Mobilization/Demobilization Personnel & Pay Policy) <http://www.armyg1.army.mil/MilitaryPersonnel/Hyperlinks/Adobe%20Files/USD%20Memo%20dtd%2020080402.pdf>

CHAPTER 7 – MEDICAL AND DENTAL

7–1. Purpose.

Provide medical and dental guidance for military and civilian (DA, Red Cross, AAFES, and Contractor) personnel mobilized and/or deployed in support of contingency operations. Personnel transiting to a combatant command area of responsibility (AOR) who is not specifically included in first sentence, such as senior officials or visitors conducting brief oversight or informational visits should seek specific medical advice that is tailored to their individual needs and travel itinerary from their supporting Medical Treatment Facility (MTF).

7–2. General Guidance.

a. Medical Screening Responsibility:

The Army National Guard (ARNG) and US Army Reserve Command (USARC) are responsible for medically screening their forces prior to mobilization. Soldiers who fail to meet medical retention standards IAW AR 40-501, Chapter 3 will not be sent to the mobilization station. ARNG and USAR commanders will certify that pre-mobilization medical/dental screening has been accomplished. Active Component Soldiers on orders for Transition Team (TT) duty will undergo complete Soldier Readiness Processing (SRP) to include medical screening for deployability for TT duty not more than 60 and not less than 45 days prior to reporting to Fort Riley, KS for TT training (reference ALARACT 033/2007.)

(1) Army Civilians deploying in support of contingency operations and other emergencies (and employees of DoD or other federal agencies making use of Army deployment processing) also undergo SRP (DA Form 7425). Army Civilians who deploy as part of a unit normally accomplish their deployment processing, including medical screening, with the unit. To the greatest extent practicable (and except as provided elsewhere in this chapter), medical screening for deployment of non-unit related Army Civilians will be accomplished at the home station Military Treatment Facility (MTF) prior to departure for the CONUS Replacement Center (CRC). Because medical screening for deployment is required for the performance of official duties, the MTF will provide it without charge and with priority similar to the medical screening of deploying Soldiers. Medical screening of contractor personnel is a responsibility of their employing company, but is validated at the CRC or other authorized deployment processing site.

(2) Soldiers deploying to CENTCOM's area of responsibility must meet the medical requirements outlined in MOD 11 to CENTCOM, USCINCCENT Individual Protection and Individual/Unit Deployment Policy and TAB A to Mod 11, Amplification of the Minimal Standards of Fitness for Deployment to the CENTCOM AOR (See MOD 11 – accessible through AKO).

b. 25-day Rule:

(1) RC Soldiers identified within the first 25-days as having a pre-existing medical condition that renders the individual non-deployable may be released from active duty (REFRAD) immediately. Disqualifying conditions include temporary and permanent conditions that do not meet medical retention standards (Reference AR 40-501, Chapter 3). SRP Sites should report all 25-day REFRADs in the MEDPROS 25-day REFRAD Module. The Soldier's Command will ensure that the Soldier receives appropriate medical care and follow-up upon return to home station. Care should result in either a Return to Duty status or MEB/PEB processing within 6-months. Upon resolution of the disqualifying medical condition, individuals are immediately subject to a subsequent order to Active Duty. Administrative processing of REFRAD orders, Soldier out-processing and return to home of record must be completed no later than (NLT) 30-days from Soldier's M-date.

(2) Applicability:

(3) Rule applies to all RC and Title 32 ARNG, AGR Soldiers mobilized in support of contingency operations.

(4) Rule does not apply to AC Soldiers assigned to RC units, AGR Soldiers in Title 10 status, and RC Soldiers injured in the line of duty after mobilization.

c. 30-days and Pre-existing Medical Condition:

RC Soldiers on active duty for 30 days or more with a preexisting medical condition, who fail to meet medical retention standards, will be released back to their RC units to undergo a non-duty related MEB/PEB processing (see ~~Example Memo~~) prior to REFRAD. (SUSPENDED awaiting legal opinion). Soldiers with medical conditions that render them non-deployable (pre-existing or otherwise), who are retained on active duty for more than 30 days, must be retained on active duty for appropriate medical processing. Contact LTC Kathie Clark at G1wtu@conus.army.mil or (703) 695-7874 / DSN 225-7874 for more information.

d. Medical Screening of IRR Soldiers.

IRR Soldiers will be medically evaluated using DA Form 7425 Readiness and Deployment Checklist and screened for substance abuse at the Reception Battalion. Medical personnel will determine if a physical exam is required (Reference AR 40-501). If an IRR Soldier is found to have a permanent or temporary medical condition within the first 25-days of mobilization, he/she will be REFRAD IAW the 25-day rule policy and their medical records will be forwarded to the HRC Surgeon's Office (AHRC-SG) for disposition.

e. Documentation:

All units/individual personnel must report to mobilization stations with the following:

(1) Medical and Dental records.

(2) Proof of immunization (e.g., SF 601, Health record-immunization record; PHS 731, International certificate of vaccination; DD Form 2766, Adult preventive and chronic care flow sheet; or documentation from MEDPROS).

(3) Copy of completed DD Form 2795 (Pre-deployment Health Assessment) and annual Periodic Health Assessment (PHA).

f. Medical and Dental Records:

Units participating in support of operations within CONUS at or near military installations with MTF/DTF will travel with individual health and dental records and coordinate for storage with supporting MTF/DTF upon arrival at the duty location.

(1) Individual Soldiers will not hand-carry the Service Treatment Record (STR). See AR 40-66, paragraph 5-27 regarding exceptions to policy.

(2) Upon discharge, release from active duty, retirement, death or transfer from USAR to ARNGUS, the member's STR will be forwarded to the transition center. If the member is separating, the transition center will forward the STR to the Veterans Affairs Records Management Center (VARMC). If the member filed a disability claim, the STR will be forwarded from the VARMC to the closest Regional Medical Center.

(3) Upon arrival at the duty location, health and dental records will be turned in to the supporting MTF/DTF for maintenance and accountability. Units will coordinate return of health and dental records to home stations.

(4) In all cases, the unit commander is responsible for safely routing health and dental records to the appropriate destination. Units will retain control of health and dental records if care is being provided by non-military sources.

(5) For further information on medical records see AR 40-66, Medical Record Administration and Health Care Documentation" or "IAW AR 40-66.

g. DD Form 2766 (Adult Preventive and Chronic Flow Sheet):

Soldiers deploying to overseas locations (OCONUS) will deploy with the DD Form 2766 (Adult Preventive and Chronic Care Flow Sheet). The DD Form 2766 will be used as the deployment health record. Units/Soldiers will not deploy OCONUS with health and dental records. Health and dental records will be returned to home station following mobilization/deployment processing. Records will be returned to the demobilization station for review during medical out-processing. Upon return from an OCONUS deployment, the DA 2766 will be reintegrated into the Soldier's medical record.

h. MEDPROS Individual Medical Readiness:

The Medical Protection System (MEDPROS), Individual Medical Readiness (IMR) module is the HQDA designated system for documenting all aspects of Soldier medical readiness. MEDPROS is also used to document the medical readiness (including deployment health assessments) of DoD Civilians who deploy in support of operations. Units will enter all appropriate data and vaccines administered to personnel participating in these operations into MEDPROS prior to arriving at the mobilization station. Mobilization station medical stations and Soldier readiness program (SRP) medical stations will use the MEDPROS IMR to validate and document all appropriate medical fields. Units unable to access MEDPROS www.mods.army.mil should call the MODS help desk: in CONUS, dial DSN 761-4976, commercial (703) 681-4976, or toll free (888) 849-4341; in Germany, dial DSN 312-761-4976, or commercial 0.130.82.9549; in Korea, dial DSN 315-737-4004 or commercial 011-822-7917-4004.

i. Documenting Health Care in Medical Records:

All episodes of health care will be documented in the individual's permanent or deployment health record while participating in contingency operations IAW AR 40-66.

j. Line of Duty (LD) Investigations:

Reserve Component Soldiers (USAR and ARNG) who have returned from deployment in a combat zone must be evaluated by a medical provider (physician, physician's assistant or nurse practitioner) during the completion of a Post-Deployment Health Assessment (PDHA), DD Form 2796. If the screening reveals a need for medical consultation, then a DA Form 2173, Statement of Medical Examination and duty status will be processed. The MODS Line of Duty Module should be utilized in order to streamline LD processing. See AR 600-8-4 for additional guidance. The TRICARE Line of Duty information is available at www.tricare.mil/mybenefit/home/overview/SpecialPrograms/LineDutyCare. The Military Medical Support Office (MMSO) provides Reserve Component Soldiers with support for Line of Duty Care and is available at www.tricare.mil/tma/mmso.

k. Warriors In Transition:

Warrior in Transition Care Program (WCTP) is detailed in DA EXORD 118-07 and FRAGOs 1-3. Administrative Guidance for processing Soldiers into WTUs, returning to duty from and/or REFRADing are found in the WTU Consolidated Guidance at HQDA G-1 website: www.armyg1.army.mil. The

WCTP synchronizes various Army programs supporting wounded, ill, and injured Soldiers/Veterans and their Families/caregivers in order to promote future success in the force or civilian life.

7–3. Medical Criteria & Testing.

a. HIV Testing:

(1) HIV screening will be within the previous 24 months prior to deployment, or IAW theater policy, SOFA or host nation agreements.

(2) All services shall modify their HIV testing programs to provide a maximum two-year interval between routine tests for active duty personnel, as of March 29, 2004 IAW Health Affairs Policy: 04-007 (http://www.ha.osd.mil/policies/2004/04-007.pdf). Soldiers deploying to CENTCOM AOR are required to have an HIV test within 90 days prior to deployment; and RC personnel shall be required to have a current HIV test within two years of the date called to active duty for 30 days or more.

(3) HIV testing is not required for civilian (DA/DOD, contractor, Red Cross, and AAFES) personnel. Generally, civilians may decline HIV screening, however, certain host countries require mandatory HIV screening prior to allowing entry. A civilian who tests positive may be deployed as long as the host country is notified and the individual is able to perform assigned duties. Reference DA Pam 690-47, Chapter 1-38.

(4) Verification of HIV testing can be made using MEDPROS at www.mods.army.mil.

b. Pre- and Post-Deployment Serum Specimens:

(1) IAW ASD(HA) Memo dated 14 Mar 06, pre-deployment serum specimens for medical examinations will routinely be collected within one year of deployment. The most recent serum sample collected within the previous 365 days of the date of deployment may serve as the pre-deployment serum sample. However, if an individual's health status has recently changed or has had an alteration in occupational exposures that increases health risks, a health care provider may choose to have a specimen drawn closer to the actual date of deployment. Post-deployment serum specimens for medical examinations will be collected no later than 30 days after arrival at the demobilization site, home station, or in-patient medical treatment facility. (preferably during the face-to-face health assessment).

(2) The established contract used to test for HIV is also used for the pre-and post-deployment serum specimen collection, and deploying personnel need to be informed that their pre- and post- deployment serum specimens will also be tested for HIV.

(3) Pre- and post- deployment serum samples will be forwarded to the DoD Serum Repository IAW Service policies.

c. Pregnancy Testing:

(1) All female Soldiers deploying overseas will be administered a pregnancy test as part of their pre-deployment medical screening. The pregnancy test will be done within one month prior to actual movement overseas. The urine pregnancy test is sufficient for verification.

(2) Female Soldiers who have undergone a hysterectomy, had a bilateral tubal ligation, or who are post menopausal are exempt.

(3) If the pregnancy test yields positive results, the Soldier is non-deployable and will be subject to applicable regulations (AR 635-200, Chapter 8 and AR 600-8-24). RC Soldiers may volunteer to support Operation Noble Eagle IAW 10 USC 12301(d) in a non-deployable status based

upon the needs of the army and if medical clearance is granted. All requests to remain on active duty must be processed through HRC within five days of a positive pregnancy test. All requests must be approved by HQDA, G-1, G-3/5/7.

(4) If pregnancy is determined after deployment, the Soldier will be returned to CONUS and may volunteer as stated in previous paragraph.

(5) See Chapter 2-7c for more information.

d. Tuberculosis Skin Testing (TST):

(1) Personnel deploying within or to the following locations (considered low threat for tuberculosis) do not require TST:

Table 7-1
Locations that do not require TST

CONUS	Norway	Switzerland
Canada	Sweden	Austria
Greenland	Finland	Germany
Iceland	Denmark	Czech Republic
Cuba	France	Italy
Chile	Belgium	Greece
Costa Rica	Netherlands	Cyprus
French Guiana	Luxembourg	Australia
British Isles	Monaco	New Zealand
Lebanon	Jordan	Oman
Libya	United Arab Emirates	Qatar

(2) Personnel deploying to all locations considered high-threat require a TST within twelve months prior to deployment. The DASG Memorandum on Army Latent Tuberculosis Infection (LTBI) Surveillance and Control Program and the Supplemental Guidance on LTBI Surveillance and Control Program provide guidance for pre-deployment screening and instruction on entry into MEDPROS.

(3) For Soldiers (all components) returning from deployment to a high-threat area, exposure to TB will be assessed in the Post-Deployment Health Assessment (PDHA) and only Soldiers with high-risk exposures will be screened. The Supplemental Guidance on LTBI Surveillance and Control Program provides specific information on post-deployment testing, intervals for testing, and documentation in MODS/MEDPROS.

e. Deoxyribonucleic Acid (DNA) Specimen:

(1) If a DNA sample is not already on file, a DNA specimen will be obtained from all deploying personnel (military and civilian) and forwarded to the Armed Forces Repository of Specimen Samples for Identification of Remains (AFRSSIR) prior to deployment. Specimens will be forwarded by registered mail with return receipt to the gaining medical unit. Confirmation that a DNA specimen is on file will be annotated in the health record in block 10a of DD Form 2766 (adult preventive and chronic care flow sheet).

(2) Verification of the DNA record can be made using the DEERS/RAPIDS or MEDPROS web-based tracking system at MODS - Welcome to MODS Portal. The DNA draw date will be annotated in block 10a of DD Form 2766 (adult preventive and chronic care flow sheet).

(3) Civilian personnel deploying outside the CONUS and its territories are required to provide a DNA specimen, or dental panographic radiograph if the ability to take DNA samples is not available, IAW DODI 1400.32, 6.1.10.

f. Hearing Readiness (DOEHRS-HC Audiogram):

(1) Deploying Soldiers (all components) are required to have a valid DD Form 2215 Reference Audiogram or DD Form 2216 Periodic Audiogram in their medical record. If there is no DD Form 2215 in their medical record, a DD Form 2215 Reference Audiogram will be conducted by qualified personnel using the Defense Occupational Environmental Health Readiness System for Hearing Conservation (DOEHRS-HC) audiometer. The DD Form 2216 Periodic Audiogram fulfills this requirement if it has been completed within the past twelve months. Deploying Soldiers must have hearing protection; see Chapter 7-10, Personnel Protective Equipment and Medications for guidance.

(2) Redeploying Soldiers (all components) are required to have a valid DD Form 2216 Periodic Audiogram (post deployment) in their medical record. RC Soldiers will have this completed prior to REFRAD and AC Soldiers will be given up to 6 months after return to home station to complete. See ALARACT 003/2009 for more information.

(3) Soldiers in readiness Class 1 and 2 will be considered fully deployable. Soldiers in readiness Class 3 and 4 are considered not fully medically ready and require additional hearing services before readiness status can be determined.

(4) Hearing readiness classification data will be monitored using the Medical Protection System (MEDPROS). See ALARACT 163/2006 for more information.

g. Vision Readiness:

(1) The vision readiness of deploying Soldiers will be assessed IAW AR 600-8-101.

(2) Soldiers in Class 1 and Class 2 will be considered fully deployable. Soldiers in Class 3 or Class 4 are not deployable. Soldiers in Class 3 or 4 at the time of screening will immediately be reclassified after obtaining corrective vision/ optical services.

(3) Vision readiness classification data will be entered on the DA Form 7425 (Readiness and Deployment Checklist) IAW DA Pam 600-8-101 and entered into the Medical Protection System (MEDPROS).

h. Glucose 6-Phosphate Dehydrogenase (G6-PD) Deficiency Screening:

(1) IAW OTSG Memorandum dated 18 FEB 04, SUBJECT: Army Glucose 6-Phosphate (G6-PD) Deficiency Screening Program, all Army personnel (Soldiers, civilians, and other beneficiaries) will be screened for G6-PD Deficiency before receiving a prescription for, or being issued, primaquine phosphate for malaria prophylaxis. Army personnel deploying to a malarious area will have G6-PD

Deficiency screening performed during pre-deployment in conjunction with routine unit or individual "Soldier Medical Readiness (SRP). G6-PD screening results have no expiration date. Therefore, only one test is required to determine if a deficiency exists.

(2) Results from any quantitative G6-PD laboratory assay approved for use by the US Food and Drug Administration may be used to satisfy the screening requirement. Laboratory results of G6-PD screening for Soldiers and civilian employees will be entered into the individual health record, on DD Form 2766 (Adult Preventive and Chronic Care Flowsheet), and data entered into the Medical Protection System (MEDPROS). Data entries required for G6-PD screening include date of screening, and result: D indicating deficiency of the G6-PD enzyme, and N indicating normal or no deficiency.

(3) All deploying personnel found to have G6-PD deficiency will be issued Alert tags ("red dog tags") stating: "G6PD deficient: no primaquine", IAW AR 40-66 (para.1.c.). Para 14-1 in AR 40-66 describes the Medical Warning Tag and DA Label 162 Emergency Medical Identification Symbol known as the "Star of Life" affixed to the DD Form 2766 and DA Form 8005-series or DA Form 3444-series record jackets. Alert tags must be carried at all times and used to inform health care providers any time primaquine, or similar drug may be prescribed or issued. Sulfonamides, nitrofurantoin, phenacetin, antipyretics, quinidine, thiazide diuretics and tolbutamide can also trigger hemolytic episodes in G6-PD deficient individuals.

i. Women's Readiness Pre-Deployment Screening: Women-specific preventive health screening tests (e.g., Cervical Cancer screening, Chlamydia testing, and Mammogram screening, etc.) are no longer required for deployment. See OTSG/MEDCOM Policy Memo 11-077.

7–4. RC Medically Evacuated Soldiers.

a. RC Soldiers:

RC Soldiers who are medically evacuated to a MTF for inpatient actions and later moved into a WTU company will need a determination of medical processing time.

b. Military Medical Authority:

Military medical authority must determine if a RC Soldier is expected to return to duty (RTD) from the time he or she is injured or becomes ill.

c. Return to Duty (RTD) period:

If the RTD period is less than 60-days the Soldier will be returned to the organization, unless the Soldier will have fewer than 120 days beyond the expected RTD date left on 10 USC 12302 partial mobilization order.

d. Medical Retention Processing (MRP) orders, 12301(h):

If the Soldier is not expected to RTD within 60 days, from time of injury or illness, or, if the Soldier could RTD within 60 days, but will have fewer than 120 days left on his current mobilization orders, then the Soldier will convert from partial mobilization orders to Medical Retention Processing (MRP) orders (12301(h)), subject to the Soldier's consent. If the Soldier does not consent to convert to MRP orders, (12301(h)), the Soldier will REFRAD immediately.

e. Medical Retention Processing:

Effective 1 March 2004, RC Soldiers on active duty for contingency operations in support of the Overseas Contingency Operation (OCO) found by military medical authority to have a OCO connected unresolved in the line of duty medical condition may be eligible for Medical Retention Processing (MRP).

For information on MRP, go to the HQDA, G-1 homepage at www.armyg1.army.mil and click on the link labeled WTU Consolidated Guidance (Administrative).

f. Soldiers Who Refuse Entry into the MRP:

Soldier who refuse entry into the MRP will be counseled on Incapacitation Pay (INCAP), MRP2 and REFRAD immediately.

g. Soldiers Incurring Illness or Injury during Mobilization:

Soldiers who have incurred an illness, injury or disease, or aggravated a pre-existing medical condition during his/her current mobilization must be offered medical care prior to REFRAD. A military medical care provider will offer veterans affairs (VA) care only to Soldiers refusing entry into MRP. If the Soldier refuses MRP, he/she must sign a declination of MRP statement and be counseled by an individual knowledgeable in MRP2, INCAP and TAMP benefits.

7–5. Electronic Documentation of Immunizations.

Vaccinations Accounted in MEDPROS: All vaccines administered to personnel will be documented in MEDPROS, the primary database used to track/monitor compliance. Leaders at all levels can obtain read/write access at www.mods.army.mil. MEDPROS training support may be requested from the MEDPROS Program Office at DSN 471-7124, COMM (210) 221-7124 or by e-mail to MEDPROS@amedd.army.mil. Data entry support may be obtained from the MODS help desk at DSN 761-4976, commercial (703) 681-4976, or toll free (888) 849-4341. In Germany, dial DSN 312-761-4976 or commercial 0.130.82.9549; and in Korea dial DSN 315-737-4004 or commercial 011-822-7914-4004.

7–6. Immunizations and Force Health Protection Prescription Products.

a. Immunizations General:

ALARACT 212/2007 (refs A and C); On 10 Sep 07 , the USD (P&R) directed a change in policy for administration of anthrax and smallpox vaccinations. To assist units in preparing for deployment, vaccinations against anthrax and smallpox can begin 120 days prior to the units scheduled departure date. Commanders must verify that those starting vaccinations are on orders or have been designated to deploy within 120 days. This policy revision does not expand the population eligible for vaccination and applies to only overseas movement to areas currently designated or the anthrax and smallpox vaccination program. All personnel must have required theater-specific immunizations prior to deployment. Supervisors and commanders must ensure immunizations included on the following table are current prior to deploying to the specified AOR. For some vaccines, not all personnel deploying to a specified AOR require the vaccine. Individuals are considered deployable if they refuse to receive any theater-specific immunization or other requirement. It is the commander's discretion to deploy such individuals, based on individual circumstances. The Army policy is to have all personnel deploying to the AOR current with theater-specific immunizations, recognizing that medical and administrative exemptions may occur. If a Soldier declines to be immunized, the commander will:

(1) Ensure that the Soldier understands the purpose of the vaccine.

(2) Ensure that the Soldier has been advised of the possibility that the disease may be naturally present in a possible AO or may be used as a biological weapon.

(3) Ensure that the Soldier is educated about the vaccine and has been able to discuss any objections with medical authorities

(4) Counsel the Soldier, in writing, that he or she is legally required to be immunized; that if the Soldier continues to refuse to be immunized that he or she will be legally ordered to do so, and that failure to obey the order may result in UCMJ and/or administrative action for failure to obey a lawful order (Article 92 of the UCMJ) as deemed appropriate by the commander.

b. Influenza:

Current vaccine each year; typically available in October, with labeled potency through 30 June each year.

Operation	Location	Influenza	Tetanus-Diphtheria Acellular Pertussis (TDAP)	Hep A	Meningo-coccal	Typhoid	Hep B	Anthrax	Smallpox	Other Vaccines	PPD
ONE		Yes	Yes				See below				
OEF	CENTCOM Central Asia (eg, Afghanistan)	Yes	Yes	Yes		Yes	See below	Yes	Yes		Yes
OEF/OIF	CENTCOM Iraq + Arabian Peninsula (eg, Kuwait, Qatar)	Yes	Yes	Yes		Yes	See below	Yes	Yes		Yes
OEF	CENTCOM Horn of Africa	Yes	Yes	Yes	Yes	Yes	See below	Yes	Yes	Yellow fever—see below.	Yes
OEF	EUCOM AOR (Europe)	Yes	Yes	Yes		Yes	See below			JE-see below	Yes
	EUCOM AOR (Africa)	Yes	Yes	Yes	See below	Yes	See below			Yellow fever—see below.	Yes

Operation	Location	Influenza	Tetanus-Diphtheria Acellular Pertussis (TDAP)	Hep A	Meningo-coccal	Typhoid	Hep B	Anthrax	Smallpox	Other Vaccines	PPD
OEF	PACOM AOR	Yes	Yes	Yes		Yes	See below			JE-see below	Yes
Routine Adult	MEDPROS profile for most active troops in CONUS	Yes	Yes	Yes							
Routine Adult B	MEDPROS profile for troops needing Hep B vaccine in CONUS	Yes	Yes	Yes			Yes				
Routine Adult RC	MEDPROS profile for RC troops not needing influenza vaccine		Yes	Yes							
Routine Adult RC B	MEDPROS profile for RC troops needing Hep B but not influenza vaccine		Yes	Yes			Yes				

c. Tetanus-diphtheria-Acellular Pertussis (TDAP) within 10 years:

TDAP offers the advantage of preventing a highly contagious respiratory infection. SRP Sites will transition to TDAP using the standard dosing interval of every ten years as soon as practical (Reference ALARACT 013/2006, Subj: Adoption of NewTetanus-Diphtheria-Acellular Pertussis (TDAP) Vaccine.)

d. Hepatitis A vaccine:

Hepatitis A vaccine series IAW manufacturers' product information.

e. Measles/mumps/rubella vaccine:

See ALARACT message "Focusing Measles-Mumps-Rubella (MMR) And Inactivated Poliovirus (IPV) Vaccines On New Accessions," 23 Aug 2004. In brief, cease including MMR in routine vaccination screening after initial military training.

f. Inactivated poliovirus vaccine (IPV):

See ALARACT message "Focusing Measles-Mumps-Rubella (MMR) And Inactivated Poliovirus (IPV) Vaccines On New Accessions," 23 Aug 2004.

g. Typhoid (injectable or oral):

Current per FDA product information.

h. Hepatitis B vaccine:

All new accessions, healthcare workers, emergency medical technicians (EMTs), mortuary-affairs personnel, search and rescue specialists, correctional-facility staff, and designated special-operations forces will receive a three-shot series: 1 ml IM (deltoid) at months 0, 1, 6; give complete series before deployment, if possible; otherwise, remaining doses at the deployment location.

i. Meningococcal (quadrivalent) vaccine (within five years):

Is required for personnel deploying to countries where the risk of meningococcal disease is significantly elevated above the US baseline. Within the EUCOM AOR, this includes all of Africa except Botswana, Lesotho, South Africa, Swaziland, and Zimbabwe.

j. Yellow fever vaccine (last dose within 10 years):

Is required for personnel deploying to countries where the disease is present. In Africa, this ranges mainly from Senegal to Somalia to Angola.

k. Japanese encephalitis:

Three dose primary series on days 0, 7, and 30 and booster after 24 months, if required, per FDA product information. Administer JE vaccine to personnel stationed at least 30 days in rural areas of Asia where there is substantial risk of exposure to the virus, especially during prolonged field operations at night. The main needs are in the Western Pacific and on Okinawa with extended field exposure. Under normal circumstances, this immunization is not warranted for personnel assigned to or deploying to Korea.

l. Pneumococcal vaccine:

For all asplenic (with no spleen) personnel -- 0.5 ml IM or subcutaneous with one additional dose five or more years after the first.

m. Anthrax Vaccine:

On 8 FEB 07, the ASD(HA) approved the Army implementation plan for resumption of mandatory anthrax vaccine adsorbed (AVA) immunizations for personnel assigned to designated geographic locations or to special mission units and voluntary AVA immunization to all service members only partially immunized. All personnel who begin the five dose immunization series will be offered all five doses and the annual booster as long as they remain members of the Armed Forces on active duty, in the Selected Reserves, or maintain a civilian employee or contractor status covered by the program. For those no longer deployed to a higher threat area or no longer assigned to designated special mission roles, complete-the-series and annual booster doses will be offered on a voluntary basis. It is desirable that all personnel deploying to higher-threat areas receive at least their first doses prior to deployment (reference ALARACT 024/2007, ALARACT 212/2007, and ALARACT 074/2009).

n. Smallpox:

Vaccinate with FDA-licensed smallpox vaccine IAW FDA, DOD, and Army guidance. Vaccinate personnel deploying to CENTCOM AOR and to the Korean Peninsula; USD(P&R) Memo, 13 DEC 02, Policy on administrative issues related to smallpox vaccination program (SVP); VCSA Memorandum, 10 JAN 03, Army smallpox vaccination program implementation; DEPSECDEF Memo, 28 JUN 04, Expansion of Force Health Protection Anthrax and Smallpox Immunization Programs for DoD Personnel.

o. H1N1 Influenza:

DoD personnel traveling to Kuwait must be screened for H1N1 Influenza prior to deployment. See ALARACT 165/2009 H1N1 INFLUENZA - ADDITIONAL PRE-DEPLOYMENT SCREENING GUIDANCE FOR TRAVEL TO KUWAIT, DTG 021526Z JUN 09.

p. Force Health Protection Prescription Products (FHPPP) - General:

(1) Certain drugs and other medical products useful for protecting the health of deployed personnel that may be used only under a physician's prescription. Examples of such products are atropine and/or 2-Pam chloride auto-injectors, certain antimicrobials, antimalarials, and pyridostigmine bromide.

(2) All FHPPPs shall be provided or issued under prescription by qualified personnel who have been instructed on the exclusion criteria (i.e., contraindications or those who are not required to take the medication for medical reasons) and other guidance applicable to the products. The prescription shall describe:

(a) Categories of Soldiers and other individuals who are required and/or eligible to receive a FHPPP

(b) Exclusion criteria for identifying individuals who for medical reasons are not required and/or eligible to receive an FHPPP.

(c) Appropriate dosing information, including start and stop dates or events.

(d) Applicable storage, shipment, and maintenance requirements.

(e) Other appropriate requirements or guidance pertaining to proper use of the products.

(3) Any necessary medical screening and appropriate training and education shall be performed and documented .

(4) The provision or issuance of FHPPP shall be documented in medical records of the individuals receiving the FHPPP.

(5) Health care providers shall record serious adverse events in medical records and shall report serious adverse events through the appropriate reporting channels.

(6) The CRC, mobilization station, or installation medical supply activity (IMSA) will ensure that a roster (manual or automated) is maintained for all MNBCDM issued to individuals. The roster will contain the individual's name, SSN, rank, name of drug, quantity issued and the time and date of the issue.

(7) Based on unit/command SOP/policy, individuals will turn-in CANA and antibiotics when they arrive at their assigned unit/command. All CANA and antibiotics will be controlled and stored until the combatant commander/surgeon directs distribution.

q. Location/Operationally Specific Medical Guidance:

These are based on DOD (Health Affairs, Joint Staff, or COCOM) or Army policies and upon the deployment health risk assessment. When prophylaxis, other medical countermeasures, or protective measures are required, they must be made available (including training) to personnel.

r. Malaria chemoprophylaxis requirements:

(1) Vary with location and season within the CENTCOM AOR. For this reason, blanket policies for the type of prophylactic medication and seasonal termination of prophylaxis cannot be published for the entire AOR. Component and CJTF Surgeons will assess the validity of, and modify as necessary, malaria chemoprophylaxis guidance for their subordinate units annually based on latest intelligence and unit medical risk assessment

(2) IAW Army TSG Policy Guidance Memorandum: DASG-PPM-NC, 02 Feb 2009, Updated Guidance on Use of Mefloquine (Lariam®) for Malaria Prophylaxis, in areas where doxycycline and mefloquine are equally efficacious in preventing malaria, doxycycline is the drug of choice. Mefloquine should only be used for personnel with contraindications to doxycycline and do not have any contraindications to the use of mefloquine (active depression, a recent history of depression, generalized anxiety disorder, psychosis, or schizophrenia or other major psychiatric disorders, or a history of convulsions). Mefloquine should not be given to Soldiers with recent history of Traumatic Brain Injury (TBI) or have symptomatic TBI. Malarone would be the treatment of choice for these Soldiers who cannot take doxycycline or mefloquine.

(a) Central Asia: Malaria is endemic in the following countries:

Table 7-2
Central Asian locations were malaria is endemic

Afghanistan (March through November)	Pakistan (year-round)
Iran (March through November)	Tajikistan (May through October)
Krygzystan (June through September)	Turkmenistan (May through October)
Uzbekistan (May through October)	

(b) Chloroquine-resistant malaria is present in certain locations in the AOR, primarily in Iran, southern Afghanistan, and Pakistan. As of July 2004, the CJTF -76 Command Surgeon malaria policy calls for doxycycline 100 milligrams taken once daily beginning 2 days prior to departure and continuing for 28 days after return. Soldiers should be informed that missing one day of doxycycline will place then at risk for malaria. Variation in the lengths of transmission seasons and the highly mobile nature of operations and personnel with the CJOA prevent the development of a blanket statement covering timelines for seasonally terminating and re-starting malaria chemoprophylaxis within the CJOA. Therefore, CJTF-76 personnel operating in the CJOA will continue anti-malaria medication throughout the year.

(c) Terminal prophylaxis with primaquine will consist of 15 milligrams of base (26.3 milligrams salt) taken once a day for fourteen days beginning after redeployment.

(d) All personnel will have a test for G6-PD deficiency, prior to receiving primaquine. Only one test is required to determine if a deficiency exists. The result of testing will be documented in MEDPROs as “N” for normal, or “D” for deficient.

(e) Arabian Peninsula:

Malaria risk on the Arabian Peninsula varies by location as follows:

Table 7-3 **Locations where malaria is a risk**	
Iraq (May through November)	Yemen (year-round)
Saudi Arabia (year-round, but in western regions only)	

The risk of contracting malaria in Iraq is considered to be low, however, local transmission foci do occur. In concordance with CENTCOM policy that component/task force surgeons are the decision making authorities about malaria prophylaxis, and based on the current disease threat, the MNF-I Command Surgeon has determined that U.S. personnel in Iraq will not take malaria chemoprophylactic medication. Coalition personnel will comply with their national policies. Based on the changing ecology of Iraq (which can impact vector populations) and the possible influx of human malaria reservoirs, the threat of contracting malaria in Iraq may increase. The MNC-I Surgeon's Office will continue to track disease trends and vector surveillance and re-evaluate the malaria policy quarterly. Prophylaxis may be initiated in specific areas if foci of disease are determined to exist.

(f) Horn of Africa: Malaria is endemic year-round in all countries of this region including:

Table 7-4 **Locations where malaria is endemic year-round**	
Djibouti	Kenya
Eritrea	Somalia
Ethiopia	Sudan

(g) A significant proportion of malaria disease in all countries is due to chloroquine resistant plasmodium falciparum. Personnel deploying to these areas will take mefloquine (one 250 milligram tablet) weekly, beginning two weeks prior to departure and continuing for four weeks after return. For personnel who are allergic to mefloquine and personnel on flight status, doxycycline 100 milligrams will be taken once daily beginning 2 days prior to departure and continuing for 28 days after return.

(h) Medication: Personnel should be informed that missing one day of doxycyline will place them at risk for malaria. Terminal prophylaxis with primaquine will consist of 15 milligrams of base (26.3 milligrams salt) taken once a day for fourteen days beginning after redeployment.

(i) All personnel will have a test for G6-PD deficiency, prior to receiving primaquine. Only one test is required to determine if a deficiency exists. The result of testing will be documented in MEDPROS, as N for normal, or D for deficient.

s. Supplementary Medical Guidance – EUCOM AOR:

The following list of items may be provided to individuals who deploy into specific areas of the EUCOM AOR, as determined by the EUCOM surgeon:

(1) Nerve agent antidote kits (NAAK), MK 1 6505-01-174-9919,qty: 3 per pax

(2) Convulsant antidote for nerve agent (CANA) 6505-01-274-0951,qty: 1 per pax

(3) Doxycycline 100 mg, 30 tablets per bottle 6505-01-491-5506, qty: 1 bottle per pax. If doxy is not available or is precluded for other reasons, then ciprofloxacin, 500mg, 30 tablets per bottle, 6505-01-491-2834 can be released.

(4) Soldier's guide to MBCDM 7610-01-492-7703 qty: 1 per pax

(5) EUCOM AOR vaccines:

(a) Meningococcal vaccine: Required for personnel deploying to countries within the EUCOM AOR where the risk of meningococcal disease is significantly elevated above the US baseline, including all of Africa except South Africa, Botswana, Swaziland, Lesotho, and Zimbabwe. Meningococcal vaccine is not required for personnel deploying to other countries in the EUCOM AOR.

(b) Yellow fever:

Vaccine is required for personnel deploying to countries where the disease is present, including:

Table 7-5
Locations where Yellow Fever vaccine is required

Angola	Benin	Burkina Faso
Burundi	Cameroon Central African Republic	Chad
Gabon	Democratic Republic of Congo	Equatorial Guinea
Gambia	Ghana	Guinea
Guinea-Bassau	Ivory Coast	Liberia
Mali	Mauritania	Niger
Nigeria	Republic of Congo	Rwanda
Senegal	Sao Tome and Principe	Sierra Leone
Tanzania	Togo	Uganda
Zambia		

(6)

Yellow fever vaccine is not required for personnel deploying to other countries in the EUCOM AOR.

(a) Japanese encephalitis vaccine:

Consider for deployments to far eastern maritime pacific region of eastern Russia, south of Khabarousk, where seasonal transmission (May through September) of Japanese encephalitis is known to occur.

(b) Malaria Chemoprophylaxis: Malaria disease risk varies by location within the EUCOM AOR. Malaria chemoprophylaxis is required for deployments to malaria-endemic areas, as follows:

(c) Northern Africa, consisting of the countries of Algeria, Libya, Morocco, Tunisia, and Western Sahara. Malaria is endemic in SW Libya and neighboring Se Algeria (Fezzan and Illizi provinces, respectively), rural areas of northern and central Morocco between Tangier and El Kelaa Province (urban areas considered risk-free), and Western Sahara (status uncertain, assume worst case). Tunisia is malaria-free. Some p. falciparum may occur in Western Sahara; elsewhere only p. vivax is reported.

(d) Sub-Saharan Africa, consisting of the following countries are all highly endemic for malaria year-round.

Table 7-6
Locations highly endemic for malaria year-round

Angola	Benin	Burkino Faso
Burundi	Cameroon	Cape Verde Islands
Central African Republic	Chad	Congo
Democratic Republic of Congo	Equatorial Guinea	Gabon
Gambia	Ghana	Guinea
Guinea- Bisau	Liberia	Ivory Coast
Malawi	Mali	Mauritania
Niger	Nigeria	Rwanda
Sao Tome & Principe	Senegal	Sierra Leone
Tanzania	Togo	Uganda
Zambia		

(7)

While plasmodium vivax, ovale, malariae, and falciparum may all be encountered, the greatest risk is from falciparum. Chloroquine resistant strains have been reported from every listed country. Additionally, some mefloquine resistance has occasionally been reported from several of the countries in this region. However, mefloquine remains the chemoprophylactic agent of choice at this time.

(a) Southern Africa, consisting of the countries of:

Table 7-7
Locations in Southern Africa where Malaria is endemic

Botswana	Lesotho	Mozambique	Namibia
South Africa	Swaziland	Zimbabwe	

Malaria is endemic throughout most of Southern Africa, especially the northern part of Botswana, the northern river valleys of Namibia, Kwazulu-Natal north of the Tugela River, Mpumalanga, and northern provinces in South Africa, all non-mountainous areas of Swaziland, and all areas of Zimbabwe except the cities of Harare and Bulawayo. Lesotho is malaria-free. malaria chemoprophylaxis is not required for travel that will be restricted to major urban areas in South Africa. Falciparum reportedly accounts for 90-99% of malaria cases; ovale, vivax, and malariae occur. Falciparum malaria strains are resistant to the standard therapeutic agent chloroquine.

(b) Near Eastern countries, consisting of:

Table 7-8
Locations in the Near East where Malaria is seasonal

Armenia	Azerbaijan	Georgia	Israel
Lebanon	Syria	Turkey	

Malaria in the near east occurs only in certain areas and is seasonal, concurrent with the presence of mosquitoes in the warmer seasons (approximately March-June through October) - thus chemoprophylaxis is not indicated in the winter months. In the warmer months, it is required only for deployments to the following localities: northern Syria (May through October) in areas bordering on Turkey; Ararat valley of Armenia and SW areas of Armenia (June through October) bordering Iran and Azerbaijan; areas of Azerbaijan (June through October) bordering Iran and the Caspian Sea; SE Georgia (June through October) bordering Azerbaijan and in coastal areas of Georgia bordering on the Black Sea; and SE Turkey (March through October) from Adana vicinity (Amikova and Cukurova plains) east to the Iraqi border (not required for deployments to Incirlik Air Base). Primarily p. vivax is reported in Turkey, Syria, Armenia, Azerbaijan, and Georgia, but other species may occur. Israel and Lebanon are malaria-free.

(c) Russia: vivax malaria occurs sporadically in limited focal areas in European Russia, restricted to focal areas in the southwest, particularly areas bordering Georgia, Azerbaijan, and the coastal areas of the Black and Caspian Seas. Very low risk of transmission. No chemoprophylaxis is recommended.

