Department of the Army Personnel Policy Guidance for Contingency Operations in Support of GWOT

13 February 2008 (Bi-Annual Review)

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History. The consolidated Personnel Policy Guidance (PPG) was originally approved for release on 17 September 2002 (ALARACT Message 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 global war on terror (GWOT).

Applicability. This publication applies to Active Army, U.S. Army Reserve, the Army National Guard, 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 or suggested improvements to make this document more user friendly via the HQDA G-1 Operations emailbox.

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

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Updated changes since Feb 08 are highlighted in **RED**

Chapter Overview & Summary of Changes

Chapter Updates in Red (since Feb 08)

Chapter 1 - Mobilization General Guidance: Discusses mobilization authorities (Title 10); Stop Loss/Stop Movement; explanation of current contingency operations; deployment eligibility; and operational policies. Six-Year Rule clarification added as paragraph 1-5n.

Chapter 2 - Individual Augmentation: Discusses procedures used to request, source, receive and deploy individual augmentees to include IRR, retirees, and individual mobilized augmentees. Para 2-4d streamlined requirements-based and by-name requests for retired Soldiers (23 May 08); Para 2-4c(1)(e) and 2-4d(1)(a)(3) added a sample Volunteer Selection Form (19 Aug 08); Para 2-4 throughout acknowledges Interim Clearances as an acceptable level of clearance (19 Aug 08); Para 2-4a(2) clarifies routing of retiree packets (19 Aug 08).

Chapter 3 – 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. References to HRC-A throughout Para 3-3 changed to HRC-S.

Orders Samples (Temporary Change of Station; NATO Travel)
- **TCS Order Individual Amendment - FORMAT 700**
- **TCS Order Individual Indeterminate - FORMAT 401**
- **TCS Order Individual OEF - FORMAT 401**
- **TCS Order Individual OIF - FORMAT 401**
- **TCS Order Unit Deployment - FORMAT 745**
- **TCS Order Unit Redeployment - FORMAT 745**
- **Example of Format 162 Order**
- **Example of NATO Travel Order**

Chapter 4 – Funding: Discusses how organizations execute financial management functions when deploying military personnel; provides fund cites per specific operation. Para 4-7 and 4-8 provides procedures for requesting IMCOM GWOT TCS Line of Accounting and for processing authorizations and vouchers in the Defense Travel System (22 Jul 08).

Chapter 5 - Deployment/Employment Processing: Discusses procedures used to mobilize/employ/ deploy military and civilian personnel; identifies non-deployable criteria; preparation of deployment packets and individual deployment flow; cross-leveling and accountability; special assignments and instructions; promotions and training requirements. (Civilian CAC Card Issues was updated as of 5 Jun 07; Mobilization rules for Enlisted Soldiers revised 20 Oct 07) (Para 5-15(a) Clarification on Army Civilians and Contractors use of sidearms and required PMI (21 Apr 08)); Para 5-4a Postpartum non-deployable status increased from 4 months to 6 months effective 1 Aug 08 (29 Jul 08); Para 5-6b(15) JPAS printout replaces memo from losing security manager as proof of security clearance (1 Aug 08); Para 5-4f(5)(a)(1) updated to reflect ASA (M&RA) memo dtd 19 Aug 08 concerning voluntary selective continuation of Reserve LTCs and COLs (10 Sep 08).

Chapter 6 – Equipment: Discusses equipment requirements (OCIE and recommended personal items) and accountability. (Authorization of Addition for knee pad inserts for ACU and elbow pad inserts for ACU; 21 Sep 07) **(**Cut-off Date removed concerning the issuance of Desert BDUs (21 Apr 08))

Chapter 7 - Medical & Dental: Discusses in detail 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. (Warrior Transition Units ALARACT 135/2007 20 Jun 07; Clarification Guidance on 30-days and preexisting medical condition(s) 21 Sep 07); Para 7-2a(2) Additional medical requirements IAW MOD 9 for Soldiers deploying to CENTCOM AOR (30 Sep 08); Para 7-3i outlines Women's Readiness

Screening Criteria (1 Aug 08); Para 7-8c updates PDHRA requirements (21 Aug 08); 7-8g adds instruction for completion of electronic DD Form 2900 (21 Aug 08).