(d) The remainder of Europe is malaria-free.

t. Personnel deploying to malaria-endemic areas:

(1) Will require chemoprophylaxis. In countries where plasmodia falciparum strains are chloroquine-sensitive (Algeria, Armenia, Azerbaijan, Georgia, Morocco, Syria, and Turkey), personnel should take chloroquine (one 500 milligram tablet) weekly, beginning two weeks prior to departure and continuing for eight weeks after leaving the endemic area. This regimen is approved for aircrew members. In areas of chloroquine resistance, personnel should take mefloquine (one 250 milligram tablet) weekly, beginning two weeks prior to departure and continuing for four weeks after return. This regimen is not approved for aircrew members. For personnel who are allergic to chloroquine or to mefloquine or have contraindications to taking mefloquine and for personnel on flight status, doxycycline 100 milligrams should be taken once daily beginning 2 days prior to departure and continuing for 28 days after return.

(2) Personnel should be informed that missing one day of doxycyline will place them at risk for malaria.

(3) Terminal prophylaxis with primaquine will consist of 15 milligrams of base (26.3 milligrams salt) taken once a day for fourteen days beginning after redeployment. All personnel will have a test for G6-PD deficiency, prior to receiving primaquine. Only one test is required to determine if a deficiency exists. The result of testing will be documented in MEDPROS, as N for normal, or D for deficient.

(4) Personal protective measures must be enforced on all deployments for malaria protection as well as protection against other vector-borne diseases. Avoidance of vectors (24 hrs/day) is key and includes:

(a) Habitat awareness

(b) Proper wear of uniform/other clothing (sleeves down, boots bloused)

(c) Use of 33% DEET insect repellent for skin (NSN 6840-01-284-3982)

(d) Permethrin insect repellent for clothing and bed nets (spray, NSN 6840-01-278-1336, or IDA-kits, NSN 6840-01-345-0237)

(e) Mosquito bed nets (NSN 7210-00-266-9736) and poles (NSN 7210-00-267-5641) or bednet pop-up (NSN 3740-01-516-4415).

u. Supplementary medical guidance – PACOM AOR:

(1) Japanese encephalitis vaccine: For country specific risk assessments consult current Armed Forces Medical Intelligence Center (AFMIC) infectious disease risk assessments that classify each country as high, intermediate, or low risk and include information on specific risk areas and seasonality. In high-risk countries, vaccine is required for any field operations or rural exposures in risk areas during the transmission season. In intermediate risk countries, vaccine is required for field operations or rural exposures of 2 weeks or greater duration in risk areas during the transmission season; in low risk countries, vaccine is not required.

(2) Malaria chemoprophylaxis: Chloroquine-resistant. Malaria is endemic throughout the PACOM AOR.

(3) Personnel traveling to areas where malaria is present will take mefloquine (one 250 milligram tablet) weekly, beginning two weeks prior to departure and continuing for four weeks after return). Personnel who are allergic to mefloquine, personnel on flight status, and personnel traveling to areas of Thailand where malaria is present will take doxycycline (one 100 milligram tablet daily beginning two days prior to departure and continuing for 28 days after return). Suspected cases of malaria must be reported immediately to command medical elements. Personnel should be informed that missing one day of doxycycline will place them at risk for malaria.

(4) Terminal prophylaxis with primaquine will consist of 15 milligrams of base (26.3 milligrams salt) taken once a day for fourteen days beginning after redeployment. Primaquine medication may be dispensed in theater immediately prior to redeployment or upon return to home station.

7–7. Dental Requirements.

a. Programmatic Background and Requirements: AC Soldiers:

(1) AC Soldier dental readiness requirements are maintained by the Active Dental Care System (AADCS) commanded by the U.S. Army Dental Command (DENCOM) through its Dental

Activities (DENTACs) and their subordinate dental treatment facilities (DTF) located at AC Army installations.

(2) AC unit commanders and Soldiers are responsible for maintaining their dental readiness on an annual basis in order to meet dental readiness deployment standards. Examinations and treatment are arranged through DTFs.

(3) For remotely stationed AC Soldiers, annual examinations and treatment are performed through the Active Duty Dental Plan (ADDP). The annual exam and dental readiness classification (DRC) for remotely stationed AC Soldiers can be documented on a DD Form 2813 (DOD Active Duty/ Reserve Forces Dental Examination). The AC Soldier is responsible for faxing the DD2813 to the Dental Command Corporate Dental Application (CDA) help desk at 210-295-0963 / DSN 421-0963. The form must be correctly completed by a dentist in order for it to be accepted by the CDA help desk. Information concerning the correct completion of DD Form 2813 can be found on the U.S. DENCOM web page under the Mobilization/Demobilization Requirements>Mobilization Dental Deployment and Processing requirements > Military Dental Record Requirements section at https://www.dencom.army.mil. A copy of a DD Form 2813 is located within the same section. Although radiographs are not required to accompany the DD Form 2813, each AC Soldier is required to have a digital panoramic radiograph depicting the Soldier's current oral condition in the Army Dental Digital Repository (ADDR) to meet the deployment requirements. For AGR Soldiers in a remote status, follow the instructions for the submission of DD Form 2813 in section 7-7d.

(4) Prior to deployment AC unit commanders and the installation DENTAC command shall coordinate validation deployment processing of AC Soldiers to ensure each AC Soldier meets the dental readiness deployment requirements:

(5) A Current annual dental examination – documented in the CDA. The date of the examination must be current and must not expire before the deployment date.

(6) A minimum DRC of 2 – Soldiers who have a current DRC of 3 or 4 should continue through their chain of command and the installation DENTAC to obtain necessary dental examinations and treatment prior to deployment. Soldiers in DRC 3 or 4 who require treatment for pain, trauma, oral infections, or follow-up care, are not eligible for overseas deployment until corrective action is completed.

(7) A digital panoramic radiograph which resides within the ADDR – by 1 October, 2010, each AC Soldier is required to have a digital panoramic radiograph in the ADDR to meet dental deployment requirements. The radiograph must be of adequate quality for diagnostic or forensic purposes and represent the AC Soldier's current oral conditions for identification purposes.

(8) Applicable orthodontic appliance requirements – Orthodontic appliances do not preclude dental eligibility, provided they are evaluated for stability and inactivated through the use of passive holding arches and/or secured with stainless steel ties or other means prior to deployment. The DENTCOM policy letter 08-08, Orthodontic Care; however, recommends the removal and placement of a retainer for Soldier deployed for more than 6 months. If the AC Soldier refuses the recommendation, the Soldier must sign a waiver stating they will not hold DENCOM responsible for decay that occurs under braces during the deployment.

b. Programmatic Background and Requirements: RC Soldiers:

(1) Dental readiness is a commander's and an individual RC Soldier's responsibility.

(2) The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA M&RA) policy guidance memorandum of 3 September 2008, subject: Policy Guidance for Establishing the Army Selected Reserves (SELRES) Dental Readiness Systems (ASDRS) directs the Chief, Army Reserve

and Director, Army National Guard, to implement ASDRS using base program readiness funding (Operation and Maintenance) to achieve the DOD Health Affairs (HA) policy 06-001 dental readiness standard 995% of Soldiers in DRC 1 or 2) in support of all SELRES Soldiers outside of alert for mobilization status. The ASDRS shall program for an annual dental examination and DRC 3 treatment at no cost to the individual SELRES Soldier who is outside of alert mobilization status. Once alerted, or ordered to active duty for a period of more than 30 days, ASDRS may use contingency funds for alerted Ready Reserve Soldiers (SELRES, IRR, and Inactive National Guard) IAW Title 10, U.A, Code Section 107a(f)(1). ASDRS base program readiness funds should not be depleted when ASDRS contingency funds are authorized after the alert.

(3) The goal of ASDRS is to avoid "just in time" dental examinations and DRC 3 treatments when a Soldier is alerted for mobilization. Mobilization (M)-day or Troop Program Unit (TPU) commanders will use base program readiness funds to ensure Soldiers have access to hometown dental care and are provided individual dental appointments at a home station network dental provider. Commanders will also use base program readiness funds to arrange any necessary follow-up appointments with the same provider when possible. This approach helps to promote continuity of dental care and a preventative dentistry mindset while maximizing Soldier dental readiness outside of an alert for mobilization.

(4) Once alerted, TPU commanders may use ASDRS contingency operations funds to ensure necessary remedial dental readiness care (dental examination and/or DRC 3 treatments) is provided before sending the Soldier to the mobilization platform. The need to provide "just in time" dental readiness care upon alert, should be the exception, not the rule. Soldiers readiness processing (SRP) mass exam/treatment events in support of Army SELRES dental readiness should rarely be required if the SELRES Soldiers have sought care from a hometown dentist. Commands must ensure that the current dental examination will not expire between the time the Soldier reports to the mobilization platform, and the expected date the Soldier will deploy from the mobilization platform.

c. Implementation of ASDRS – Contracted Services:

(1) The Reserve Health Readiness Program (RHRP), a DoD contracted provider network entity, is the primary tool for ASDRS implementation using contract dental readiness care. RHRP provides digital electronic data entry into the RC electronic dental record classification system (DENCLASS); the ADDR; and the Army's Medical Protection System (MEDPROS). RHRP also provides a quality assurance (QA) monitoring program as well as procedure code/expenditures tracking.

(2) SELRES units using non-RHRP contracted dental provider networks must ensure that a Statement of Work (SOW) includes the requirement for DENCLASS data entry, implementation of a QA plan and procedure code/expenditure tracking.

(3) SELRES units should use a single contractor for the completion of both examination and treatment services on a RC Soldiers. Use of multiple contactors (such as non-RHRP for exams and RHRP for treatment), results in duplication of processes, an increase of expenses and inconsistent communication between contractor entities for completion of dental services.

(4) USAR Soldiers should coordinate dental readiness examinations and treatment through their unit administrator using the Reserve health Readiness Program (RHRP) contractor, by dialing 1-800-666-2833. ARNG Soldiers should contact their deputy state surgeon's office on using state directed dental readiness options to include RHRP or non-RHRP contracted services.

d. Implementation of ASDRS - Data Collection:

(1) ASDRS policy guidance requires SELRES units to ensure that dental readiness documentation performed by contracted dental provider entities or indigenous RC military dental personnel, has been entered into the DENCLASS exam documentation or treatment reclassification

modules to ensure correct documentation of DENCLASS, the ADDR, and MEDPROS. As of 1 October 2009, each of the RC Dental Surgeons has directed that all subsequent dental readiness documentation be electronically inputted into and on file within DENCLASS. As of 1 October 2010, each RC dental surgeons has directed that all RC Soldiers have a digital panoramic radiograph on file in the ADDR as a dental deployment requirement.

(2) DD Form 2813 (DoD Active Duty/Reserve Forces Dental Examination). An RC Soldier who has a private civilian dentist who is not being compensated by ASDRS for that Soldier's dental readiness care may have their private dentist perform an annual dental examination and document the results of the examination on a DD Form 2813. The government is not obligated to pay for any administrative costs incurred for completing this form. Although radiographs, including digital panoramic radiograph, are not required to accompany the DD Form 2813, the RC Soldier is responsible for having a digital panoramic radiograph in their DENCLASS record and on file in the ADDR. RC Soldiers who receive an annual dental examination within a Sister Service dental treatment facility may have the Sister Service dental provider document the DD Form 2813 with the results of that dental examination. Each of the RC entities may direct specific implementation instructions for the frequency and use of a DD Form 2813 (i.e., a dental examination must be performed by the ASDRS in lieu of a DD Form 2813 on a specific multi-year time period). The DD Form 2813 must be completed correctly by the private dentist or it will be rejected at the data entry point into DENCLASS. Information concerning the correct completion of DD Form 2813 can be found on the U.S. Army Dental Command web page under Mobilization/Demobilization Requirements>Mobilization Dental Deployment and Processing Requirements>Military Dental Record Requirements section at https://www.dencom.army.mil. Paper DD Form 2813s for RC Soldiers will not be accepted at the mobilization platform dental processing station starting 1 October 2010 because the form and its data is required to be placed in DENCLASS prior to arrival at the mobilization platform so the Soldier can be electronically validated for their deployment dental readiness status. The DD Form 2813 should be submitted as outlined below. AGR Soldiers who use a DD Form 2813 are required to submit it through the process identified for their component to ensure entry into DENCLASS.

(3) Army Component 2 Soldiers (ARNG): Send or Fax the DD Form 2813 to the Soldier's Deputy State Surgeon's office. The Deputy State Surgeon's office will input the documentation into DENCLASS.

(4) Army Component 3 Soldiers (USAR): Fax the DD 2813 to the Reserve Health Readiness Program at 608-793-2960. AR Soldiers may call 1-800-666-2833 extension 2386 for DD Form 2813 inquiries.

e. Implementation of RC Dental Readiness – Active Army Dental Care System (AADCS):

(1) The AADCS, operated by the U.S. Army Dental Command (DENCOM) through its DENTAC commanded DTFs and Contingency Operations RC Mobilization Installations, examines and treats RC Soldiers who are on eligible active duty status.

(2) Thirty or fewer days of active duty status. Emergent dental care is authorized and does not include annual dental readiness requirements such as an annual exam and DRC 3 treatments. AADCS DTFs will not accept SELRES unit requests to perform RC annual dental readiness requirements during the unit's annual training (AT). SELRES units are to utilize the ASDRS.

(3) More than 30 days of active duty status. Non-emergent dental care is authorized, but SELRES units should not purposely place RC Soldiers on duty for greater than 30 days in order to receive dental readiness care through the AADCS. SELRES units have existing authority to use the ASDRS to achieve dental readiness on a year round basis.

(4) RC Soldiers are examined and DRC 3 conditions treated during Initial Entry Training (IET) through the DENCOM First Term Dental Readiness (FTDR) program. Upon return from IET to the

SELRES unit, the unit commander and the RC Soldier assume responsibility for the RC Soldier's dental readiness which is implemented through the ASDRS.

(5) RC Soldiers who receive a Delayed Effective Date Active Duty Order, which identifies that the RC Soldier shall be called to Active Duty Status for a period of more than 30 days in support of a contingency operation, are eligible for dental care within the AADCS up to 180 days prior to the mobilization date or issuance of the order, whichever is later. The RC Soldier must be identified as eligible for dental care through DEERS and it is the responsibility of the SELRES unit to contact DEERS to switch the RC Soldier to remote or DTF care DEERS eligibility status. SELRES units utilizing ASDRS as required and described in section 7-7a should not need to or purposely use this benefit for SELRES unit dental readiness purposes. This benefit is primarily for individual RC Soldier dental health needs and not unit dental readiness requirements.

(6) The AADCS is responsible for ensuring electronic examination documentation, radiographs, and treatment records have been placed in the AADCS electronic record data base in CDA and the ADDR. The AADCS electronic database is available to the ASDRS through a DENCLASS portal.

f. Mobilization Platform Dental Readiness Validation Requirements:

(1) Validation Processing Timeline. RC Soldiers must meet all dental readiness deployment requirements prior to MOBSAD (Mobilization Station Arrival Date) in order to be validated as GO for dental readiness deployment requirements without restrictions.

(2) Validation Processing Electronic SRP and Hard Copy Dental Record.

(3) Starting 1 Oct 2010, all RC Soldiers will be electronically validated at the mobilization platform to determine their "GO" and "NO GO" dental readiness deployment status based upon synchronized electronic dental data residing in the ASDRS electronic dental record (DENCLASS) or the AADCS electronic dental database (ADDR/CDA). The electronic database will be the prime verification source for dental processing stations.

(4) Paper dental documentation brought to the mobilization platform which has not been placed into the DENCLASS electronic database (if dental care was performed by the ASDRS) or into CDA (if dental care was performed by the AADCS) will not be considered for validation purposes as it does not reside in the electronic prime verification source. SELRES units, Soldiers, and ASDRS contracted networks shall ensure that all paper dental record documentation data required for determination of a Soldier's dental readiness deployment status has been transferred into the DENCLASS electronic database prior to the Soldier's MOBSAD.

(5) Each Soldier's hard copy dental record shall be required to be present at the mobilization platform dental processing station 30 days prior to the Soldier's MOBSAD. The purpose of the hard copy record will be to record subsequent treatment, if required, which cannot be recorded in existing electronic dental record systems. This protocol shall stand until such time in the future that all Army dental exam and treatment documentation is able to be recorded in an electronic format. However, additional dental readiness data produced between the shipment of the dental record and the MOBSAD should be placed into DENCLASS to ensure the data is available electronically to the mobilization installation dental processing station.

(6) The hard copy military dental record should contain a military dental record jacket, DA Form 5570 (Health Questionnaire), privacy act statement, SF 603 record of dental care form or a DD Form 2813, HIPPA notice of privacy practices label, and supporting radiographs. Dental documentation data recorded in an electronic system does not need to be printed out and placed into the hard copy record if the data is available electronically. A digital panoramic radiograph is required to be in the ADDR for deployment purposes.

(7) Deployment Dental Readiness Requirements.

(8) A current annual dental examination – performed by the ASDRS and documented in DENCLASS or performed by the AADCS and documented in the Corporate Dental Application (CDA). The date of the examination must be current at the time of the mobilization platform validation date. The SELRES unit shall ensure the annual exam expiration date does not expire between MOBSAD and the Soldier's Ready to Load Date (RLD), i.e. prior to the date when the SELRES unit will leave the mobilization installation to deploy. The pre-mobilization dental examination must be performed to the Army Standard and all required data fields within the ASDRS or AADCS electronic data systems must be completed.

(9) A minimum Dental Readiness Class (DRC) of 2. A minimum DRC 2 status is required for deploying RC Soldiers. RC Soldiers in a DRC 3 status are eligible for mobilization within CONUS at initial mobilization validation processing but are required to attain a minimum DRC 2 to meet the Active Duty dental readiness standards. Soldiers who do not have a current dental examination (DRC 4) or who have already been identified as DRC 3, should coordinate through their chain of command to obtain necessary dental treatment prior to joining their units. Soldiers in DRC 3 or 4 status who require treatment for pain, trauma, oral infections, or follow-up care are not eligible for overseas deployment until corrective action is completed.

(10) A digital panoramic radiograph which resides within the ADDR. By 1 Oct 2010, each RC Soldier, in order to meet the dental readiness deployment requirements, must have a digital panoramic radiograph on file in the Army Dental Digital Repository (ADDR). The radiograph must meet the Army standard which requires it to be of adequate quality for diagnostic or forensic purposes. There is no expiration date on the digital panoramic radiograph as long as it depicts the RC Soldier's current oral conditions for identification purposes.

(11) Supporting digital radiographs (i.e. bitewing and periapical radiographs). These radiographs should reside within the ADDR and meet the frequency requirements agreed upon by the Reserve Components dental surgeons directed through the ASDRS contract entities.

(12) Orthodontic appliance (if applicable) requirements. Soldiers with orthodontic appliances are DRC 2. Orthodontic appliances do not preclude deployment eligibility provided they are evaluated for stability and inactivated through the use of passive holding arches and/or are secured with stainless steel ties or other means prior to deployment. However, the U.S. Army Dental Command (DENCOM) Policy Letter 08-08, Orthodontic Care recommends the removal and placement of a retainer for Soldiers deployed for more than 6 months, prior to arrival at the MOB station. If the RC Soldier presents to the mobilization platform with active orthodontic appliances (i.e. braces), the removal of those braces and placement of a retainer by their civilian orthodontist will be recommended. If the Soldier refuses the recommendation, he/she must sign a waiver stating he/she will not hold DENCOM responsible for decay that occurs under the braces during their deployment. DENCOM is not responsible for replacing braces after redeployment.

(13) Dental REFRAD Policy. If a RC Soldier reports to the mobilization platform and is validated as DRC 3 with dental disease that cannot be treated to DRC 2 status within 25 days of the MOBSAD, the Soldier will be identified as a Dental REFRAD (Release from Active Duty). Disqualifying conditions include temporary and permanent conditions that do not meet dental retention standards (Reference AR 40-501, Chapter 3). The Soldier's record will be annotated as dentally unqualified for deployment and be annotated in the 25 Day REFRAD module of the Medical Occupational Data System (MODS). Administrative processing of REFRAD orders, Soldier out-processing and return to home of record must be completed no later than (NLT) 30 days from Soldier's M-date. A RC commander may request of the mobilization installation dental processing station commander that key and essential RC Soldiers be delayed for deployment in order to receive dental care past 25 days of the MOBSAD. Requests are to be granted on a case-by-case basis, dependent upon the following: 1) dental mobilization station workload treating NO GO Soldiers who can be treated within 25 days; 2) the amount of training time the Soldier would lose at the mobilization station while receiving dental care thereby

degrading mission capability; and 3) whether the specific dental conditions can be treated with minimal delays in the Soldier's deployment date based upon a theatre mission capability analysis. RC commanders should not send RC Soldiers with dental REFRAD conditions to mobilization platforms.

g. Dental Readiness Requirements When Deployed:

The mandatory annual dental exam requirement is suspended for Soldiers (all Compos) serving in a deployed status OCONUS in support of contingency operations. However, Soldiers must deploy in a minimum DFC 2 status. Once deployed, the periodic dental examination requirement will be deferred until 6 months after the Solider redeploys. Soldiers who require a current periodic dental examination for promotion, reenlistment, extensions on temporary active duty, or other personnel actions and are OIF/OEF deployed will not have those actions held up solely because of a requirement for a current annual dental examination. This policy does not preclude commanders from directing the accomplishment of the annual dental examination requirement if the force protection environment, time, resources, and electronic dental record capabilities in theatre are present to meet the demobilization dental reset electronic data requirements.

h. Programmatic Background and Requirements - DoD Civilians:

(1) IAW DODI 1400.32, 6.1.10 (DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures), and published Civilian Personnel Online Mobilization and Demobilization Guidance (http://cpol.army.mil/library/mobil/civ-mobil.html), DoD Civilians are required to report to Army deployment processing stations in either a Dental Readiness Class (DRC) 1 or 2 status in order to be deployed (see AR 40-3, 6-5, Medical Services, Medical, Dental and Veterinary Care, for a detailed explanation of dental readiness classifications), and dental work is to be completed at employee's expense prior to deployment. A correctly completed DD Form 2813 indicating the DoD Civilian is DRC 1 or 2 is the only accepted valid documentation of the DoD Civilian's current dental readiness deployment status, unless a current DRC 1 or 2 status resides in the Army dental electronic database. The DD Form 2813 must indicate that the DoD Civilian does not have DRC 3 dental disease (a dental problem that may become an emergency within the next 12 months). The DD Form 2813 must be completed correctly by the DoD Civilian's private dentist or it will be rejected by the dental processing station. The Army dental processing station may conduct quality assurance dental screening services to ensure DoD Civilian compliance with dental readiness deployment requirements and to prevent falsification of DD Form 2813 data.

(2) Information concerning the correct completion of DD Form 2813 can be found on the U.S. Army Dental Command web page under the Mobilization/Demobilization Requirements>Mobilization Dental Deployment and Processing Requirements>Military Dental Record Requirements section at https://www.dencom/army.mil.

(3) To obtain an electronic copy of DD Form 2813, go to: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2813.pdf. Civilians will modify this form as follows: cross out the words "an Active Duty/Guard/Reserve member of" and write in the words "a DoD Civilian preparing to deploy with" before giving the form to a private dentist for completion.

(4) If the DoD Civilian arrives at an Army deployment processing station without a correctly completed DD Form 2813 which indicates a minimum DRC 2 status OR if the DD Form 2813 is rejected by the dental processing station due to quality assurance reasons, the DoD Civilian is eligible to receive a dental examination performed by the Army dental processing station in order to determine a DRC. If the examination indicates a DRC 3 status, the DoD Civilian shall be directed to seek the necessary corrective dental care at their own expense (non-reimbursable) in order to attain a minimum DRC 2 status. After completion of DRC 3 care, the DoD Civilian shall obtain a correctly documented DD Form 2813 from the local private treating dentist. Upon presentation of a correctly completed DD Form 2813 indicating a minimum DRC 2 status, the DoD Civilian will be validated as meeting the deployment dental readiness requirements. If the DoD Civilian fails to take the appropriate corrective action, they will remain non-deployable. It is highly recommended that DoD Civilian personnel not wait until their arrival

to the Army deployment processing station to determine their DRC. If the DoD Civilian is required to seek private dental care in the local economy, dental care access and expense is highly variable, which may lead to a significant delay in the DoD Civilian's deployment time schedule. DENCOM and the Army deployment dental processing station are not responsible for the access to dental care nor the expense of that dental care performed on a DoD Civilian by the local economy private dentist.

(5) Once a DoD Civilian deploys to theater, they are authorized emergency dental care via the Army, Air Force, or Navy (Department of Defense) operational dental treatment modules assigned within the combatant command.

(6) DoD Civilians deploying outside CONUS and US territories are required to provide a DNA sample and/or a dental panoramic radiograph IAW DA Pam 690-47, DA Civilian Employee Deployment Guide, (appendix a). A dental panoramic radiograph is not required for civilian employees unless the ability to take DNA samples is not available.

i. Programmatic Background and Requirements: Government Contractors:

(1) Contractors are not employees of the United States Government. Unless explicitly stated in the Government contract, the Government is not obligated to provide dental services to contract employees except as provided in (6) below. The contractor and its employees are therefore responsible for ensuring that they achieve the required deployment dental readiness requirements at their own expense.

(2) IAW DODI 1400.32, 6.1.10., Government contractors are required to report to Army deployment processing stations in either a Dental Readiness Class (DRC) 1 or 2 status in order to be deployed (see AR 40-3, 6-5 for a detailed explanation of dental classifications). A correctly completed DD Form 2813 indicating the Government contractor is DRC 1 or 2 is the only accepted valid documentation of the Government contractor's current dental readiness deployment status, unless a current DRC 1 or 2 status resides in the Army dental database. The DD Form 2813 must indicate that the Government contractor does not have DRC 3 dental disease (a dental problem that may become an emergency within the next 12 months). The DD Form 2813 must be completed correctly by the Government contractor's private dentist or it will be rejected by the dental processing station. The Army dental processing station may conduct quality assurance dental screening services to ensure Government contractor compliance with dental readiness deployment requirements and to prevent falsification of DD Form 2813 data.

(3) Information concerning the correct completion of DD Form 2813 can be found on the U.S. Army Dental Command web page under the Mobilization/Demobilization Requirements>Mobilization Dental Deployment and Processing Requirements>Military Dental Record Requirements section at https://www.dencom/army.mil.

(4) To obtain an electronic copy of DD Form 2813, go to: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2813.pdf. Civilians will modify this form as follows: cross out the words "an Active Duty/Guard Reserve member of" and write in the words "a Government contractor preparing to deploy with" before giving the form to a private dentist for completion.

(5) If the Government contractor arrives at an Army deployment processing station without a correctly completed DD Form 2813 which indicates a minimum DRC 2 status OR if the DD Form 2813 is rejected by the dental processing station due to quality assurance reasons, the Government contractor shall be directed to seek through a local private dentist at their own expense (non-Government reimbursable) an examination, the necessary corrective dental care to attain a minimum DRC 2 status, and a correctly documented DD Form 2813 indicating a minimum DRC 2 status. Upon presentation of a correctly completed DD Form 2813 indicating a minimum DRC 2 status to the Army dental processing station, the Government contractor will be validated as meeting deployment dental readiness requirements. It is highly recommended that Government contractor personnel not wait until their arrival

to the Army deployment processing station to seek private dental care in the local economy. Local private dental care access and expense is highly variable, which may lead to a significant delay in the Government contractor's deployment time schedule. DENCOM and the Army deployment dental processing station are not responsible for the access to dental care nor the expense of that dental care performed on Government contractor personnel by the local economy private dentist.

(6) Once a contractor deploys to theater, they are authorized emergency dental care via the DoD operational dental treatment modules assigned within the combatant command.

7–8. Forms and Documentation.

Deployment health (medical and occupational and environmental health[OEH]) surveillance. Commanders MUST implement a comprehensive deployment health program, which effectively anticipates, recognizes, evaluates, controls, and mitigates health threats encountered during deployments. Key components of this program include the assessment and documentation of individual health and the collection, documentation, and archival of medical care and OEH exposures during the deployment.

a. Pre-deployment Health Assessment Questionnaire (DD Form 2795):

The decision to complete the DD Form 2795 is based on the deployment type or commander's decision, DoD and Service policies, and the health risk assessments for the joint operations area, area of operations, or for the specific deployment location. Internet forms may be locally reproduced. Blank forms are available for download at http://afhsc.army.mil; however, electronic submission to DMSS is required

(1) The form must be completed or the previous form must be confirmed as current within 60 days prior to the expected deployment date

(2) The original of the completed form must be placed in the deploying individual's permanent medical record, with a copy included in the individual's deployment health record. Copies are required to be submitted electronically to DMSS. Services may require submission to DMSS via their surveillance hubs.

b. Post-deployment Health Assessment (DD Form 2796):

(1) The DD Form 2796 is required if a DD Form 2795 was required during the pre-deployment phase or per the decision of the COCOM commander, Service component commander, or commander exercising operational control if any health threats evolved or exposures (OEH or CBRN) occurred during the deployment that warrant medical assessment or follow-up.

(2) When required, the form should be completed as close to the redeployment date as possible, but not earlier than 30 days before the expected redeployment date and not later than (NLT) 30 days after redeployment, and for Reserve Component members, before they are released from active duty.

(3) The original of the completed form must be placed in the deployed individual's permanent medical record. Submit copies of the completed forms electronically to the DMSS. Services may require submission of the forms to DMSS via their surveillance hubs.

c. Post-Deployment Health Reassessment (DD Form 2900):

(1) Complete DD Forms 2900, "Post-Deployment Health Reassessment (PDHRA)," when required.

(2) A DD Form 2900 will be administered to each redeployed individual within 90 to 180 days after return to home station from a deployment that required completion of a post-deployment health assessment. For individuals who received wounds or injuries that required hospitalization or extended treatment before returning to home station, the reassessment will be administered 90 to 180 days following their return home.

(3) After the form is completed, a trained health care provider will discuss health concerns indicated on the form and determine if referrals are required. Educate individuals on post deployment health readjustment issues and provide information on resources available for assistance.

(4) The original of the completed form must be placed in the deployed individual's permanent medical record. Submit copies of the completed forms electronically to the DMSS. Services may require submission of the forms to DMSS via their surveillance hubs.

(5) For more information see: Memorandum, OSD(HA), 25 October 2001, subject: Updated Policy for Pre- and Post-Deployment Health Assessments and Blood Samples; Memorandum, OSD(HA), 23 January 2006, subject: Army Post-Deployment Health Reassessment Implementation Plan; OSD Memorandum, OSD(HA), 24 Sep 07, subject: Policy Guidance for Provision of Medical Care to Department of Defense Civilian Employees Injured or Wounded While Forward Deployed in Support of Hostilities; DoD Instructions 6490.03, Deployment Health, dated 11 August 2006; U.S. Army PDHRA Implementation Plan, dated 23 January 2006; ALARACT 031/2006; and ALARACT 127/2008.

d. Health Assessment – Pre and Post Deployment:

Individuals' contact with a health care provider is essential and the most important part of the health assessment. Facilities are reminded of this. The deployment health assessment forms must be immediately reviewed by a health care provider.

(1) Pre-deployment Health Assessment:

Following completion of the DD Form 2795, it must be immediately reviewed by a health care provider. For this purpose, the provider must be a nurse, medical technician, medic, or corpsman.

A positive response to questions 2, 3, 4, 7, or 8 requires referral to a trained health care provider (physician, physician assistant, nurse practitioner, advanced practice nurse, independent duty corpsman, independent duty medical technician, or Special Forces medical sergeant).

(2) Post-deployment Health Assessment: Each returning individual who requires a DD Form 2796 must be scheduled for a face-to-face health assessment with a trained health care provider (physician, physician assistant, nurse practitioner, advanced practice nurse, independent duty corpsman, independent duty medical technician, or Special Forces medical sergeant) during in-theater medical out-processing or within 30 days after returning to home or processing station. The assessment will include a discussion of:

The individual's responses to the health assessment questions on the DD Form 2796;

Mental health or psychosocial issues commonly associated with deployments;

FHPPPs taken during the deployment; and

Concerns about possible environmental or occupational exposures.

Each individual with indicated health referrals or concerns shall meet with a trained health care provider for evaluation of deployment-related health issues using the tools and protocols of the Post-Deployment Health Clinical Practice Guideline (PDHCPG). (See http://www.pdhealth.mil.) This evaluation shall ideally be conducted by the individual's primary care manager or team (or other authorized provider) and will be documented using the PDHCPG diagnostic International Classification of Diseases code V70.5_6 in the DoD electronic patient medical record or other automated patient-tracking program.

e. Electronic DD Form 2795 and DD Form 2796:

Pre- and post-deployment health assessments (DD Form 2795 and DD Form 2796) will be completed electronically. Stand-alone and internet based electronic versions of both forms are available to medical personnel at http://www.mods.army.mil. A printed copy of the form must be placed in the Soldier's health record and another must be placed inside DD Form 2766 (adult preventive and chronic care flow sheet).

f. Electronic DD Form 2900:

The Post-Deployment Health Reassessment (DD Form 2900) must be completed electronically via AKO, the Army's Medical Protection System (MEDPROS) Web Data Entry (MWDE), or in a store and forward application. Soldiers can access the form via AKO at AKO Home > Self Service > My Medical > My Medical (drop down tab) > My Medical Readiness > Deployment Health Assessments. Soldier completion of the demographic portion of the DD Form 2900 is mandatory; completion of medical questions is voluntary, but completion is highly recommended. The DD Form 2900 is not complete until the Soldier interviews one-on-one or telephonically with a licensed health care provider (physician, nurse practitioner, or physician assistant) and the form is signed and dated by the health care provider. The completed DD Form 2900 is uploaded into MEDPROS after validation from the Defense Medical Surveillance System (DMSS). A printed copy of the form is to be placed in the Soldier's health record. The DMSS is the ultimate repository for all DD Forms 2900. Reference: U.S. Army PDHRA Implementation Plan, dated 23 January 2006.

g. Contact Information:

Additional instructions and information are available at AFHSC website at http://afhsc.army.mil.

h. Environmental Monitoring/Environmental Health:

Commanders will ensure that environmental threats to include those from storage, use, and disposal of hazardous materials are identified and proper precautions implemented. Occupational and environmental monitoring of air, water, soil and radiation will be conducted based on assessment by medical authorities of actual or potential medical threats. Supporting medical units will collect, analyze, and report disease and non-battle injury (DNBI) rates among Soldiers and Civilians participating in these operations.

i. Post-deployment screening for exposure to Depleted Uranium

(1) The initial HCP will identify Army personnel with retained metal fragments and suspected inhalation or incidental exposure to DU. The initial HCP does this by:

Reviewing and ensuring the completion of the DD Form 2796 for all redeploying/demobilizing Soldiers.

Identifying wounded individuals and individuals with suspected DU exposure who provided a positive response on the DD Form 2796, Post-Deployment Health Assessment, regarding potential DU exposure.

Using the short exposure assessment questionnaire provided in Annex 3 (OTSG policy - 07-022) to complete the potential exposure assessment; assigning a DU potential exposure level (I, II, or III); and determining the need for bioassay for potentially exposed Soldiers.

Documenting the assigned level (Level I-III) of potential DU exposure on the DD Form 2796.

Referring all individuals assigned a Level I or Level II potential DU exposure to their PCM at the Medical Treatment Facility (MTF) for further assessment and a 24-hour urine uranium analysis as soon as possible. The level of exposure and referral, if indicated, will be documented on the DD Form 2796 and in the individual health record on the DD Form 2766 and transferred into the permanent medical record during reconciliation/update.

(2) The HCP or Primary Care Manager (PCM) at the MTF at which fragment and/or urine specimens are collected from Level I and II personnel will complete the DD Form 2872, DU Questionnaire and DD Form 2872-1, Health Survey. The original DU Questionnaire is placed in the individual medical record and a copy is sent along with any fragment or urine specimens going to the USACHPPM for analysis.

j. Patient Encounters.

Copies of all inpatient and original outpatient medical encounter documentation (including medical treatment records provided to deployed personnel by allies and coalition partners of the United States) must be incorporated into the deployment health record (DD Form 2766) or equivalent.

k. Integration of Medical and Exposure Documentation.

Integrate the DD Forms 2766 and copies of the DD Forms 2795 and 2796, documentation of theater inpatient and outpatient health care encounters, environmental and occupational exposure summaries (SF 600), and incident documentation with the individuals' permanent medical health records within 30 days of redeployed personnel returning to a demobilization site or home station. For Reserve Component members, these records should be returned to the medical record custodian at the member's Reserve unit of assignment.

l. Deployment Environmental and Occupational Health Risk Management (DOEHRM)

(1) Commanders will ensure personnel are informed, aware, and protected from exposures to chemical, biological, radiological, and warfare agents; endemic communicable diseases; food-, water-, and vector-borne diseases; ionizing and non-ionizing radiation; combat and operational stress; heat, cold, and altitude extremes; environmental and occupational hazards; toxic industrial; and other physical agents.

(2) Occupational and environmental monitoring of potential health threats will be conducted based on assessment by medical authorities of actual or potential health threats.

(3) OEH sampling data from all military operations will be collected, documented, evaluated, reported, and archived, integrating all relevant sampling data with potential and actual exposures to individual Army personnel, in their medical records.

7–9. Medical Fitness Standards and Medical Care of DA Civilians and Contractors.

a. All Personnel:

All personnel (uniformed service members, government civilian employees, volunteers, and contractor employees) deploying to theater must be medically (to include dental) and psychologically fit for deployment. Fitness specifically includes the ability to accomplish the tasks and duties unique to a

particular operation, and ability to tolerate the environmental and operational conditions of the deployed location, including wear of protective equipment and use of required prophylactic medications.

b. Government Civilian Employees:

Government civilian employees subject to specific physical standards (including, for example firefighters, security guards and police, aviators, aviation crew members and air traffic controllers, divers, marine craft operators and commercial drivers) must meet those standards, in addition to being found fit for the specific deployment by a medical and dental evaluation prior to deployment.

c. Other Government Civilian Employees:

Other government civilian employees and volunteers must be found fit for duty and fit for the specific deployment by a medical and dental evaluation prior to deployment. Minimum standards include ability to wear respiratory protective equipment and other chemical/biological personal protective equipment.

d. Contractor Employees:

Contractor employees must be documented to be fit for the performance of their duties by a medical and dental evaluation prior to deployment, provided at the cost of the contractor or the individual. Minimum standards include ability to wear respiratory protective equipment and other chemical/biological personal protective equipment. Predeployment and/or travel medicine services for contractor employees, including immunizations, TB/HIV testing, prophylactic/therapeutic medications, and evaluation of fitness are the responsibility of the contractor to provide or procure. BWA vaccines (anthrax and smallpox) may be provided by the government on a reimbursable basis. Contractors will obtain and utilize the standards of fitness and the supported command's medical authority.

e. Existing Medical Conditions:

(1) Personnel who have existing medical conditions may deploy if all of the following conditions are met:

(2) The condition(s) is/are not of such a nature that an unexpected worsening is likely to have a medically grave outcome.

(3) The condition(s) is/are stable; that is, currently under medical care, and reasonably anticipated by the pre-deployment medical evaluator not to worsen during the deployment under that regimen of care.

(4) Any required ongoing health care or medications must be immediately available in-theater within the military health system, and have no special handling, storage or other requirements (e.g., cold chain, electrical power required).

(5) No need for significant duty limitation is imposed by the medical condition (the nature of the duty limitation or restriction must be considered). The Theater Surgeon is the appropriate authority to evaluate the suitability of the individual vis-à-vis needed limitations in theater.

f. Medical Record:

The following health information must accompany all personnel (service members and civilians):

(1) Annotation of blood type and Rh factor, HIV, and DNA.

(2) Current medications and allergies. Include any preventive medications prescribed and dispensed to an individual.

(3) Special duty qualifications.

(4) Annotation of corrective lens prescription.

(5) Summary sheet of current and past medical and surgical problems.

(6) Copy of DD Form 2795 (Predeployment Health Assessment Form).

(7) Documentation of dental status class I or II.

(8) Immunization record: Must accurately reflect the current status for all immunizations at the time of departure (i.e. last minute immunizations provided on the deployment line must be annotated in the deployment medical record prior to departure. These must be promptly entered into electronic data system to ensure receiving medics in the AOR have access to accurate data for each inbound member).

g. HIV Testing:

Civilian screening will be within the previous 24 months prior to deployment, or IAW theater policy, SOFA or host nation requirements.

h. Tuberculosis Screening:

PPD must be performed and documented if returning from high threat tuberculosis incidence area IAW paragraph 7-3d and 7-12j. PPD convertors/reactors will be handled IAW Army policy.

i. DNA Sample:

Obtain sample or confirm prior sampling is on file. Contact the DoD DNA Specimen Repository (telephone 301-319-0366, DSN Prefix 285; fax 301-295-0369).

j. Personnel Who Require Medication:

Personnel who require medication will deploy with no less than a 180-day supply of their medication.

k. Personnel Who Require Medical Equipment:

Personnel who require medical equipment (for example, corrective eyewear, hearing aids, orthodontic equipment) must deploy with all required items in their possession, to include two pairs of eyeglasses, protective mask eyeglass inserts, combat eye protection inserts, and hearing aid batteries.

l. The Authority for Acceptability of Medical Conditions:

The authority for acceptability of medical conditions and the availability of medications and required medical care in theater is the Theater Surgeon in whose theater the deploying individual will operate.

m. The Authority for Waiver:

The authority for waiver of these requirements is the Theater Surgeon in whose theater the deploying individual will operate.

n. Medical Entitlements:

(1) DoD civilian employees and DoD contractors are entitled to in-theater full medical care, including pharmacy support, equivalent to that given to active duty military. DoD Civilian employees

who become ill or are injured while forward deployed in support of U.S. military forces engaged in hostilities are eligible for medical evacuation and health care treatment and services in MTFs at the same level and scope provided to military personnel. If medical evacuation is required from the contingency area of operations, use of the medical evacuation system is authorized at no cost to the employee. If the employee requires medical evacuation to CONUS, the sending MTF will assist the employee in making arrangements for transfer to a civilian facility or MTF. Deployed DoD Civilians who were treated in theater continue to be eligible for treatment in an MTF or private sector medical facility for compensable illnesses, diseases, wounds or injuries under the Department of Labor (DoL) Office of Workers' Compensation Programs (OWCP). Medical care will be provided at no cost to the employee. Reference DA Pam 690-47, Chapter 1-34 , DA Pam 715-16, Chapter 8, DCS Directive and OSD Memo dated 24 Sep 07, Subject: Policy Guidance for Provision of Medical Care to Department of Defense Civilian Employees Injured or Wounded While Deployed in Support of Hostilities.

(2) If the employee requires medical evacuation to CONUS, the sending MTF will assist the employee in making arrangements for transfer to a Civilian facility of their choice. All costs associated with treatment and transportation of the DOD contractor or DA Civilian to the selected Civilian facility will be the responsibility of the employee.

o. Application of Minimal Civilian Standards of Fitness for Deployment:

(1) The minimal standards of fitness for deployment, including a list of medical conditions that usually preclude are listed in (6) below. The list of conditions is not comprehensive; there are many more conditions that could be cause to deny medical clearance for deployment. Possession of one or more of the conditions listed in this chapter does not automatically mean that the individual may not deploy. Rather, it imposes the requirement to obtain a knowledgeable physician's opinion as to the deployable status of the individual. "Medical conditions" as used here also include those health conditions usually referred to as dental, oral, psychological and/or emotional conditions.

(2) The medical authority evaluating a member for deployment must bear in mind the following facts:

(a) Medical care in theater is generally not as robust and amply available as that in CONUS. If maintaining an individual's health requires frequent or intense medical management and/or specialist care or ancillary services, they should not deploy.

(b) The individual must take all required medications and medical supplies with him or her. Replacements must be available in the theater formulary.

(c) Medical maintenance support for personal medical devices (e.g., TENS, CPAP) is not available. Common household electrical current (110VAC) is not universally or consistently available.

(d) In addition to the individual's duties, the environmental conditions may include extremes of temperature, physiologic demand (water, mineral, salt, and heat management), and poor air quality (especially particulates), while the operating conditions may impose extremes of diet (to include fat, salt, and caloric levels), discomfort, sleep deprivation, emotional stress, and circadian disruption. If maintaining an individual's health requires avoidance of these extremes or excursions, she/he should not deploy.

(3) The above rules and facts should allow the evaluating medical authority to make qualified judgments as to whether a condition should be approved. Any medical condition that markedly impairs an individual's daily function is potential grounds for disapproval. Evaluation of functional capacity to determine fitness in conditions of physiologic demand is encouraged as needed to make a decision, such as graded exercise testing when there is coronary artery disease or significant risk thereof. The evaluating care provider should pay special attention to cardiovascular, pulmonary, orthopedic, neurological, endocrine, dermatological, psychological, visual, and auditory conditions which

may present hazard to the individual or others and/or preclude performing the related functional requirements in the deployed setting. Also, the amount of medications being taken and their suitability and availability in the theater environment must be considered.

(4) Nothing in this guidance document should be construed as authorizing use of defense health program or military health system resources for such evaluations where it is not elsewhere previously authorized. Generally, defense health program or military health system resources are not authorized for the purpose of pre-deployment or travel medicine evaluations for contractors' employees. Local command legal and resource management authorities should be consulted for questions on this matter.

(5) The general guidance from the parent personnel policy guidance document para 7-9, applies:

(a) All personnel (uniformed service members, government civilian employees, volunteers, and contractor employees) deploying to theater must be medically and psychologically fit for deployment. Fitness specifically includes the ability to accomplish the tasks and duties unique to a particular operation, and ability to tolerate the environmental and operational conditions of the deployed location.

(b) Personnel who have existing medical conditions may deploy if all of the following are met:

(c) The condition(s) is/are not of such a nature that an unexpected worsening is likely to have a medically grave outcome.

(d) The condition(s) is/are stable; that is, currently under medical care, and reasonably anticipated by the pre-deployment medical evaluator not to worsen during the deployment under available care in theater, in light of physical, physiological, psychological and nutritional impacts and effects of the duties and location.

(e) Any required ongoing health care or medications must be immediately available in-theater within the military health system, and have no special handling, storage or other requirements (e.g., cold chain, electrical power required).

(f) No need for significant duty limitation or restriction is imposed by the medical condition (the nature of the accommodation must be considered). The theater surgeon is the appropriate authority to evaluate the suitability of the individual vis-à-vis needed limitations in theater.

(6) Documented medical conditions usually precluding medical clearance. While a list of all possible diagnoses and their severity that should not be approved would be too expansive to list here, the following conditions, in general, should usually not be approved. The medical evaluator must carefully consider whether there is any question whether the climate, the altitude, the nature of available food and housing, the availability of medical, behavioral health, dental, and surgical services, or whether other environmental and operational factors may be hazardous to the deploying person's health because of a known physical condition. Usually, medical clearance to deploy for persons with any of the following documented medical conditions should be granted only after consultation with theater medical authority. The theater medical authority can determine if adequate treatment facilities and specialist support is available at the duty station.

(7) Conditions resulting in inability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments, regardless of the nature of the condition that causes the inability.

(8) Conditions which prohibit required theater immunizations (other than smallpox & anthrax per current guidance) or medications (such as antimalarials and other chemoprophylactic antibiotics).

(9) Conditions or current medical treatment or medications that contraindicate or preclude the use of chemical and biological protectives and antidotes, including oximes (2PAM-chloride), pyridostigmine bromide, atropine or granisetron.

(10) Diabetes mellitus, Type I or II, on pharmacological therapy.

(11) Symptomatic coronary artery disease, or with myocardial infarction within one year prior to deployment, or within six months of coronary artery bypass graft, coronary artery angioplasty, or stenting.

(12) Dysrhythmias or arrythmias, either symptomatic or requiring medical or electro-physiologic control.

(13) Uncontrolled hypertension

(14) Heart failure, current

(15) Automatic implantable cardiac defibrillator

(16) Malignancy newly-diagnosed or under current treatment

(17) Dental and oral conditions requiring or likely to require urgent dental care within six months' time: active orthodontic care; conditions requiring endodontic care; uncontrolled periodontal disease; conditions requiring prosthodontic care; conditions with immediate restorative dentistry needs; conditions with a current requirement for oral.maxillofacial surgery.

(18) New-onset (less than one year) seizure disorder, or seizure within one year prior to deployment.

(19) History of heat stroke

(20) Meniere's disease or other vertiginous/motion sickness disorder, unless well controlled on medications available in theater

(21) Recurrent syncope

(22) Ataxias

(23) New diagnosis (less than one year) of mood disorder, thought disorder, anxiety, somatoform, or dissociative disorder, or personality disorder with mood or thought manifestations.

(24) HIV antibody positivity, confirmed, with the presence of progressive clinical illness or immunological deficiency (Host Nation requirements for notification of HIV-positive personnel in country will be observed). The theater surgeon should be consulted in all instances of HIV seropositivity before medical clearance for deployment.

(25) Unrepaired hernia.

(26) Tracheostomy or aphonia

(27) Nephrolithiasis, current

(28) Active tuberculosis

(29) Pregnancy

(30) Unclosed surgical defect, such as external fixeter placement

(31) Requirement for medical devices using AC power.

7–10. Personnel Protective Equipment and Medications.

a. PPE/CTA 8-100 Items:

All deploying personnel should have the following PPE and /or CTA 8-100 items:

(1) 90-day supply of maintenance medications, if applicable (see Chapter 7-12 for chronic condition special instructions).

(2) Hearing Protection Devices: Options include the following: Double-sided combat arms earplug (NSN 6515-01-466-2710; single-sided non-linear version (NSN 6515-01-512-6072); more recent generations of combat arms earplug are sized to include small (NSN 6515-01-552-0224), medium (NSN 6515-01-552-0229, and large (NSN 6515-01-552-0231). Combat arms earplug is available as an RFI item available currently to all deploying Soldiers. See ALARACT 248/007. An alternative option is the quad-flange earplug (NSN 6515-01-492-0443). Earplug carrying case (NSN 6515-01-100-1674) may be used with all earplugs. Ordering information for the triple-flange earplug is available through DA-PAM 40-501, Hearing Conservation. See ALARACT 248/2007.

(3) Sunscreen (SPF 15 or better) and lip balm, 6508-01-265-0079

(4) Dressing first aid field white, 1 package, 6510-00-083-5573

(5) Water purification tablet iodine 1 bottle-8 mg, 6850-00-985-7166

(6) Camouflage stick, light green and sand, 1 each, 6850-00-161-6262

(7) Camouflage stick, white and loam, 1 each, 6850-00-161-6203

(8) Waterless hand sanitizing gel, NSN 8520-01-490-7358

(9) BLPS/SPECS, as appropriate. Eye safety system (ESS) Goggles NSN 424-01-479-8657 or ESS for NVGS 4240-01-504-6222

b. Malaria Endemic Areas:

All personnel deploying to malaria-endemic areas (per combatant command specific guidance below) will receive the following items:

(1) Prescription of an appropriate anti-malarial medication (in labeled water proof container), as indicated per the combatant command AOR guidance.

(2) Insect repellent lotion (33% DEET) (4 tubes)(NSN 6840-01-284-3982)

(3) Mosquito bed net for use with cot (NSN 7210-00-266-9740) and poles (NSN 7210-00-267-5641); or Mosquito bed net (not for use with cot) (NSN 7210-00-266-9736).

(4) Permethrin repellent to treat uniforms and bed nets if these items are not already treated (aerosol can, NSN 6840-01-278-1336; or IDA-kits, NSN 6840-01-345-0237)

(5) Uniforms (4 sets) permethrin treated. (If available, uniforms made of permethrin-impregnated material).

c. Urban Areas:

Personnel assigned to duties in devastated urban areas where debris from damaged buildings is present and accompanied by blowing dust or fuel vapors will also have a special issue of the following item: respirator (either filtering face-piece respirators or half-face air-purifying respiratory). All issued respirators will be equipped with class 100/high efficiency particulate air (HEPA) filters and organic vapor cartridges.

d. Mortuary/Remains Recovery Duties:

Personnel assigned to mortuary or remains recovery duties will also have a special issue of the following items:

(1) Full-body protective suits, disposable coveralls with shoe covers (tyvex or equivalent protective garment).

(2) Heavy-duty gloves with leather palms.

(3) Splash goggles (dust goggles).

e. Deployment and Mobilization Health Information:

Information about staying healthy during mobilization and/or deployment will be provided to all deploying and mobilizing personnel.

(1) Health threat briefing: All personnel will be briefed on the health threat, including endemic diseases, environmental hazards, proper sanitation and hygiene, personal responsibility and preventive measures to maintain health. Health threat and prevention information is available from the US Army Center for Health Promotion and Preventive Medicine (USACHPPM). Samples of unclassified medical briefings can be obtained from the USACHPPM web site at http://chppm-www.apgea.army.mil/mtb/.

(2) Health information graphical training aids (GTAS): In addition to briefings, each person deploying or mobilizing will be issued individual health information on the health threat and personal procedures to protect health. At a minimum, each person will be issued a copy of GTA 08-05-062, "guide to staying healthy". Additional information will be tailored to the geographical region and circumstances of the deployment or mobilization. All GTAS in the "staying healthy" series are available from the USACHPPM. Samples are available at http://chppm-www.apgea.army.mil/deployment/shg.asp. Point of contact for Army health information products is USACHPPM (410) 436-5217, DSN 584-5217.

7–11. Redeployment Medical Processing.

Upon redeployment from overseas locations, all individuals will undergo medical processing at the deployment platforms (which are power generation platforms (PGP), power projection platforms (PPP), power support platforms (PSP), mobilization stations/installations) and CONUS Replacement Centers or equivalent deployment processing sites to include the following:

(1) Check to ensure that a post-deployment health assessment (DD Form 2796) has been done as required by paragraph 7.2 using the MEDPROS PPDHA reporting module. If there is no record of a DD Form 2796 on file, retrieve the DD Form 2796 from the Soldier's smart card or do a complete DD Form 2796.

(2) If individuals wish to change their responses on DD Form 2796 at the deployment platform, use MEDPROS Web Data Entry to retrieve their form and edit the form online.

(3) Complete testing for tuberculosis if returning from a high threat tuberculosis incidence area IAW paragraph 3.c.

(4) Collect and submit a blood specimen for HIV testing. This specimen will serve as the post-deployment blood specimen and will be archived at the DOD serum repository. Per paragraph 3b(3), HIV testing is optional for Civilian personnel.

(5) Assure that personnel requiring terminal malaria chemoprophylaxis with Primaquine have been tested for G6-PD deficiency prior to receiving Primaquine and are counseled on the importance to complete this course of preventive therapy.

(6) Effective 3 January 2009, all redeploying Soldiers are required to complete a Defense Occupational Environmental Health Readiness System for Hearing Conservation (DOEHRS-HC) audiogram in conjunction with the PDHA or PDHRA. AC Soldiers should receive the DOEHRS-HC audiogram within six months of redeployment, and RC Soldiers should receive the DOEHRS-HC audiogram prior to release from active duty. See ALARACT 003/2009 for more information.

(7) Integrate the deployment health record (DD Form 2766), including the original, completed post-deployment health assessment (DD Form 2796), into the permanent health record.

(8) Evaluate any deployment-related health problems IAW the post-deployment clinical practice guideline (http://www.pdhealth.mil/).

(9) Consider voluntary Medical Retention Processing (MRP) program for RC personnel, as appropriate, to evaluate and treat service connected medical issues with a current LD for the latest operation. Mobilized RC Soldiers who require health care based on medical conditions identified while in an active duty status in support of the OCO may be eligible to volunteer to transition from 10 USC 12302 partial mobilization orders to 12301(h) for MRP. For information on MRP, go to the HQDA, G-1 homepage at www.armyg1.army.mil and click on the link labeled WTU Consolidated Guidance (Administrative).

7–12. Requirements for REFRAD/Demobilization.

a. Medical Benefits and Entitlements Briefing:

All personnel will receive a medical benefits and entitlements briefing. The briefing outlining the minimum standard for medical entitlements is posted at the Deployment Cycle Support website (http://www.armyg1.army.mil/dcs/default.asp) under the Post Deployment Phase Tasks section. Briefing information should include, but is not limited to, the following topics below. For additional guidance, see Annex G, HQDA EXORD 178-11, Mandatory Demobilization Briefings.

(1) Separation Health Assessment (SHA)

(2) Medical Retention Processing (MRP), Medical Retention Processing2 (MRP2) and Incapacitation Pay

(3) TRICARE/Military Health System (MHS) entitlements following REFRAD under the Transitional Assistance Management Program (TAMP). TAMP information can be found at TRICARE Benefit Programs - TAMP.

(4) Points of contact for TRICARE claim issues.

(5) Department of Veterans Affairs (VA) access.

(6) Two forms must be completed: Department of Defense (DD Form 2796, Post-deployment health assessment to be completed within 5 days of redeployment or demobilization, and DD Form 2697, Report of medical assessment).

(7) TRICARE Reserve Select (TRS)

(8) Continued Health Care Benefit Program (CHCBP)

b. Separation Health Assessment:

(1) Completion of a self-assessment tool/questionnaire by the Soldier (DD Form 2697, DD Form 2796 or DD Form 2807-1). Reference OTSG-MEDCOM Policy 06-014.

(2) A face-to-face interview with a health care provider (physician, physician assistant, or nurse practitioner) to review the Soldier's complete medical record review including DD Forms 2796, 2697, and 2795 (pre-deployment health assessment) and all medical records to identify any complaints or potential ad service-related (incurred or aggravated) illness or injury and determine if a consultation, physical examination, or further medical care is required. (Note: review of DD Forms 2795 and 2796 may be completed IAW paragraph 3.h.(7). Personnel undergoing REFRAD, review of the DD Form 2697 and medical records must be accomplished by a physician, physician assistant, or nurse practitioner). If the medical review of the Soldier's documentation does not indicate a need for a physical exam, then a physical exam is not required.

(3) A hands-on physical examination will be performed if during the interview the physician, nurse practitioner, or physician assistant feels a more in-depth examination, to include any additional medical/behavioral consultations and testing, is clinically indicated. Soldiers with unresolved service-connected medical conditions may be retained voluntarily on AD until the conditions can be appropriately diagnosed and a treatment plan established. Pregnancy will not be the sole reason to retain a RC Soldier on active duty.

(4) This separation health assessment may only be waived if the Soldier has undergone a physical examination or assessment within 12 months prior to separation from AD, and then only with the consent of the Soldier and concurrence of the unit commander.

(5) A discussion of the A and B rated US Preventive Services Task Force (USPSTF) recommendations (http://www.ahrq.gov/clinic/uspstfix.htm) based on the individual's age-and-gender, to include appropriate laboratory and imaging procedures. Soldiers are encouraged to adopt the recommended behavior modifications or obtain the recommended laboratory and/or imaging procedures.

(6) For COMPO 1 Soldiers, involuntarily separated: the USPSTF recommendations should be completed prior to their separation date (see AR 40-501 for any additional requirements).

(7) For COMPOs 2 and 3 Soldiers on AD for greater than 30 days under contingency orders are encouraged to accomplish the USPSTF recommendations utilizing their DoD healthcare entitlement during their transitional period benefits within 180 days of REFRAD; and/or using TRICARE Reserve Select (TRS) healthcare plan if enrolled.

(8) An assessment regarding the Soldier's qualification for retention IAW AR 40-501, or need for referral to a Medical Evaluation Board or Physical Evaluation Board.

(9) Documentation of all the above interactions in the Soldier's permanent medical record.

(10) All RC Soldiers with a documented or identified service connected clinical issue, must have a LD Investigation completed (DA Form 2173). See section 'c' below for more information.

c. DA Form 2173:

The health care provider will ensure part I of DA Form 2173, statement of medical examination and duty status, was initiated at the time of treatment to include in country (AOR) for each injury and/or disease (to include those related to dental care). This form is utilized to document line of duty determination.

(1) If a DA Form 2173 is required and none is present, the health care provider will initiate one at the time of the medical/dental out-processing. The DA Form 2173 will then be forwarded to the RC Soldier's unit for completion. AR 600-8-4, Line of Duty Policy, [Interim official guidance can be found at website: https://www.hrc.army.mil/site/reserve/soldierservices/medical/lodinvestigations.htm.

(2) A copy of the DA Form will be placed in the Soldier's deployment record.

d. DA Form 261:

If applicable, a completed DD Form 261, Report of Investigation - line of duty and misconduct status, must also be included.

e. Medical Retention Processing (MRP) Status:

Effective 1 March 2004, RC Soldiers on active duty for contingency operations in support of the Overseas Contingency Operation (OCO) found by military medical authority to have a OCO connected unresolved in the line of duty (LD) medical condition may be eligible for Medical Retention Processing (MRP, 12301(h)). For information on MRP, go to the HQDA, G-1 homepage at www.armyg1.army.mil and click on the link labeled WTU Consolidated Guidance (Administrative).

f. Medical Health Record:

The original DD Forms 2795, 2796 and 2697, as well as any completed DA Form 2173 will be placed in the Soldier's health record. All documentation related to medical treatment received during the period of AD will be included in the health record which will be forwarded back to the appropriate records custodian at the service member's unit.

(1) A copy of all DA Form 2173s and DD Form 261s will be given to the Soldier for his/her personal records.

(2) A copy of DD Form 2796 will be sent to the Army Medical Surveillance Activity (AMSA) per paragraph 3.h.(8).

(3) A copy of DD Form 2697 will be sent to:

Department of Veterans Administration
VA Records Management Center
P.O. Box 50200
St. Louis, MO 63115-8959

g. MEDPROS:

Medical personnel at the demobilization site will enter the completion dates of the DD Form 2795 and 2796 into the Medical Protection System (MEDPROS) Individual Medical Readiness module (IMR).

h. Medical Retention Standards:

All RC Soldiers who do not meet the medical retention standards of AR 40-501, chapter 3, must be referred to a medical evaluation board/physical evaluation board (MEB/PEB). If it is determined that the condition is pre-existing without permanent service aggravation, the service member may still be covered for disability severance or retired pay if the Soldier has accumulated 8 years of AD. To be eligible for this benefit, the Soldier must have his PEB completed prior to release from AD.

i. Authorized Dental Care Upon Demobilization:

(1) HQDA EXORD 310-08, Reserve Components Demobilization Dental Reset, directs Army Commands, Army Service Component Commands and Direct Reporting Units to conduct a Reserve Components (RC) Demobilization Dental Reset. (RC-DDR).

(2) RC-DDR is defined as: All demobilizing RC Soldiers shall receive a complete dental examination and those Soldiers identified as Dental Fitness Class 3 (DFC-3) shall receive all possible and clinically appropriate treatment required to reset the Soldier to a minimum DRC 2 status prior to release from active duty (REFRAD).

(3) The Installation Command and RC Unit Commands that control RC Soldiers' demobilization time or orchestrate their demobilization process shall include this requirement into the Soldiers' demobilization schedules.

(4) All demobilizing RC Soldiers shall process through the demobilization dental reset process to determine their dental reset status. This requirement applies to redeploying/demobilizing RC Soldiers who were stationed in theater as well as demobilizing RC Soldiers who were stationed in non-theater installations. This includes CONUS based demobilizing RC Soldiers and RC Soldiers who demobilize through the CONUS Replacement Center (CRC).

(5) Starting 1 Oct 2010, the dental status of a demobilizing RC Soldier and the determination of the need for a dental examination shall be validated using an electronic SRP processing format. A demobilizing RC Soldier who has received an electronically recorded dental examination within 90 days of the RC-DDR processing date, is a minimum DRC 2 status, and who has a digital panoramic radiograph in the Army Dental Digital Repository (ADDR), to include supporting radiographs taken during the examination process, shall not require a re-examination during the RC-DDR process. Dental examinations in theater currently do not meet the RC-DDR electronic record standards and are not approved until such time as theater produced dental documentation does meet RC-DDR electronic record standards.

(6) RC unit commands shall ensure that their unit hard copy dental records are present at the appropriate demobilization stations no later than 30 days prior to their RC Soldiers beginning their demobilization process. The purpose of the hard copy record will be to record any subsequent treatment that cannot be recorded in existing electronic dental record systems. This protocol shall stand until such time in the future that all Army dental exam and treatment documentation is able to be recorded in an electronic format. The National Guard Bureau (NGB) and United States Army Reserve Command (USARC) are responsible for ensuring their respective RC unit commands bring hard copy dental records to the demobilization platform.

(7) RC Soldiers identified as (DRC 3) during the RC-DDR examination process shall be treated according to the following guidelines:

(8) RC Soldiers who have DRC 3 conditions that can be treated within the demobilization time period scheduled for dental operations resulting in a reclassification to a minimum DRC 2 status and with minimal risk of post operative complications shall be treated during the RC-DDR process.

(9) RC Soldiers who do not meet the treatment parameters as described in (7)(a) shall receive DRC 3 care through their respective components' protocols utilizing the Army SELRES Dental Readiness System (ASDRS).

(10) RC Soldiers who refuse DRC 3 treatment at the demobilization station shall sign a "Statement of Declination of DRC 3 Treatment" form which will be scanned at the demobilization dental processing station and placed into the ADDR.

(11) Unit commands that have DRC 3 Soldiers identified during the RC-DDR process shall provide command emphasis and support to the dental processing station to ensure Soldiers are available for treatment.

(12) Release from Active Duty (REFRAD) will not be delayed due to RC-DDR processing. Those RC Soldiers with DRC 3 conditions not treated to completion during the RC-DDR shall have their treatment completed according to the specific RC component protocols at home station.

(13) Army National Guard (ARNG) Soldiers shall be contacted through their individual State Surgeon's office in order to initiate treatment. Questions on receiving treatment after REFRAD should be directed to the Office of the Deputy State Surgeon. Information is available at GKO>ARNG>Office of the Chief Surgeon (NGB-ARS)>Deputy State Surgeon (DSS).

(14) U.S. Army Reserve (USAR) Soldiers shall be contacted by the Reserve Health Readiness Program office contractor, Logistics Health Incorporated (LHI), within the time period as directed by the U.S. Army Reserve Command Dental Surgeon. USAR Soldiers have the option to contact the LHI customer service department directly to schedule appointments at 1-800-666-2833, option 3.

(15) U.S. Army Dental Command shall provide required electronic data necessary for the NGB and USARC dental surgeons to identify RC Soldiers that are DRC 3 after the RC-DDR process is completed. Responsibility for the completion of DRC 3 treatment then shifts to the ASDRS based upon the guidance of the NGB and USARC dental surgeons for their specific components.

(16) During the RC-DDR process, RC Soldiers shall receive a briefing and handout on their dental health benefits and entitlements. Briefing information shall include, but is not limited to, the following topics:

(17) TRICARE Dental Program (TDP) benefits following demobilization.

(18) Transitional Health Benefits.

(19) Department of Veterans Affairs (VA) dental health benefits for Veterans to include DVA 10-10-EZ enrollment form.

(20) The U.S. Army Dental Command web site at https://www.dencom.army.mil > Reserve/Guard/Civilian/Sister Service Dental Requirements>Demobilization Dental Processing Requirements, contains details on the process to include:

(21) HQDA EXORD 310-08, RC-DDR

(22) MEDCOM OPORD 08-59 (Reserve Component Dental Reset)

(23) DENCOM OPORD 08-01 (Reserve Component Dental Reset)

(24) RC-DDR DFC 3 Memorandum of Instructions for Post-REFRAD Care

(25) Dental Benefits Handout for > 30 Days on Active Duty

(26) DVA Form 10-10EZ

j. Tuberculosis Screening: For Soldiers (all components) returning from a high-threat area, the DASG Memorandum on Army Latent Tuberculosis Infection (LTBI) Surveillance and Control Program and the Supplemental Guidance on LTBI Surveillance and Control Program provide guidance on Tuberculosis Screening at the time of demobilization and 90 to 180 days after demobilization. RC Command Surgeons and ARNG State Surgeons are responsible for ensuring administration of tuberculosis testing for demobilized Soldiers.

k. Regional Medical Commands:

RC commands requiring assistance to coordinate Soldiers' follow-on medical care should contact the regional medical command (RMC) RC noncommissioned officer for their area. These individuals are:

(1) North Atlantic RMC - (202) 782-3441

(2) Southeast RMC - (706) 787-2485

(3) Great Plains RMC - (210) 295-2365

(4) Western RMC - (253) 968-4590

l. TRICARE Reserve Select (TRS):

TRS is premium-based medical coverage for all Reserve Component (RC) Soldiers of the Selected Reserve (SELRES) and their eligible Family members. The National Authorization Act (NDAA) for FY07 authorized all RC Soldiers in the SELRES the opportunity to purchase TRS monthly based on continued service in the SELRES. The NDAA FY 2007 changed the current TRS Program to a one-tier system in which all beneficiaries will pay the lowest cost share premium of 28 percent. The changes to the original TRS Program took effect on 1 Oct 07. Information about this program is available at the following website: http://www.tricare.mil/mybenefit/home/overview/Plans/ReserveSelect/

7–13. Medication Use and Pharmacy Support.

a. SRP Medical Screening for Medications:

All Soldiers will be screened for chronic maintenance medications as part of the SRP pre-deployment process. SRP medical personnel will ensure that Soldiers are appropriately screened for high-risk medications (as determined by the SRP medical officer) that would preclude them from deploying as a result of a disqualifying chronic medical condition. All medications that the Soldier is currently taking will be entered into the patient's (Soldier's) Composite Health Care System (CHCS)/AHLTA (DoD's Electronic Health Record) medication profile to ensure appropriate documentation of drug therapy and to screen for and prevent potential drug-drug interactions or duplicate drug therapy overlaps.

b. Supply of Medications for Soldiers:

(1) A minimum of a 180-day supply of medications for chronic conditions will be dispensed to all deploying Soldiers (Active, Reserve, National Guard). RC Soldiers are expected to arrive at the SRP site with a minimum of a 30-60 day supply of chronic maintenance medications.

(2) Commanders are further expected to provide an electronic copy of the unit manning roster (UMR), excel, access or word documents preferred, which will be provided to the SRP medical officer. Upon completion of SRP processing all deploying USAR and ARNG Soldiers will be issued a total of a 180-day supply of chronic maintenance medication(s). Follow-on chronic maintenance medications will be supplied through the TRICARE Mail Order pharmacy (TMOP) from completed TMOP prescriptions generated at the SRP site. Soldiers are required to register for the TMOP on the mail order contractor's commercial web site prior to departing the SRP site. The registration website link is http://www.express-scripts.com/custom/dod/tmopfaq/. Soldiers must provide a valid email address (commercial or military is acceptable) on the Deployment TMOP Form (see attachment) to ensure delivery of future prescriptions. Soldiers are then required to respond to TMOP refill notification messages sent to the email address provided by the Soldier. At that time, Soldiers will be allowed to confirm their need for a medication.

c. Prescriptions for Contractors:

Contractors who are to be deployed will be expected to process through the SRP site. Contractors who are eligible DOD beneficiaries, will be dispensed a 180-day supply of chronic maintenance medications prior to deployment. For those contract employees who are not DOD eligible beneficiaries, the contractor is responsible to ensure that contract employees deploy with up to a 180-day supply of maintenance medications. Furthermore, the contractor is responsible to coordinate with the employees' civilian health plan for a process that allows for the timely receipt of refill medications.

d. Deployment Medication Information Sheets:

Soldiers will be issued individual patient medication information sheets for any new or changed drug therapies initiated. Additionally, Soldiers will be issued deployment medication information sheets (DMIS) , Vaccine Information Statements (VISs), or trifold brochures for all vaccines and / or deployment related medications dispensed.

e. Oral Contraceptives:

Female Soldiers using oral contraceptives for menstrual cycle suppression will receive a 180-day supply from the SRP site pharmacy and refills through TMOP. The SRP site will administer a dose to the Soldier; the dose is administered every 3 months (DEPO Provera (medroxyprogesterone) injection, which is also used for menstrual cycle suppression). The SRP pharmacy is providing single dose vials (4) to last during deployment, they request the Soldier to utilize medics (if they have them) organic to their unit or a supporting CSH in theater to administer doses while in theater.

f. Female Hygiene Items:

Deploying females should take at least one-month supply of hygiene items. Hygiene items are contained in the health comfort packs ii, NSN 8970-01-368-9155, which should be ordered through existing unit supply channels.

g. Chronic Maintenance Medications:

Soldiers will be screened for medication use related issues as part of the redeployment process to ensure adequacy of supplies of chronic maintenance medications, in addition, to ensuring compliance in completing anti-malarial and other critical preventive drug therapies. RC Soldiers who are to be released from active duty upon redeployment will receive a 30-day supply of all chronic maintenance medications.

7–14. Medical Logistics.

a. General:

Medical logistics support will be provided to establish customers of installation medical supply accounts and will include other governmental agencies as directed.

b. Tracking of Medical Supplies:

All transactions for supplies, equipment, and services will include the project code nr1 and may also be sub-accounted by specified account processing codes assigned from resource managers. All materiel and services ordered in support of this operation will be processed through established logistics automated information systems (DMLSS), to include all IMPAC credit card transactions. The mandatory source for medical materiel is one of the Defense Supply Center Philadelphia (DSCP), provided methodologies (i.e. distribution and pricing agreement (DAPA) or electronic catalog (e cat)). Established DOD regional prime vendor distributors will be utilized to the greatest extent possible, which includes the use of standardized products.

c. Medical Purchases with the IMPAC Credit Card:

Medical materiel not available through the DOD regional prime vendor may be locally procured with either the IMPAC credit card or the purchase request-web (PR-web). The preferred local purchase method is PR-web available at each medical treatment facility's logistics division. PR-Web (local purchase requests) should be sent as necessary to the appropriate MEDCOM contracting office.

7–15. AMEDD PROFIS Rotation and Replacement.

See Chapter 5-14 for more information.

7–16. Points of Contact.

a. For preventive medicine and medical threat information at OTSG/POPM call DSN 761-8134, COMM (703) 681-8134, or email OTSGProponencyOfficeforPreventiveMedicine@otsg.amedd.army.mil

b. For deployment environmental surveillance at USACHPPM call (800) 222-9698 or at the deployment environmental surveillance program website at http://chppm-www.apgea.army.mil/desp/default.htm.

7–17. References.

a. Army Regulations and DA Pamphlets <http://www.army.mil/usapa/epubs>

b. ALARACTS <https://www.us.army.mil/suite/page/550282>

c. DOD Directives, Instructions, and Publications <http://www.dtic.mil/whs/directives/corres/>

d. MILPER Messages <https://perscomnd04.army.mil/milpermsgs.nsf>

e. ASD (HA) Policy, 06-008, Policy for Pre and Post-deployment Health Assessments and Blood Samples

f. HQDA Policy Letter 40-01-1, 26 MAR 01, The use of DD Form 2766 and DD Form 2766c

g. DASG-PPM-NC Memorandum. 9 JUL 02, Post-deployment Screening for Latent Tuberculosis Infection

h. MCPO-NCR Memorandum, 12 JAN 02, Pre- and Post-deployment Health Assessments

i. MCPO-NCR Memorandum, 4 FEB 02, Screening of Females of Childbearing Age before Immunization

j. VCSA Memorandum, 24 SEP 02, Army Anthrax Vaccine Immunization Program Resumption Execution Plan

k. USD(P&R) Memo, 13 DEC 02, Policy on Administrative Issues Related to Smallpox Vaccination Program (SVP)

l. VCSA Memorandum, 10 JAN 03, Army Smallpox Vaccination Program Implementation

m. MEDCOM Policy Memo dtd, 8 SEP 03, Subject: PROFIS/IA Replacement Policy for Operation Iraqi Freedom (IOF)

n. HA Policy Memo, 04-007, 29 MAR 2004, Human Immunodeficiency Virus Interval Testing

CHAPTER 8 – COMPENSATION & ENTITLEMENTS

8–1. Purpose.

Provide personnel policy guidance pertaining to entitlements, allowances, and authorizations for military (Active and Reserves) and civilian (DA/DoD, Red Cross, AAFES, Contractor) personnel who are mobilized and/or deployed in support of contingency operations.

8–2. Military Pay.

a. Basic Pay:

DFAS-Indianapolis will pay all regular active duty and AGR Soldiers under the Defense Joint Military Pay System (DJMS-AC). Mobilized reserve component RC Soldiers pay will remain on the RC pay system (DJMS-RC). Soldiers must use direct deposit (electronic funds transfer) in order to receive military pay and allowances. Direct deposit to a checking account versus a savings account is preferable to ensure members have access to their funds while deployed.

b. AGR Pay:

(1) Continued finance support for USAR AGR Soldiers should not be a problem because they remain under Title 10 throughout the deployment and redeployment process. AGR Soldiers travel in a TCS mode throughout the operational continuum and are not separated from active duty during the demobilization process. AGR Soldiers are not issued a DD Form 214 until they separate from active duty.

(2) Finance support for ARNG AGR Soldiers must be carefully managed as they transition from Title 32 to Title 10 for mobilization. Upon demobilization ARNG AGR Soldiers are separated from active duty, issued a DD Form 214, and reinstated under Title 32. The demobilization installation must coordinate with the appropriate JFHQ and RC finance offices to ensure that the personnel separation transaction for these Soldiers does not stop the Soldier's pay (peacetime entitlements). Any special entitlement(s) established by the mobilization and deployment should cease with redeployment and demobilization.

c. Advance Pay:

Once mobilized, RC Soldiers may receive up to one month's advance pay. Payments are not automatic and will be based on a demonstrated and documented need. Payment will be repaid within the time frame contained in the mobilization order. In the event of an early REFRAD, the amount owed will be established as a debt in the debt collection system and a payment schedule will be established before the Soldier is separated, REFRAD or discharged.

d. Assignment Incentive Pay (AIP):

Is a temporary tool to fill personnel shortfalls in hard-to-fill locations and/or in critically-manned skill sets and the annual policy extensions for AIP are subject to Congressional reauthorization of Title 37, USC 307a. The Army has numerous AIPs (see DODFMR Volume 7A, Chapter 15 for more details). See all Regulatory Guidance: U.S. Code, Title 37, Chapter 5, Subchapter 307a, DODFMR, Volume 7a, Chapter 15 and USARCENT M10-134 (CTUs).

e. Deployment Extension Incentive Pay (DEIP):

DEIP is an active Army incentive program (excluding RC Soldiers on active duty), designed to encourage enlisted Soldiers who do not intend to reenlist or voluntarily extend their service in order to

complete a deployment with their assigned unit. See ALARACT 160/2009 and MILPER MSG 09/123 for additional information.

f. Deployment Extension Stabilization Pay (DESP):

DESP is a form of AIP for ARNG units mobilizing on or after 1 September 2009 without Stop Loss. The DESP program is designed to help stabilize ARNG units through mobilization. See NGB-ARH Policy Memo 09-020 for additional information.

g. Disability Severance Pay:

(1) Payment of disability severance pay for mobilized RC Soldiers is the responsibility of the active Army installation processing an RC Soldier's disability discharge/separation. Severance pay will be calculated in accordance with (IAW) the DoD FMR 7000.14-R, Volume 7a, Chapter 35. Payment of disability severance pay for RC Soldiers who are not mobilized is the responsibility of the RC organization. Refer to AR 635-40 and DODI 1332.38 for more information.

(2) Disability severance pay will not be paid to RC Soldiers who elect 15-year RC physical disability retirement at age 60 (if eligible), or a 20-year Reserve retirement eligibility at age 60 in lieu of disability severance pay. Contact AMEDD at COMM 703-756-8036 or DSN 289-8036 for information regarding disability severance policy and to verify the Soldier's election. The Soldier can only choose Reserve retirement in lieu of disability severance pay; this does not affect temporary disabled retired list (TDRL) or permanent disabled retired list (PDRL) Soldiers.

(3) The discharge orders published by the active Army installation mobilization station/transition center will indicate the authorization for payment of Disability Severance Pay, the amount of Severance Pay, and the percentage of disability in the additional instructions of the order. List the gross amount of Disability Severance Pay in the REMARKS section (Block 18) of the DD Form 214.

h. Foreign Language Proficiency Bonus (FLPB):

Soldiers qualified to receive FLPB and who are deployed within the FLPB testing period will continue to receive the FLPB until retested within 180 days after they return to their permanent duty station (PDS) IAW Title 37 Section 316a. FLPB orders must be amended or issued to cover the period of mobilization until 180 days after redeployment. (Reference AR 11-6, 6-6a for further guidance.)

i. Hardship Duty Pay – Location (HDP-L):

HDP-L is additional compensation paid to Soldiers during OCONUS assignment where living conditions are substantially lower than the CONUS. The Assistant Secretary of Defense for Force Management Policy (ASD designates the locations; authorized rates for specific countries are listed in Chapter 17 of DoD FMR 7000.14-R, Volume 7A.

j. Hostile Fire Pay/Imminent Danger Pay (HFP/IDP):

HFP/IDP is paid to military personnel at a rate of $225.00 per month without prorating and regardless of pay grade. HFP/IDP service includes most areas affected by OEF and OIF/OND (see Chapter 10 of DoD FMR 7000.14-R for a complete listing of locations). HFP/IDP entitlement begins upon entry into a designated area and continues or stops as follows:

(1) Through the end of the month the Soldier departs the designated area.