Chapter 8 – Entitlements: Discusses all 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. (Clarification Invol Ext AIP and New AIP Program 20 Jun 07; R&R leave authorization changed from 15 to 18 days allowed based on deployment tour length 26 Jul 07; Guidance on Post Deployment/Mobilization Respite Absence 7 Aug 07; New 09L AIP Program 2 Oct 07; Added new calculator for PDMRA , procedural changes, and 12301(d) now counts 20 Oct 07); Para 8-6 h (1) Additional R&R Leave Period for Extension in USCENTCOM AOR (23 Jul 08); Para 8-3(b) removes requirement of providing mortgage or lease agreement to substantiate BAH (7 Aug); Para 8-3f(3) restricts dual lodging entitlement to 14 consecutive days (22 Aug 08).

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.

Chapter 10 - Redeployment, Demobilization, and Stabilization: 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. (IAW AR 635-5-1 the SPD code "MBK" applies to both officers and enlisted when separation is for completion of contingency operations 14 Jan 08; IAW USD Memo dtd 2 Apr 08, the 60-day limitation on IDT/AT does not apply to reintegration training programs authorized by the Secretary of Military Departments. (15 Apr 08)); Para 10-17b updated to provide revised PDHRA timelines (21 Aug 08); Para 10-22 updated to reflect ASA M&RA sanctuary policy (10 Sep 08); Para 10-3b(6) updated with streamlined packet requirements and a new DA Form 4187 format for requesting CO-ADOS extensions (30 Sep 08).

Chapter 11 - Individual Replacement Operations: Discusses new policy guidance on how to request and fill replacement requirements; provides implementing instructions.

Chapter 12 - Morale, Welfare, and Recreation: Discusses availability of MWR support to troop deployments; discusses family assistance centers and community service available.

Chapter 13 - Reserve Component Promotions: Discusses RC promotions under partial mobilization, CO-ADOS and Active Duty for Operational Support tours of duty. (Email address for AHRC-RSN changed to: HRCSMissionRequirement@conus.army.mil; 2 Nov07)

Chapter 14 - Assignment Instructions: Discusses assignment instructions, special assignments & schools prior to and during mobilization/deployment. Also discusses direct commissioning for reservists.

Chapter 15 - Army National Guard: Discusses specific and unique personnel requirements for Army National Guard Soldiers who are activated, mobilized, employed, or deployed in support of contingency operations. (IAW AR 635-5-1 the SPD code "MBK" applies to both officers and enlisted when separation is for completion of contingency operations 14 Jan 08); Para 15-6(a) (b) Combat Arms MOS substitutions for specialty missions (17 Jul 08).

CHAPTER 1 ..... **18**
MOBILIZATION GENERAL GUIDANCE **18**
1–1. Purpose. **18**
1–2. Legal Authorities. **18**
a. Executive Order: 18
b. Mobilization: 18
c. Order to Active Duty: 20
d. Stop Loss/Stop Movement: 21
e. Strength Accounting: 21
1–3. Contingency Operations (CONOPS). **22**
1–4. Deployment Eligibility. **22**
a. Determination: 22
b. Ready Reserve: 22
c. Policy and Procedures: 23
1–5. Operational Policies **23**
a. Initial Mobilization Orders for Reserve Component Soldiers: 23
b. Boots on the Ground (BOG) Policy: 23
c. Delay or Exemption Requests: 23
d. Civilian Employment Information (CEI): 24
e. Re-employment rights: 24
f. Change in Status: 24
g. Absent Without Leave (AWOL): 24
h. Billeting Standards for Mobilized Soldiers: 25
i. Activation of Units: 25
j. Non-unit Related Personnel: 25
k. Demobilization: 25
l. Army Knowledge Online (AKO): 25
m. Qualitative Management Program (QMP): 25
n. Six-Year Rule: 25
CHAPTER 2 ..... **26**
INDIVIDUAL AUGMENTATION **26**
2–1. Purpose. **26**
2–2. General. **26**
a. Individual Augmentation Requirements: 26
b. Individual Augmentation Requests: 26
c. Individual Augmentation Approval: 26
2–3. Execution **26**
a. Requesting Individual Augmentees: 26
b. Filling Individual Augmentee Requirements: 27
c. Accountability of Individual Augmentees: 28
2–4. Retiree Recall. **29**
a. General Information: 29
b. Qualification Criteria: 30
2–5. Individual Mobilized Augmentee (IMA). **36**
a. Requests for IMA Soldier 36
b. IMA Volunteers 36
2–6. Points of Contact and References (hyperlink). **37**
CHAPTER 3 ..... **38**
ORDERS **38**
3–1. Purpose **38**
3–2. Requirements **38**
a. Active Component (AC) and Reserve Component (RC) Orders Requirements: 38
b. Individual Orders: 38
3–3. Military Orders **38**
a. Active Component Orders. 38