(2) For wounded Soldiers, this entitlement will continue up to 3 months past the month of injury as long as the patient is hospitalized. A Soldier is considered hospitalized if he/she is admitted as

an inpatient or is receiving extensive rehabilitation as an outpatient while living in quarters affiliated with the military health care system.

k. Jump (Parachute) Pay:

Authorized for Soldiers currently receiving jump (parachute) pay. The commanding officer may waive the minimum requirement when a Soldier is unable to perform jumps due to engagement in a combat operation in a declared hostile fire area as designated in of Title 37 Section 310. If the commanding officer determines a Soldier cannot meet the minimum requirements due to the absence of jump equipment, aircraft, or military operations, the Soldier may be allowed to perform the required four jumps anytime in the 12-month period. Commanders must proceed with caution when making this determination. If the unit is unable to perform the necessary jumps in a 12-month period, collection/recoupment of jump (parachute) pay will occur.

l. Medical Specialty Pay:

(1) Medical Specialty Pay applies to mobilized RC Health Care Professionals ordered or called to active duty greater than 30 consecutive days. Health Affairs Policy 08-011 provides the pay rules, policies, and list of qualifying professions.

(2) Paid only if medical officer is qualified including board certification. If inability to complete board re-certification is due to participation in the contingency operation, re-certification may be waived but must be completed within 180 days after returning from the contingency operation IAW Title 37 USC Section 303b.

(3) Required documents to receive specialty pay include: copy of mobilization/active duty orders (including amendments); inter-facility credentials transfer and privileging brief; if available, documents of previous extended active duty periods-DD Forms 214, and chronological statement of retirement points (RC use form ARPC 249-2-E, ARNG use NGB Form 23B). Consolidate documentation at unit and forward to AMEDD Special Pay Branch, Office of the Surgeon General, ATTN: DASG-PTP, 5109 Leesburg Pike, Falls Church, VA 22041-3258, or COMM (703) 681-1209, DSN 761. Documents must be received 30 days prior to arriving at the CRC.

(4) AMEDD special pay branch determines eligibility and coordinates with RC DFAS-Indianapolis center for payment. DFAS executes payment on prorated basis starting after first 30 days, retroactive to entry date.

m. Separation Pay Non-Disability (6-Year Rule):

IAW Title 10 USC Section 1174c, any Soldier who is discharged or released from active duty after completing 6 or more, but fewer than 20 continuous years of active service, may be entitled to separation pay if the member's discharge or release from active duty is involuntary, or the member was not accepted for an additional tour of active duty for which he/she volunteered. The separation must have been characterized as honorable, Soldier must be fully qualified for retention, and must agree to serve an additional 3 years in the Ready Reserves. (Submit DA Form 4187.) This rule includes RC Soldiers serving on mobilization or ADOS orders. Eligibility for Separation Pay Non-Disability must be annotated on the DD Form 214. Should a Soldier later become eligible for retirement and receive retired pay, the separation pay will be recouped by the Army including any tax liability. See DoDI 1332.29 and DoD FMR, Volume 7A, ch. 35, 3502 for additional information. This paragraph supersedes ALARACT 008/2006, para 4.A.2.

n. Stop Loss Special Pay:

Effective March 2009, Soldiers (including RC Soldiers) serving on active duty at any time during fiscal year 2009 while the member's enlistment or period of obligated service is involuntarily extended, or

whose eligibility for retirement is suspended will be paid Stop Loss Special Pay for each month or portion of a month retained. Payments will be retroactive to 1 October 2008. See ALARACT 089/2009, ALARACT 157/2009, MILPER MSG 09-111, and USARC OPORD 09/128 for rules and eligibility guidelines.

8–3. Military Allowances.

a. Basic Allowance for Housing (BAH):

RC Soldiers called to duty in support of a contingency operation are entitled to BAH based on their primary residence, IAW Chapter 10 of the Joint Federal Travel Regulation (JFTR). RC Soldiers whose residence changes while on active duty will continue to receive BAH and per diem entitlements (if applicable) based on their primary residence at the time of call to active duty. A mortgage or lease agreement is no longer required to substantiate BAH at the primary residence for a RC Soldier called to duty in support of a contingency operation.

b. Basic Allowance for Subsistence (BAS):

(1) BAS is meant to offset costs for a Soldier's meals. Since January 1, 2002 enlisted members receive full BAS, but they must pay for their own meals, even those provided by the U.S. Government.

(2) All Soldiers will receive BAS while in a TCS status in theater to include Soldiers who are assigned to single government quarters when in CONUS. All TCS Soldiers receive the incidental rate of per diem.

(3) Soldiers residing on government installations with dining facilities are directed to use mess facilities. When Soldiers are required to reside away from the installation there is no requirement to return to the installation to obtain a meal when not on duty. Soldiers in a TCS status and preparing to mobilize or deploy to theater are treated similarly to paragraph (1) with respect to per diem and meals.

(4) Soldiers who are authorized full per diem must pay for any meal received at the dining facility at the standard rate of mess. Soldiers who are not authorized per diem must pay for any meal received at the dining facility at the standard rate of mess.

(5) Dining facilities will use headcount sheets specifically for contingency operations to capture the meals received for the breakfast-lunch-dinner (B-L-D) reports to enable the ACOMs, ASCCs, DRUs, or COCOMs to receive reimbursement for mess usage. When government meals are not available, the installation commander will make the determination of mess availability and issue a Statement of Non-Availability (SNA), if applicable. Situational examples of when and when not to issue an SNA are discussed at link found in paragraph (6) below.

(6) Installations will include the following items when issuing an SNA: the name of Unit assigned/attached; the location of TCS; Soldier's name; unit orders listing unit personnel; if lodging is not available the dates of non-availability; and if meals are not available, the dates meals were not available; the periods of Proportional Meal Rate (PMR); and the days meals are provided to the Soldier. Soldiers must annotate the number of deductible meals on their accrual voucher.

(7) Click on this link to view situational examples of when and when not to issue Statement of Non-Availability (SNA) for Soldiers on TCS orders participating in contingency operations for duty periods prior to 14 February 2008. For duty periods 14 February 2008 and later, see ALARACT 53-2008 (update in progress with no policy changes).

c. Cost of Living Allowance (COLA):

RC Soldiers mobilized from an overseas location may receive COLA based on their principal residence when accessed to active duty. CONUS COLA is determined by the Soldier's residence ZIP code. AC and AGR Soldiers located in CONUS or OCONUS areas, who are authorized COLA, will continue to draw COLA as determined by the area to which they are assigned.

d. Family Separation Allowance (FSA):

Soldiers in a TCS status may be authorized FSA at the rate of $250 per month, IAW Chapter 27, DoD FMR 7000.14-R, Volume 7A, when a Soldier is away from their primary duty station (for mobilized RC personnel this is their principal residence) continuously for a period of 30 days, and the Soldier's dependents are not residing at or near the TCS station. Army/service member married couples who were living together prior to and immediately before the deployment and single Soldiers with authorized primary dependents may be paid FSA. Effective October 1, 2008, FSA is payable to both married members when they reside together with their dependents immediately before being simultaneously assigned to duty assignments as prescribed in subparagraphs 270103.A.1 through 3. The dual allowance shall continue until one of the members is no longer assigned to one of those duty assignments. The other member shall continue to receive the allowance until no longer assigned to one of those duty assignments.

e. Overseas Housing Allowance (OHA):

RC Soldiers mobilized from an overseas location will receive OHA when accessed onto active duty based on their principal residence. Soldiers must have a housing expense to receive OHA. It is essential that appropriate documents, for housing and utility costs, are provided to the in-processing finance office to ensure that Soldiers receive the correct OHA monthly payment. AC and AGR Soldiers in receipt of OHA at their PDS will continue to receive this entitlement.

8–4. Military Benefits.

a. Servicemember's Group Life Insurance (SGLI):

The SGLI maximum coverage for Regular Army and RC is $400,000. All monthly premium payments are fully reimbursed, on a monthly basis, to Soldiers who serve in the Afghanistan (OEF), Iraq (OIF) or Operation New Dawn (OND) theater of operations. To increase coverage, members must complete SGLV FORMs 8285 & 8286. The SGLV FORM 8286 alone cannot be used to increase coverage. To decrease coverage, decline coverage completely or designate beneficiaries, the member must use SGLV FORM 8286. Family SGLI (FSGLI) coverage was implemented IAW Public Law 107-14, Veterans Survivor Benefits Improvement Act of 2001. This law revised FSGLI provisions to: (1) permit members to purchase a maximum of $100,000 in SGLI coverage for their spouses; and (2) extend automatically to service members' children $10,000 in such coverage. Enrollment in FSGLI was automatic and FSGLI premiums were mandatory, unless the Soldier opted out of the FSGLI program. If a Soldier wants to decline this insurance, a VA FORM 8286a must be completed and submitted to the servicing military personnel office. Dual military couples must decline coverage in writing by completing the same form. RC Soldiers changing from drilling to mobilized active duty status and back again must update their FSGLI status during their status change. Additional information and download of forms is available at http://www.insurance.va.gov/miscellaneous/index.htm.

b. RC Soldier Dependents Benefits:

Eligible dependents of RC Soldiers ordered to active duty for more than 30 days are eligible for the same benefits (e.g., healthcare benefits, commissary/exchange privileges, legal assistance, use of morale, welfare, and recreation facilities, etc.) as dependents of active Army Soldiers. Access to Dental Treatment Facilities is very limited and enrollment in the TRICARE Dental Program is encouraged for eligible dependents. Eligible dependents are authorized to be issued DD Form 1173S (privilege card), active duty dependent ID cards, or may continue to use their DD Form 1173-1S, Reserve dependent ID

cards along with a copy of the Soldier's active duty orders, to use authorized facilities and to receive authorized benefits.

c. Savings Deposit Program (SDP):

Under Title 10 USC 1035, and DoD FMR, Volume 7A, chapter 51, certain deployed service members earn 10 percent interest on money they deposit into the SDP. Service members deployed to designated areas overseas can deposit up to $10,000.00 of their pay and allowances into the program. SDP is authorized for each Soldier who served 30 consecutive days or at least 1 day in each of 3 consecutive months in the AOR. In addition, authorized areas are the waters of the Red Sea, Gulf of Aldan, the Gulf of Oman and the Arabian Sea (10 degrees north latitude and west 68 degrees east latitude) or the air space there over. Effective 24 February 2003, the SDP program is expanded to any service member serving in an assignment outside the United States or its possessions in support of contingency operations in an area that has been designated a combat zone or is in direct support of a combat zone.

d. Combat Zone Tax Relief (CZTR):

Authorized for Soldiers performing duty in an area designated by the Secretary of Defense as a combat zone. Soldiers serving in a designated combat area for any part of a month will have all military pay received for military service for that month excluded from their gross income. Commissioned officers monthly exclusion is capped at the highest enlisted pay, plus any hostile fire or imminent danger pay received. RC Soldiers will have taxes withheld during the current month and receive a refund of the taxes and an adjustment of their taxable income for the month in the following month.

e. Tax Filing Extension:

Any Soldier serving one or more days in a combat zone (CZ) automatically receives an extension of time to file their taxes by filing an Internal Revenue Service (IRS) Form 4868, Application for Automatic Extension of Time to File U.S. Individual Tax Return. The length of the extension equals 180 days + the number of days served in the CZ during the tax filing season (January through April) + the number of days of any hospitalization resulting from injury in the CZ. The extension of time to file begins on the day that the Soldier returns home.

f. Thrift Savings Plan (TSP):

The TSP is a federal government-sponsored retirement savings and investment plan. Soldiers serving on active duty, or as members of the Ready Reserve or National Guard in any pay status are eligible to participate in TSP. Soldiers can sign up by going to their S1/G1 office to fill out a TSP-U-1 election form, by using the DFAS MyPay website, or by going to http://www.tsp.gov/.

g. Servicemembers Civil Relief Act (SCRA):

Provides protection of rights, privileges, immunities, and benefits to service members while serving on active duty. These benefits include protection against paying taxes in both the home of record and the state in which service members are stationed, exemption from personal property taxes when stationed in a state which is not their domicile, the ability to have civil court cases delayed, and special treatment of certain financial obligations. Service members may also qualify for lowering their interest rates to six percent for obligations incurred prior to entering active service. For more information go to http://usmilitary.about.com/od/sscra/l/blscramenu.htm or see a legal assistance attorney. Mobilized Soldiers can also receive finance support and information from their local servicing finance office or Defense Military Pay Office.

h. Exceptional Family Member Program (EFMP):

Unit commanders will interview Soldiers to determine if they have Family members with special medical or educational needs and refer them for screening and enrollment, if appropriate, per AR 608-75, chapter 3. The MTF EFMP point of contact will assist the Family in obtaining the necessary evaluations to determine diagnosis and treatment needs. He or she will ensure a physician completes DD Forms 2792 and 2792-1 for each Family member with an eligible condition. A Family Care Plan is required by AR 600-20, paragraph 5-5b(4), for any Soldier whose spouse or Family member is incapable of self care or otherwise physically, emotionally, developmentally or intellectually disabled so as to require special care or assistance.

i. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA):

USERRA prohibits discrimination against persons because of their service in the Armed Forces Reserve, the National Guard, or other uniformed services. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. State Adjutants General, and the Judge Advocate General (JAG) should work in conjunction with their state committees for Employer Support of the Guard and Reserve (ESGR) to explain individual and employer rights and responsibilities under the USERRA.

j. Reserve Income Replacement Program (RIRP):

RIRP is applicable to RC Soldiers serving on involuntary active duty and are experiencing a monthly active duty income differential as a result of extended or frequent mobilizations. Effective 1 August 2006, Soldiers may be paid, on a monthly basis, an amount equal to the difference between the member's pre-mobilization average monthly civilian earned income and his or her current total monthly military compensation when the civilian earned income is greater than the monthly military compensation by more than $50. Payment will vary from the amount greater than $50 up to a maximum of $3,000 per month. Refer to ALARACT 155/2009 for clarifying information concerning RIRP. NDAA 2010 has extended the end date of RIRP to 31 December 2010. The ALARACT will be updated to reflect the revision.

k. Pay and Allowances Continuation (PAC) Program:

PAC provides financial assistance to Soldiers by continuing their pay and allowances that would have been discontinued at the time of hospitalization. Continued pay/allowances are those authorized in Title 37, chapter 5, USC section 372. See ALARACT 022/2009 for additional information.

l. Reduced Retirement Age for RC Soldiers Based on AD Performance:

The NDAA for FY 2008 reduces the retirement age for RC Soldiers from 60 to a lesser age, but not below age 50, for those who have served on AD in support of OCO in an eligible status on or after 29 January 2008. See OCAR Memorandum, dated 18 May 2009, subject: Reduced Retirement Age for RC Soldiers Based on AD performance for additional information; and see NGB Memorandum dated 22 June 2009, subject: Implementation Guidance for Reduced Retirement Age for Army National Guard Soldiers. (Also view DoDI 1215.07.)

8–5. Travel.

a. Per Diem:

On 15 August 2007, the per diem policy was adjusted for the long conflict in which we are now engaged. The Army will PCS Soldiers to enduring positions or assign them to these positions in a TCS/TDY status at a reduced per diem rate as opposed to continuing them in an extended TCS/TDY status in a full per diem status. For any TCS/TDY assignment lasting longer than 180 days, a

waiver from the ASA (M&RA) is required to draw full per diem. See ALARACT 053/2008 (update in progress with no policy changes) for additional information.

(1) Logistics Support: The duty station Installation is responsible to house, mess, transport, and provide administrative support to personnel mobilized/deployed in support of contingency operations.

(2) Amount of per diem: While in a TCS status, Soldiers authorized per diem will receive the incidental portion of per diem at the rate of $5.00 per day in CONUS or $3.50 per day OCONUS. The payment of per diem is based on the Soldier's TCS location, not the actual lodging location. Per diem will not accrue while a Soldier is in a leave status (e.g., ordinary, emergency or convalescent) or during proceed time IAW JFTR, para. U4102B. Effective 5 January 2004, any Soldier on leave from the TCS location may be reimbursed lodging.

(3) Dual Lodging: When appropriate and necessary, dual lodging may be approved (after the necessity arises) IAW the JFTR, para. U4135. **Limitations:** Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel. Dual lodging must be approved after the fact by an amended authorization/order or by the approving official on the travel voucher. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process. Long-term reimbursement for dual lodging is not permitted and an authorization/order may not contain such a provision. Send your formal request via memorandum for exception to policy to HQDA G-1 (Compensation/Entitlements). Justification at a minimum must include impact on mission, cost/benefit analysis, endorsement from orders authorizing/order issuing official (AO), related orders, or other supporting documents from the chain of command and/or requestor to support your request. (Note: JFTR, para. U4135 changes will appear on the 1 January 2010 JFTR edition.)

(4) Soldiers within commuting distance: Soldiers who reside within commuting distance to their TCS location are not authorized per diem. The established installation local commuting area will be used to determine if the Soldier will receive per diem (See JFTR, chapter 4 para. U3500B for details). Payment of per diem will be based on the Soldier's TCS location, not the actual lodging location.

(5) Installation Facilities: The maximum use of installation facilities is the primary method of support in all cases. If use of installation facilities is not feasible, then the use of centrally-contracted quarters and multi-passenger vehicles should be used. When government or government-contracted quarters are not available, as determined by the installation commander or the commander's designated representative, Soldiers will be provided an SNA (DD Form 1351-5) for both lodging and meals to authorize increased per diem (separate SNAs are required for lodging and meals). Soldiers authorized to procure commercial quarters may consider the use of a long-term contract lease with a commercial lodging facility.

(6) Clarification of ALARACT 053/2008 (update in progress with no policy changes):

(a) Soldiers in a TCS status lodged on the government installation are authorized to receive per diem based on normal lodging plus per diem rules found in Chapter 4 of the JFTR subject to availability of meals and lodging. In many cases, Soldiers receive the incidental portion of per diem only. The 55% reduced per diem provision does not apply.

(b) Army policy mandates the use of government-contracted lodging for TCS Soldiers when government lodging is unavailable. Soldiers do not have the option of staying in other accommodations at their own expense without chain-of-command approval. Soldiers who prefer to reside on the economy at a location of their choosing should request a PCS assignment. However, to bypass government contract lodging while in a TCS status, Soldiers must obtain approval from the first Colonel O6 or civilian equivalent in their chain of command. This Colonel O6 or civilian equivalent will document in memorandum for record why his/her Soldier is unable to comply with Army policy on use of

contracted lodging. Soldiers will file this memorandum with their monthly claims. If a Soldier obtains approval from his/her chain of command to bypass contracted lodging, he/she assumes full responsibility for all lodging expenses. The Soldier will receive no lodging per diem reimbursement, and is entitled to full meals and incidental per diem only.

(7) Travel Vouchers: Soldiers will submit monthly accrual travel vouchers to their travel support activity. The accrual voucher must include legible copies of all orders (mobilization, TCS and or TDY), legible receipts for lodging, commercial travel, and any expense over $75.00, DA Form 31, and if applicable a SNA for meals and lodging. All vouchers must be signed and dated by the traveler in blocks 20a and b. Vouchers will be reviewed by someone who knows about travel entitlements and how to complete a travel voucher; the reviewer must sign and date the voucher in blocks 20c and d. Vouchers will not be faxed or emailed. Mail vouchers to:

Defense Finance and Accounting Services
Indianapolis Center
Travel Operations -- Indianapolis
Dept 3900
8899 E. 56th Street
Indianapolis, IN 46249-3900

b. RC Travel Pay:

(1) RC Soldiers mobilized in support of contingency operations are entitled to travel pay from their principal residence to the mobilization station for processing to active duty status and ultimate deployment. They will be entitled to travel pay at the end of the period of active duty, from the demobilization station to return to their principal residence.

(2) While in a TDY status, RC Soldiers will be reimbursed for lodging, meals, and incidental expenses, at the daily rate prescribed for the operation area. Reimbursement will be reduced when government quarters and mess are available. Accrual travel voucher DD Form 1351-2 needs to be filed every 30 days (see Chapter 8, DOD FMR 7000.14-R, Volume 9). Soldiers who are paying for commercial lodging may be reimbursed per diem if on leave, as approved by the NDAA FY04 and effective 5 January 2004.

(3) Soldiers ordered to active duty at a CONUS location outside the local commuting area of their principal residence are entitled to travel pay from the principal residence to the duty station and then back to the principal residence upon completion of the active duty tour. These Soldiers are also authorized per diem during the entire period of active duty. Per diem will be reduced when government quarters and mess are available.

(4) RC Soldiers ordered to duty at a location within the local commuting area of their principal residence are entitled to travel pay to their duty station on the first day, and from the duty station to their residence upon release from active duty on the last day. They are not authorized per diem or mileage during the remainder of the active duty tour.

8–6. Defense Travel System (DTS) Procedures for Deployed/Deploying Soldiers.

Soldiers who are deploying to combat zones, or to qualifying hazardous duty areas, will not use DTS to create deployment orders, or to file deployment settlement vouchers. Orders are generated via legacy techniques, and final settlement vouchers are filed using the legacy travel voucher processing system through DFAS-IN.

8–7. Defense Travel System (DTS) Procedures for CONUS Soldiers.

Installation Management Command (IMCOM) OCO-TCS Management Office manages funding for all OCO-TCS Contingency Travel authorization orders and vouchers processed in the DTS. DTS will ensure the proper obligation of funds and facilitate rapid payment to Soldiers. Soldiers must self-register in the DTS. Commands/Units will input IMCOM OCO-TCS orders into DTS for their assigned Soldiers and route to Command reviewers and approval officials for approval. Soldiers should contact the servicing Defense Travel Administrator (DTA) to ensure that his or her self-registration/profile has been received into their current organization. Soldiers are directed to contact the local DTA, if assistance is needed in creating deployment travel authorizations in the DTS.

a. Documentation:

Commands/units will ensure that Soldiers' supporting documents (a copy of the orders and amended order, waiver, SNA statement, lease agreement, and receipts for items over $75.00) are included with the authorization order prior to command approval. Command/Units will approve the authorization order and submit to the Defense Finance and Accounting Service (DFAS). Soldiers should receive payment from DFAS within 3 to 5 business days.

b. Requesting Line of Accounting (LOA):

Procedures for Requesting IMCOM OCO-TCS Line of Accounting (LOA) for Processing Authorizations and Vouchers in the DTS (Throughout 8-7c, "LOA" refers to "line of accounting" not "letter of authorization" as in 8-11e):

(1) IMCOM OCO-TCS Management Office will provide Army and Joint Commands with an OCO-TCS LOA to process OCO- TCS authorizations and vouchers in the DTS. Commands will use the DTS to process OCO operations which support non-combat zones/hazardous duty areas. Commands are responsible for ensuring the proper use of IMCOM OCO-TCS funds and will be held accountable for any misuse of IMCOM OCO-TCS funding. Commands will be required to reimburse IMCOM of any unauthorized use of the IMCOM OCO-TCS LOA. Fraud and misuse of funds will result in administrative action.

(2) Command DTS representatives will submit LOA requests and a copy of the signed status report in the Report Module in DTS to IMCOM.CT@hqda.army.mil.

(3) IMCOM OCO-TCS Management Office will assign a control number, provide the DTS LOA, and forward the request back to the Command DTS Representative and IMCOM CT mailbox. The control number MUST be recorded on the orders continuation page by typing it under Itinerary, Trip Overview in the Comments for Travel Order Box. If entered correctly, the control number will be reflected on the orders continuation page under Remarks and also on the preview screen under the Comments to the AO box. All approving officials MUST ensure the IMCOM OCO-TCS control number is reflected in the preview screen prior to approving the document.

(4) Commands will provide their DTS representative a copy of each Soldier's Order in ADOBE (.pdf) format. The Command DTS representative will forward copies of orders to IMCOM.CT@hqda.army.mil within 3 business days or 72 hours of receipt.

(5) Failure to provide documentation constitutes an unauthorized use of the IMCOM OCO-TCS LOA thus invalidating the LOA.

(6) Contact the IMCOM OCO-TCS Management Office a minimum of 30 days prior to deployment to resolve all pertinent questions to ensure timely issuance of orders at the following email addresses IMCOM.CT@hqda.army.mil.

(7) Information required by the Command DTS Representative to request the IMCOM OCO-TCS LOA should be retrieved from the Report Module in DTS.

(8) Upon completion of processing the request for the OCO-TCS LOA, IMCOM will notify the Command DTS Representative that submitted the request by email.

c. Notification requirement:

Commands/units must notify the IMCOM OCO-TCS Management Office of any changes, deletions or modifications of original IMCOM OCO-TCS orders and amendments. Immediately notify the IMCOM OCO-TCS Management Office if there are any personnel actions that may adversely impact the voucher settlement process.

d. Final Settlement Voucher:

Upon the completion of duty, commands/units should assist the Soldier in preparing and submitting final settlement vouchers in DTS.

(1) Every individual Soldier is required to have a unique travel authorization number and control number.

(2) Upon the return of Soldiers/units from the OEF/OIF Contingency AOR, commands/units must assist the redeploying Soldiers/unit in preparing and submitting the IMCOM OCO-TCS settlement vouchers via DTS. Immediately notify the IMCOM OCO-TCS Management Team if there are any personnel actions that would adversely affect the IMCOM OCO-TCS voucher settlement process.

(3) Each individual Soldier will have a unique Standard Document Number (SDN) as prescribed in DFAS 37-100-8.

8–8. Storage of Household Goods.

a. General Rules:

General Rules Governing Funding for Household Goods (HHG) Storage and Temporary Duty (TDY) HHG Weight Allowance Transportation

(1) Army installations are responsible for funding deployment storage of HHG and transportation of TDY HHG allowance. Installations are required to obtain and obligate Overseas Contingency Operation (OCO) funds to pay for all eligible deployment storage for AC and RC Soldiers.

(2) The garrison resource management office (RMO) will provide a specified OCO line of accounting (LOA) to the Installation Transportation Officer (ITO) for deployment HHG storage, and TDY HHG allowance transportation.

(3) The ITO will forward this OCO LOA through IMCOM channels to the HQDA Transportation Account Code (TAC) Coordinator to obtain a unique TAC for all installation storage needs. Each ITO will track storage obligations for future deployment storage purposes.

(4) In cases when a garrison RMO has not received sufficient OCO funding, they must request assistance through the Region RM to HQ IMCOM G-8 to obtain the funding.

b. TDY HHG Weight Allowance:

Soldiers supporting contingency operations in an active duty TCS status for more than 200 days are authorized HHG weight allowance IAW JFTR, para. U4710, excluding those serving in designated Hostile Fire/Imminent Danger Pay areas. OCONUS shipments must be processed through the ITO. Shipment of TDY HHG weight allowance is authorized back to final duty locations.

c. Special Storage of HHG:

(1) Authorized for single Soldiers (active duty and mobilized RC); Soldiers married to another service member when both are deployed; Soldier married to another service member residing at different permanent duty stations; and Soldiers who are single parents with a childcare plan that requires the dependent to leave the residence, may store HHG at government expense for the period of the contingency operation. Special storage funding for RC Soldiers is based on the mobilization order. Transportation officers (TOs) are required to use Elements of Resource (EOR) code 21Z0 for tracking purposes. The special storage pickup date should be as close to the effective date of deployment as practical, not to exceed 45 days prior to the effective date of the deployment.

(2) Single Soldiers; Soldiers married to another service member when both are deployed; Soldiers married to another service member residing at different permanent duty stations; and Soldiers who are single parents with a childcare plan that requires the dependent to leave the residence, that PCS into a new PDS and have their HHG in Storage in Transit (SIT) and are immediately notified of a pending deployment are authorized continued storage at Government expense. The TO should convert the SIT to non-temporary storage. Married Soldiers in the same circumstances are not authorized continued storage at Government expense. If the married Soldier wants to keep their HHG in storage during the deployment, they must do so at personal expense.

8–9. Privately Owned Vehicle (POV).

a. General Rules Governing Funding for POV Storage:

(1) Army installations are responsible for funding storage of POVs. Installations are required to obtain and obligate OCO funds to pay for all eligible deployment storage for AC and RC Soldiers.

(2) The garrison RMO will provide a specified OCO LOA to the ITO for deployment POV storage.

(3) The ITO will forward this OCO LOA through the IMCOM channels to the HQDA TAC coordinator to obtain one unique TAC for all installation storage needs. Each ITO will track storage obligations for future deployment storage purposes.

(4) In cases when a garrison RMO has not received sufficient OCO funding, they must request assistance through the Region RM to HQ IMCOM G-8 to obtain the funding.

b. POV Storage Authorization:

(1) POV storage is not an automatic entitlement. All Soldiers must possess proper authorization prior to seeking POV storage.

(2) Soldiers may be authorized storage of one POV when deploying is support of contingency operations. POVs will be stored IAW instructions provided by the local ITO.

(3) RC personnel on TCS orders in support of contingency operations may be authorized storage at home station. IF the home station cannot offer a storage option, the servicing ITO may authorize a personally procured storage at the home station. Soldiers must obtain a letter of authorization with the appropriate LOA and associated transportation accounting code (TAC) prior to seeking storage arrangements. RC Soldiers may only be authorized POV transportation from their home station or residence, to the assigned mob station and/or duty location (under JFTR, para. U3310) when use of POV is the most advantageous to the government, and when home station does not have a POV storage option. (There is also no authorization for payment of in and around mileage.)

(4) Soldiers who are projected to leave CONUS-based assignments are not authorized movement via POV.

(5) Installation commanders are not authorized to grant the use of rental cars.

(6) All Soldiers (both AC and RC) must consult with their local servicing ITO to ensure deployment storage eligibility and seek authorized storage options.

(7) Vehicles placed in storage under orders are a one-time only entitlement. Vehicles will not be retrieved at government expense during leave, or R&R, and returned to storage under the same set of orders.

c. POV Storage Eligibility:

(1) POV storage may be authorized for both active duty and mobilized RC single Soldiers.

(2) Soldiers married to another service member when both are deployed, and Soldiers married to another service member residing at different permanent duty stations.

(3) Authorized Soldiers must coordinate with the ITO to ascertain eligibility requirements and availability of vehicle storage options.

(4) RC units must coordinate with servicing ITO to ascertain the availability of vehicle storage at home station first. If storage is not available at home station units must coordinate and ascertain that mobilization station installations can provide a storage option. Installations are required to authorize storage based on the following priority of order:

(a) Centrally managed deployment POV storage contract (i.e. EAGLE Contract, etc.)

(b) Installation procured contract with local vendor off the installation. Installations will pay for this storage out of their existing OCO funds.

(c) Storage on the installation.

(d) When options (a) b) or (c) are not available, the ITOs may authorize the Soldier to personally procure POV storage at a facility of his or her own choice, not to exceed the government constructed cost. Prior to securing POV storage all Soldiers must obtain a letter of authorization with the appropriate LOA and TAC from the ITO. This LOA/TAC must be obtained through the installation RMO channels as described in para. 8-9a and 8-9b(3) above.

(e) Storage under the DoD Global POV Contract (GPC) may be utilized if approval is obtained via IMCOM channels when options (a), (b), (c), or (d) are not feasible. Prior to securing POV storage arrangements, all Soldiers must obtain a letter of authorization with the appropriate LOA/TAC from the ITO. This LOA/TAC must be obtained through the installation RMO channels, as described in para. 8-9a and 8-9b(3).

8–10. Leave.

a. General:

Soldiers will accrue 2.5 days of annual leave per month while serving on active duty. Commanders and Soldiers are directed to develop a leave plan, at their TCS location, to ensure leave is taken when available, per AR 600-8-10, para 2-2, Leaves and Passes. All mobilized RC Soldiers are encouraged to take leave during the period of active duty or as part of the REFRAD process. If military requirements limit taking leave, the RC Soldier may cash in leave prior to REFRAD without impacting their career

maximum (75 days) for cashing in leave. Soldiers will annotate their leave periods taken when submitting accrual travel vouchers to prevent overpayment and to provide the Defense Network Operations (DNO) section with accurate information on leave taken; the following procedures will be implemented:

(1) Mobilization/demobilization station will brief Soldiers on the requirement to annotate leave taken on the travel voucher and to attach a copy of their Request and Authority for Leave document (DA Form 31) to the final settlement voucher when it is filed.

(2) Units will create a Soldier Management Individual File (SMIF), IAW AR 25-50, on all Soldiers who TCS to their location. A copy of all leave forms will be placed in this file for return to the unit along with a completed Leave Verification Form signed by the unit commander. When the Soldier departs the TCS location the SMIF file will accompany the Soldier to the next duty location. Soldiers will attach a copy of their DA Form 31 to their final settlement voucher when they complete their mobilization tour.

(3) Annual leave accrual carryover is temporarily increased (until 30 September, 2013) from 60 days to 75 days. Soldiers may now carry-over into the new fiscal year (FY) up to 75 days of annual leave, beginning with the FY changeover from FY08 to FY09 on 1 October, 2008. Section 501 of the NDAA FY 2010.) Extension of temporary increase in maximum number of days leave members may accumulate and carryover, extends to 30 September, 2013, the authority of Section 551 of the NDAA FY 2008 (Public Law 110-181, 28 January, 2008) that allows a member to accumulate and carryover up to 75 days of annual leave.

b. Accrued Leave:

(1) Soldiers transitioning from mobilized or CO-ADOS status who are being immediately converted to another active duty status (e.g. ADOS, AGR, etc.) are authorized to roll over any accrued leave providing they have a memorandum signed by their commander stating the number of days accrued leave the Soldier had at the time of separation.

(2) Commanders should allow Soldiers the opportunity to use accrued leave during the mobilization period, within operational constraints. Commanders in theater shall ensure that individual Soldier BOG does not impinge on the time necessary for RC Soldiers to complete the demobilization process which includes travel time from theater, days required at the demobilization station and at home station, and time to expend accrued regular leave. (See 1-3b.) If an RC Soldier is unable to take accrued leave prior to established REFRAD because of mission requirements, the ASCC can submit a request for extension, with appropriate justification, to HRC (AHRC-PLM-S), 1600 Spearhead Division Avenue, Department #540, Fort Knox, KY 40122 or email usarmy.knox.hrc.mbx.opmd-refrad@mail.mil (for officers) and usarmy.knox.hrc.mbx.epmd-refrad-section@mail.mil (for enlisted) for processing. If approved, HRC will provide the ASCC and the local transition center an approved extension memo for the Soldier. The extension memorandum, the REFRAD order, and the DD Form 214 will act as the authority for retention beyond mobilized service for the purpose of using accrued leave. Mobilization/CO-ADOS orders will not be amended. Per AR 601-10, 3-22.d, retirees will not be extended on active duty in order to take leave. However, if the retiree qualifies for PDMRA, an extension may be requested. The request must be routed through normal channels with ASA (M&RA) as the approval authority for all retiree extensions.

c. Special Leave Accrual (SLA):

(1) Soldiers located in hostile fire/imminent danger pay areas for a continuous period of 120 days or more, are authorized to accrue up to 120 days of SLA (75 days normal leave carry over and 45 days of SLA). Qualifying Soldiers are authorized to retain such leave until the end of the fourth successive fiscal year. In accordance with AR 600-8-10, chapter 3, a commander in the grade of O5 or higher, is the approval authority for Soldiers who serve at least 120 continuous days in an area in which the Soldiers is entitled to hostile fire and imminent danger pay. Commanders will not approve SLA until

after the fiscal year (FY), when it becomes known how much leave the Soldier will lose. SLA entitlements are discussed further in Title 10 USC para 701.

(2) Active duty Soldiers who serve in duty assignments in support of a contingency operation are authorized to accrue up to 120 days of leave (75 days normal leave carry over and 45 days of SLA). Qualifying Soldiers are authorized to retain such leave until the end of the second successive fiscal year. Procedures for requesting SLA are in AR 600-8-10, ch. 3. SLA entitlements are also discussed in Title 10 para. 701. The SLA approving authority for Soldiers assigned duties in direct support of contingency operations are the ACOMs, ASCCs, DRUs, or COCOMs. The leave approving authority must have denied the Soldier leave for the entire year or a for a specific period of time that would not allow the Soldier to schedule a leave period. For example, if a Soldier was denied leave per a memorandum from the commander during FY 2010, or the commander subsequently supports (by a memorandum) the re-crediting the Soldier's leave after it was lost in FY 2010, the Soldier would be entitled to retain up to 120 days leave until 30 Septermber 2010.

(3) An additional one-time SLA sell back is authorized for enlisted Soldiers (does NOT apply to officers). Under this provision an enlisted Soldier may elect a one-time leave sell back of up to 30 days leave that is in excess of the 120 day SLA limitation. Such leave sell back counts against the 60-day leave sell back limitation during a Soldier's military career.

(4) SLA shall not be used as a means to authorize the accumulation of leave in excess of 75 days which is the result of improper leave management, or for reasons as described in AR 600-8-10. Examples where SLA is not authorized are: PCS, TDY in performance of normal duties/ training, PTDY, participation in scheduled training exercises, or assignment to expanded duties or a more responsible position.

d. Emergency Leave:

Procedures are contained in AR 600-8-10, chapter 6. Red Cross personnel will provide notification and assistance to Soldiers as needed. Soldiers are authorized government funded transportation only from TCS/deployment location to Home Station/PDS at government expense. Any additional travel to the emergency leave destination is at the Soldier's expense. Air Mobility Command (AMC) space required travel via Patriot Express or other government transportation will be used to the greatest extent possible. If government transportation is not available, the fund cite on the service member's orders will be used to cover emergency leave travel to the member's home station. The DA Form 31 will be used as the emergency leave order as described in AR 600-8-10, chapter 6 and the JFTR para. U7205. The servicing MPD should complete the DA Form 31 Block IV with the appropriate information in block 26, the "accounting citation" classification in block 27, "date issued" in block 28, "travel order number" in block 29, and obtain the signature of the "order authorizing official" in block 30. Soldiers who are PCS'd to a location outside of CONUS, will follow the established emergency leave rules in AR 600-8-10 and the organization is responsible for the funding of leave from the closest port to the unit to the closest international airport in CONUS, as per U7205.

e. Convalescent Leave:

Soldiers who are granted convalescent leave for illness or injury incurred in the line of duty while eligible to receive hostile fire pay and imminent danger pay under 37 USC 310, are entitled to funded transportation IAW JFTR, paragraph U7210. Convalescent Leave Transportation Allowances will be funded by the supporting MTF and reimbursed through OCO. See AR 600-8-10, chapter 5 for additional information concerning convalescent leave.

f. Rest & Recuperation (R&R):

(1) Soldiers and DOD civilians deployed to the U.S. Central Command (USCENTCOM) AOR on a 12-month or 400-day deployment with a minimum of 270 days BOG are eligible for 15 days of

chargeable R&R leave at the commander's discretion. Effective 13 July 2007, chargeable R&R leave is extended to 18 days for any Soldier or DOD civilian deployed to the USCENTCOM AOR for 15 months. Approval of the 18-day leave policy is not retroactive. R&R leave must be completed in one block period. Soldiers who volunteer for a 12-month extension in the USCENTCOM AOR ISO OEF/OIF, subsequent to a 12-month or longer rotation, are authorized an additional R&R leave period. This additional leave period is permitted solely between the termination of the first deployed period and the start of the voluntary extension.

(2) To ensure RC units deploying to USCENTCOM Theater on 12 month or 400 day tours are afforded an opportunity to take a chargeable R&R leave period the 10% limit imposed on personnel absence may be increased to 12% by the first GO/flag officer in the chain of command, subject to operational conditions. This authorization is designed to enable more RC personnel the opportunity to take R&R leave during deployment in the USCENTCOM AOR. AC units will remain under the 10% absentee limitation. See ALARACT 163/2007 for additional information.

(3) R&R is charged to the normal leave account; however, the Government pays for transportation to and from the leave destination. Leave does not start until the day after arrival at leave destination. Leave ends the day before travel begins to return to the theater of operations.

(4) Soldiers extending beyond the approved chargeable R&R leave period must be changed from R&R leave to another duty status.

(5) The commander determines priority for personnel who are eligible for R&R leave based on the criteria above, as well as operational, safety, and security requirements. There is no restriction on the leave location, except that leave may not be taken within any established CZ/hazardous duty area, or in those countries listed on the US Department of State's current "Travel Warnings" list, at: http://www.travel.state.gov. All individuals should check "Country Specific information" and "Travel Alerts" for particular country entrance requirements and travel considerations.

(6) For expanded R&R program details and associated travel links go to http://www.armyg1.army.mil/WellBeing/RRLeave/privacy_Policy.HTM.

g. Non-Chargeable Rest and Recuperation (NCR&R):

(1) The Office of the Under SecDef for Personnel and Readiness, OUSD(P&R) has approved CDR USCENTCOM request for the land areas of Iraq and Afghanistan to be designated NCR&R leave areas, effective 23 March 2010. Specific implementation instructions and eligibility criteria for the NCR&R as found in USCENTCOM CCJ1 Message dated 23 March 2010 must be followed. OUSD(P&R) policy guidance is found in OUSD(P&R) Memo dated 28 January 2010, Subject: Establishment of NCR&R Leave Program as well as ALARACT 106/2010. Some highlights of the eligibility criteria are listed below but are not all-inclusive. Refer to USCENTCOM Combatant Command J1 Message dated 23 March 2010 for complete details.

(2) Participants must be U.S. service members on active duty.

(3) DoD Civilian or contractors are not eligible.

(4) The NCR&R program is not retroactive.

h. Paternity Leave:

Married Soldiers serving on active duty whose wife gives birth to a child on or after 14 October 2008 are authorized up to 10 days non-chargeable administrative absence. Paternity leave must be taken consecutively and within 45 days after the birth of a child. Paternity leave cannot be combined with

R&R leave. Deployed Soldiers have 60 days after returning from deployment to utilize the 10 days of paternity leave. Soldiers charged annual leave in connection with the birth of their child after 14 October 2008, but before this Army guidance was released, may request that the 10 days of annual leave be restored. If paternity leave is not used within the established time frame, leave is lost. See ALARACT 062/2009 for additional information.

a. Post Deployment/Mobilization Respite Absence (PDMRA):

(1) The 30 September 2011 update to DODI 1327.06, Leave and Liberty Policy and Procedures, Enclosure 4, modified the PDMRA program for qualifying deployments/mobilizations commencing on or after 1 October 2011 and for those portions of deployments/mobilizations continuing after 30 September 2011. However, any PDMRA days that were accrued prior to 1 October 2011 are grandfathered, but only the days earned, not the previous PDMRA guidance. The NGB Minuteman calculator will be used to calculate grandfathered PDMRA days. When inputting the current mobilization/deployment order in the Minuteman calculator for grandfathered PDMRA days, the end date of the current mobilization order will be 30 September 2011, regardless of the actual date listed on the order.

(2) PDMRA changes per DODI 1327.06, Enclosure 4 are:

(a) Elimination of the need for a calculator to compute the number of PDMRA days earned.

(b) Elimination of the 4-day a month PDMRA accrual rate for all mobilizations or deployments.

(c) Elimination of all PDMRA eligibility for RC Soldiers serving in CONUS and non-foreign OCONUS areas (Alaska, Guam, Hawaii, Puerto Rico, e.g.), regardless of the type of involuntary/voluntary orders.

(d) When a Soldier is on an eligible second qualifying mobilization/deployment, simplification of the PDMRA accrual rates for both AC/AGR and RC Soldiers. The new accrual rates are:

1. When on a qualifying second deployment, Soldiers (all components) serving in Iraq and Afghanistan earn two days PDMRA a month.

2. For AC/AGR Soldiers only, the Secretary of the Army has not designated any other CZTE areas other than Iraq and Afghanistan as eligible for PDMRA accrual.

3. RC Soldiers (ARNG and USAR) serving in designated combat zone tax exclusion (CTZE) areas other than Iraq or Afghanistan (Bahrain, Kuwait, Qatar, and Saudi Arabia, e.g.) earn one day PDMRA a month.

4. RC Soldiers serving in other foreign OCONUS areas (Africa, Germany, Japan, e.g.) when on a second involuntary 12301a, 12302, or 12304 mobilization order earn one PDMRA accrual per month.

(3) Previous OCONUS and Non-foreign OCONUS mobilizations IAW 12301a, 12302 and 12304 can be used to qualify a current mobilization/deployment order to a foreign OCONUS/theater area for PDMRA eligibility.

(4) Other PDMRA Program Changes:

(a) PDMRA days earned must be used during the current mobilization order period. PDMRA days "cannot" be carried forward/rolled over to a new mobilization order. PDMRA is a use or lose benefit for the mobilization order period under which it is earned.

(5) PDMRA days earned during a mobilization to a qualifying foreign OCONUS country that is not officially "leave restricted" must be used during the mobilization order period. Soldiers will not be extended on a 12301d order in order to use accrued PDMRA days when the Soldier was eligible to use PDMRA during the mobilization period. It is the Soldier's responsibility to schedule the use of any earned PDMRA while at their mobilization PDS or return to the demobilization/transition center/REFRAD point in time to use earned PDMRA days before the end date of their current order. Only Soldiers returning from a leave restricted area will be extended on 12301d orders to use their earned PDMRA days to include accrued annual leave.

(6) PDMRA days earned cannot be cashed out. PDMRA is intended to be used as a period of "administrative time-off/respite" to reintegrate with family.

b. For detailed guidance on the new PDMRA rules, see the Information Sheet on New PDMRA Policy Guidance. The Army G-1 POC for PDMRA is the Compensation & Entitlements Branch at DSN 222-5945 or commercial (703) 692-5945.

8–11. Civilian Entitlements.

a. Biweekly Premium Pay:

Biweekly Premium Pay is limited to GS employees (does not apply to wage grade employees). The biweekly maximum earnings limitation has been waived for employees who perform emergency work in support of the national emergency declared by presidential proclamation of 14 September, 2001. This waiver has been in effect since the beginning of the first pay period including 11 September, 2001. Although the biweekly pay cap has been lifted, employees remain subject to the annual limitation, which is the maximum annual rate of the GS-15, step 10 or level V of the executive schedule, whichever is greater. DFAS requires that servicing payroll offices be informed in writing of employees to whom this waiver applies.

b. Overtime:

GS and wage grade personnel working overtime will be granted compensatory time off or be paid overtime pay, consistent with the law and office of personnel management regulations. Contact the servicing Civilian Personnel Advisory Center (CPAC) or civilian personnel administration/liaison representative for guidance in specific situations.

c. Post (Hardship) Differential:

Post differential is authorized by the U.S. Department of State and paid as a percentage (up to a maximum of 35%) of the employee's basic rate of pay and will vary depending on the geographical location. Usually payment of this differential to deployed federal civilian employees begins after the employee completes 42 days at one or more differential posts or places designated for non-foreign area differential. However, in the case of Afghanistan (as of 16 December 2001) and Iraq (as of 23 March 2003), post differential payments are authorized beginning the first day in country for those employees who have served 42 consecutive days or more in the above locations. Currently, the differential rate for Afghanistan and Iraq is 35% and for Kuwait it is 15%, except for Kuwait City, which is 10%. For a list of areas where post differential are authorized go to: http://aoprals.state.gov/content.asp?content_id=177&menu_id=81.

d. Danger Pay Allowance:

Danger pay allowance is additional compensation above basic compensation for service at designated danger pay posts where civil insurrection, terrorism, or war conditions threaten physical harm or imminent danger to all U.S. Government civilian employees. The danger pay allowance under Department of State Standardized Regulations (DSSR) 652f is based on a percentage up to a maximum of 35% over the employee's basic compensation. For example, employees are authorized a danger pay allowance of 35% in Iraq and Afghanistan and 15% in Kuwait. When a danger pay allowance under DSSR 652f is authorized, the employee may not be paid a danger pay allowance under DSSR 652g (the same flat rate amount paid to uniformed military personnel as imminent danger pay). For a list of areas where danger pay allowances are authorized go to: http://aoprals.state.gov/content.asp?content_id=177&menu_id=81.

e. Contractor Travel and Use of POV:

Transportation and travel to the area of operations (AO) is the contractor's responsibility and will be performed IAW the terms of the contract. The cognizant contracting officer will issue a letter of authorization (LOA) to each contractor employee who will be traveling OCONUS. (In this sub-para. "LOA" refers to "letter of authorization" not "line of accounting" as in 8-7c.) The LOA will specify rights and privileges due the contractor employee according to the applicable contract and will include the contract number and government contracting office POC and telephone number on the LOA. Entitlements and compensation are based on the contract and the Federal Acquisition Regulations. Contractors are not authorized the use of and will not be provided invitational travel authorization (ITA).

8–12. Points of Contact.

a. DCS, G-1, Entitlements Branch, DSN 222-6883/6889/5945, COM (703) 692-6883/6889/5945.

b. DCS, G-1, Military Mobilization Branch, HQDAG1Operations@hqda.army.mil.

c. DCS, G-1, Civilian Mobilization Branch, DSN 223-2127, COM (703) 693-2127.

d. DCS, G-4, Contractor Personnel, DSN 767-7027, COM (703) 617-7027.

e. HRC, ROAMS, DSN 221-7501.

8–13. References.

a. Joint Federal Travel Regulation (JFTR), VOL I, Military Members

b. Joint Travel Regulation (JTR), VOL II, DOD Civilians

c. DOD FMR 7000.14-R, VOLS 7A, 7B, and 9

d. AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

e. AR 140-10, Assignments, Attachments, Details, and Transfers

f. AR 600-8-10, Leaves and Passes

g. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

h. AR 600-8-104, Military Personnel Information Management/Records

i. AR 600-8-105, Military Orders

j. AR 600-20, Army Command Policy

k. AR 635-200, Active Duty Enlisted Administrative Separations

l. AR 690-11, Use and Management of Civilian Personnel in Support of Military Contingency Operations

m. AR 715-9, Contractors Accompanying the Force

n. DA Pam 690-47, DA Civilian Employee Deployment Guide

o. DA Pam 715-16, Contractor Deployment Guide

p. FM 100-10-2, Contracting Support on the Battlefield

CHAPTER 9 – CASUALTY OPERATIONS

9–1. Purpose. To provide commanders and their human resources staff guidance on casualty reporting, notification, collateral reports and mortuary affairs.

9–2. Casualty Reporting.

a. Commanders and their staffs must ensure casualty reporting, the completion of collateral investigations, and the presentation of investigation results to the next of kin within established timelines. For specific guidance see AR 600-8-1, Army Casualty Program and Army Directive 2010-02, Guidance for Reporting Requirements and Redacting Investigation Reports of Deaths and Fatalities.

b. Once a casualty occurs, the battalion commander, or his battalion-level field grade designee, must verify the accuracy of the casualty circumstances, the inflicting force, and sign the Department of the Army (DA) Form 1156, Casualty Feeder Card, before submitting the initial or supplemental Defense Casualty Information Processing System – Casualty Forward (DCIPS-CF) casualty report through channels to the Kuwait Casualty Assistance Center (CAC). If a subsequent investigation of the casualty incident reveals additional information that clarifies or changes the circumstances originally reported, commanders will report the change through casualty channels as soon as the circumstances are known.

c. The DCIPS-CF software application is the primary tool for casualty reporting and should be fielded down to all deploying personnel support elements. It is a Microsoft Access application that provides deployed units casualty reporting capability. The DCIPS-CF application, user guide and training briefing may be downloaded from AKO at https://www.us.army.mil/suite/kc/6566830.

d. All contingency-related casualty reports will be sent through casualty reporting channels to the Kuwait CAC. The Kuwait CAC will verify all casualty information and submit casualty reports using the web-based casualty reporting tool DCIPS-CR.

e. Commanders in theater must submit the initial casualty report through casualty reporting channels to the Kuwait CAC within 12 hours of a casualty incident.

f. Casualty Liaison Teams (CLTs): CACs must coordinate with patient administration offices to arrange for on-site CLTs to track casualties evacuated to military, VA, or civilian hospitals within their area of responsibility. CLTs are essential in providing updated information on all incapacitated injured or ill (III), seriously injured/ill (SI), and very seriously injured/ill (VSI).

g. Reporting Procedures for Suspected Friendly Fire Incidents:

(1) As soon as friendly fire is first suspected, commanders will provide immediate notification through the casualty reporting channels to the Kuwait CAC and the Casualty and Mortuary Affairs Operations Center (CMAOC) Notification Section.

(2) Commanders will submit a casualty report to explain what is known about the circumstances and confirm that a collateral and accident investigation has been initiated. Commanders will also contact the Combat Readiness/Safety Center and the local Criminal Investigation Division (CID) to review the incident for safety and/or criminal aspects.

(3) If suspicion of friendly fire emerges during an initial death investigation, commanders will submit a supplemental casualty report, with the same battalion-level field grade review, to update information previously reported.

(4) Graphic Training Aid 12-01-002, Reporting Suspected Friendly Fire, 23 May 2007, provides a succinct reporting tool.

h. Reporting Procedures for Missing Soldiers.

(1) Commanders must document the situational circumstances surrounding a missing Soldier and inform the chain of command of their intent to report a Soldier as Duty Status Whereabouts Unknown (DUSTWUN). The Commander will submit a DCIPS-CF report through casualty reporting channels to the Theater CAC. The casualty report must detail all actions which have been taken to verify the Soldier's status. Upon receipt, the Theater CAC will coordinate with CMAOC for final instructions before submitting the report. Chapter 13, AR 600-8-1 and DODI 2310.5, Accounting for Missing Personnel, provide detailed guidance on the handling missing Soldiers.

(2) The CMAOC will work with the CAC to provide guidance to commanders on missing Soldiers. If a Soldiers status is approved as DUSTWUN, commanders will initiate a DD Form 1812 with the findings and recommendations on the Soldier's status IAW AR 600-8-1.

(3) Once an individual is placed in a "missing" status, only the Secretary of the Army or his designee, The Adjutant General (TAG), can change the status. Before the anniversary date of disappearance, TAG will conduct a follow-on-status determination board to determine status IAW AR 600-8-1.

(4) Forward the missing Soldier's personnel records to Commander, Army Human Resource Command, ATTN: AHRC-PDC-M, 1600 Spearhead Division Avenue, Fort Knox, KY 40121-5405.

(5) Organizations holding medical and dental records for missing Soldiers should scan those records immediately via email to peddopn@conus.army.mil for use by the Army liaison officer at USAF Port Mortuary, Dover AFB, DE. Reference AR 600-8-104, Military Personnel Information Management/Records for additional guidance.

i. Collateral Reporting Requirements.

(1) For all hostile deaths and fatal training/operational accidents, the Summary Courts Martial Convening Authority will initiate a death investigation (either formal or informal) under the provisions of AR 15-6. Commanders will report the investigation initiation through casualty reporting channels so the Family can be informed that an investigation is underway. Commanders will also provide monthly status updates and a copy of the completed report to the CMAOC through casualty channels, per MILPER Message 07-233, AR 15-6 Collateral Investigations for all Hostile Fire Deaths and AR 600-34, Fatal Training/Operational Accident Presentation to Next of Kin. If any criminality is suspected during the course of an investigation, commanders will immediately notify CID who will initiate a CID report of investigation.

(2) For casualties that result from a military-related accident, the unit commander will submit the completed collateral investigation to the Summary Courts Martial Approving Authority or designee within 30 days from the fatal training or operational accident.

(3) For casualties of suspected friendly fire incidents, unit commanders will submit the completed collateral investigation through the General Court Martial Convening Authority to the combatant commander within 30 days of the incident.

j. Presentation of Collateral Investigations:

(1) The Primary Next of Kin (PNOK) of Soldiers who die as a result of a fatal training or operation accident are authorized a formal presentation detailing the results of the collateral

investigation IAW AR 600-34. This presentation is normally conducted within 25 days after the approval of the investigation results IAW Army Directive 2010-02.

(2) Approval authorities, normally the General Court Martial Convening Authority, have the responsibility of appointing a colonel or brigade-level commander to present the investigation facts and findings to the Family. The appointed briefer must be well-versed in the details surrounding the accident and describe the Army's position and future actions. The briefer is normally the Soldier's brigade commander.

(3) The CMAOC and casualty assistance officer (CAO) will coordinate the briefing between the brigade-level commander and PNOK.

(4) When notified by TAG, general officer commands must designate a point of contact for coordination of actions.

9–3. Line of Duty Investigations:

Line of Duty Investigations (LOD) will be conducted IAW AR 600-8-4, paragraph 2-3 which outlines requirements for formal and informal LOD investigations pertaining to death cases. AR 600-8-4 is currently under revision.

9–4. Casualty Notification:

a. Conduct casualty notification IAW Chapter 5, AR 600-8-1.

b. Notification and Assistance for Civilian Personnel: CMAOC's Notification Section will facilitate notification with the Assistant G-1, Civilian Personnel for DA Civilians and with the parent contract agency for contractor personnel. Civilian Personnel Advisory Centers (CPAC) are responsible for providing casualty assistance to the next of kin (NOK) of deceased civilians.

c. Casualty Notification and Assistance Officer Training: CACs will comply with the Army-mandated policy to assign only Soldiers who have been trained and certified as casualty notification and assistance officers. Units can request training through their servicing CAC. Recertification training is available online at CMAOC Web site.

9–5. Travel and Transportation Orders (T&TOs):

a. Up to three eligible Family members are permitted to be issued T&TOs to travel to the bedside of a Soldier who is classified as VSI, SI or not seriously injured/ill (NSI) IAW DODI 1300.18, Department of Defense (DOD) Personnel Casualty Matters, Policies, and Procedures. The hospital staff must first complete a DA Form 2984, signed by the attending physician or hospital commander, requesting the Family's presence at the bedside. CMAOC will not extend a T&TO to Family members to facilitate travel into the theater of operations.

b. Transportation and Travel Orders are issued for the PNOK and two other eligible Family members who choose to travel to Dover Air Force Base, Dover, Delaware in order to witness the dignified transfer of deceased Soldiers arriving from the theater of operation. See SECDEF Memo, dated 25 Mar 09, Subject: DoD Policy Regarding Media Access to Dignified Transfers at Dover AFB for additional information.

c. Family Members who are extended T&TOs relating to current contingency operation casualty may also be authorized per diem. Units are advised to caution NOK that they should not travel before a T&TOs are is issued. Travel without a T&TOs is not reimbursable.

9–6. Mortuary Affairs.

a. General: This section provides guidance concerning, search and recovery of remains, collection of identification media, escort of remains, and personal effects processing. Detailed mortuary affairs guidance is found in AR 638-2, Care and Disposition of Remains and Disposition of Personnel Effects.

b. Search & Recovery: Commanders will take appropriate action to search for and recover remains of their Soldiers, DA Civilians, and contractor personnel. The Joint Pub 4-06 (Mortuary Affairs in Joint Operations) provides procedures for search and recovery of remains.

c. Identification: Remains will be processed for identification under policies and procedures in AR 638-2, Chapter 8. Definitive identification occurs only when there is a favorable comparison between ante-mortem and post-mortem dental, fingerprint, and/or DNA records. Upon receipt of an initial casualty report for a deceased or missing Soldier, organizations holding medical and dental records should scan them and immediately to Dover.ArmyMort@dover.af.mil for use by the Army liaison officer at the USAF Port Mortuary, Dover AFB.

d. Escorts: Commanders in the Area of Operations (AO) will not appoint an escort from the AO forces to accompany the remains of deceased Soldiers or DA Civilian employees, unless they receive a by-name request from the Soldier's Family. Such requests must first be approved by CMAOC. If escorts from the AO accompany remains without prior CMAOC approval, the preparing mortuary will return unauthorized escort(s) to the place of origin or home station (as appropriate).

e. Personal Effects (PE):

(1) When an individual is killed or wounded in action, do not remove their gear (including body armor and helmets), clothing, or other personal effects except to perform life-saving measures, or for safety and/or security reasons. All items, except weapons, radios, munitions, classified documents, and hazardous material found on or near the individual, will be shipped with the individual to the local medical treatment facility or mortuary affairs collection point. If PE are separated from a Soldier during life-saving measures, and the Soldier subsequently dies, their effects are evacuated with the remains to the servicing mortuary affairs collection point. Body armor should be turned in to the nearest mortuary affairs collection point for forward shipment to Dover Port Mortuary

(2) Many deployed personnel have PE located at home station and in the AO. When a Soldier or DA civilian dies, is medically evacuated from theater, or becomes missing in the AO, the PE from both locations must be handled IAW ALARACT 139/2006, ALARACT 161/2007, ALARACT 224/2007, ALARACT 235/2007, and ALARACT 006/2009; AR 638-2, chapters 17-22; and DA Pam 638-2 Chapters 11-16. All required documentation must be completed and forwarded to: Commander, US Army Human Resources Command, ATTN: AHRC-PDC-C, 1600 Spearhead Division Avenue Fort Knox, KY 40121-5405.

f. Honors: Unless specifically denied honors by the Secretary of the Army or his designee, it is the Department of the Army policy to render planeside honors and full military funeral honors for all fallen active duty Soldiers. Planeside honors are conducted IAW the "Planeside Honors SOP" posted on the CMAOC website at https://www.hrc.army.mil/site/Active/TAGD/CMAOC/cmaoc.htm. Military funeral honors are rendered IAW DODI 1300.15, Military Funeral Support.

9–7. Points of Contact.

a. Case Management and Notification:

(1) Operations Center (24 hours/7 days): Toll free number (800) 626-3317.

(2) Transportation and Travel: COMM (888) 626-3317, FAX (502) 613-9130.

(3) Main Branch: COMM (502) 613-9025, DSN 983-9025. Press 1 if you know your party's extension or 2 for the following: (1) Case Management, (2) Transition Team, (3) Operations, (4) Support, (5) Line of Duty (LOD), (6) Personal Effects, and (7) Fatal Accidents. Email at cocopns@conus.army.mil or peddopn@conus.army.mil.

b. Past Conflict Repatriations Branch (PCRB): Visit https://www.hrc.army.mil/site/active/TAGD/CMAOC/NavigationPages/nav_PCRB.htm. Toll free number (800) 892-2490. Email at tapcper@conus.army.mil. Mailing address is US Army Human Resource Command, ATTN: AHRC-PDC-R, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5405.

c. Dover Port Mortuary – Army Liaison Team: COMM (302) 677-2117/2118, DSN 445-2117/2118. Mailing address is Dover Port Mortuary, ATTN: Army Liaison Team, Building 116 Purple Heart Drive, Dover AFB, DE 19901.

d. DCIPS issues: COMM (502) 613-8212, DSN 983-8212. Email at hrc.tagd.dcips@conus.army.mil.

9–8. References.

a. Army Regulations and DA Pamphlets <http://www.army.mil/usapa/epubs>.

b. CMAOC Web site <https://www.hrc.army.mil/site/Active/TAGD/CMAOC/cmaoc.htm>.

c. DODI 1300.15, Military Funeral Support, 22 Oct 07 <http://www.dtic.mil/whs/directives/corres/pdf/130015p.pdf>.

d. DODI 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures, 8 Jan 08 <http://www.dtic.mil/whs/directives/corres/pdf/130018p.pdf>

e. DODI 2310.5, Accounting for Missing Personnel, 14 Mar 08 <http://www.dtic.mil/whs/directives/corres/pdf/231005p.pdf>.

f. DODI 6055.07, Accident Investigation, Reporting, and Record Keeping, 24 Apr 08 <http://www.dtic.mil/whs/directives/corres/pdf/605507p.pdf>.

g. SecDef Memo, dated 25 Mar 09 (DoD Policy Regarding Media Access to Dignified Transfers at Dover AFB) < http://www.armyg1.army.mil/MilitaryPersonnel/PPG/Hyperlinks/Adobe%20Files/SecDef%20Memo%20dtd%2020090325.pdf>

h. GTA 12-01-002, Reporting Suspected Friendly Fire, 23 May 2007 <http://www.armyg1.army.mil/MILITARYPERSONNEL\PPG\Hyperlinks\Adobe Files\gta12-01-002.pdf>.

i. Joint Pub 4-06, Mortuary Affairs in Joint Operations, 5 Jun 06.

j. Recently published ALARACTs are posted on AKO at <https://www.us.army.mil/suite/page/550282>.

k. Recently published MILPER messages are posted at the following HRC link: <https://perscomnd04.army.mil/milpermsgs.nsf> (Users need their AKO username and password to access this site.)

CHAPTER 10 – EQUIPMENT

10–1. Purpose.

Provide equipment guidance for military and civilian (DA/DOD, Red Cross, AAFES, and Contractor) personnel who mobilize and/or deploy in support of contingency operations.

10–2. General.

Active Army and Reserve Component (RC) units are responsible for filling Organizational Clothing and Individual Equipment (OCIE) for deploying Soldiers to the maximum extent possible at home station using OMA funds. If those funds are not available, FORSCOM will assist units with funding issues. RC filler/replacement personnel assigned to Troop Program Units deploying as individuals, with the exception of the Push and Pull Soldiers being treated as NRP, will report to the Force Generation Platform (FGP) with full wartime allowance of personal clothing in serviceable condition. Military personnel will also deploy with MOS specific OCIE items (e.g. combat vehicle crewmen, aviation personnel, mechanics, etc.) as mission dictates.

a. RC units with OCIE shortages:

RC units alerted for mobilization will submit a list of their deployment OCIE shortages through their chain of command to the mobilization station Central Issuing Facility (CIF). The mobilization station CIF will requisition and issue all shortages of deployment/theater specific OCIE using OCO or CONOPS funding along with placing the Operational Project Code on all requisitions. Upon redeployment, the mobilization station will recover non-unit fielded OCIE.

b. Non-unit related personnel (NRP) OCIE:

Non-unit related personnel to include Drilling Individual Mobilized Augmentees (DIMA) and Individual Ready Reserve (IRR) Soldiers mobilizing as replacement personnel and individual fillers (to include non-structured Derivative Unit Identification Codes (DUIC) not authorized equipment will process through and deploy from the CRC and be issued an individual weapon, mask, and authorized OCIE. The CRC will ensure that all personnel have required OCIE identified in paragraph 10-3 below (issued from either home station or CRC) prior to departure from CONUS. IRR Soldiers deploying as unit fillers will have equipment issued at the MOB station.

c. RC Troop Program Unit (TPU) personnel:

RC Troop Program Unit (TPU) personnel will report to the mobilization station or CRC with the full wartime allowance of personal clothing in serviceable condition.

d. Travel uniform:

All personnel traveling in and out of the CENTCOM AOR will wear either civilian clothing or Desert Camouflage Uniform (DCU) for civilians and Fire Resistant Army Combat Uniform (FRACU) for military personnel.

e. DoD Civilians:

DoD Civilians are issued and trained on the same equipment as military personnel in the area of operations (AO). Desert pattern Battle Dress Uniform stocks will be issued to DoD civilians (and Contractors if exception is granted) when required for wear by supported theater commander. Effective 19 May 2009, members of the DoD civilian component and DoD contractors are no longer authorized to wear military member uniforms in the Iraq Joint Operations Area (JOA). Affected

personnel have until 2 July 2009 to comply with this policy. See MNF-I Memo dated 19 May 09 for policy information and MNF-I Uniform Annex R, Para 5h(4) for general civilian clothing guidelines.

f. Contractors:

(1) Contractors accompanying the force are not authorized to wear military uniforms, except for specific items required for safety or security, such as chemical defense equipment, cold weather equipment, or mission specific safety equipment. Contractors at a minimum will be issued protective equipment to include all required Nuclear, Biological, and Chemical (NBC) items, an ACH, OTV, and ESAPI plates. Soldiers and contractors will continue to deploy with OTV until IOTV is issued at mobilization points. Additional OCIE may be issued to contractors based on negotiated contracts and written approval with a list of HQDA, G4 approved items (IAW AR 715-9). The CRC will ensure personnel have negotiated required OCIE prior to departure from CONUS.

(2) The Contractor and the Employee is liable for the cost of replacement clothing and equipment. The Contracting Officer is responsible for enforcing the terms of the contract and ensuring that the Employee complies with applicable policy and regulations.

g. Deployment/Redeployment platforms:

All Federal Government personnel and supporting personnel of the Chief of Mission Iraq will be deployed and redeployed through the Third US Army (Forward) facilities at the Ali Al Saleem (AAS) Airbase in Kuwait (Ref DAPE-MPZ-MM Memorandum date 17 October 2006, Subject: Closure of the Federal Deployment Center FDC in Kuwait). While in-processing through the ASG-Kuwait facilities, all OCIE will be laterally transferred using Installation-Central Issue Facility Support Module (ISM-CIF). Non-OCIE such as masks and weapons will be laterally transferred from the CRC to the gaining unit using a Property Book Unit Supply Enhanced (PBUSE) account. The equipment becomes unit-owned property and is not required to be returned to the CRC (i.e. Theater Provided Equipment (TPE)). In the rare case that a weapon is required / approved for a contractor, the weapon must be laterally transferred directly from the CRC to an Army property book account.

h. Army and Air Force Exchange Service (AAFES):

Authorized for issue to the Army and Air Force Exchange Service (AAFES) civilian personnel are items listed in the Civ Qty column (see para 10-3) unless other quantity identified. In addition, chemical defense equipment will be issued to AAFES personnel (see section 10-3c below): No LIN Mask, Chemical Land-1; No LIN Canister C2A1-2.

10–3. Organizational Clothing and Individual Equipment (OCIE).

a. OCIE requirements:

The OCIE specified below is the minimum requirement for all active duty DOD service members, civilians, contractors, and AAFES personnel deploying in support of Operation Iraqi Freedom (OIF) or Operation Enduring Freedom (OEF). All deploying personnel will have these items in their possession prior to CONUS departure. Commanders will ensure personnel have the correct sizes and that all OCIE is fully serviceable for the duration of the deployment. Soldiers and civilians will deploy with the items in the following table.

LIN	NOMENCLATURE	NOTES	MIL QTY	DOD/DA CIV QTY	CONTR QTY	AAFES QTY
B13907	BAG BARRACKS		1	1	0	1
B14729	BAG DUFFEL	NOTES 2,6 & 12	4	3	2	2
B15825	BAG WATERPROOF		2	1	0	1
B90343	BELT, RIGGERS	NOTE 11	0	1	0	1
B60315	BOOT HOT WEATHER TAN		0	1	0	1
B13584	BOOT TEMPERATE WEATHER TAN		0	1	0	1
(OR) B60315	BOOT WEATHER HOT TAN		0	1	0	1
B09054	BOOT INTERMEDIATE COLD WET (only to Soldiers deploying to OEF)		1	1	0	1
DA151X	TROUSER FRACU (8415-01-548 Series NSNs)	NOTE 7	4	0	0	0
T35238	TROUSER CAMOUFLAGE DESERT	NOTE10	0	4	0	4
DA150Z	COAT FRACU (8415-01-548 Series NSNs)		4	0	0	0
C43484	COAT CAMOUFLAGE DESERT	NOTE10	0	4	0	4
H20413	ACU HAT, SUN		1	0	0	0
C04411	CAP CAMOUFLAGE DESERT	NOTE10	0	1	0	1
H20256	HAT CAMOUFLAGE DESERT	NOTE10	0	1	0	1
P48290	KNEE PAD INSERTS (ACU)		1	0	0	0
DA1588	KNEE PADS, UNIVERSAL	NOTE 6	1	1	0	0
	8415-01-530-2347					
	8415-01-530-2350					
	8415-01-530-2351					
P47516	ELBOW PAD INSERTS (ACU)		1	0	0	0
DA1556	ELBOW PADS, UNIVERSAL	NOTE 6	1	1	0	0
	8415-01-530-2148					
	8415-01-530-2157					
	8415-01-530-2161					
J67052	GLOVE SYSTEM, NOMEX SUMMER (New FRCG)	NOTE 6	1	1	0	0
G06171	GLOVE SYSTEM NOMEX, INT	NOTE 6	1	1	0	0
DA2595	BRA, MOISTURE WICKING	NOTE 6	4	0	0	0
	8425-01-532-4450					
	8425-01-532-4517					
	8425-01-532-4522					
	8425-01-532-4526					
T24671	T-SHIRT MOISTURE WICKING SAND	NOTE 12	0	0	0	0
S89914	SOCK BOOT, GREEN		0	4	0	4

B42187	INTERCEPTOR BODY ARMOR IMPROVED OUTER TACTICAL VEST (IOTV)	NOTE 1	1	0	0	0
DA7099	DELTOID PROTECTOR (IOTV ONLY)		1	0	0	0
B28123	INTERCEPTOR BODY ARMOR OUTER TACTICAL VEST (OTV)	NOTES 5 & 9	0	1	1	1
D89418	DELTOID AXILLARY PROTECTOR SYSTEM (OTV ONLY)		0	1	1	1
DA7065	GROIN PROTECTOR ASSEMBLY (IOTV AND OTV)		1	1	1	1
DA7073	BALLISTIC NECK PROTECTION PAD-NAPE		1	0	0	0
J85705	ESAPI	NOTES 8 & 9	2	2	2	2
H53175	ADVANCED COMBAT HELMET - FOLIAGE GREEN (COMBAT VEHICLE)	NOTES 6 & 9	1	1	1	1
C28472	COVER HELMET ACH UNIVERSAL (ISSUED WITH H53175)	NOTES 6 & 9	1	1	1	1
C96399	CANTEEN 2 QUART		1	0	0	0
F30117	COVER CANTEEN (ISSUED WITH C96399)		1	0	0	0
C96536	CANTEEN 1 QUART		2	1	0	1
F30391	COVER CANTEEN (ISSUED WITH C96536)		2	1	0	1
F54817	CUP CANTEEN		1	1	0	0
L00210	ENTRENCHING TOOL		1	0	0	0
D11812	CARRIER ENTRENCHING TOOL (IF NOT WITH MOLLE)		1	0	0	0
D64043	CASE FIRST AID		1	1	1	1
D70550	CASE SMALL ARMS (IF NOT WITH MOLLE)		2	0	0	0
J15388	INSERT SMALL ARMS PROTECTIVE SIDE PLATE		0	0	0	0
R97425	MOLLE (PACK) SYSTEM UNIVERSAL, RIFLEMAN SET	NOTES 3 & 6	1	0	0	0
V02073	VEST LOAD BEARING		0	1	0	0
U73323	SUSPEND INDIVIDUAL EQUIP		0	1	0	0
B59567	BELT INDIVIDUAL EQUIP		0	1	0	0
F59856	PACK FIELD SET, LARGE	NOTES 3 & 6	1	0	0	0
H39903	PACK FIELD LARGE		0	1	0	0
H39835	FIELD PACK MED		0	1	0	0
H90705	FRAME FLD PACK (FOR H39835)		0	1	0	0
DA6584	HYDRATION SYSTEM UNIVERSAL		1	1	0	0
	8465-01-524-2144					
	8465-01-525-5531					
Z00793	IMPROVED FIRST AID KIT (NSN 6545-01-530-0929)	NOTES 6 & 12	1	0	0	0
WJ9083	INFRARED REFLECTIVE TAPE FOR UNIFORM (NSN 9390-01-504-4114)	NOTE 12	1	0	0	0
WJ9083	INFRARED REFLECTIVE TAPE FOR HELMET COVER (NSN 9390-01-503-9396)	NOTE 12	1	0	0	0
M24944	MAT SELF INFLATING		1	1	0	0
(or) M37042	MAT SLEEPING		1	1	0	0
M60483	MODULAR SLEEP BAG SYSTEM	NOTE 6	1	1	0	1
(or) T71673	SLEEPING BAG INTERMEDIATE		1	1	0	0
(or) T71706	SLEEPING BAG EX COLD WEATHER		1	1	0	0
08051N	GOGGLES: BALLISTIC PROTECTIVE, CLEAR AND GRAY LENSES	NOTE 6	1	1	0	0
08052N	SPECTACLES: BALLISTIC PROTECTIVE, CLEAR AND GRAY LENSES	NOTE 6	1	1	1	1
M95975	NECKERCHIEF		1	1	0	0
C03291	CAP COLD WEATHER		0	1	0	0
H46744	HOOD BALACLAVA		1	1	0	0
(or) G39744	NECK GAITER		1	1	0	0
J62858	INSERTS ICWGS		2	2	0	2
G63382	GLOVES ICWGS		1	1	0	1
D49418	DRAWERS ECWCS POLYPROPYLENE, GEN II		3	2	0	2
(or) D74812	DRAWERS, MID-WEIGHT, CW, DES SAND (LAYER 2), GEN III	NOTES 4 & 6	3	0	0	0
U86178	UNDERSHIRT ECWCS POLYPROPYLENE, GEN II		3	2	0	2
(or) S08535	UNDERSHIRT, MID-WEIGHT, CW, DES SAND (LAYER 2), GEN III	NOTES 4 & 6	3	0	0	0
05008N	UNDERSHIRT, ECWCS SILK WEIGHT, GEN II		2	0	0	0
(or) U31387	UNDERSHIRT, LIGHTWEIGHTCW, DES SAND, (LAYER I) GEN III	NOTES 4 & 6	2	0	0	0
05009N	DRAWERS ECWCS SILK WEIGHT, GEN II		2	2	0	0
(or) D74128	DRAWERS, LIGHTWEIGHT (SILK WEIGHT), CW, DES SAND, (LAYER I), GEN III	NOTES 4 & 6	2	0	0	0
C50256	BIB OVERALLS CW FLEECE BLK ECWS		1	0	0	0
S04834	SHIRT CW FLEECE BLACK ECWCS		1	1	0	0
J21883	JACKET, FLEEX, CW, FOLIAGE GREEN (LAYER 3), GEN III	NOTES 4 & 6	1	0	0	0
L70172	LINER COAT FIELD JACKET		1	1	0	0
(or) P05881	PARKA, EXTREME COLD WEATHER, URBAN GREY (LAYER 7), GEN III	NOTES 4 & 6	1	0	0	0
L72022	LINER TROUSERS COLD WEATHER		1	1	0	0
(or) T57106	TROUSERS, EXTREME COLD WEATHER, URBAN GREY (LAYER 7) GEN III	NOTES 4 & 6	1	0	0	0
C75387	COAT ARMY COMBAT UNIFORM (ACU) field jacket		1	1	0	0
P69699	PARKA UNIVERSAL GEN II ECWCS		1	0	0	0
J14588	JACKET, MID-WEIGHT, ECWCS, UCP (LAYER 5), GEN III	NOTES 4 & 6	1	0	0	0
P69767	PARKA DESERT ECWCS		0	1	0	1
X36109	TROUSERS UNIVERAL ECWCS		1	1	0	0
T36245	TROUSERS, MID-WEIGHT, ECWCS, UCP (LAYER 5), GEN III	NOTES 4 & 6	1	0	0	0
(or) T36177	TROUSER DESERT ECWCS		0	1	0	0
P05813	PARKA, WET WEATHER UNIVERSAL (IMPROVED)		1	1	0	0
(or) N70110	PARKA WET WEATHER		1	1	0	0
(or) J23458	JACKET EXTREME COLD WEATHER/WET WEATHER, UCP (LAYER 6), GEN III	NOTES 4 & 6	1	0	0	0
T38070	TROUSERS WET WEATHER UNIVERSAL (IMPROVED)		1	1	0	0
(or) N37752	TROUSERS WET WEATHER		1	1	0	0
(or) T36205	TROUSERS EXTREME COLD/WET WEATHER, UCP (LAYER 6), GEN III	NOTES 4 & 6	1	0	0	0
P17415	PONCHO WET WEATHER		1	1	0	1
L70789	LINER WET WEATHER PONCHO		1	1	0	1
J14656	JACKET, WIND, CW, UCP (LAYER 4) GEN III	NOTES 4 & 6	1	0	0	0
U73597	SUSPENDERS, TROUSERS, FOLIAGE GREEN ECWCS GEN III	NOTES 4 & 6	1	0	0	0
No Lin	BANDAGE HEMORRHAGE CONTROL		1	1	0	0
	6510-01-502-6938					
	6510-01-503-8726					
DA653C	MULTIPURPOSE TOOL	NOTES 6 & 12	1	0	0	0
HA400G	STRAP CUTTER	NOTES 6 & 12	1	0	0	0

b. Generation III (GEN III), Extended Cold Weather Clothing System (ECWCS):

GEN III, ECWCS, is issued to deploying Soldiers only as part of the rapid fielding initiative (RFI). GEN III, ECWCS, Layers 3 through 7 will be returned to the Central Issue Facility prior to permanent change of station (PCS). Soldiers will retain GEN III, ECWCS, Layers 1 and 2.

NOTE 1: For Soldiers, DA/DoD Civilians and contractors deploying to OIF and OEF, interceptor body armor (IOTV/OTV and ESAPI) is available at the mob station/CRC. If none is available, the individual will deploy and body armor will be drawn in theater; however, stocks in theater are low and all possible attempts to have IOTV/OTV, ESAPI prior to deployment must be made. All Soldiers who will deploy into Iraq will receive IOTV and ESAPI as part of RSOI. PEO-Soldier authorized IOTV familiarization training is required at the time of issue before a Soldier may be issued an IOTV.

NOTE 2: Soldiers are authorized 4 duffel bags (this includes one personal bag) and one carry-on bag. DA/DoD and other federal civilians are authorized 3 duffel bags (this includes one personal bag and one carry-on bag). Contractor personnel are authorized 2 duffel bags (this includes one personal bag and one carry-on bag). This is an authorization, not a requirement. Deployers may fit their required gear into less bags than authorized.

NOTE 3: Soldiers will report with the MOLLE system applicable for their MOS with as many pockets or other attachments as the unit commander's guidance. DA/DoD Civilians will be issued either load bearing vest or the suspenders with belt combination.

NOTE 4: Items are part of the extended cold weather clothing system and part of the rapid fielding initiative (RFI). GEN III, ECWCS, Layers 1 through 7 is the primary system for deployment. GEN III, ECWCS, Layers 1 through 7 replaces GEN II ECWCS during the RFI process. Commanders will ensure that Soldiers deploy with GEN III, ECWCS, Layers 1 through 7. The mob station/CRC will not duplicate RFI issues.