b. Reserve Component Orders. 39
c. Temporary Change of Station (TCS) Orders: 41
d. Temporary Duty (TDY) Orders: 42
e. Contingency Operation Active Duty for Operational Support (CO-ADOS) Orders. 42
f. Active Guard/Reserve (AGR) Orders: 43
g. WTU Orders: 43
3–4. Civilian Orders. 49
a. TDY Status for DA/DOD Civilians: 49
b. Transportation and Travel for Contractors: 49
c. DD Form 1610 for Civilians: 49
d. Additional instructions for OCONUS deployment: 50
3–5. Derivative UIC (DUIC) 50
a. Requirements: 50
b. Up to Date UIC: 50
c. DUIC Strength: 51
3–6. Unit/Installation Requirements 51
a. Installation Responsibilities: 51
b. Statement of Non-Availability: 51
c. Installation Management Command 51
3–7. Points of Contact 51
3–8. References 52
CHAPTER 4 54
FINANCE 54
4–1. Purpose. 54
4–2. General. 54
a. Requirements: 54
b. ACOM/ASCC Funding: 54
4–3. Mobilization of Army Reserve Units and Individuals. 55
a. Funding for Operations and Maintenance, Army Reserve (OMAR) and Reserve personnel, during Alert Phase: 55
b. Funding for Operations and Maintenance, Army (OMA) on/after Alert Phase: 55
c. Funding for Personnel Activated before Unit: 55
4–4. Mobilization of US Army National Guard Units and Individuals. 55
a. Operations and Maintenance, Army National Guard (OMARNG) funding during Alert Phase: .. 55
b. Operations and Maintenance, Army (OMA) Funding on/after Alert Phase: 55
4–5. ACOM/ASCC Tasks. 56
a. US Army Forces Command (FORSCOM): 56
b. US Army Pacific Command (USARPAC): 56
c. US Army Criminal Investigation Command (CIDC): 57
d. US Army Special Operations Command (USASOC): 57
e. Training and Doctrine Command (TRADOC): 57
f. Installation Management Command (IMCOM): 57
g. Resource Services – Washington (OA 22): 57
h. Military District of Washington (MDW): 58
4–6. Coordinating Instructions. 58
a. Reimbursable Costs: 58
b. Cost Estimates: 58
c. Use of Title 22 Funds: 58
d. War-Related Appropriations: 58
e. Contingency Operations Construction: 58
f. Support to Multi-National Divisions (MND): 59
4–7. Service Support. 60
a. Fund Cites for Reserve Component Soldiers' in Support of GWOT: 60
b. Citing the Customer Identification Code (CIC): 61
c. Capturing reset costs vs. modularity costs: 61
d. CONOPS funding in SAGs: 61