NOTE 5: Authorized for issue to the Army and Air Force Exchange Service (AAFES) civilian personnel. Items will be issued by quantities in Civ Qty column. In addition, the following items will be issued to AAFES personnel:

NoLIN	Mask, Chemical Land	1
NoLIN	Canister C2A1	2

NOTE 6: These items are being issued as RFI items. To ensure items are not duplicated FGPs or CRCs will not issue any items marked with this note if it can be validated that these items are in the possession of the Soldier.

NOTE 7: The FRACU's will be issued to Soldiers only. The total quantity of FRACUs coats and trousers will not exceed 4 sets.

NOTE 8: ESAPI will be issued to all deploying Soldiers. If ESAPI is not available at MOB station, it will be issued in theater. Not receiving ESAPI prior to deployment will not cause a Soldier to be non-deployable

NOTE 9: Contractors at a minimum will be issued protective equipment to include all prescribed NBC gear, ACH, and OTV and ESAPI plates.

NOTE 10: The DCU items will be issued to civilians.

NOTE 11: These clothing bag items are required for deploying Soldiers and will not be issued. It is the commander's responsibility to ensure all Soldiers deploy with these items.

NOTE 12: Brigade Civilian Safety Personnel shall deploy with the following quantities: B14729 (Not to exceed 4 Each); T24671 (4 Each); Z00793 (1 Each); WJ9083 Uniform IR Patch (2 Each); WJ9083 Helmet IR Patch (3 Each); C50256 Bib Overalls Cold Weather Black Fleece (1 Each); DA653C Multipurpose Tool (1 Each); and HA400G Strap Cutter (1 Each).

c. Individual Protective Equipment (IPE):

The below list is exclusive of individual protective equipment (IPE), formerly known as chemical defense equipment (CDE) that is authorized via other means and directives. Units are to requisition via the Soldier Biological Chemical Command Army electronic product site at: http://aeps.ria.army.mil/. When AMC and FORSCOM verify the requirement, CDE is free issue to the unit. If mobilization time is short (i.e.,<30 days), the unit may request a change on the ship to address in the ordering process and have the items sent directly to the mobilization station. Chemical defense equipment units and military individual replacements (civilians as mission dictates) will deploy with the following chemical defense equipment:

MASK PROT M-40	1 PER INDIV
COAT CHEMICAL PRO JS/LIST	1 PER INDIV
TROUSERS CHEMICAL JS/LIST	1 PER INDIV
M256 CHEMICAL DETECTOR KIT	1 PER INDIV
M9 CHEMICAL DETECTOR PAPER	1 PER INDIV
M8 CHEMICAL DETECTOR PAPER	1 PER INDIV
M291 SKIN DECON KIT	1 PER INDIV
M295 DECON KIT	1 PER INDIV
C2A1 FILTERS (2 PER M40 FOR FP1 AND FP2 UNITS, 1 PER M40 FOR FP3 AND FP4 UNITS, 1 PER M42 AND M45 MASK. 2 PER M43, M48 AND M49 MASK)	
MASK HOOD QUICKOFF AND COVER SECOND SKIN (1 EACH PER M40, M42 AND M45 MASK) OR HOOD M40 MASK (1 PER M40 SERIES MASK)	
CHEMICAL PROTECTIVE HELMET COVER	1 PER INDIV
CHEMICAL PROTECTIVE GLOVES	1 PER INDIV
CHEMICAL PROTECTIVE OVERBOOTS	1 PER INDIV
CIPROFLOXACIN (500MG TABLETS)	5 DOS PER INDIV

10–4. Clothing Bag Items.

a. Required clothing bag items:

The following are clothing bag items required for deploying Soldiers that will not be issued. It is the commander's responsibility to ensure all Soldiers deploy with these items:

NOLIN	NOMENCLATURE	NOTES	MIL QTY	DOD/DA CIV QTY	CONTR QTY	AAFES QTY
B90343	BELT, RIGGERS DESERT SAND		1	1	0	1
B60315	BOOTS, COMBAT HOT WEATHER, TAN		1	1	0	1
B13584	BOOTS, TEMPERATE WEATHER TYPE II, TAN		1	1	0	1
D49007	DRAWERS, MEN'S BRIEFS		3	3	0	3
C03291	CAP SYNTHETIC MICRO-FLEECE		1	1	0	0
S89914	SOCK, BOOT GREEN		6	4	0	4
T24671	T-SHIRT SAND COLOR, MOISTURE WICKING		3	0	0	0
P12029	ACU CAP PATROL		1	0	0	0
J23800	JACKET, IPFU		1	0	0	0
P65394	PANTS, IPFU		1	0	0	0
T24603	SHIRT, L/S, IPFU		1	0	0	0
T16401	SHIRT, S/S, IPFU		2	0	0	0
T00041	TRUNKS, IPFU		2	0	0	0

b. Army Direct Ordering (ADO):

The above clothing bag items can be sustained through Army Direct Ordering (ADO) during deployment only. Once the unit is set-up, Soldiers (Enlisted and Officers) place order by size via AKO link thru DLA E-Commerce to Kentucky Logistics Operations Center (KYLOC) web site. The website is https://army.kyloc.com. Unit designee can order for Soldiers if internet access is limited. The orders must be placed in the Soldier's name.

10–5. Personnel Protection Equipment.

See Chapter 7-10 for details.

10–6. Personal Items.

Recommended for all personnel:

ID TAGS WITH CHAIN
MEDICAL WARNING TAGS WITH CHAIN (IF REQUIRED)
SECOND PAIR OF EYEGLASSES (AS REQUIRED)
EAR PLUGS
TOWELS
DONUT PAD FOR HELMET (IF APPLICABLE)
90-DAY SUPPLY OF MEDICATIONS
LIP BALM, ANTICHAP, HOT/COLD
SUN SCREEN (SPF 15 OR GREATER)
FOOTPOWDER, ANTIFUNGAL
WATER PURIFICATION TABLETS
EYE DROPS
PADLOCK, COMBO/KEY
SHOWER SHOES
WASH CLOTHS
WRITING MATERIALS
RAZORS
SHAMPOO
TOOTHPASTE AND TOOTHBRUSH
DEODORANT
SOAP
INSECT REPELLENT
NAME TAGS, UNIT PATCHES, AND SEW-ON RANK.
REVERSE FIELD U.S. FLAG REPLICA (FULL COLOR)
CIVILIAN CLOTHING (INCLUDE COLLARED SHIRT, LONG SLEEVES AND LONG PANTS)

10–7. Equipment Accountability.

a. Weapons and Protective Masks:

(1) Weapons and Protective Masks are organizational equipment, Class VII, and remain with the unit. Mobilizing RC units will ensure all assigned personnel have a properly fitted protective mask and have the MTOE authorized individual weapon.

(2) Units will report to the mobilization station with all on-hand individual weapons and protective masks, up to the MTOE authorized quantity or deployment strength, whichever is greater. Units deploying with shortages will be provided weapons and masks by the mobilization station.

(3) All OCIE issued by the CRC will be captured in ISM CIF.

b. Mask Accountability:

(1) Parent commands, mobilization stations and CRCs will ensure that all Soldiers and individual deployers (to include DA/DoD Civilians and contractors) have a fitted chemical protective mask in carrier prior to departure from home station. Protective masks remain on the property book of the agency that issued them to the individual (unit of origin).

(2) The supporting command/agency that does not have organic equipment will coordinate with their supporting installation for issue of equipment to the individual augmentee before departure from home station.

(3) Individual Ready Reserve (IRR) and civilian personnel will receive a protective mask during processing at the CRC.

c. Weapons Accountability:

(1) Upon notification of deployment, Soldiers will bring a weapon from their parent unit based on mission requirements. Supporting command/agency that does not have organic weapons will coordinate with their supporting installation for the issue of a weapon to the Soldier before departure from home station. For individual augmentees (IA) without a parent unit, weapons will be issued at the CRC.

(2) Weapons issued by the CRC will be laterally transferred from the CRC to the gaining unit, preferably by the automated property book system Property Book Unit Supply Enhanced (PBUSE). When this occurs, the weapon becomes unit-owned property and is not required to be returned to the CRC. Civilians normally will not be issued a weapon. In the rare case that a weapon is required/approved for a contractor, the weapon must be laterally transferred directly from the CRC to an Army property book account.

(3) No personal weapons are authorized.

(4) Non-OCIE (i.e. weapons) will not be issued through ISM CIF.

d. OCIE Turn-in in Support of Redeployment

Redeploying personnel who have orders for PCS or separation date from the service within 60 days after returning to homestation, are authorized to turn in their OCIE to theater CIFs as determined by ARCENT. This will improve the overall OCIE accountability, enhance the effectiveness of homestation CIF out-processing procedures, reduce the loss of accountability for OCIE, and decrease the number of financial liability investigations of property loss. Commanders will validate the individual's orders or letter of authorization that stipulates the individual's departure within 60 days of redeployment. In the absence of official documents, the commander will sign a memorandum for record authorizing the OCIE turn-in based on the individual's known departure within 60 days after redeployment. The theater CIF will validate the Soldiers letter of authorization, or the commander's memorandum authorizing the turn-inn of the individual Soldier's OCIE. The CIF will process the turn-in transaction(s) in the installation support module CIF, and the individual's clothing record will be adjusted to account for the turn-in. In addition, the CIR will provide the individual with a hard copy of the revised clothing record or turn-in documentation. Soldier's should retain a copy of their CIF OCIE turn-in documents and keep them readily available until they arrive at their next duty assignment.

10–8. Authorized Baggage.

a. Deployment-AMC/Contracted Military/Commercial Flights:

During deployment to theater, Soldiers are authorized 4 duffel bags (one personal duffel bag is included in this quantity/size maximum: 25x42 or Ruck /size maximum 15x10x22) and 1 carry-on bag that meets commercial airline standards/size (24.5 length/16.5 width/11.5 depth) with a maximum weight of 50lbs. DA/DoD and other federal civilians are authorized 3 duffel bags (one personal duffel bag is included in this quantity/size maximum: 25x42 or Ruck /size maximum 15x10x22) and 1 carry-on bag that meets commercial airline standards/size (24.5 length/16.5 width/11.5 depth) with a maximum weight of 50lbs. Contractor personnel are authorized 2 duffel bags (one personal duffel bag is included in this quantity/size maximum: 25x42 or Ruck /size maximum 15x10x22) and 1 carry-on bag that meets

commercial airline standards/size (24.5 length/16.5 width/11.5 depth) with a maximum weight of 50lbs. This is the maximum quantity of authorized baggage; however, fewer bags can be taken if deployer can fit the equipment and personal items into a lower number of duffel bags. Each duffel bag must not exceed 70 lbs. No footlockers or commercial suitcases will be accepted for movement. The PAP CDR will make final determination on waiver requests for exception to policy on authorized baggage limits based on mission requirements and aircraft capacity for loading AMC/Contracted aircraft. For Soldiers flying Commercial Aircraft, excess baggage is authorized to cover additional costs Soldiers incur to ship 4 duffel bags and 1 carry-on bag as prescribed above. Normally, commercial airlines (depending on each airline's policy) allow the traveler 2 checked bags and 1 carry-on bag before excess baggage costs are charged to the traveler.

b. Redeployment-AMC/Contracted Military/Commercial Flight:

During redeployment from theater, all personnel are required to return with all issued OCIE as To Accompany Troops (TAT) and not packed in with unit equipment. The weight and size maximum standards for deployment is the same for redeployment. Soldiers are authorized 4 duffel bags (one personal duffel bag is included in this quantity) and 1 carry-on bag. DA/DoD and other federal civilians are authorized 3 duffel bags (one personal duffel bag is included in this quantity) and 1 carry-on bag. Contractors are authorized 2 duffel bags (one personal duffel bag is included in this quantity) and one carry-on bag. This is the maximum quantity of authorized baggage; however, fewer bags can be used if the redeployer can fit the equipment and personal items into a lower number of duffel bags. Bags should not exceed 70 lbs each. For Soldiers flying Commercial Aircraft, excess baggage is authorized to cover additional costs Soldiers incur to ship 4 duffel bags and 1 carry-on bag as prescribed above. Normally, commercial airlines (depending on each airline's policy) allow the traveler 2 checked bags and 1 carry-on bag before excess baggage costs are charged to the traveler.

c. AFPAK Hands Program:

Due to the unique mission requirements of the AFPAK Hands Program, individuals deploying to or from AFPAK Hands assignments are authorized 5 duffel bags and one carryon for travel via commercial or military air. Baggage size and weight limits will be in accordance with those prescribed in para. 10-8a above. Travel orders for those assigned to AFPAK Hands assignments will state "In accordance with paragraph 10-8 of the PPG, you are authorized 5 duffle bags as accompanied baggage. The size of each bag may not exceed 25" x 42", nor exceed the weight of 70 lbs per piece. Carryon baggage cannot exceed 24.5" x 16.5" x 11.5" in size, nor exceed the weight of 50 lbs. In the event your travel is via commercial air, you are authorized reimbursement for excess baggage charges to cover the movement of the 5 duffel bags. You must be prepared to personally pay for the commercial airline charges for excess baggage. You may charge the cost for excess baggage to your government charge card. In order to obtain reimbursement you must provide receipts for the cost of the excess baggage when you file your travel claim.

10–9. Points of Contact.

a. DCS, G-1, MILITARY MOBILIZATION BRANCH, DAPE-MPZ-MM, HQDAG1Operations@hqda.army.mil.

b. DCS, G-1, CIVILIAN MOBILIZATION BRANCH, DSN 223-2127 or DSN 223-2119.

c. DCS, G-4, CONTRACTOR PERSONNEL, DALO-POD, DSN 767-7027.

d. DCS, G-4, LOGISTICS OPERATIONS CELL (LOC), DALO-POD-LOC, DSN 227-5939.

e. DCS, G-4, DALO-SUI, DSN 224-4496, FAX 224-6016

f. ARMY MATERIEL COMMAND (AMC), EOC, DSN 227-8407

CHAPTER 11 – ORDERS

11–1. Contingency Orders Process

The contingency orders process begins with the combatant commander determining what his personnel requirements are and submitting that request to HQDA G-3/5/7. HQDA G-3/5/7 obtains SecDef approval prior to publishing an execution order (EXORD) to FORSCOM (for the AC) and First Army (for the RC) to provide the necessary units/Soldiers.

11–2. Mobilization Orders (RC)

a. TPU Personnel:

The Joint Forces Headquarters - State (JFHQ-ST) and Regional Readiness Support Commands (RSC) will publish mobilization orders for TPU personnel within a mobilized unit (FORMAT 163). Reference FORSCOM Supplement 1 to AR 600-8-105.

b. Reserve Component AGR/Title 10:

USAR AGR Soldiers will receive a PCS order from the Army Reserve Active Duty Management Directorate (ARADMD) —assigning them to a TPU. Army Reserve Subordinate Commands, and other GO Commands will publish a TCS order (Format 401) and forward to ARADMD for Soldier realignment. Units must verify that AGR personnel are properly assigned IAW AR 140-30, para 5-7. Commands are also responsible for updating the Mobilization Screen in AGRMIS.

11–3. OCONUS Assignments

a. Unit:

(1) Unless a different reporting time is specified by the Military Service concerned or for the most urgent operational requirements, RC members of units and individuals ordered to active duty under 10 USC 12302 should receive 30-day notification with a goal of a 90-day notification to report for duty (reference USD (P&R) Memo dated 15 Mar 07). Involuntary requests for mobilization/remobilization must be received and processed IAW SecDef guidance; involuntary orders must reach Soldiers at least 30 days prior to the effective report date (reference ASA M&RA Memo dated 7 Feb 06). Headquarter authorities will issue mobilization orders IAW Chapters 4 and 14 of AR 600-8-105 for Reserve Component individuals, units or DUIC units. Initially apply the use of mob orders in accordance with Chapter 14.

(2) ARNG, USAR and Derivative (DUIC) Units:

First Army will publish mobilization orders (FORMAT 150) for ARNG, USAR and DUIC units. Orders will clearly identify the specific contingency operation to which the Soldier is assigned. The mobilization station will publish TCS orders to move ARNG, USAR or DUIC units to the area of operation (FORMAT 745). If the mobilization order does not provide movement authority, the First Army will publish TCS orders to the area of operations (AO) for home station deployers [units that deploy to AO without going through their mobilization station].

b. Individual

(1) HRC, Joint Forces Headquarters State (JFHQ-ST) or Regional Readiness Support Commands (RSCs) are responsible for publishing the individual mobilization orders for RC Soldiers. FIRST ARMY, Home Station, Mob Station or the installation will prepare Temporary Change of Station (TCS) orders for all RC personnel movements to final duty locations.

(2) Individual Mobilized Augmentee (IMA) and Individual Ready Reserve (IRR):

(3) The HRC will publish mobilization orders (FORMAT 162 OR 163) for IMA and IRR personnel. FIRST ARMY, home station, mobilization station or the installation will prepare TCS orders for all RC personnel movements to final duty locations.

c. Individual Fill Requirements:

Individual fill requirements for deploying units will be submitted through the installation, FORSCOM, and providing ACOMs, ASCCs, DRUs, or COCOMs. The gaining unit through HQDA G-3/5/7 (DAMO-ODO) will request individual fill requirements for theater. Requests must include location and para/line (or applicable billet number). Once a DUIC is established in Status Of Resources & Training System (SORTS), a copy of the orders creating the DUIC will be forwarded to the ARNG or USAR Reserve Pay Support Center, who will in turn provide orders to the appropriate DFAS office. No revised structure data will be required. Orders for any individual Soldier who will join the unit at a designated deployment site must authorize individual travel. The deployment site will publish deployment orders for the Soldier to theater.

(1) Individuals at Non-Army Staff Positions:

If individuals are designated to fill joint or multinational staff positions and special training is required, these requirements will be identified as such on their orders. If individuals are being assigned to non-Army organizations, movement orders will assign the individual to the designated Army Headquarters organization within the area of operations. Special instructions on the orders will state —With Duty at (the non-Army unit).

(2) ARNG Soldiers:

Orders published for a Soldier ordered to active duty under partial mobilization or PRC authority will use standard orders Format 165. These are funded orders and are to be prepared using Automated Funds Control Orders System (AFCOS). That system supports the personnel tempo management requirements. All call to active duty orders will specify —duty is in support of operations as prescribed in executive order and cite the specific EO and its date. Additionally, State-published orders for mobilization and movement to mobilization station (i.e., format 165) must include the name of the operation supported (such as “Operation Noble Eagle”). The AFCOS screen format “purpose” response area may be used for this information, but the “mobilization country” area may be used also, if the unit is not deploying OCONUS.

11–4. Deployment Orders

a. Active Component:

(1) Regular Army personnel deploying in support of a contingency operation as an individual, group or as unit, will deploy in a TCS status.

(2) All individual Soldiers will be placed on TCS (FORMAT 401) orders and all Soldiers deploying as a group or a unit will be placed on TCS (FORMAT 745) orders when deployed/ordered to a designated contingency operation; or anytime a Soldier is temporarily moved from one duty location to another (see Chapter 11-13d for exceptions to this policy).

(3) First Army, Home Station, Mob Station or the installation will prepare Temporary Change of Station (TCS) orders for all AC personnel movements to final duty locations.

(4) Processing orders for AC Soldiers will be completed IAW established taskings and validated requirements through the ACOMs, ASCCs and DRUs to the local Military Personnel Division

(MPD) and Reassignment Work Center. Reference AR 600-8-105. For purpose of filing travel claims, item 10b, figure 2-2, AR 600-8-105, requires that temporary duty (TDY) orders be amended when a traveler departs on official travel more than 7 days before or after the specified departure date in the order. Due to the unique requirements associated with current operations in support of the Overseas Contingency Operation (OCO), this 7 day window is expanded to 30 days before or after the date specified in the order for all forms of contingency TDY orders which include but not limited to: Temporary Change of Station (TCS) orders and Miscellaneous Travel orders.

(5) Per ALARACT 033/2007 installations will publish standardized PCS orders, for AC Soldiers assigned to Transition Teams (TT) missions as prescribed by HRC.

(6) The home station PSB/MPD will publish initial deployment TCS orders for AC personnel.

b. Reserve Component:

(1) RC Soldiers deploying in support of a contingency operation as an individual, group or as unit, will deploy in a TCS status. All individual Soldiers will be placed on TCS (FORMAT 401) orders and all Soldiers deploying as a group or a unit will be placed on TCS (FORMAT 745) orders when moved from mobilization station to final duty location; or anytime a Soldier is temporarily moved from one duty location to another.

(2) Initial deployment TCS orders for RC Soldiers will be prepared either at the home station, mobilization station, CRC or, in the case of an IMA/IRR, at the installation where the Soldier is assessed onto active duty.

(3) Duration of TCS orders for RC Soldier will be prepared to reflect the individual's remaining mobilization period (reference original mob order).

(4) TCS orders will be amended by the originator when mob extensions are approved by ASA (M&RA) for RC Soldiers beyond their initial mobilization period. JFHQ-ST/RRC will publish individual amendments (Format 700) for unit/individual extensions.

(5) Deployments to Iraq will not exceed beyond December 31, 2011. After that date, RC Soldiers may be remissioned within the CENTCOM AOR, redeployed globally, or redeployed and demobilized as operational requirements dictate. See 2-3a(9) for details and to view the memorandum.

c. Civilian:

(1) TDY Status for DA/DOD Civilians:

DA/DOD Civilian employees assigned to deploy will do so in TDY (DD Form 1610, Request and Authorization for TDY Travel for DOD Personnel) or TCS status. TDY travel and privileges will be afforded to deployed Civilians in accordance with applicable regulations. AAFES personnel will travel on AAFES TDY orders. Red Cross personnel will travel on invitational travel orders (ITO). Reference DA Pam 690-47 and Joint Travel Regulation (JTR), Vol. II, Chapter 3, Part d.

(2) Additional instructions for OCONUS deployment:

(a) Unless an individual deploys with a unit, orders will reflect direct deployment through the designated CRC to expedite processing and ensure accountability of deploying DA Civilians.

(b) Officials will include the following additional information on the DD Form 1610:

(c) Civilian orders will reflect the designated ORG/ULN/LNR and include the following statements in the remarks block:

(d) AAFES snack bar and restaurant access is available in CONUS.

(e) Authorized to carry government issued weapons when so designated and required familiarization training has been completed.

(f) Medical care and dental care is authorized IAW service regulations; non-reimbursable care authorized at deployment site.

(g) Overtime and compensatory time authorized at TDY site as required by Combatant Commander.

(h) Cost of an official passport and/or visa(s) is reimbursable.

(i) POV and rental car not authorized at the CRC SITE.

(j) Reimbursement of authorized checked baggage on commercial flights weighing more than 50 lbs to a max of 70 lbs per bag authorized as excess baggage.

(k) Additional guidance for content of Army Civilian orders is posted on the Civilian Personnel On-Line website www.cpol.army.mil; for AAFES personnel, as instructed by AAFES Headquarters; and for Red Cross personnel, see AR 930-5, American National Red Cross Service Program and Army Utilization.

d. Contractor:

Contractor transportation and travel to the AO is the contractor's responsibility and will be performed IAW the terms of the contract. A Letter of Authorization (LOA) will be issued IAW AR 715-9, Contractors Accompanying the Force and the JTR. Contractors deploying OCONUS will be issued a LOA once their information is loaded into the Synchronized Predeployment and Operational Tracker (SPOT). Entitlements and compensation for contractor personnel are based on the contract and the Federal Acquisition Regulations (FAR). Per diem and related expenses may not exceed rates promulgated in volume II of the JTR. Contractors may have access to military air (MILAIR) when deploying OCONUS from their authorized deployment site, specifically from a CONUS Replacement Center (CRC). Reference DA Pam 715-16, Chapter 3 and DA Pam 690-47, Chapter 1-7.

11–5. Employment Orders and Movement of Soldiers Between Operations:

a. General:

When required by mission, situation, and/or ACOMs, ASCCs, DRUs, OR COCOMs requirements, Soldiers serving in support of contingency operations may move to become part of another mission under the same contingency. There are specific requirements that must be met to allow Soldiers to move between operations:

b. Cross-level:

ACOMs, ASCCs, DRUs, OR COCOMs must cross-level assets to meet fill requirements by active Army Soldiers, by grade, specialty, and qualification before using mobilized Soldiers;

c. Elimination of original mission requirements:

Mission requirements of the Soldier to be moved will need to be eliminated so that no replacements will be required after the Soldier is moved;

d. Movement authority:

ACOMs, ASCCs, DRUs, OR COCOMs must request (include Soldier's name and new duty location) authority to move these Soldiers through HQDA G-3/5/7, DAMO-ODM (DSN 227-4072) to HQDA G-1, HQDAG1Operations@hqda.army.mil.

e. SRP and final settlement voucher:

ACOMs, ASCCs, DRUs, OR COCOMs are responsible to ensure that all Soldier readiness processing (SRP) requirements are met and that a final settlement voucher is submitted for the operation that the Soldier has completed/moved from; the original order; all amendments to the original order; all reimbursable documents and leave documents are supporting documents for this submission.

11–6. Redeployment Orders (Reserve Component)

a. All replacement Soldiers will redeploy with the unit to which they are assigned as a replacement regardless of time remaining on their mobilization orders unless the replacement Soldier has received orders to remain in theater to fill another valid requirement. Soldier may request orders by submitting a CO-ADOS packet.

b. IAW AR 600-8-105, para 14-2 b and c, the original deployment order will be used by Installation Transportation Offices to return Soldiers to the appropriate mobilization station for demobilization.

11–7. Demobilization Orders (OCONUS)

After arrival at the mobilization station, the Mobilization Station Commander will notify HRC, ATTN: AHRC-PLM-S (REFRAD Section) via email usarmy.knox.hrc.mbx.opmd-refrad@mail.mil (for officers) and usarmy.knox.hrc.mbx.epmd-refrad-section@mail.mil (for enlisted), of those Soldiers whose orders have expired, in an effort to extend Soldiers on active duty for the purpose of demobilization, and if authorized, leave.

11–8. Unit/Installation Requirements

a. Installation Responsibilities:

Gaining installations are responsible for the care, feeding, housing and appropriate transportation for all personnel TCS'd to the installation. Maximum use of Government facilities is directed. However, if space is not available on the installation, use of contracted commercial facilities, as Government quarters, must be considered. When this option is executed the installation should also contract for multi-passenger vehicles for seven or more occupants to move personnel from these locations to the installation. This has a two-fold effect: 1) force protection and quick recall; and 2) Soldiers who are away from the TCS station can store their items without incurring out of pocket expenses.

b. Statement of Non-Availability (SNA):

Government quarters and mess may not be available at some locations. Garrison commanders (or their designated representatives) will issue a statement of non-availability for lodging and meals for those Soldiers who are required to reside away from the installation. It is the responsibility of the Soldier to retain copies of all documents and receipts for later submission and audit. The SNA should be completed on a DD Form 1351-5, Government Quarters and/or Mess.

11–9. Installation Management Command (IMCOM) OCO-TCS

a. Procedures for obtaining Contingency Funds, Roles and Responsibilities:

(1) The Department of the Army has directed that IMCOM serve as the Army's executing agent for publishing all IMCOM OCO-TCS orders for Soldiers deploying to the OEF/OIF contingency

Area of Operations (AOR) and elsewhere in support of designated operations. This includes management of HQDA policy, fiscal control of IMCOM OCO-TCS fund-cites, funding for IMCOM OCO-TCS lodging, travel and per diem. These instructions apply to AC and RC Soldiers.

(2) This policy covers travel to the CONUS Replacement Center (CRC) and other locations for training in preparation for a IMCOM OCO-TCS assignment. This applies even in circumstances when the Soldier will temporarily return to his/her permanent duty station/home of record prior to the IMCOM OCO-TCS assignment. The IMCOM OCO-TCS procedures are applicable to all organizations/activities across the Army requesting IMCOM OCO-TCS orders for AC and RC Soldiers/Units deploying to the following listed AORs: OEF, OIF, OEF- Afghanistan (OEF-A), OEF-Philippines (OEF-P), OEF-Horn of Africa (OEF-HOA), OEF-Trans-Sahara (OEF-TS), Guantanamo Bay and Cuba.

(3) OCO-TCS Fund Cites for Soldiers/Units deploying to the OEF and OIF contingency AOR provide the following entitlements for per diem; one-way airfare to the CRC and follow-on travel to contingency AOR; authorized baggage; and excess baggage authorized for combat camera personnel, aviators, and military police and Explosive Ordinance Disposal with working dogs.

(4) The Army Commands and Army Service Component Commands are responsible for all TDY costs (to include additional Soldier training not available at the CRC). All additional training must be completed before the Soldier enters the IMCOM OCO-TCS deployment model.

b. IMCOM OCO-TCS fund-cites are not authorized for the following:

(1) Rental Cars – The losing command may fund rental cars using their OMA OCO funds. Upon written request, exceptions to this policy may be approved by Headquarters, Department of the Army, Deputy Chief of Staff G-1 (DAPE-PRC).

(2) Lodging – IMCOM will provide government lodging through the Lodging Success Program (LSP). All CONUS OCO-TCS Soldiers are required to contact LSP to make the necessary arrangements for housing. The LSP phone number is 1-800-GO ARMY1.

(3) TDY – Deployments of 30 days or less will be executed in a TDY status and Soldiers will be placed on TDY orders (DD Form 1610 - prepared in the DTS) Additional training requirements outside of CRC training will be funded using unit OMA OCO funds or unit TDY funds.

c. Transportation for Unit Movement:

Contact your MOB Site RMO for assistance.

d. Other Operations:

Operation - Balkan, SFOR, KFOR, Bosnia, Kosovo, Fort Bliss ADA, Egypt, Unit Transportation Movement, or Germany. To use the IMCOM OCO-TCS Fund Cites for operations such as these (or other operations) requires prior approval with IMCOM.

11–10. Fund-Cites for Reserve Component Soldiers' in Support of OCO

a. Fund-cites will be included on all orders.

b. Copies of all orders:

Copies of all orders will be placed in the individual's deployment packet and a copy furnished to:

CDR, HRC

ATTN: TAPC-PLO
1600 Spearhead Division Avenue
Fort Knox, KY 40121-5001

c. VOCO orders:

VOCO orders must present statement IAW AR 600-8-105, para 1-23 for date of the VOCO for pay purposes.

d. Open specified allotment for RC Soldiers:

Use of the open specified allotment for RC Soldiers in support of OCO for the following types of orders is prohibited: Temporary Change of Station TCS (TCS) Orders, Indeterminate TCS orders, contingency operations - active duty operational support (CO-ADOS) orders, contingency retiree recall orders, and mobilization orders.

e. IMCOM approval:

Funds for each of the above orders must be approved by the Installation Management Command (IMCOM).

(1) All Human Resource Command (HRC) activities must contact IMCOM for a valid fund-cite.

(2) POC: IMCOM OCO-TCS Management Office – GWOTTCSOrders@conus.army.mil.

f. Additional Reference from FM OCO Guidance:

The Department of the Army suspended the use of the Open Specified Allotment for Reserve Component Soldiers / units performing duty in support of OEF and OIF. IMCOM is now the program manager for funding for orders and their corresponding funding procedures.

11–11. Fund-Cite Request Process

a. Submission:

Submit fund cite requests for individuals and groups on Order Request template and Group Order Excel Spreadsheet are required. The subject line should include the Soldier's deployment date.

b. Process:

(1) Contact the IMCOM OCO-TCS Management Team a minimum of 30 days prior to deployment to resolve all pertinent questions to ensure timely issuance of orders at the following email address GWOTTCSOrders@conus.army.mil.

(2) Request for Orders must include the following information:

Name (Last, First)
Last 4 SSN
Duty Location
Number of days for deployment
Deployment date
Return date
UIC and Unit Name
Component (AC/AR/NG)

MOB Station
Is this an amendment?
Original Order Number Amended
Copy of Movement Documentation (DA 2446, 1A Orders, WIAS, etc)

(3) Fund-cite validation:

All published orders must be forwarded to IMCOM OCO-TCS within 72 hours after receiving the fund-cite. If not received within 72 hours, the fund-cite is invalid.

(4) The Control Number must be included on the order.

(5) All orders forwarded to IMCOM OCO-TCS must be in a Word or Adobe format.

c. Changes, deletions and/or modifications:

Inform the IMCOM OCO-TCS Management Team of any changes, deletions and/or modifications of deploying Soldiers/Units and request amendments to original IMCOM OCO-TCS order, as needed. Deploying Units/IMCOM Military Personnel Offices (MILPOs) must maintain an IMCOM OCO-TCS Order control log (for reconciliation purposes with the IMCOM OCO-TCS Management Team), and the Control number MUST be recorded on the order.

d. Notification:

Upon completion of processing the IMCOM OCO-TCS Order Fund Cite, the IMCOM OCO-TCS Management Team will notify the Order Issuing Authority.

11–12. Fund-Cite Request Process Under Emergency/Urgent Conditions

(1) Deployment/IMCOM OCO-TCS order requests that are required within 24 hours should be designated emergency and urgent.

(2) Emergency and urgent funding requests should be marked “HOT” with the Soldier’s deployment date in the subject line to assist the IMCOM OCO-TCS Management Office in prioritizing emergency and urgent requests. IMCOM OCO-TCS process funding requests within 72 hours upon receipt of the order request. If a response to a funding request is not received within 72 hours, contact IMCOM OCO-TCS at 703-602-9736 or 703-602-5078 to determine the status of your request. Also, Fund Cite requests that are received after 1700 hrs EST or EDT will be considered as received on the next business day.

(3) In case of an emergency, commands/units may use their funds and request reimbursement the next business day from the IMCOM OCO-TCS Management Office.

11–13. Military Order Samples

a. Temporary Change of Station (TCS) Orders:

(1) Purpose of TCS Orders:

(a) The primary purpose of a TCS order is to track personnel at various locations. IAW AR 600-8-105, table 1-2, rules 71-73, using the movement designator code (MDC) code PM will provide that information.

(b) The secondary purpose is to authorize various travel entitlements, and the ability to move from station to station as required by military necessity, IAW AR 600-8-105, Chapters 4 and 14. In addition, TCS orders must clearly identify the duty location for purposes of clarifying allowances.

(c) The Format 401 order is a limited TCS order, which may be amended, revoked, or rescinded by the gaining command, as required, to reflect movement within the AO, redeployment, and return to home station. Soldiers may be required to move to various locations in a TCS status after processing through a designated deployment-processing site.

(2) TCS Orders Responsibility:

(a) If a Soldier is reassigned to another unit and/or changes duty location the losing command will process a new TCS order.

(b) Distribution of a Soldier's TCS order will include the individual, the unit of permanent assignment; the servicing personnel and finance organizations, and the unit the Soldier is attached too. It is critical to update DEERS and forward these changes to the servicing finance office to change the date of separation (DOS) for RC Soldiers as it impacts on their continuation of receiving pay and allowances. Copies of these actions will be placed in the organization Soldier management individual file (SMIF) and deployment packet.

(3) TCS Orders Preparation.

Active Component Pass-backs: Commands will prepare a Temporary Change of Station (TCS) order initially reflecting "an indeterminate period of time". These orders will provide Soldiers entitlements authorized by the Joint Federal Travel Regulation (JFTR) paragraphs U4600 and U4605-b2a which includes dependent transportation at government expense to a CONUS location. Transportation includes movement of dependents and shipment of household goods (JFTR Appendix A definition of transportation for the purpose of these orders does not include the entitlement to per diem or dislocation allowance). The statement to be used in the TCS order for this authorization is "dependent transportation to a CONUS location is authorized". At a later date, HRC will coordinate with the gaining unit to determine the appropriate end date for the TCS order, at which time they will task the unit that provided the initial TCS order to publish an amendment to the TCS order that provides the termination date of the TCS.

b. DD Form 1610 for Service Members:

(1) The use of DD Form 1610 for deploying Soldiers to the area of operations and for Soldiers assigned outside of a designated combat zone (outside the AOR) in support of the contingency operations is NOT AUTHORIZED. Exception to this policy is for Active Component and USAR Soldiers deploying to theater for 30-days or less (including travel). ARNG Soldiers will not travel OCONUS on a DD Form 1610. All ARNG Soldiers, regardless of number of days traveled, will be in an appropriate Title 10 status when on land outside the United States, its territories, and possessions.

(2) Mobilized personnel can perform TDY and travel on DD Form 1610 when travel coincides with primary duties for which the Soldier was mobilized. Caution should be exercised to ensure that the Soldier in these cases is in contracted or government quarters. For RC Soldiers, the DTS produced 1610 does not provide enough information, therefore, when traveling using the DTS produced 1610, RC Soldiers must also provide the order(s) and amendment(s) produced on legacy systems.

(3) Blanket Travel (DD Form 1610) orders. Blanket Travel orders are sometimes used (often for senior personnel) in the deployed theater for temporary duty (TDY) out of theater. When Soldiers are sent back to their permanent duty station (PDS) on blanket TDY orders, they cannot be in a TDY status at their PDS. To prevent overpayments from occurring, the following statements must be placed in the

blanket travel DD Form 1610 orders: "Per Joint Federal Travel Regulations (JFTR), par., U4102-E, member is not authorized per diem at the PDS; member is only authorized per diem for TDY performed within the local area of the PDS when overnight lodging is required." "Member's PDS is Fort Bragg, NC, the Pentagon...etc. (state what the PDS is in the blanket TDY orders)."

c. DD Form 1610 for Civilians:

To expedite processing and ensure accountability of deploying Army Civilians, officials will include the following additional information on the DD Form 1610:

(1) The assigned unit‘s name and UIC in Block #5 (organizational element to which those are assigned).

(2) Duty location/country of TDY assignment, paragraph and line number of gaining unit should be indicated in Block #11 (itinerary). This is to ensure personnel who are deploying OCONUS are provided the appropriate personnel deployment processing, clothing, equipment, and medical processing for the specific deployment location. Reference DA Pam 690-47, Chapter 1-7.

(3) Place in remarks section of DD Form 1610: —Overtime and compensatory time authorized at TDY site as required by the field commander. Certification of force protection awareness training as required, in addition, includes the supported unit name, UIC, para/line.

d. Temporary Duty (TDY) Orders:

(1) Active Component and USAR Soldiers deploying to theater for 30-days or less (including travel), may travel on TDY Orders.

(2) Mobilized Soldiers performing TDY away from their assigned duty location, will submit monthly travel accruals, and are only authorized per diem for that TDY location.

(3) Dual Lodging: When appropriate and necessary, dual lodging may be approved (after the necessity arises) in accordance with the Joint Federal Travel Regulations (JFTR), par. U4135. Funding to pay for dual lodging will be provided by the authorizing official of the command/organization that requires the dual lodging.

e. Contingency Operation Active Duty for Operational Support (CO-ADOS) Orders.

(1) It is the Army‘s policy that Soldiers maximize use of the 12 months of partial mobilization authority UP Title 10 USC 12302 prior to requesting CO-ADOS. However, this is not a prerequisite to requesting or being authorized CO-ADOS.

(2) It remains Army policy to use partial mobilization prior to the execution of CO-ADOS, where feasible. Commands and organizations can request an initial one-year CO-ADOS tour along with one-year extension as long as both are justified. The HQDA G-3/5/7 is the CO-ADOS one-year tour and one-year extension approval prior to HRC publishing orders.

(3) CO-ADOS orders may also be used for RC personnel who voluntarily extend beyond 12-months of involuntary active duty UP 10 USC 12302.

(4) RC Soldiers are authorized to carry over the total leave accumulated during the period of service under 10 USC 12302.

(5) CO-ADOS Orders Special Instructions:

(a) For Enlisted Soldiers orders will contain the following: "This Soldier is authorized to carry over to the period of voluntary CO-ADOS the total leave accumulated during the period of service under 10 USC 12302. The Deputy Assistant Secretary of the Army for Human Resources may terminate the period of CO-ADOS with 30 days notice to the individual concerned."

(b) For Officers orders will contain the following: "This Soldier is authorized to carry over to the period of voluntary CO-ADOS the total leave accumulated during the period of service under 10 USC 12302. IAW USC 641, This CO-ADOS is for a period less than three years and the Soldier will be retained on the Reserve Active Status List. The Deputy Assistant Secretary of the Army for Human Resources may terminate the period of CO-ADOS with 30 days notice to the individual concerned."

(c) If an individual Soldier volunteers to remain in Theater beyond the REFRAD/End date of their current order, the Soldier must sign a DA Form 4187 requesting CO-ADOS order at least 45 days prior to the REFRAD/End date to allow for proper processing, validation, and approval of the request.

f. Active Guard/Reserve (AGR) Orders:

(1) Army National Guard AGR/Title 32: All on full-time National Guard Duty under the provisions of Title 32 USC 502(f), performing AGR duties prescribed in Title 32 USC 328 affiliated with units ordered to active duty, shall be removed from their full time National Guard duty, Title 32 status and places on active duty under the provisions of Title 10 USC 12302 or 12301(d). The Soldier mobilizes and deploys under the same orders as every other unit member, however, he/she remains in the active Army pay system. Reference AR 140-30, Chapter 5-7. TCS /TDY orders for AGR Soldiers will not be issued for periods greater than 180 days or multiple orders may not result in more than 180 days in any 12-month period without a waiver from the ASA(M&RA). This limitation does not apply to Soldiers serving in a combat zone or qualified hazardous duty area. Commands are responsible for updating the Mobilization Screen in AGRMIS.