e. Government Credit Cards: 61
4–8. Installation Management Command (IMCOM) GWOT-TCS 61
a. Procedures for obtaining Contingency Funds, Roles and Responsibilities: 61
4–9. Commands and Signal. 66
a. Reporting: 66
b. Cost Reports: 67
4–10. Points of Contact. 67
4–11. References. 67
CHAPTER 5 68
DEPLOYMENT / EMPLOYMENT PROCESSING 68
5–1. Purpose. 68
a. Deployment Cycle Support (DCS): 68
b. The DCS Directive: 68
5–2. General Guidance. 68
a. Regulations: 68
b. Time in Service: 68
c. ETS/Expiration of Service Agreements (ESA) while on Active Duty: 68
d. Stop Loss: 68
e. Voluntary Separation Actions: 69
5–3. Mobilization. 69
a. Enlisted Soldiers: 70
b. Officers: 70
c. Active Guard Reserve (AGR): 70
d. Reserve Component Units: 71
e. General Officers & Promotable Colonels: 72
f. AMEDD Reserve Component (RC) 90-day Boots-On- the Ground Rotation Policy: 72
g. Reserve Component Veterinary Corps 180-day Boots-on-Ground Rotation Policy 72
h. AMEDD Professional Officer Filler System (PROFIS): 72
5–4. Non-Deployable Criteria 73
a. Non-Deployable Criteria: 73
b. MOS Medical Retention Board: 76
c. Pregnant Soldiers: 77
d. Separation/Expiration Time of Service Agreement: 77
e. Lautenberg Amendment: 78
f. Mandatory Removal Date (MRD): 78
g. Army Substance Abuse Program (ASAP): 80
h. Contracted ROTC Cadets and Early Commissioning Program Officers: 80
i. Warrior Transition Course: 80
5–5. Military Personnel Records. 81
a. Reserve Component (RC) Units: 81
b. RC Soldiers Mobilized as Individuals: 81
5–6. Deployment Packets 81
a. Preparation: 81
b. Military Packet Inclusion: 82
c. Military Finance Mobilization Packet Inclusion: 83
d. Civilian Packet Inclusion: 83
5–7. Individual Deployment Flow. 84
a. Individuals: 84
b. Mobilization Checklist: 86
c. Soldier Readiness Processing (SRP): 86
d. CONUS Replacement Center (CRC): 87
e. Theater Specific Individual Requirement Training (TSIRT): 88
f. CRC Exception Policy: 89
5–8. Cross-Leveling of Personnel. 89
a. Cross-leveling of Personnel: 89
b. Personnel Supplemental Fill (Pass-back) Policy: 90

5–9. PERSTEMPO. 90
a. General: 91
b. PERSTEMPO Suspended: 91
c. Responsibility of Tracking PERSTEMPO: 91
5–10. Passports and Visas. 91
a. General: 91
b. Military Deploying with Orders: 91
c. Civilians/Other Personnel: 92
5–11. DoD Common Access Card (CAC). 92
a. General: 92
b. DA Civilian Employees: 92
c. DoD Contractor Personnel: 92
5–12. Soldier Accountability. 93
a. Soldier Accountability: 93
b. Home Station and Mobilization Station Responsibilities: 93
c. EMILPO Transactions: 94
d. Operational Support (OS) Strength Accounting: 95
e. Failure to Report: 96
f. Surrender to Civilian Law Enforcement Officials: 97
g. DD Form 214: 97
5–13. Civilian Accountability. 97
a. Responsibility: 97
b. CIVTRACKS: 97
c. Updating CIVTRACKS: 98
5–14. Non-Unit Related Personnel (NRP). 98
a. CONUS to OCONUS: 98
b. OCONUS to OCONUS: 98
c. CONUS to CONUS: 98
5–15. Training Requirements. 98
a. Weapons Training: 98
b. Specific Training Requirements: 99
5–16. Non-Citizen Soldiers. 99
a. Enlisted Soldiers with 8 years of Military Service: 100
b. Stop Loss for RC Non-Citizens: 100
c. Applications for Citizenship: 100
d. Soldier's Guide to Citizenship Application: 100
5–17. Points of Contact. 100
5–18. References. 101
CHAPTER 6 105
EQUIPMENT 105
6–1. Purpose. 105
6–2. General. 105
6–3. Organizational Clothing and Individual Equipment (OCIE). 106
6–4. Personnel Protection Equipment. 111
6–5. Personal Items. 111
6–6. Equipment Accountability. 111
a. Mask Accountability: 112
b. Weapons Accountability: 112
6–7. Authorized Baggage. 112
a. Deployment-AMC/Contracted Military/Commercial Flights: 112
b. Redeployment-AMC/Contracted Military/Commercial Flight: 113
6–8. Points of Contact. 113
6–9. References. 113
CHAPTER 7 114
MEDICAL AND DENTAL 114
7–1. Purpose. 114

7–2. General Guidance. 114
a. Medical Screening Responsibility: 114
b. 25-day Rule: 114
c. 30-days and Pre-existing Medical Condition: 115
d. Medical Screening of IRR Soldiers. 115
e. Documentation: 115
f. Medical and Dental Records: 115
g. DD Form 2766 (Adult Preventive and Chronic Flow Sheet): 115
h. MEDPROS Individual Medical Readiness: 116
i. Documenting Health Care in Medical Records: 116
j. Line of Duty (LD) Investigations: 116
k. ALARACT 135/2007 Subject: Initial Personnel Policy Guidance For Assignment And Attachment To Warrior Transition Units (WTU), DTG 142109Z JUN 07. 116
7–3. Medical Criteria & Testing. 116
a. HIV Testing: 116
b. Pre- and Post-Deployment Serum Specimens: 117
c. Pregnancy Testing: 117
d. Tuberculosis Skin Testing (TST): 117
e. Deoxyribonucleic Acid (DNA) Specimen: 118
f. Hearing Readiness (DOEHRS-HC Audiogram): 118
g. Vision Readiness: 119
h. Glucose 6-Phosphate Dehydrogenase (G6-PD) Deficiency Screening: 119
i. Women's Readiness: 120
7–4. RC Medically Evacuated Soldiers. 121
a. RC Soldiers: 121
b. Military medical authority: 121
c. Medical Retention Processing: 121
d. Soldiers who refuse entry into the MRP: 121
e. Soldiers incurring illness or injury during mobilization: 121
7–5. Electronic Documentation of Immunizations. 121
7–6. Immunizations. 122
a. General: 122
b. Medical nuclear, biological, and chemical defense materiel (MNBCDM): 124
c. Supplementary Medical Guidance – CENTCOM AOR: 125
d. Supplementary Medical Guidance – EUCOM AOR: 126
e. Supplementary medical guidance – PACOM AOR: 129
7–7. Dental Guidance. 130
a. Annual Dental Examination: 130
b. Dental Class 3 and 4 Soldiers: 130
c. REFRAD Policy: 130
d. Dental Record: 131
e. Orthodontic Appliances: 131
f. DoD Civilian: 131
g. Government Contractors: 132
7–8. Forms and Documentation. 132
a. DD Form 2795 (pre-deployment health assessment questionnaire): 132
b. DD Form 2796 (post-deployment health assessment): 133
c. DD Form 2900 (post-deployment health reassessment): 133
d. Health Assessment – Pre and Post Deployment: 133
e. Electronic DD Form 2795 and DD Form 2796: 134
f. Hard-copy of DD Form 2795 and DD Form 2796: 134
g. Contact Information: 134
h. Environmental Monitoring/Environmental Health: 134
7–9. Medical Fitness Standards for Deployment and Medical Care of DA Civilians and Contractors. 135
a. All personnel 135