(2) USAR AGR Soldiers will receive a PCS order from HRC —assigning them to a TPU. Army Reserve Subordinate Commands, and other GO Commands will publish a TCS order (Format 401) and forward to HRC for Soldier realignment. Units must verify that AGR personnel are properly assigned IAW AR 140-30, para 5-7. TCS/TDY orders for AGR Soldiers will not be issued for periods greater than 180 days or multiple orders may not result in more than 180 days in any 12-month period without a waiver from the ASA (M&RA). This limitation does not apply to Soldiers serving in a combat zone or qualified hazardous duty area. Commands are also responsible for updating the Mobilization Screen in AGRMIS.

g. Indeterminate Temporary Change of Station (ITCS) Orders: This paragraph is currently under revision. In the interim, personnel will not be placed on Indeterminate Temporary Change of Station (ITCS) orders without prior coordination with HQDA G-1 (DAPE-PRC), and strict adherence to the criteria defined in Chapter 4, Part G of the Joint Federal Travel Regulation.

h. UCMJ Orders:

(1) Mobilized RC Soldiers pending UCMJ and/or court martial whether CONUS or OCONUS will be retained involuntarily on active duty until proceedings are completed. This includes Soldiers who are being recalled to Active Duty for the purpose of General Court Martial. RC Soldiers retained on UCMJ orders are not authorized to receive per diem for meals and/or lodging. RC Soldiers will draw BAH for their assigned duty location. Commanders are responsible for counseling Soldiers of this requirement to ensure that precautionary measures are taken and appropriate lodging facilities are secured to avoid any financial hardships.

(2) Unit commanders must submit a complete/signed UCMJ packet via email to HRCSRCTours@conus.army.mil. Packets must include:

(a) Memorandum of endorsement from the General Court-Martial Convening Authority (GCMCA), if GCMCA is of the rank of 06 please include appointment orders as GCMCA.

(b) Current orders (unit mobilization orders with annexes, individual orders with any amendments)

(c) DA Form 4187 signed by the Commander to include reason/justification; projected date of demobilization; number of days retention requested (up to 179 days on first order); unit name and UIC Soldier will be assigned to during duration of the extension; point of contact and phone numbers from owning unit and JAG.

(3) When proceedings are complete, the local JAG will forward a copy of the following documents (as applicable) to HRCSRCTours@conus.army.mil in order to close the Soldier's case.

(a) Results of Trial

(b) Recordings of Proceeding under Article 15

(c) Charge Sheet

(d) Confinement Order

(e) DD Form 214

(4) RC Soldiers who are required witnesses for court martial proceedings cannot be involuntarily retained on active duty beyond their scheduled REFRAD date. Rules for Courts-Martial (RCM) 202 and 204 suggests that only an RC suspect may be retained on active duty for the purpose of court-martial. Although RC witnesses no longer on active duty may be subject to subpoena just like a civilian witness UP RCM 703, a subpoena may not be used to compel a person to travel and testify outside of the United States. Efforts should be made by the local trial counsel to stipulate expected testimony and seek alternatives means of testimony.

(5) Contact HRC, Mob Support Branch, ATTN: RC Tours, UCMJ Section at (314) 592-0430 for additional information.

i. WTU Orders:

(1) A Warrior in Transition (WT) is a Soldier who is assigned/attached to a Warrior Transition Unit and whose primary mission is to heal. A Soldier may be assigned as a WT regardless of their Component (COMPO), however, the type of order indicating their duty status will differ depending on their COMPO. Details for orders issues for WTs are located in the WTU Consolidated Guidance (Administrative) found at the HQDA G-1 website www.armyg1.army.mil. All orders processes for AC and AGR Soldiers will be executed IAW existing Army guidance except as specified within the orders scenario vignettes in the WTU Consolidated Guidance. RC Soldiers mobilized UP 10 USC 12301a, 12301d, 12302, or 12304 will be moved to a 10 USC 12301h order for Medical Retention Processing (MRP or MRP2) if a determination is made that their medical disposition cannot be completed within the duration of their partial mobilization order. RC Soldiers will remain assigned/attached to the WTU/CBWTU until their medical condition is resolved and they are eligible for REFRAD or they complete the Physical Disability Evaluation System (PDES) process. Specific guidance for orders processes not IAW existing Army guidance is contained in the RC Warrior Transition Unit Order Scenario Vignettes in the WTU Consolidated Guidance.

(2) For more information regarding the Warrior Transition Unit (WTU) go to the WTU Consolidated Guidance (Administrative) found at http://www.armyg1.army.milor contact the HQDA, DCS, G-1, Medical Policy Section at G1wtu@conus.army.milor (703) 695-7874, (DSN 225).

11–14. Passports and Visas.

a. General.

Consult DOD Foreign Clearance Guide (FCG) for detailed guidance on personnel clearance and entry (passport and visa) requirements and for preparing personnel clearance requests.

(1) Four FCG geographical volumes are published on a quarterly cycle (one every month) with Interim Change Notice (ICN) updates as needed. Travelers should verify they are using the current volume with the latest ICNs. The FCG website is found at https://www.fcg.pentagon.mil/ (unclassified) or www.fcg.pentagon.smil.mil (SIPRNET) contains all the updates published as ICNs and is the most current and comprehensive source of FCG information.

(2) Because each theater and country has differing approval procedures, consult Section II of the FCG for proper guidance. Additional guidance on force protection, crime and other country related issues can be found at International Travel or visit http://travel.state.gov/travel/travel_1744.html.

(3) Military deploying to the Sinai thru the CRC need passports before they arrive at the CRC.

b. Military Deploying with Orders.

Soldiers will deploy with orders and DOD CAC. Additionally, Soldiers are encouraged to deploy with passports if they currently have one. Personnel may travel via commercial airline to the area of operation and, if so, will be required to present a passport upon arrival.

c. Civilians/Other Personnel.

(1) All other personnel will obtain passports prior to arrival at their deployment-processing center and deploy with a passport and DOD CAC. Civilians must have passports and visa(s) if required. Recommend individuals apply for an official passport with a local passport agent prior to arrival at the deployment-processing center. Note that normal-processing time for an official passport is 4-6 weeks.

(2) Personnel can apply for required visas at the USCENTCOM passport office. The normal processing time for a visa is approximately 10 duty days. Expenditures for visas will be reimbursed on travel voucher DD Form 1351-2 for Soldiers and appropriated fund/non-appropriated fund for Civilians.

(3) Reference DA Pam 690-47, Chapter 1-16 for additional information.

CHAPTER 12 – FUNDING

12–1. Proponent.

The Army Budget Office, Budget Integration and Evaluation Division (SAFM-BUC-I) is the proponent for this guidance. The Contingency Operations Cell can be reached at 703-692-5886/6847/6840, Budget.Integration@hqda.army.mil

12–2. General.

The HQDA CONOPS FM Guidance supersedes all previously published guidance to Army commands and activities concerning responsibilities for executing Army financial management functions in support of named contingency operations (CONOPS). This is a standing policy memorandum and applies to all commands and activities that receive funding directly from Headquarters, Department of the Army (HQDA). Refer to the appropriate Reserve Component mobilization publication for detailed procedures specific to the United States Army Reserve or the Army National Guard.

12–3. Contingency Operations (CONOPS).

Contingency Operations include, but are not limited to, Overseas Contingency Operations (OCO) mission, support for peacekeeping operations, major humanitarian assistance efforts, non-combatant evacuation operations (NEO), and international disaster relief efforts.

a. CONOPS/OCO Funding.

(1) Army Commands will submit incremental funding requirements (i.e., those not supported through the Army base budget) for CONOPS and OCO to the Army Budget Office (ABO) in accordance with published data calls.

(2) Operational Needs Statements (ONS) or other emerging requirements must be validated by the Army Resources and Requirements Board (AR2B) before they are considered for OCO funding.

(3) Army Commands, Army Service Component Commands, Direct Reporting Units, staff agencies, and activities will ensure that requests for CONOPS funds are directly related to readiness, deploying forces, and mission requirements in support of contingency operations IAW OMB and other published guidance.

b. Commands' Roles, Responsibilities, and Tasks.

Refer to HQDA CONOPS FM Guidance for policy concerning commands' roles, responsibilities, and tasks reference CONOPS funding.

CHAPTER 13 - PERSONNEL MANAGEMENT

13–1. General Management.

Unless otherwise specifically stated, current Army regulations remain the primary source for instruction on topics within this chapter. The purpose of this chapter is to highlight key differences between standard operations and contingency operations.

13–2. Personnel Information Management.

a. Activation and REFRAD of Soldiers in ARNG Personnel Systems:

(1) Units:

(a) An OIUL transaction will be used for a unit mobilized under partial mobilization authority (10 USC 12302) and Presidential Reserve Call-up (PRC) authority (10 USC 12304). Use of OESTS code “M” is imperative. The OIUL transaction will create a separate EADT transaction for each unit member.

(b) Soldiers selected to serve with a unit not yet mobilized must be transferred to that unit prior to processing the OIUL transaction. Soldiers selected (as a unit replacement) to serve with a unit that is on active duty (one that has already reported to a mobilization station or deployed) will be transferred to that unit prior to processing the EADT transaction.

(c) Soldiers serving on FTNGD (Title 32 AGR Program) are released from FTNGD on the day before unit activation, issued a DD Form 214 and ordered to involuntary active duty with their unit under partial mobilization authority. An RADT transaction should not be submitted for these Soldiers. The OIUL transaction will generate an Active Status Program code of “F” during the generation of the individual EADT transaction.

(2) Individuals:

An EADT transaction will be processed for a Soldier who is ordered to active duty as an individual volunteer (under 10 USC 12301(d) authority) for a Contingency Operation Active Duty for Operational Support (CO-ADOS) IAW AR 135-210, chapter 3, with orders published by HRC. The date in the Control Data area will be the same as the Soldier‘s date of entry to Title 10 status, and the ACT-STAT-PROG code of —Z will be used. Soldiers ordered to CO-ADOS to serve with any unit on active duty will be ordered to active duty from their current unit and attached to the duty unit. If the Soldier‘s orders do not provide a termination date, then establish the END-DATE-DUTY-DEERS-ELIG date as two years minus one day from active duty start date.

b. Activation – RPAM:

RPAM for traditional (drilling) and FTNGD (Title 32 AGR Program) Soldiers. The utility to extract information from the SIDPERS-ARNG database for RPAM will recognize the Active-Status Program code of “F” and “Z” and create a military membership status identifier (MMSI) of “B2”.

c. REFRAD To Drilling Status:

Release from Active Duty (REFRAD) for Soldiers returning to traditional (drilling) status from Title 10 status:

(1) SIDPERS-ARNG: Transaction RADT will be used for an individual return, and transaction OIUR will be used for mass unit returns. Before processing an OIUR transaction, a Duty Position (DPOS) transaction must be completed for each Soldier who will not be REFRAD with the unit.

(2) RPAM: The utility to extract SIDPERS-ARNG information for RPAM will recognize Active-Status Program code of “Y” and create the MMSI identifier of “B1”.

d. REFRAD- to AGR (T32):

Release from Active Duty (REFRAD) for Soldiers returning to FTNGD (Title 32 AGR Program) status from Title 10 status. Care must be taken to avoid creation of conflicting information in DEERS that may affect a Soldier‘s benefits and claims. A Soldier serving an AGR Program tour (i.e., full-time National Guard Duty) will be released from FTNGD on the day before the order to active duty.

e. Processing Reminders:

(1) Transaction Timeliness: States must process OIUL/EADT transactions and RADT/DPOS/OIUR transactions not later than the business day of activation or release. Execute the external interface program (SIHOL) upon completion of the day‘s processing and transmit to NGB that day. Immediate State processing of active duty information is critical for the timely (pre-arrival) delivery of Soldier transfer data to the mobilization station.

(2) Personnel Action Effective Dates: Personnel action effective dates are critical, and frequently they are not the date of data entry. The personnel action input screens guide the composition of each transaction. Complete the Control Data date using the effective date of the personnel action (e.g., date of gain, loss, transfer, or grade change). This date cannot be blank; it cannot be a future date; and it is not system-generated. For a personnel action that requires an action-effective date or a start and/or stop date (in addition to the Control Data date), the action is ―dated‖ by the information entered in the Input Data area.

f. Activation Processing:

The Army‘s military personnel systems route ARNG Soldier transfer data records to the appropriate mobilization station using the unit identification code of the unit ordered to active duty. Accordingly, there is a system-driven requirement to transfer all mobilizing Soldiers into the unit to be ordered to active duty before the OIUL transaction is executed. Submit the OIUL on the day of mobilization to ensure timely transfer of information, using OESTS code “M”. Submit a separate EADT transaction for a Soldier supporting a contingency operation only when that Soldier is ordered to voluntary active duty as an individual under medical retention processing or CO-ADOS authority (10 USC 12301(d)), or if mobilized as a unit replacement (10 USC 12302).

g. Post-Mobilization Transactions:

When submitting a SIDPERS-ARNG transaction that reports a personnel action for an activated Soldier, the effective date of that personnel action must be used in the Control Data area (and Input Data area), not the date of data entry.

h. Release from Federal Service:

An OIUG transaction will be used to report the release of an ARNG unit from federal service, using OESTS code “N”. The date in the Control Data area will be the date of the unit‘s return to State (Title 32) status.

13–3. Military Personnel Records.

a. Army Reserve Units:

(1) AR units mobilized through a mobilization station will bring MPF, medical, dental records, and finance records with them to the mobilization station to support development of the deployment packet.

(2) AR units mobilized at home station or at a Mob Station will have a designated support installation. The RC unit commander is responsible for providing appropriate records to the support installation to create a deployment packet. In addition, the supporting FGP MILPO will make a copy of the last DD Form 214 issued and any other document that records active duty service after the date of the DD Form 214. These documents are required to ensure that a correct DD Form 214 is issued upon Soldier's REFRAD.

(3) The MPF, medical, and dental records will be returned to RC control to support RC administrative actions during the deployment/employment period. Records will be returned to the demobilization station to expedite the REFRAD process when Soldiers are ready to be demobilized. RC ID cards or Common Access Card (CAC) will not be destroyed during deployment processing. The Soldier will retain his/her RC ID card or CAC for use after demobilization.

b. ARNG

(1) The State Adjutant General will provide MPF, medical, and dental records to the mobilization station (MOBSTA) to support deployment packet development. The MPF, medical, and dental records will be returned to State control upon completion of processing to support RC administrative actions.

(2) States will initiate preparation of deployment packets, coordinating with each MOBSTA to determine what information States should include. The MOBSTA will complete the packets. The State and MOBSTA will prepare and complete two deployment packets for a Soldier. One packet will remain at the MOBSTA; the other will be provided to the gaining organization. Original personnel, medical, and dental records will not be sent to the deployment area of operations (AO).

(3) To support the accurate creation of a DD Form 214 (Certificate of Release or Discharge from Active Duty) upon the Soldier‘s REFRAD, a copy of the Soldier‘s latest DD Form 214 (if applicable) and current Statement of Retirement Point Credit (NGB Form 23) must be provided to the supporting installation. NGB Form 23 must be created after the State has processed the unit‘s OIUL transaction in SIDPERS-ARNG and then executed the SIDPERS-ARNG interface with RPAM (i.e., the B2 record is _open‘). The statement must be forwarded to the custodian of the Soldier‘s deployment packet or e-mailed to the installation transition point. Military personnel officers will verify that DA Form 2-1 (item 9) shows all federal military personnel awards, decorations, badges, and tabs as of the day before order to active duty to ensure accurate preparation of DD Form 214.

c. RC Soldiers Mobilized as Individuals

(1) HRC or the ARNG will publish the individual mobilization order and forward a copy to required addressees. See Chapter 11 Orders, for more information.

(2) ARNG will forward documents to the Mob Station required to support the deployment packet along with last DD Form 214 issued and any other documents that records active duty service after the date of the DD Form 214. This is required to publish a correct DD Form 214 at Soldier's REFRAD.

(3) HRC will provide access to Personnel Electronic Records Management System (PERMS) for Mob Stations that require DD Form 214 and other service documents required to publish a correct DD Form 214 at the Soldier's REFRAD. Authorized access can be established by contacting DSN 892-0621/ 3951, COMM (314) 592-0620, FAX (314) 592-0628 or email perms.records@conus.army.mil.

(4) ARNG SOLDIERS: The National Guard Bureau will provide access to PERMS for Mob Stations that require DD Form 214 and other service documents required to publish a correct DD Form 214 at Soldier's REFRAD. Access can be established by calling DSN 327-9789/9796, COMM (703) 607-9789/9796 or email to ngb_perms@ngb.army.mil.

13–4. Evaluation Reports.

a. General:

CONUS-based and deployed commanders/OICs are responsible for establishing and documenting rating schemes, ensuring that Soldiers are properly counseled, and ensuring evaluation reports (OERs and NCOERs) are completed IAW AR 623-3 and DA Pam 623-3, Evaluation Reporting System, for all RC Soldiers prior to redeployment or release from the CRC.

(1) Army Reserve Component commanders/OICs will use the electronic USAR Form 148-R (Notice of Rating Chain Assignment or Change), dated 1 Apr 2009 to document rating chains and rating chain changes. Complete OER Support Forms (DA Form 67-9-1), Developmental Support Forms (DSF) (DA Form 67-9-1a), NCOER Counseling and Support Forms (DA Form 2166-8-1), OERs (DA Form 67-9), and NCOERs (DA Form 2166-8) IAW AR 623-3 and DA Pam 623-3 (Evaluation Reporting System), any subsequent MILPER Message regarding procedural changes, and/or S1 NET/HRC clarification guidance.

(2) Rated officers/NCOs, rating officials, and administrative support offices will use AKO Forms (.xfdl format) to prepare and complete OER/NCOER support forms for all officers and NCOs including officers and NCOs being redeployed or released from the CRC.

(3) AR 623-3, Chapter 3, contains policy for OER/NCOER Support Forms. Additional information on counseling is located in DA Pam 623-3, Appendix C.

(4) OER Support Forms (including the DSF, DA Form 67-9-1a) and OERs are electronically prepared IAW DA Pam 623-3, Chapter 2, and the AKO Forms Wizard.

(5) NCOER Counseling and Support Forms and NCOERs are electronically prepared IAW DA Pam 623-3, Chapter 3, and the AKO Forms Wizard.

(6) Deployed units unable to administer the APFT due to mission or conditions will annotate OERs with the following statement: "Officer /NCO was unable to take the APFT during this period due to deployment for combat operations/contingency operations." *Note: This directive does not exclude obtaining and annotating height/weight data on evaluation reports.*

(7) Completed OERs/NCOERs must reach HQDA/HRC no later than 90 days after the evaluation report THRU date. Commanders and senior raters should make every effort to ensure OERs/NCOERs needed for selection board consideration are submitted to HQDA/HRC by the established board deadline as stated in the MILPER Message announcing the board.

(8) When an officer or NCO has a change of rater upon deployment, and meets the minimum rater qualifications for an evaluation, the unit from which the officer or NCO is being mobilized will complete a change of rater OER/NCOER for TPU Soldiers or a Depart TCS OER/NCOER for AC/AGR Soldiers.

(9) As an exception to policy, a 60-Day Option OER/NCOER is authorized for officers and NCOs deployed in the contingency AOR.

(10) Evaluation reports will be completed before a unit, officer, or NCO is redeployed, REFRAD from CONUS commitment, and demobilized.

b. Retiree Recalls:

IAW AR 623-3, para 3-33, retired officers, warrant officers, and NCOs recalled to active duty are not eligible for evaluation reports. Retiree Recalls will be counseled on the requirements and performance standards of the position to which they are assigned. OER/NCOER support forms may be used to accomplish this counseling.

c. Completed Evaluations:

(1) The most efficient method for preparing and submitting OERs and NCOERs to HQDA/HRC is to use the electronic forms application in AKO Forms at https://myforms.ecms.army.mil. The AKO Forms application contains the current version evaluation report forms, including the most up-to-date capabilities and built-in Wizard rules.

(2) Use the AKO Forms Wizard with drop-down menus and questions to prepare evaluation report forms. Avoid preparing forms in the "VIEW FORM" window as the electronic Wizard is unable to fully detect what was entered on the evaluation report form, some of the electronic box checks and other electronic features will be overlooked (e.g., functional category recommendations for CPTs and 1LT[P]s) and subsequent electronic related problems could occur. Be careful not to enter "space bar entries" in the intermediate rater's section (if no intermediate rater) as the Wizard may ask for an electronic signature if it detects any space entry in the intermediate rater's portion and this will preclude electronic submission to HQDA/HRC.

(3) All units including units deployed to the contingency theater of operations (e.g., Iraq, Kuwait, Afghanistan, or the Sinai) through the redeployment/reconstitution phase (not to exceed 90 days) must follow MILPER Message 09-144, AHRC-PDV-E, 1 July 2009, subject: Reiteration of Evaluation Submission Procedures and MILPER Message 10-088, AHRC-PDV-E, 22 March 2010, subject: Evaluation Report Submission Procedures During July 2010, to submit completed evaluation reports to HQDA/HRC and any subsequent policy or procedural guidance published by HQDA/HRC.

(4) Submit electronically-completed evaluations with digital signatures to HQDA/HRC using AKO Forms. Electronic submission using AKO Forms is available for OERs (all components) and NCOERs (AC and RC only). NG NCOERs are submitted to the State Enlisted Personnel Management Office.

(5) Units deployed in a contingency theater of operations through the redeployment/reconstitution phase (not to exceed 90 days), where AKO Forms and/or access to digital signatures is not available may email completed OERs/NCOERs to HQDA/HRC. If applicable, email digitally-signed OER or NCOER (and AER, if available) as (.xfdl) email attachments or scanned .tif or .pdf images of evaluation reports with manual or digital signatures as a two-page/double-sided document to the following HQDA/HRC email address: tapcmseSR@conus.army.mil.

(6) Deployed units not in a contingency theater of operations will mail paper copies of evaluation reports that are unable to be submitted using AKO Forms to **USAHRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Avenue, Dept. #470, Fort Knox, KY 40122-5407.**

(7) Submit evaluation report-related questions to the USAHRC Evaluations Systems and Policy Office via e-mail at tapcmse@conus.army.mil. Questions regarding USAR evaluation reports may also be submitted via email to Mr. Ernie Bibeau at: ernie.bibeau@usar.army.mil or ernie.bibeau@us.army.mil or by calling (404) 464-8917 (DSN: 367).

13–5. Favorable Personnel Actions.

All actions will be IAW component regulations. Personnel actions that require E-MILPO transactions must be documented in SIDPERS ARNG and TAPDB-R for RC personnel. Copies of supporting documentation must be submitted to appropriate personnel managers.

13–6. Awards, Decorations and Tour Credit

a. POC for Awards

Questions regarding awards can be forwarded to the Military Awards Branch via telephone at (502) 613-9126; DSN 983-9126 or email at hrc.tagd.awards@conus.army.mil.

b. Service Medals

(1) The National Defense Service Medal (NDSM):

The NDSM is awarded to AC and RC Service members on active duty. It is awarded for honorable active service as a member of the Armed Forces of the United States for any period between 2 August 1990 and 30 November 1995 and 11 September 2001 to a date to be determined (see AR 600-8-22, para 2-10).

(2) Afghanistan Campaign Medal (ACM):

The ACM is authorized for all AC and RC Service members served in direct support of OEF for 30 consecutive days or for 60 non-consecutive days. Or, the Soldier must have been in combat involving grave danger; wounded or injured requiring medical evacuation; killed; or flying sorties into, out of, within or over Afghanistan (see AR 600-8-22, para 2-16).

(3) Iraq Campaign Medal (ICM):

The ICM is authorized for all AC and RC Service members served in direct support of OIF for 30 consecutive days or for 60 non-consecutive days. Or, the Soldier must have been in combat involving grave danger; wounded or injured requiring medical evacuation; killed; or flying sorties into, out of, within or over Iraq (see AR 600-8-22, para 2-17).

(4) Global War on Terrorism Expeditionary Medal (GWOTEM):

(a) The GWOTEM is authorized for AC and RC Soldiers deployed in support of Operation Enduring Freedom (OEF) or Operation Iraqi Freedom (OIF). Soldiers must have served 30 consecutive days or 60 non-consecutive days in a designated area of operation (see AR 600-8-22, para 2–18g for designated areas of operation). Or, the Soldier must have been in combat involving grave danger; or killed; or have suffered a wound or injury that required medical evacuation. Effective 30 April 2005, the GWOTEM is no longer authorized to be awarded for service in Afghanistan and/or Iraq (see AR 600-8-22, para 2-18).

(b) Soldiers qualified for the GWOTEM by reasons of service between 24 October 2001 and 30 April 2005 in Afghanistan shall remain qualified for the medal. Such Soldiers may be awarded the ACM in lieu of the GWOTEM for such service.

(c) Soldiers qualified for the GWOTEM by reasons of service between 19 March 2003 and 30 April 2005 in Iraq shall remain qualified for the medal. Such Soldiers may be awarded the ICM in lieu of the GWOTEM for such service.

(5) Global War on Terrorism Service Medal (GWOTSM):

The GWOTSM is authorized for all AC and RC Soldiers who participated in airport security operations from 27 Sep 01 to 31 May 02 (see AR 600-8-22, para 2-19). It is also authorized for all AC and RC Soldiers serving on or after 11 Sep 01, for 30 consecutive days or 60 non-consecutive days. Soldiers must have served in support of ONE, OEF or OIF outside designated areas of operation. See AR 600-8-22, para 2–18g for designated areas of operation.

(6) Armed Forces Reserve Medal (AFRM) with “M” Device:

Any RC Soldier who is mobilized in support of contingency operations is eligible to receive the Armed Forces Reserve Medal with "M" device. The individual mobilization order will serve as documentation for wear of the award (see AR 600-8-22, para 5-8d). Reference https://www.perscom.army.mil/tagd/awards/index.htm for detail information. Awards and decorations for civilian employees will be in accordance with AR 672-20.

(7) Multiple Medals for the Same Service

Under no condition shall a Soldier receive more than one of the following for the same act, time period, or service – ACM, ICM, GWOTEM, GWOTSM or the Armed Forces Expeditionary Medal.

c. Combat Action Badge (CAB):

The CAB may be awarded to AC and RC Soldiers actively engaged with the enemy and performing satisfactorily in accordance with the prescribed rules of engagement (see AR 600-8-22, para 8-8). Additionally, Soldiers cannot be assigned to units that would qualify for the Combat Infantryman Badge (CIB) or the Combat Medical Badge (CMB).

d. Overseas Service Ribbon (OSR)

The OSR may be awarded to all members of the Active Component and members of the Reserve Component in an active Reserve status, who are credited with a normal overseas tour (see AR 600-8-22, para 5-4c; AR 614-30, table 3-2).

e. Overseas Tour Credit

Soldiers who deploy to the CENTCOM AOR may be authorized award of tour credit if they serve 9 months in a continuous TCS/TDY status in an areas where the unaccompanied tour length is up to 18 months, or if they serve in an isolated area where tour lengths have not been established (see AR 614-30, table 3-2, Rule 8). If applicable, the Soldier is credited with a completed tour and awarded a new date of return from overseas (DROS).

f. Shoulder Sleeve Insignia for Former Wartime Service:

The shoulder sleeve insignia for former wartime service (SSI-FWTS) and overseas service bars are approved for wear by Soldiers who have been assigned to units that have participated in ground operations during Operation Enduring Freedom (OEF) effective date 19 Sep 01 and/or Operation Iraqi Freedom (OIF) effective date 19 Mar 03 (see AR 670-1, para 28-17).

13–7. Enlisted Promotions

Enlisted promotions will be accomplished IAW AR 600-8-19.

13–8. ARNG Enlisted Promotions

a. General:

(1) ARNG Soldiers mobilized under 10 USC 12302 will be promoted using the promotion criteria established in AR 600-8-19, chapter 7. Joint Forces Headquarters – State (JFHQ-ST) will review current board actions and accelerate promotions during the alert period, when such actions are in consonance with the above mentioned promotion guidance. Units cross-leveling Soldiers into higher-grade positions will utilize the promotion list as a first priority.

(2) Soldiers recommended for promotion will not appear before an active component unit promotion board. Soldiers must be listed within the promotion objective of their state promotion list. States may conduct quarterly or semi-annual supplemental boards for SGT and SSG.

b. AGR Soldiers:

AGR managers are responsible for briefing AGR Soldiers about the impact that promotions received while mobilized may have upon the Soldiers' re-accession into the AGR program. The AGR program has assignment and controlled grade restrictions. While mobilized, AGR Soldiers are authorized to compete for assignment and promotion within their mobilized unit or to FTM positions in non-mobilized units. AGR control grade restrictions will be suspended for those AGR Soldiers who are promoted under this policy. Upon REFRAD, States will have 12 months to assign Soldiers promoted to a valid vacancy commensurate with their grade, or be subject to reduction. States will not be authorized additional controlled grades solely for the purpose of re-accession into the AGR program Soldiers who were promoted while mobilized.

c. ARNG Authority to Promote:

(1) Commanders exercising UCMJ authority for ARNG Soldiers will promote Soldiers in their units in accordance with the criteria established in AR 600-8-19. The promotion order authority must be able to manage all Soldiers selected for promotion and assignment outside of the mobilized unit. Only one Soldier can be identified to fill an authorized vacancy.

(2) The State must document all projected vacancy fills that will occur after demobilization. States cannot promote more Soldiers than they have valid vacancies.

d. ARNG Advancement to PV2-SPC:

Mobilized Soldiers will be promoted the first day of eligibility provided they are in a promotable status on the effective date of promotion.

e. ARNG Promotion to SGT through SGM:

States should consider mobilized Soldiers for unit vacancy promotions within their mobilized unit of assignment or to positions in non-mobilized units. However, mobilized Soldiers will not demobilize solely to take the assignment or promotion. TAGs and/or the Soldier's unit commander (exercising UCMJ authority) will initiate the promotion request. States will follow currently established procedures for position vacancy fills.

f. Operational Deployment Document:

(1) States are authorized to promote enlisted Soldiers through the rank of SGM who are serving in a higher grade position within an Operational Deployment Document (ODD), provided they are otherwise qualified. Soldiers must meet all other criteria listed in AR 600-8-16. Deployed Soldiers only compete for these assignments against other deployed Soldiers within the same ODD. Soldiers in non-deployed units ranked higher on the promotion list are not available for assignments in the ODD. Promotions against an ODD will not be effective until the first day of Title 10 (MOB).

(2) States will manage all personnel promoted within the ODD structure to ensure reassignment upon REFRAD to a position commensurate with their new grade and MOS. M-day Soldiers promoted against an ODD position must be reassigned to a valid position within 12 months after REFRAD or be subject to reduction per AR 600-8-19. TAGs may entertain exception to policy requests to delay the reduction for an additional 12 months. States are not authorized to exceed their total authorized positions for that grade and MOS.

g. Coordination between Mobilized Units and States:

The promotion authority for mobilized Army National Guard (ARNG) Enlisted Soldiers ordered to active duty under Title 10 USC 12302 or 12301(d) CO-ADOS, and Title 32 FTNG-OS while mobilized, is the respective TAG. Mobilized Soldiers must meet the eligibility requirements outlined in AR 600-8-19.

h. Selection Procedures Using Mobilized Soldiers to Fill Unit Vacancies:

Mobilized Soldiers are authorized to compete for promotions both within the mobilized unit and non-mobilized units in the rear. Mobilized Soldiers will only compete against other mobilized Soldiers in the same unit. Soldiers higher on the promotion list, but not members of the deployed unit are not available for the position. Deployed Soldiers also compete for vacancies in the rear based on their numerical standing on the promotion list. Promotion is authorized upon selection; Soldiers will be assigned to the position after REFRAD plus 90 day reintegration period.

i. Selection Procedures During Pre-MOB Phase:

TAG is encouraged to establish the selection procedures for those alerted units during the pre-MOB phase. The TAG remains the foremost authority within the State to ensure the alerted unit retains personnel necessary to meet the mobilization requirements, while at the same time ensuring Soldiers in the alerted units are not disadvantaged for promotion opportunities.

13–9. USAR Enlisted Promotions:

a. General:

(1) Donor unit of cross-leveled Soldiers will ensure that all eligible Soldiers are considered for promotion under the correct provisions and in a timely manner. Commanders will ensure that promotion packets are prepared for all eligible Soldiers prior to mobilization. Soldiers will retain their completed promotion packet until arrival at duty location. Soldier will then hand-deliver the packet to the appropriate promotion authority or HR supporting element.

(2) Convening authorities will consider all eligible mobilized Army Reserve Soldiers for promotion. However, mobilized Soldiers will not demobilize solely to take the promotion. The promotion will be effected without regard to the non-mobilized position assignment. The promotion authorities will maintain a list with the names of these Soldiers and effect their reassignments within 90 days of redeployment. Promotion orders will include gaining unit information in the additional instructions.

(3) Army Reserve Drill Sergeants selected for promotion while deployed in a Drill Sergeant capacity may decline the promotion, stay on the selection list, and be promoted upon REFRAD with a date of rank of the date originally eligible for promotion if not mobilized IAW AR 600-8-19, para 5-48. However, if the deployed chain of command determines there is sufficient combined support to allow the Soldier to accept the promotion where mission support is not compromised and would not require the Soldier's release from active duty, the Soldier may be promoted as soon as mission permits and assume new duties upon promotion.

(4) Army Reserve TPU Soldier serving on an Active Duty for Operational Support (ADOS), formerly Contingency Operations Extended Active Duty (CO-EAD) and Extended Active Duty (EAD),

tour 12 months or more. Soldiers serving on an ADOS tour 12 months or more will be considered by their home of record convening authority, incorporated on the Permanent Promotion Recommended List and promoted by the applicable Regional List Manager. ADOS Soldiers on a recommended list are identified for promotion in list sequence when a valid vacancy becomes available. The position is not reserved nor is the Soldier obligated to fill the vacancy. Upon REFRAD from ADOS, the Soldier is subject to the over strength policy and must find a valid position in the promoted grade within one year.

(5) Army Reserve TPU Soldiers transitioning from mobilization to ADOS. Soldiers promoted while mobilized must obtain authorization from the commander of the position against which promoted prior to accepting an ADOS tour. Promotion orders will be revoked for Soldiers who enter onto an ADOS tour without being released by the gaining company commander. De facto status will not be authorized since ADOS is voluntary and considered a declination of promotion into the position identified.

b. Promotion Authority (The commands authorized to consider Soldiers and subsequently promote them):

The donor commander is defined as the commander, area command and/or chain of command prior to any cross level action. The donor commander remains the promotion authority and retains primary responsibility for the advancement/promotion of all Army Reserve Soldiers. The following exceptions apply; however, the home of record command still remains primarily responsible to ensure Army Reserve Soldiers are promoted as expeditiously as qualifications allow.

(1) Advancements to PV2 through SPC. The current Army Reserve, Active Army, or Army National Guard Company Commander.

(2) Promotions to SGT and SSG for TPU/IRR/DIMA Soldiers. Field grade Army Reserve, Active Army, or Army National Guard commanders of a unit providing direct command and control of mobilized/deployed Army Reserve Soldiers authorized a commander in the grade of lieutenant colonel (LTC) or higher.

(3) Promotions to SFC through SGM. The home of record/donor Army Reserve Command (TPU Soldiers) or HRC, Office of Promotions (IRR/DIMA Soldiers) remains the promotion authority for all Army Reserve Soldiers eligible for promotion to SFC through SGM. Convening authorities are the geographic Regional Support Commands, 7th CSC and 9th MSC.

(4) S1 organizations (LTC and above) are also granted promotion, and convening authority for promotions to SGT and SSG for deployed Army Reserve Soldiers. The Theater Army Reserve Affairs (ARA), Corps/Division/Theater and Sustainment Command (TSC) G-1 is the convening authority for units/Soldiers that have no CSM to hold/convene boards due to geographic location or if their mission precludes their leadership from conducting junior promotion boards. Additionally, the ARA, brigade level S-1 section to include Special Troop Battalions (STB) of GO level organizations, TSC Special Troops Battalion (STB), or TSC G-1 provides the following support to Army Reserve and Army National Guard Soldiers:

(a) Advancement to PV2 - SPC. Provide direct support for enlisted advancements including determining eligible Soldiers, support for facilitating the advancement, etc.

(b) Promotions to SGT - SSG. Provide direct support including conducting promotion boards as needed, forwarding promotion board proceedings to the appropriate RSC, and residual actions supporting promotion board procedures.

(c) Promotions to SFC - SGM. Provide direct support including consolidating announcements published by the various RSCs/Commands, disseminating the information to all units in within area of responsibility via means accessible to all supported Soldiers.

c. Coordination:

(1) Each Area Command/Direct Reporting Unit (Donor Command/Unit) will ensure a promotion consideration file or packet is maintained on each Army Reserve TPU Soldier who is mobilized. These commands will coordinate with the Soldier's active duty commander to ensure there is no pending disciplinary action and the Soldier remains eligible for consideration. The DRU, theater Army Reserve Affairs (ARA), brigade level S-1 section to include Special Troop Battalions (STB) of GO level organizations, TSC Special Troops Battalion (STB) or TSC G-1 and USARC will coordinate to resolve issues arising from this requirement.

(2) Commanders of IRR/DIMA Soldiers mobilized within CONUS will coordinate with HRC (HRC-EPF-F), hrc.epmd.irrpromotions@conus.army.mil.

(3) The TSC will establish procedures within the theater of operations to implement this guidance. The TSC will coordinate with USARC (ARRC-PRP-E), the respective RSCs, and HRC (HRC-EPO-F), hrc.epmd.irrpromotions@conus.army.mil.

(4) Commanders of TPU Soldiers mobilized within CONUS will coordinate with the Soldier's donor/home of record command to ensure accurate and timely promotions.

d. Distribution of Promotion Orders:

The orders publishing authority will ensure distribution of promotion orders for mobilized and deployed Army Reserve Soldiers is accomplished in accordance with AR 600-8-105, para 2-19. Additional distribution will be as follows:

(1) TPU - Home of Record/Donor Command.

(2) IRR / DIMA- HRC (HRC-EPO-F), hrc.epmd.irrpromotions@conus.army.mil , (HRC must process finance transactions for IRR and DIMA Soldiers)

(3) AGR – HRC (HRC-EPF-F) hrc.epmd.promotions@conus.army.mil.

e. NCOES:

(1) Army Reserve TPU Sergeants deployed or in pre-deployment to Kuwait, Afghanistan, or Iraq: Memorandum, US Army Reserve Command, AFRC-PRP-E, 16 Jan 08, subject: Army Reserve Noncommissioned Officer Education System (NCOES) Waivers for Promotion Consideration to Staff Sergeant (SSG) through Master Sergeant (MSG). Army Reserve TPU Soldiers in pre-deployment or deployed to Kuwait, Afghanistan, or Iraq, submit a request for WLC waiver with supporting documentation to the US Army Reserve Command, ARRC-PRP-E at usarcg1EPMB@usar.army.mil . As a minimum, the request will include DA Form 4187 (Request for Personnel Action), with justification by the commander and deployment orders. If available, include a personnel qualification report (DA Form 2a) and an ATRRS print out.

(2) Army Reserve TPU Staff Sergeants and Sergeants First Class. Memorandum, US Army Reserve Command, ARRC-PRP-E, 16 Jan 08, subject: Army Reserve Noncommissioned Officer Education System (NCOES) Waivers for Promotion Consideration to Staff Sergeant (SSG) through Master Sergeant (MSG). Soldiers unable to attend the required NCOES due to mission requirements or course unavailability may be considered with a waiver for promotion. If recommended, the Soldier will remain on the promotion list until completion of the required NCOES, removal from the list or list expiration. Once the required NCOES is completed, the Soldier may be promoted in list sequence upon availability of a valid vacancy. Soldiers unable to complete the NCOES prior to list expiration may re-compete for promotion.

(3) Army Reserve IRR/DIMA Sergeants deployed or in pre-deployment to Kuwait, Afghanistan, or Iraq: see Memorandum, dtd 21 Aug 07, Subject: Delegation of Authority - Warrior Leader Course Waivers for Promotion Eligibility. Army Reserve IRR Soldiers deployed or in pre-deployment to Kuwait, Afghanistan, or Iraq must submit a request for WLC waiver with supporting documentation to HRC, HRC-EPF-S at hrc.epmdncoesoperations@conus.army.mil . At a minimum, the request will include a DA Form 4187 signed by the commander with justification and a copy of Soldier's deployment orders.