b. Government civilian employees: 135
c. Other government civilian employees: 135
d. Contractor employees: 135
e. Personnel who have existing medical conditions may deploy if all of the following conditions are met: 135
f. Medical record: 136
g. HIV testing: 136
h. Tuberculosis screening: 136
i. DNA sample: 136
j. Personnel who require medication: 136
k. Personnel who require medical equipment: 136
l. The authority for acceptability of medical conditions: 136
m. The authority for waiver: 137
n. Medical Entitlements: 137
o. Application of Minimal Civilian Standards of Fitness for Deployment: 137
7–10. Personnel Protective Equipment and Medications. 140
a. PPE/CTA 8-100 Items: 140
b. Malaria Endemic Areas: 140
c. Urban Areas: 141
d. Mortuary/Remains Recovery Duties: 141
e. Deployment and Mobilization Health Information: 141
7–11. Redeployment Medical Processing. 141
7–12. Requirements for REFRAD/Demobilization. 142
a. Medical Benefits and Entitlements Briefing: 142
b. Separation Health Assessment: 143
c. DA Form 2173: 144
d. DA Form 261: 144
e. Medical Retention Processing (MRP) Status: 144
f. Medical Health Record: 144
g. MEDPROS: 144
h. Medical Retention Standards: 144
i. Authorized Dental Care Upon Demobilization: 145
j. Tuberculosis Screening: 146
k. Regional Medical Commands: 146
l. TRICARE Reserve Select (TRS): 146
7–13. Medication Use and Pharmacy Support. 146
a. SRP Medical Screening for Medications: 146
b. Supply of Medications for Soldiers: 146
c. Prescriptions for Contractors: 147
d. Deployment Medication Information Sheets: 147
e. Oral Contraceptives: 147
f. Female Hygiene Items: 147
g. Chronic Maintenance Medications: 147
7–14. Medical Logistics. 148
a. General: 148
b. Tracking of Medical Supplies: 148
c. Medical Purchases with the IMPAC Credit Card: 148
7–15. AMEDD PROFIS Rotation and Replacement. 148
7–16. Points of Contact. 148
7–17. References. 148
CHAPTER 8 151
ENTITLEMENTS 151
8–1. Purpose. 151
8–2. General. 151
8–3. Military Pay and Allowances. 151
a. Basic Pay: 151

b. Basic Allowance for Housing (BAH): 151
c. Overseas Housing Allowance (OHA): 151
d. Cost of Living Allowance (COLA): 151
e. Basic Allowance for Subsistence (BAS): 152
f. Per Diem: 153
g. Family Separation Allowance (FSA): 155
h. Medical Specialty Pay: 155
i. Hardship Duty Pay – Location (HDP-L): 156
j. Hostile Fire Pay (HFP): 156
k. Imminent Danger Pay (IDP): 156
l. Jump (parachute) Pay: 156
m. Foreign Language Proficiency Pay: 156
n. Disability Severance Pay: 156
o. Military Pay Processing for RC: 157
p. RC Travel Pay: 157
q. Active Guard Reserve (AGR) Pay: 157
r. Assignment Incentive Pay (AIP): 158
s. Reserve Income Replacement Program (RIRP): 160
8–4. Storage of Household Goods and Privately Owned Vehicles (POV). 162
a. Temporary Duty Household Goods Weight Allowance: 162
b. Special Storage of HHG: 162
c. Storage of one POV: 162
8–5. Leave: 163
a. General: 163
b. Special Leave Accrual (SLA): 163
c. Emergency Leave: 164
d. Convalescent Leave: 164
e. Army Post Deployment/Mobilization Respite Absence: 164
8–6. Military Benefits. 171
a. Service Member's Group Life Insurance (SGLI): 171
b. RC Soldier Dependents Benefits: 171
c. Savings Deposit Program (SDP): 172
d. Combat Zone Tax Relief (CZTR): 172
e. Tax Filing Extension: 172
f. Thrift Savings Plan (TSP): 172
g. The Soldiers' and Sailors' Civil Relief Act: 172
h. Rest & Recuperation (R&R): 172
i. Procedures for R&R Leave Retroactive Reimbursement Claims: 173
j. Privately Owned Vehicle (POV): 174
k. Baggage: 175
l. Exceptional Family Member Program (EFMP): 175
m. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA): 175
8–7. TRICARE. 176
a. General: 176
b. Medical or Dental Screening 176
b. Earlier Eligibility date for TRICARE benefits for Members of Reserve Components, 10 USC 1074(d): 176
c. Disability system processing of RC members unable to perform duties when ordered to Active Duty, 10 USC 1206(a): 176
d. Waiver of certain deductibles under TRICARE, 10 USC 1095d(a) and authority to pay above TRICARE allowable rates, 10 USC 1079(h): 177
e. Transitional Assistance Management Program (TAMP), 10 USC 1145(a): 177
f. TRICARE Reserve Select (TRS) Program: 177
8–8. Civilian Entitlements. 177
a. Biweekly Premium Pay: 177
b. Overtime: 177

c. Post (hardship) Differential: 178
d. Danger Pay Allowance: 178
e. Contractor Travel and Use of POV: 178
8–9. Points of Contact. 178
8–10. References. 178
CHAPTER 9 180
CASUALTY OPERATIONS 180
9–1. Purpose. 180
9–2. Casualties. 180
a. Operational Requirements: 180
b. Casualty Reporting: 180
c. Reporting Procedures for Suspected Friendly Fire Incidents: 181
d. Casualty Notification: 181
e. Notification and Assistance for Civilian Personnel: 182
f. Casualty Notification and Assistance Officer Training. 183
g. Casualty Liaison Teams (CLTs): 183
h. Travel and Transportation Orders (TT&O): 183
9–3. Fatal Training/Operational Accident Presentation. 183
a. Collateral Investigation: 183
b. Presentation of Results of Collateral Investigation: 184
c. Army Commands/Subordinate Command Responsibilities: 184
d. Human Resource (HR) Leader Responsibilities: 184
9–4. Line of Duty. 184
a. General: 184
b. Final approving authority: 184
c. Combat deaths: 185
d. Non-combat deaths: 185
e. Cessation of Imminent Death: 185
f. Combat injuries: 185
g. Non-combat injuries: 185
h. Disease Conditions: 185
i. More information: 185
j. Presumptive ILD/LD Determination Memo: 186
k. Distribution of LD documentation: 186
9–5. Mortuary Affairs. 186
a. General Guidance: 186
b. Search & Recovery: 187
c. Identification: 187
d. Escorts: 187
e. Personal Effects (PE): 187
f. Honors: 187
9–6. Prisoners of War and Missing. 188
a. General Guidance: 188
b. Reporting: 188
c. Duty Status Whereabouts Unknown (DUSTWUN): 188
d. Status Determination: 188
e. Status Changes: 189
f. POW/Missing in Action (MIA) Records Management: 189
9–7. Points of Contact. 189
a. Policy issues: 189
b. Specific questions on individual cases related to: 189
9–8. References. 190
CHAPTER 10 191
REDEPLOYMENT, DEMOBILIZATION, AND STABILIZATION 191
10–1. Purpose. 191
10–2. General Guidance. 191

a. Administrative Action Requirements: 191
b. Civilian Employment Rights: 191
c. Transition Processing: 191
d. Remobilizing RC Soldiers: 192
10–3. RC Volunteers and Voluntary Extensions Beyond Mobilization Authority. 192
a. General: 192
b. CO-ADOS Orders: 192
c. Validation of Positions: 194
d. Transfer of Mobilized RC Soldiers into the Regular Army: 194
10–4. Redeployment and Demobilization of Units. 195
a. General: 195
b. Demobilization Request: 195
c. Redeployment at Original Mobilization Station: 196
10–5. Release from Active Duty (REFRAD). 196
a. Early REFRAD: 196
b. End of Mobilization Period REFRAD: 197
c. Authority Issuing REFRAD Orders: 197
d. Reintegration Training at REFRAD: 198
10–6. Returning Deployment Packets. 198
a. Reserve Component Soldiers redeployed with unit: 198
b. Reserve Component Soldiers redeployed as individuals: 198
c. Active Army Soldiers redeployed with unit: 198
d. Active Army Soldiers redeployed as individuals: 198
e. Medical and Dental Records: 199
10–7. Evaluation Reports. 199
a. General: 199
b. Change of Rater: 199
c. Retiree Recalls: 199
d. Completed Evaluations: 199
10–8. Awards, Decorations and Tour Credit 200
a. Armed Forces Reserve Medal: 200
b. Shoulder Sleeve Insignia for Former Wartime Service: 200
c. The National Defense Service Medal (NDSM): 200
d. Global War on Terrorism Medals: 200
e. Combat Action Badge (CAB): 201
f. Award of Tour Credit & Overseas Service Ribbon 202
10–9. Favorable Personnel Actions. 202
10–10. Line of Duty (LD) 202
a. Exceptions to Policies: 202
b. Content for presumptive LD determination memo: 203
c. Distribution of LD documentation: 203
10–11. WTU. 204
a. General: 204
b. Eligibility for MRP Orders: 204
c. Soldiers Not Eligible for MRP: 204
d. Warrior Transition (WT) Soldier Categories: 205
e. Physical Disability Evaluation System (PDES): 206
f. Army Wounded Warrior Program (AW2): 207
g. Community Based Health Care Organization (CBHCO): 208
h. Medical Retention Processing 2 (MRP2): 208
10–12. Pre-Separation Counseling. 209
a. Counseling Requirements: 209
b. DD Form 2648**:** 209
c. DD Form 2648-1: 209
d. The Army Career and Alumni Program: 209
10–13. Certificate of Release or Discharge from Active Duty (DD Form 214). 209