(4) Commands must provide a consolidated monthly report through the chain of command to DA, G-1. See local guidance for procedures.

f. TPU Enlisted Soldiers Retained Beyond their Maximum Years of Service (MYOS).

TPU enlisted Soldiers retained beyond their Maximum Years of Service (MYOS) under the provisions of RC Unit Stop Loss Policy, IAW MILPER Message 03-041, paragraph 6B(1), remain eligible for promotion consideration through the period of mobilization to include demobilization plus 90 days.

13–10. Commissioned Officer Promotions:

a. General:

On 17 December 2003, the Assistant Secretary of the Army (Manpower and Reserve Affairs) modified the Army's existing policy for promoting RC officers to the ranks of Captain through Colonel in the Selected Reserve (includes both the ARNG and USAR) and the Individual Ready Reserves (IRR). The revised RC Promotion Policy impacts TPU, M-Day (ARNG), AGR, IMA (including DIMA), and IRR officers involuntary mobilized to support current contingency operations under provisions of 10 USC sections 12301(a), 12302, and 12304 and are on an approved mandatory selection board promotion list. On 14 January 2005, the ASA (M&RA) added policy for the promotion of officers performing duty UP 10 USC 12301(d) whereby officers on orders in excess of 90 days can be promoted under the same rules as mobilized officers. The Chief of the Army Reserve (CAR) has chosen not to implement the 14 January 2005 ASA (M&RA) policy memo that allows Army Reserve officers on ADOS to be promoted under this guidance.

(1) Time-in-Grade Requirement:

By law, all RC officers, mobilized or non-mobilized, whose promotions are not voluntarily delayed, involuntarily delayed, or declined, must be promoted on the date on which they complete the maximum time in grade: five years for First Lieutenants, and seven years for Captains and Majors. Mobilized officers promoted upon reaching their maximum time in grade will be transferred immediately to the IRR upon demobilization.

(2) Mobilized Officers and Officers on ADOS:

(a) Officers mobilized (UP) 10 USC, 12302) and officers other than Army Reserve officers on ADOS tours (UP 10 USC 12301(d)) may be matched against a vacant higher grade SELRES position to be promoted. Upon REFRAD/completion of the tour of active duty on which the officer is promoted, the officer will be assigned against that position within 180 days. If the officer, upon completing his or her current tour of active duty declines or is unwilling or unable to occupy the position against which the officer was matched or appointed, then the officer - whether a member of the USAR or ARNG - shall be transferred immediately to the IRR unless assigned to some higher grade RC position within 180 days after completing his/her current tour of active duty.

(b) IAW 10 USC 14304(B) and 14316(b) and 14316(d), all RC officers who have been recommended for promotion to the grades of captain through lieutenant colonel by a mandatory promotion board, and who are on an approved promotion list (excluding PVB), shall be promoted without regard to the existence of a vacancy or placement against a position of a higher grade - on the

date on which the officer completes the maximum years of service as specified in 10 USC 14304(a), unless the officer has voluntarily delayed or declined promotion IAW 10 USC 14312(c). This also applies to Sanctuary (12686) officers.

(3) Twice Non-Selected Officers:

Commissioned officers below the grade of LTC who have been twice non-selected for promotion and scheduled to separate during the period of alert/mobilization will be transferred/ separated from the unit prior to mobilization. Officers who have been twice passed over, but selectively continued will be mobilized provided they have enough time remaining on their (reduced; 20 yrs commissioned service for CPT and 24 yrs commissioned service for MAJ) MRD to serve the period of mobilization plus 90 days. If a commissioned officer is in a mobilized status and is notified of two-time non-select, and is not selectively continued, the Soldier will be retained on active duty for the period of the unit's mobilization and then separated as required by law.

(4) Notification of Promotion:

CDR, HRC, Office of Promotions (RC), St Louis will notify mobilized officers selected for promotion.

(5) AGR Managers:

AGR managers are responsible for briefing AGR Soldiers on the impact that promotions received while mobilized could have upon the Solders' re-accession into the AGR program. The AGR program has assignment and controlled grade restrictions. While mobilized, AGR Soldiers will not be promoted over-grade in the mobilized MTOE position. States will not be authorized additional controlled grades solely for the purpose of reassessing into the AGR program Soldiers who were promoted while mobilized.

(6) JAG, Chaplains, Medical and Dental Corps Officers:

Officers who are members of the Judge Advocate General Corps, Chaplains Corps, Medical Corps, or Dental Corps are promoted under the provisions of paragraph 4-9, AR 135-155 which allows for their promotion, to include promotion while mobilized, when occupying or matched against a vacant unit position up to two grades below the grade to which promoted for MC and DC officers or one grade below the grade to which promoted for Chaplains and JAG officers.

(7) Individual Mobilization Augmentee Promotions:

Exception to Promotion Policy for Drilling Individual Mobilization Augmentees (DIMA), dated 3 May 2004, allows all Drilling Individual Mobilization Augmentees to be considered as unit officers for the purpose of promotion and promoted like unit officers under the provisions of AR 135-155, paragraph 4-21b.

(8) Officers not Mobilized in support of Contingency Operations:

Mobilized RC officers selected for promotion by position vacancy boards convened under the provisions of 10 USC sections 14101(a)(2) and 14315 and Soldiers who are not mobilized in support of current contingency operations will continue to be promoted IAW AR 135-155.

b. ARNG Commissioned Officers:

(1) General:

Mobilized Army National Guard (M-Day and AGR) officers who are on an approved mandatory selection board promotion list may be promoted immediately when appointed in the State against a vacant position of the higher grade in a federally recognized unit in the National Guard. All ARNG officers

promoted under the provisions of this new policy must be assigned to that position against which they are matched or appointed within 180-days after demobilization or transfer to the IRR. The promotion authority for ARNG officers and warrant officers ordered to active duty under the provisions of 10 USC 12302 or 12304 is the Chief, National Guard Bureau. Mobilized ARNG officers, regardless of the units to which they are assigned or mobilized, may be unit vacancy promoted against positions within their respective States provided they meet the qualifications outlined in NGR 600-100, Chapter 8-7. The position to which the officer will be assigned upon promotion must be a valid and vacant (no "double-slotting") MTOE or TDA position of the higher grade.

(2) ARNG Promotion Procedures:

Recommendations for promotion will be forwarded on DA Form 4187 from the officer's chain of command to HRC- A, ATTN: RC Liaison Office Room 3N25, 200 Stovall Street, Alexandria, VA 22302 or fax to DSN 221-4838 or COMM 703-325-4838. Upon verification, the HRC will forward the request to the appropriate State MILPO for processing. The State MILPO will forward a copy of the order and associated documentation to the Officer Management Branch of the National Guard Bureau (NGB-ARP-C) for processing and Federal recognition. The Officer Management Branch (ARP-C) will forward a copy of the promotion order and Federal recognition documentation to HRC. HRC will in turn provide promotion documentation to appropriate DA agencies for final processing of related personnel actions.

(3) ARNG Mandatory Promotion Board:

ARNG officers DA selected for promotion by a DA Mandatory promotion board, but not promoted before being mobilized, or who were selected for promotion by a DA Mandatory promotion board while mobilized, will have the following options:

(a) Officers may be promoted immediately when appointed in the state against a position, of the higher grade, the officer will occupy upon demobilization. This policy applies only to DA mandatory promotion selectees; it does not apply to unit promotions or to officers selected for promotion to Captain who do not possess a baccalaureate degree. While this is authorized the states are not required to promote individuals utilizing this procedure. Guidance on the procedures to be utilized for promotion of officers was published in the Memorandum, NGB-ARH, Subject: Promotion of Mobilized Army National Guard Officers who are Selected for Promotion by a Department of the Army (DA) Mandatory Promotion Board, dated 30 January 2004.

(b) Delay the promotion for up to three years for LTC and below. Upon approaching maximum time in grade (TIG) date while still mobilized, the officer can request a delay of promotion IAW AR 135-155, Chapter 4, Section IV. This may be to the officer's advantage if the officer's maximum TIG date is late in the period of mobilization, affording the officer a longer period to find a suitable position in the selected reserve. Those officers DA-selected for promotion to COL (O-6) should refer to the Memorandum published on an annual basis.

(c) Decline the promotion. At any time prior to or upon reaching maximum TIG date, the officer can choose to decline the promotion. Upon doing so, the officer's name will be removed from the promotion list and the officer will be considered to have been non-selected for promotion. The provisions of AR 135-155, paragraph 4-28, apply.

(d) A mobilized officer who is selected for promotion by a DA Mandatory promotion board and is on an approved promotion list shall (if not promoted sooner or removed from the promotion list by the President or declination) be promoted without regard to the existence of a vacancy, on the date on which the officer completes the maximum years of service in grade as indicated on table 1. (The reference for this is section 14304(b) Title 10)

(4) ARNG Unit Vacancies:

ARNG officers may continue to be considered for promotion under their unit vacancy promotion process IAW with NGR 600-100. However, only officers within the mobilized unit may be considered for unit vacancy promotion while the unit is mobilized. Recommendations for unit vacancy promotion will be forwarded on DA Form 4187 to the unit's State Military Personnel Office (MILPO). Upon verification the State MILPO will forward a copy of the order and associated documentation to the officer management branch of the National Guard Bureau (NGB-ARP-C) for processing and federal recognition.

(5) OCS Lieutenants without Baccalaureate Degree:

Mobilized officers in the grade of 1LT who are graduates of OCS (either state or federal) who are scheduled to appear before a DA mandatory promotion board who do not possess a baccalaureate degree may request a waiver of the requirement to have a degree. This request for waiver must be received in NGB-ARH NLT 90-days prior to the convening date of the board. If approved, this waiver will allow these officers to be considered by the DA board as if they have a degree. However, if the officer is selected for promotion by the DA board the officer will be granted 2 years from the date the board convenes to complete their degree in order to be promoted. Information on waiver request procedures is available from the officers State MILPO.

c. USAR Commissioned Officers:

Mobilized USAR officers who are on an approved mandatory selection board promotion list may be promoted immediately when matched against a vacant position of the higher grade in the U.S. Reserve Component.

(1) Mobilized TPU, AGR, IMA officers are not required to be "assigned" to a higher grade position, rather they must be "matched against" a higher grade vacant position prior to promotion and assigned to that vacant higher grade position or find another vacant higher grade position within 180-days after demobilization or transfer to the IRR.

(2) IRR officers, regardless of mobilization status, recommended for promotion to Captain through Lieutenant Colonel may be promoted upon completion of maximum time in grade without regard to assignment to a higher-grade position and without regard to being matched to a higher-grade position. However, mobilized IRR officers may also be promoted prior to reaching maximum time in grade if matched against a valid higher-grade vacant position in a unit (TPU or IMA).

(3) Per the memo signed by the CAR on 4 December 2009, officers on ADOS tours (UP 10 USC 12301(d)) will follow the promotion guidance per AR 135-155, paragraph 4-9a, which requires an officer selected by a mandatory board be **assigned** to a position requiring the next higher grade.

13–11. Warrant Officer Promotions

a. General:

Warrant officers, to include commissioned warrant officers, ordered to active duty under 10 USC 12302, 12304, and/or 12301(d) unless to be integrated into the Regular Army, will remain under Reserve promotions programs.

b. ARNG Warrant Officer Promotions:

Army National Guard warrant officers mobilized under the provisions of 10 USC 12302 or 10 USC 12304 will remain eligible for promotion IAW NGR 600-101, Chapter 7.

(1) Recommendations for promotion will be forwarded from the Officer's chain of command to the appropriate State MILPO. The State will verify promotion eligibility and when determined fully eligible, initiate board action. Upon favorable board results, the State MILPO will forward a copy of the

order and associated documentation to the National Guard Bureau (ARNG-HRH-A) for processing and publishing of Federal recognition orders.

(2) Warrant officers reaching their promotion eligibility date while mobilized, that have not completed the appropriate military education for promotion may submit a request for an exception to policy to NGB-ARH for consideration. These are handled on a case by case basis and must include documentation to support the Soldiers efforts to complete the appropriate level military education, e.g. Warrant Officer Advance Course, etc.

c. USAR Warrant Officer Promotions:

During this time, eligible RC warrant officers will continue to be considered for promotion, and if selected, promoted IAW AR 135-155.

CHAPTER 14 SUPPORTING PERSONNEL ACTIONS

Section I Morale, Welfare, and Recreation

14–1. Purpose.

Provide personnel policy guidance to personnel who are activated, mobilized, and/or deployed in support of contingency operations.

14–2. General Guidance.

a. During the alert phase all units (active and RC) should have athletic and recreation (A&R) kits on hand and unit A&R Officers and NCOs identified and trained to deliver basic MWR programs during the initial deployment phase (reference Army FM 1-0). Installation directors of community activities will advise units on availability and use of local installation and community resources. The unit is responsible for all MWR during this early phase of operations.

b. MWR kits are available to support troop deployments of battalion sized units or larger. Requests for these kits and other theater MWR support are made through the Combined Forces Land Component Commander (C1/J1).

c. Request MWR paperback book kits from the Family and Morale Welfare Recreation Command (FMWRC). Family support activities will remain active during the entire mobilization period. Reunion and homecoming activities address how the Army welcomes all mobilized/deployed military and civilian personnel back to their hometown communities and Families. To the maximum extent consistent with security requirements, RC members and their Families will be kept fully apprised of the Army plan to release reservists from active duty.

Section II Family Readiness.

The DCS Deployment Cycle Support Checklist (DA Form 7631) should be used as a guideline as requirements to establish and maintain Soldier and Family awareness on information, tools and community resources available to them.

14–3. Pre-Mobilization/Pre-Deployment Phase:

a. Mandatory Family Readiness Requirements.

ALARACT 026/2009, DCS Checklist Requirement and Release of: Taking Care of Business: A Personal Readiness Video & Checklist for Soldiers and Families, dated 282308Z Jan 09 outlines the commanders requirement to incorporate this video, checklist, and the commander's brief into their pre-deployment unit training schedule. Commanders of non-deploying units should also incorporate this training package as part of unit Family readiness activities.

b. Recommended Family Readiness Web Sites:

Commanders, ASCCs, and installations are strongly encouraged to give serious consideration to the issues and plans provided below, and provide full support to Soldiers and Family members.

c. ACS Support:

ACS supports Families in the vicinity of the installation and others as requested and operates a Family assistance station during SRP to assist in determining Family needs and advising single Soldiers on planning for handling personal affairs while mobilized/deployed. ACS will activate a toll-free telephone number to provide information, provide emergency services, ensure rear detachment commanders and Family readiness group (FRG) leaders are trained, and provide on-going support to unit FRGs. Operation R.E.A.D.Y. materials are available to cover all areas of deployment.

14–4. Mobilization/Deployment Phase:

a. Military One Source/Army One Source information.

As part of Family Readiness training, commanders will ensure that, at a minimum, every Soldier and Family member be trained on how to use or access Military One Source/Army One Source information. Unit bulletin boards, Family Readiness Groups, and websites should contain the Military One Source/Army One Source 1-800 number and website address information. Educational materials can be ordered from Military One Source Headquarters at 1-877-765-1309 and mailed to the address of the military facility.

b. AKO Access.

Commanders will ensure mobilizing/deploying units have a Family readiness website that is AKO accessible.

14–5. Re-Deployment Phase:

a. Early Return of Service Members due to Family Issues.

When service members are returned due to Family problems, ensure that the deployed unit and rear detachment coordinate to assess what assistance is needed for the service member and their Family member(s).

b. Reunion Programs.

Since some Family problems do not emerge immediately after return, military units should ensure that they maintain high levels of support and outreach to assist service members and their Families in reintegrating back into Family life and their communities.

c. Rear detachment commanders (RDC)

RDC's will complete RDC training within 30 days ofappointment as RDC. Training is available through Army Community Services or on line. The training is available on-line at MyArmyLifeToo - The Website of Choice for Military Families or thru a one-week resident course with coordination with the ACS Mobilization/Deployment Coordinators at Ft. Hood and Ft. Bragg.

Section III ACCOUNTABILITY

14–6. Soldier Accountability.

Deploying units are not permanently reassigned to a deployed location. A unit's home station will not be changed in SORTS. The unit continues home station relationships with command and control temporarily passed to the theater Commander.

a. The Mobilization Station (MS):

For personnel accountability and military human resources (HR) support purposes, the MS becomes the home station for all RC individual Soldiers after they report for active duty. When reserve units mobilize at local armories or other facilities, the active Army installation that has personnel service support responsibility (including eMILPO input) for the unit is the home station.

b. Military Human Resources (HR) Services:

A forward deployed support element or unit S1, depending on the size of the deployed forces provides PSS. Personnel accountability is maintained through eMILPO-3 access using theater communications facilities. See FM 1-0 (Personnel Doctrine) Chapters 2 and 5. Home Stations will provide support including eMILPO to deployed units. Unit members will not be departed in eMILPO to deployed location. Members will be reported as deployed via PERSTEMPO. An RC unit that mobilizes at its home station will receive HR services support from the installation designated as its mob station. The unit commander or senior unit member must contact the support installation and coordinate personnel accounting and personnel administration. Recommend that support installations send contact teams to the unit locations to accomplish required actions.

14–7. Strength Accounting of AGR Soldiers

a. Accountability of Title 32 AGRs

Accountability of Title 32 AGRs on mobilization date will be against the numbers of Soldiers authorized mobilization under 10 USC 12302. Mobilized AGRs are counted against AGR end-strength. Upon demobilization, these personnel will revert to a Title 32 AGR status, unless they were ordered to duty from a Title 10 status.

b. Reserve Component AGR/Title 10:

All AGR Soldiers defined in Title 10 USC 101(d)(6)(A) who are already on active duty under the provisions of Title 10 USC 12301(d) performing AGR duties prescribed in Title 10 USC 12310, including those affiliated with units ordered to active duty or called into federal service, shall not be counted against the number authorized by Title 10 USC 12302 for contingency operations.

14–8. Operational Support (OS) Strength Accounting

IAW ASA (M&RA) Memo dated 21 Feb 08, Operational Support Strength Accounting applies to all RC Soldiers who are currently serving or who will volunteer to serve on CO-ADOS. In addition, this guidance applies to members of the Retired Reserve serving on CO-ADOS pursuant to Title 10, USC, Section 12301(d) (gray-area retiree recalls), but it does not apply to members of the Retired Reserve serving on active duty pursuant to Title 10, USC, Section 688.

14–9. Accountability of IRR Unit Fill

a. Accountability Process:

The accountability process starts when OSD approves the mobilization of IRR Soldiers. HRC will track the status of undeliverable orders, delay and exemption cases, and arrivals. Replacement Soldiers will be mobilized if there is time to meet the unit requirement.

b. No Shows:

(1) Under provisions of AR 630-10, Chapter 6, once it has been confirmed that an individual no-show received mobilization orders, HRC will take appropriate absent without leave (AWOL) and/or dropped from rolls (DFR) action. Specifically, HRC will access the no-shows as attached to the active Army through a special UIC established at HRC. The attachment transaction includes selection of duty status absent without leave. Seven days after the report date in the orders (after confirmation that the member either had orders or knowledge of the orders, or did not show), HRC will report the individual as a deserter.

(a) HRC, alerted by DAPE-MPT, will take immediate action to determine within 7 days if the Soldier received or knows of mobilization orders. As part of this process, HRC may send a second set of orders by registered mail to these individuals. However, the second sending of the orders does not preclude the start of Absent Without Leave (AWOL) and/or Drop From Rolls (DFR) action. HRC will provide DAPE-MPT and HRC (TAPC-PLO-PL), a data file containing the standard name line of all IRR Soldiers who were reported as no-show.

(b) When notified that the IRR no-shows have been granted a mobilization delay by the delay and exemption board, HRC will use MOBMAN to issue a re-TRAP package of IRR training requirement for DAPE-MPT by MOS, grade, and projected input window. DAPE-MPZ-PC will notify DAPE-MPT who will then execute the re-TRAP.

c. Input/Output Training Status of Enlisted IRR:

Installation/school personnel at the reception battalion locations will post the input/output status for all enlisted IRR arrivals in ATRRS in the "RECBN-MOB COURSE" and will provide HQ TRADOC with a confirmation status report. Later, if the reception battalion automated support system redesign (RECBASS-R) is deemed ready to transmit IRR date to ATRRS and other systems, RECBASS-R will assume the role of posting input/output status for enlisted IRR via the RECBASS-R/ATRRS interface.

d. Officer/Warrant Officer Basic Course:

For all officers/warrant officers reporting to their branch schools, proponent schools will post the input/output status in ATRRS in the 'MOB IRR(OFCR/WO)' arrival course and in the appropriate officer/warrant officer refresher course. No interim leave from training base to ultimate destination is authorized unless coordinated with the gaining command and HRC is notified.

e. No Shows at Schools:

ATRRS automated programs will notify all concerned via daily email of all IRR Soldiers who have not been posted as course inputs as of their initial report date. If the school does not post the IRR Soldier as an input on the report date in orders, the IRR Soldier is automatically posted as a no-show. All late and no-show posting are reported daily to all concerned via ATRRS automated email. DAPE-MPT, G-1 will report all IRR no-shows to HRC based on input status posted by the RECBASS interface/ schools in ATRRS.

f. IRR Soldiers Not Medically Qualified:

IRR Soldiers who are determined not to be medically qualified for retention will be released from active duty (REFRAD) within 25 days of reporting to the reception battalion. Soldiers who are determined not

to be medically qualified at unit mobilization station have already passed the initial 25 days. Copies of the medical determination will be forwarded to Surgeon, HRC.

g. IRR Accountability:

The gaining unit will maintain accountability for IRR unit fill. Any changes below the Parent Unit are at the discretion of the unit commander. Any change between Parent Unit will be requested through HRC for amended TCS orders.

14–10. Accountability of RC Individual Replacements:

(1) HRC DCSOPS is responsible for the tracking of all replacement Soldiers tasked through HRC.

(2) All CRCs and FGPs will use the web-based Replacement Operations Automation Management System (ROAMS II) to provide visibility of replacement Soldiers processing through the CRCs and FGPs.

(3) Replacement Battalions not yet trained on ROAMS must submit manual reports to HRC within 48-hours of the replacement Soldier's arrival. HRC will provide a copy of the report to the TSC to ensure the theater has advance notification of incoming replacements.

(4) TSC will provide a status report via spreadsheet to HRC upon arrival of replacements in theater. Assignments will be made using the assignment criteria provided under the Push (predictive) model and in accordance with combatant commander's priorities.

14–11. Accountability of Individual Volunteers.

a. Soldier Accountability:

All AC and RC Soldiers must be accounted for in eMILPO. Mobilization actions will be submitted on all mobilized RC Soldiers to include Title 10 AGR Soldiers and recalled retired Soldiers. RC Soldiers performing active duty pursuant to Active Duty for Operational Support (ADOS), will be accounted for in the "operational support" strength category created under NDAA 2005. The effective date of the operational support strength is 28 November 2004 (see paragraph 5-12d).

b. eMILPO Transactions:

(1) Individuals:

(a) Unless otherwise directed by HQDA, AC and RC Soldiers deployed as individual augmentees or fillers will be deployed in a TCS status. The purpose of TCS is to assign Soldiers temporarily as augmentees or as temporary fillers to a deployed or deploying unit in support of a named contingency operation.

(b) Home station will change the duty status of a deployed Soldier to TDY in eMILPO. The gaining unit will submit an attachment action in eMILPO upon a Soldier's arrival. TCS procedures are found at https://www/army.mil/site/active/tagd/srdc/hr_operations/eMILP/index.ht.

(c) The Force Generation Platform (FGP) or support installation for home station mobilizations will ensure an eMILPO mobilization transaction is submitted on each RC Soldier, including mobilized Title 10 AGR Soldiers. eMILPO procedures can be found at https://www.hrc.army.mil/site/active/tagd/srdc/hr_operations/eMILPO/index.htm.

(d) ARNG and USAR must initiate Inter-Component Data Transfer (ICDT) transactions on each RC Soldier prior to the Soldier's reporting date to the mob station. In eMILPO, a mobilization action is an integrated process between eMILPO and the total Army personnel database (TAPDB) at HRC. For a mobilization action to process, the TAPDB must have already placed the mobilizing RC Soldier's record in a pending gain status on TAPDB as a result of mobilization actions taken by State ARNG or HRC.

(2) Reserve Component Units:

All RC unit members will be mobilized in eMILPO. The unit's UIC or DUIC must be registered in SORTS and added to the eMILPO Army locator file at HRC location. The UIC or DUIC must be on the installation's eMILPO locator file, before the unit reports, and before Soldiers mobilize are attempted. UICs, DUICs, and other unit information are provided only via a top-down feed from HRC, and cannot be initiated locally. The top-down feed from HRC automatically adds the new or modified UIC or DUIC to the eMILPO locator table.

(3) Other Individuals and Small Units:

Often individuals and small units mobilize at installations not designated as mobilization stations. These installations must have plans and procedures in place in the event RC Soldiers are mobilized. See https://www.hrc.army.mil/site/protect/reserve/soldierservices/mobilization/moboverview.htm.

(a) IMA and Title 10 ARNG AGRs:

Individual Mobilization Augmentees (IMA) and Title 10 Army Guard/Reserve (AGR) Soldiers are normally assigned to pre-determined positions and are mobilized to those positions. These Soldiers may not bypass processing through their assigned unit and local PSS activity. They must in-process, SRP, and be mobilized in eMILPO. All organizations assigned IMA or AGR Soldiers must ensure they are properly processed and accounted for in eMILPO. When these Soldiers are further assigned, they are reassigned in a TCS status. For more information, see Chapter 2, Individual Augmentation.

(b) IRR and Retirees:

Individual Ready Reserve (IRR) and retirees will initially process through a TRADOC training station for medical screening, skills assessment, and refresher training. The training station must ensure these Soldiers are mobilized in eMILPO. When these Soldiers are further assigned, they are reassigned in a TCS status. For more information, see Chapter 2, Individual Augmentation.

c. Failure to Report:

(1) RC Soldiers who fail to report as directed in unit or individual mobilization orders will initially be reported as "assigned not joined" (ASNJ) and processed IAW AR 630-10, Chapter 6, unless excused from active duty by proper authority. When "no show" is confirmed, the gaining unit commander for Selected Reserve Personnel or the Commander, HRC, for other than Selected Reserve Personnel will determine whether the absentee knew of or received their mobilization orders. Examples of evidence of knowledge or receipt can be found in AR 630-10, Chapter 6-2b. If confirmed that the absentee knew of or received their mobilization orders and did not report as scheduled, the absentee will then be reported Absent Without Leave (AWOL) effective on the established reporting date. Commanders must follow the guidelines outlined in AR 190-9 and when processing RC Soldiers who fail to report for mobilization.

(2) RC Soldiers will be reported as a deserter when the gaining unit commander or Commander, HRC, confirms that the absentee knew of or received his/her mobilization orders and did not report for active duty during the 30 days following their established reporting date.

(a) If the Commander cannot confirm that the RC Soldier knew of or received their mobilization order, the Commander may initiate administrative separation actions from the date of such determination but not less than 12 months from the original report date of the mobilization. Examples of evidence of knowledge or receipt of mobilization orders can be found in AR 630-10, Chapter 6-2.

(b) Commander will initiate AWOL and DFR (dropped from roll) actions. All AWOL and DFR documentation completed by the Soldier's Commander will be forwarded to U.S. Army Deserter Information Point (USADIP) ATZK-PMF-D-USADIP, Building 297, 463 12th Armored Dive Avenue, Fort Knox, KY 40121-5122, for final disposition and forwarding to the Personnel Control Facility (PCF) and the U.S. Army Deserter Information Point (USADIP), Commanders must ensure that a certified copy of DA Form 4187 (Personnel Action), DD Form 458 (Charge Sheet), and DD Form 553 (Deserter/Absentee Wanted by the Armed Forces) are provided to the Army Reserve G-1 and the Army Reserve Pay Center within 48 hours after the Soldier's report date.

(c) Once a Soldier has been officially DFR'd (status changed in eMILPO), they will no longer be counted as a member of the unit and a replacement (if required) may be requested through the current RC Replacement policy. Soldiers DFR'd will be discharged from the Reserve Component or the Army National Guard; no REFRAD order or DD Form 214 is required.

(d) AWOL Soldiers will lose all pay and allowances for the period they were AWOL and the Soldier's DD Form 214 will have all lost time annotated at time of separation/REFRAD/demobilization. Commanders will ensure that the mobilization station personnel are informed of all unit AWOLs at the time of demobilization so the Soldier's DD Form 214 can be properly annotated.

(e) Unit commanders are responsible for confirming duty status for unit personnel, and mobilization station commanders are responsible for confirming duty status for individual RC Soldiers (IRR, Drilling Individual Mobilization Augmentee (DIMA), AGR, retired Soldiers) ordered to active duty and are ordered to report to mobilization station.

d. Surrender to Civilian Law Enforcement Officials:

IAW AR 630-10, Chapter 7, the Army will cooperate with civilian authorities unless the best interests of the Army will be prejudiced. Commanders will assist in the expeditious delivery of a Soldier to civilian authorities when legally sufficient documentation is provided (i.e. indictment, warrant for arrest, contempt order, show cause order, or court order with sufficient information to identify the Soldier). ASCCs will process early REFRAD requests through HRC, TAPC-PDZ-B, for mobilized RC Soldiers who are to be surrendered. Email: usarmy.knox.hrc.mbx.epmd-refrad-section@mail.mil, commercial 502-613-5850, for enlisted Soldiers and usarmy.knox.hrc.mbx.opmd-refrad@mail.mil, commercial 502-613-6633, for officers. It is contrary to the general policy of DA to reassign a Soldier merely to make him or her available for apprehension or prosecution by civilian authorities. Exceptions to this policy are submitted to HQDA (DAPE-MPE-IP or DAPE-MPO-D), Washington, DC 20310-0330.

14–12. Civilian and Contractor Accountability.

a. Responsibility:

Army component commanders of unified and sub-unified commands and joint task forces will maintain accountability of Army civilians, contractors, AAFES employees, and Red Cross workers assigned or attached in support of Army contingency operations.

b. CIVTRACKS / SPOT:

(1) All deploying/deployed Army civilians (unclassified missions only) will be accounted for in the HQDA web-based tracking system, Civilian Tracking System (CIVTRACKS), accessible through https://cpolrhp.belvoir.army.mil/civtracks. A USERID and password is needed to access CIVTRACKS;

obtain this information by contacting your servicing Civilian Personnel Advisory Center (CPAC). The deployed Army civilian has the primary responsibility for providing and entering the appropriate data into CIVTRACKS. When the deploying/deployed civilian does not have Internet access, the gaining unit should ensure that appropriate data is loaded into CIVTRACKS.

(2) A designated Army contractor will enter deployment data into the Synchronized Predeployment & Operational Tracker (SPOT) for each Army contractor employee deployed into an OCONUS operational theater. Contracting officers may require their designated representative, the contractor, or the contractor employee to input the data.

(3) As a step in deployment processing, the CRC or other authorized deployment processing station will ensure that all civilians processing for deployment are entered in CIVTRACKS and that all contractors are entered into SPOT.

c. Updating CIVTRACKS:

(1) After the initial data input, the deployed employee has ultimate responsibility for ensuring data is kept up to date. When an update is submitted, for privacy and security reasons all data entry screens will be blank; current information for each screen must be entered “from scratch” when updating CIVTRACKS.

(2) Data should be input into CIVTRACKS each time that the deployed civilian changes duty location (e.g. upon initial move from home station, arrival to the unit, re-assignment to another unit/location, departure from the unit of assignment, etc). When the deployment has been completed, submit a final CIVTRACKS entry upon return to home station.

(3) While CIVTRACKS can be updated from virtually any location with internet capability, only authorized personnel with the appropriate USERID and Password for reports will have access to the data.

14–13. Derivative UIC (DUIC).

a. Requirements:

To meet current requirements for both task organizations and individual fill, a DUIC may be used. A DUIC can be created to form a group or detachment organized to perform a particular function whether or not such a unit is part of a larger unit or group. In either case, FORSCOM will coordinate establishment of a DUIC in the Status of Resources and Training System (SORTS). HQDA, G-3/5/7 will provide the DUIC information Army-wide via HQDA mobilization orders.

b. Up to Date UIC:

Up-to-Date UIC (or DUIC) and unit information is vital to eMILPO operations. The deliberate process of updating this information involves processing changes into SORTS, and SORTS eventually passes the new data to HRC. To compensate for time lags in the SORTS process, HRC has established an exception process to ensure this data is updated to eMILPO as rapidly as possible. First, HRC regularly checks for HQDA mobilization orders and forwards the information to appropriate offices in HRC for expeditious update of eMILPO. Second, the CONUSAs should provide their mobilization orders to HRC via email mobcell@us.army.mil or fax 703-325-4838 / DSN 221-4838.

c. DUIC Strength:

Will be the composite strength of the fill requirement and should attempt to include those individuals deploying to the same areas. All late arrivals should be annotated on the unit mobilization roster so that additional DUICs will not have to be acquired. For RC DUICs, the JFHQ-ST, United States Army

Reserve Command (USARC), or appropriate regional support commands (RSC) and HRC will coordinate assignments, generate the appropriate reassignment transaction in eMILPO, and publish orders immediately assigning Reservists to the DUIC. HQDA G-3/5/7 and providing ACOMs, ASCCs, DRUs, or COCOMs will implement mobilization Execution Orders (EXORD) for the DUIC. The parent unit is responsible for the publication and distribution of individual Soldier mobilization orders for each DUIC. Once a parent unit determines which Soldiers will be ordered to active duty, they are to email a roster (preferred method), in spreadsheet format, to the mobilization coordinator at the Mobilization Station. The mobilization coordinator will coordinate with installation eMILPO personnel automation section chiefs to screen this roster against the HRC database to ensure successful electronic processing of mobilized Soldier data. The roster of Soldiers to be mobilized must include name, SSN, UIC, and MPC.

14–14. Transfer of Mobilized RC Soldiers into the Regular Army:

Effective 20 April 2009, the policy established for enlistment of mobilized Soldiers into the regular Army was rescinded. Mobilized Soldiers who desire to transfer to the regular Army must do so after demobilization and process according to the policy outlined in AR 601-210, Active and Reserve Components Enlistment Program. See MILPER Message 09-121, subject: Enlistment of Mobilized USAR or ARNG Soldiers into the Regular Army.

14–15. Compassionate Reassignment

a. Compassionate Reassignments for RC Soldiers:

(1) Requests for compassionate reassignments for all RC Soldiers will be processed in accordance with AR 614-200, Chapter 5 (enlisted) and AR 614-100 Chapter 6 (officer/warrant officer). Soldiers requesting compassionate reassignments under emergency condition who fail to report to an active Army installation as prescribed in both AR 614-100 and AR 614-200 will be considered AWOL until they report to the installation.

(2) If the compassionate reassignment is approved the Soldiers‘ current unit of attachment will release the Soldier from attachment and publish a TCS (Format 401) order reassigning the Soldier to the gaining unit/organization.

(3) If the compassionate reassignment is disapproved the Soldiers‘ current unit of attachment is responsible for ensuring the Soldier is returned to their OCONUS unit of assignment. The unit of attachment is also responsible for all eMILPO transactions until the Soldier departs that location and is properly released from attachment.

b. Coordination for Request:

All requests for RC Soldiers‘ compassionate reassignment will be coordinated with HRC. The active installation will forward the compassionate reassignment to HRC, ATTN: AHRC-PL-M-MS, (COMM 703-325-9091 DSN 221-9091) as prescribed by AR 614-100. HRC will notify the Soldier‘s unit chain of command of the individual‘s current attached status. HRC is also responsible for notifying the Soldiers‘ commander of the final disposition of the final compassionate reassignment, once completed.

c. eMILPO Transaction:

Soldier will be changed to an attached status in eMILPO once the Soldier reports and receives attachment orders to the active Army installation. If the compassionate reassignment is approved the current unit of attachment will release the Soldier from attachment and publish a TCS (Format 401) order reassigning the Soldier to the gaining unit/organization. If the compassionate reassignment is disapproved the Soldiers‘ current unit of attachment is responsible for ensuring the Soldier is returned to their OCONUS unit of assignment. The unit of attachment is also responsible for all eMILPO transactions until the Soldier departs that location and is properly released from attachment.

d. Command responsibilities:

Unit commanders will interview Soldiers to determine if they have Family members with special medical or educational needs and refer them for screening and enrollment, if appropriate, per AR 608-75, ch. 3. The MTF EFMP point of contact will assist the Family in obtaining the necessary evaluations to determine diagnosis and treatment needs. He or she will ensure that a physician for each Family member with an eligible condition completes the DD Forms 2792 and 2792-1. A Family Care Plan is required by AR 600-20, para. 5-5b(4), for any Soldier whose spouse or Family member is incapable of self-care or otherwise physically, emotionally, developmentally, or intellectually disabled so as to require special care or assistance.

14–16. DoD Common Access Card (CAC).

a. General.

(1) All military personnel, DoD civilian employees and contractor personnel must be in possession of a valid Common Access Card (CAC) prior to deployment. It is federal policy to verify the identity of all federal employees, contractors, foreign nationals and other categories of personnel prior to granting them access to government information systems and/or long-term physical access to a government installation or facility. Prior to CAC issuance, the NAC (FBI 10 point fingerprint check) must be completed without adverse comment, and the National Agency Check, Local Agency Check and Credit (NACLC) investigation or equivalent must be initiated. CACs are not to be issued before the fingerprint check results have been completed.

(2) All Public Key Infrastructure (PKI) Certificates (identity, email, and encryption) must be present on the Integrated Circuit Chip (ICC). The only exception is for those contractors who do not have a requirement for logical access to DoD computers/networks. Under no circumstances will a CAC be issued without the identity certificate.

(3) In the event of deployment, care must be taken to ensure that cards will not expire during the period of deployment. Existing CACs with an expiration date that falls within the projected period of deployment shall be replaced prior to actual deployment. The new expiration date will be the projected end date of deployment plus 30 days. For contractors, the CAC expiration date can be the date of the contract expiration or the option years, not to exceed 3 years.

(4) All deploying personnel must know their six to eight digit Personal Identification Number (PIN) in order to logon to DoD computers and/or networks or other functional purposes requiring their CAC. PIN verification shall be accomplished prior to actual deployment.

b. DA Civilian Employees.

(1) DA civilian employees occupying official “Emergency Essential (EE)” positions within their unit/organization should have a Geneva Conventions CAC issued by their home station at the time of their EE designation. Officially designated EE Civilian employees will retain their GC CAC upon redeployment.

(2) DA civilian employees not occupying official EE positions who are deploying in support of OEF/OIF are automatically considered “Emergency Essential” for deployment purposes. Therefore, they are eligible for issuance of a Geneva Conventions CAC for the period of the deployment only. Geneva Conventions cards issued must be surrendered upon redeployment.

c. DoD Contractor Personnel.

(1) DoD contractors are eligible for issuance of one of the following forms of Common Access Card dependent upon their deployed status:

(a) The "Geneva Conventions CAC" will be issued to officially designated Contingency Contractor personnel as defined in DoD Instruction 3020.37. The Letter of Authorization (LOA), generated on government letterhead, must specifically state that the contractor is designated as "mission essential".

(b) The "DoD Identification and Privilege CAC" will be issued to contractor personnel provided they will be deployed for 365 days or more, calculated from date of issuance to their anticipated date of return from deployment. The organization preparing the LOA should take into consideration deployment processing and travel time to ensure that minimum time requirements for issuance of a DoD Identification and Privilege CAC are met.

(c) The "DoD Identification CAC" is the standard identification card issued to CONUS-based contractor personnel. It is also the card utilized when traveling on TDY or short term deployments of less than 365 days. When on official travel, this card and a copy of travel orders or LOA will be used to obtain needed privileges and support while traveling.

(d) Contractor Verification System (CVS):

Contractor eligibility for issuance of a CAC must be accomplished via the Contractor Verification System (CVS) prior to arrival at the CRC for deployment processing. Contractors must coordinate with their contract administrator or organization having contract oversight to ensure that this requirement is met prior to arrival at the CRC. The CRC no longer has the authority to manually enter contractor data into the Defense Enrollment Eligibility Reporting System (DEERS), therefore Common Access Cards will not be issued until the contractor has been properly processed and verified through CVS (to include the NAC fingerprint check completed without adverse comment and the NACI or equivalent initiated). Contractors who have not been enrolled and verified in CVS will not be allowed to continue processing through the CRC.

14–17. Points of Contact.

a. Community and Family Support Center, Ms. Brenda McDaniel, COMM (703) 681-7402/ 5374 or DSN 761-7402/5374.

b. U.S. Army Reserve Command, Mr. Alexander Balent COMM (404) 464-9581.

c. National Guard Bureau, COMM (703) 607-5405.

d. First Army, Larinza Stinnett, COMM (404) 469-3019, larinza.stinnett@us.army.mil.