a. General: ... 209
b. AGR Soldiers on Title 10: ... 209
c. ARNG Soldiers on Title 32: ... 210
d. Transition Center or Mobilization Station Responsibilities: ... 210
e. Multiple Periods of Service: ... 210
f. Inclusion on the DD Form 214: ... 210
g. Separation Transactions: ... 211
h. Reserve Component Soldiers: ... 211
10–14. Common Access Card (CAC). ... 211
a. General: ... 211
b. Demobilizing Soldiers must obtain a Reserve ID card in one of the following ways: ... 211
c. RC Soldiers Remaining on Active Duty: ... 211
d. Transition Assistance (TA) ID Cards: ... 212
e. Demobilizing Soldiers with 45 days or less remaining on Reserve Active Duty: ... 212
10–15. Pay Procedures. ... 212
10–16. Leave. ... 212
a. Emergency Leave: ... 212
b. Accrued Leave: ... 212
10–17. Medical and Dental when Demobilizing. ... 213
b. Post Deployment Health Reassessment (PDHRA): ... 213
c. Maternity Care: ... 214
d. Medical Retention Standards: ... 214
e. MEDEVAC: ... 214
f. P3 or P4 Duty Limitations: ... 214
g. Transitional Assistance Management Program (TAMP), 10 USC 1145(a): ... 215
h. Certificate of Creditable Coverage: ... 216
i. Requests may be faxed to the DSO at (831) 655-8317 or mailed to: ... 216
10–18. Personnel Accounting. ... 216
a. Personnel Asset Inventory (PAI): ... 216
b. Redeploying and CONUS based RC units: ... 216
c. Soldiers being released as individuals: ... 217
d. Surrender to Civilian Law Enforcement Officials: ... 218
e. RC Soldiers Pending Court Martial: ... 218
10–19. Stabilization. ... 218
a. Period of Stabilization: ... 218
10–20. Unit Reconstitution. ... 220
a. General: ... 220
b. Training Requirements: ... 220
c. APFT Post-deployment: ... 220
10–21. Family Support Activities. ... 221
10–22. Sancturary/18-year Lock-in. ... 221
a. UP 10 USC 12686: ... 221
b. Procedures and Instructions: ... 221
10–23. Points of Contact. ... 222
10–24. References. ... 222
CHAPTER 11 ... 225
INDIVIDUAL REPLACEMENT OPERATIONS ... 225
11–1. Purpose. ... 225
11–2. Filling Units Prior to Deployment. ... 225
a. General Guidance: ... 225
b. Additional 10% Personnel: ... 226
c. Filler procedures for unit shortages while at the mobilization station: ... 226
d. Active Component Filler/Passback Procedures at Home Station: ... 228
11–3. Replacement Policy. ... 228
11–4. Push (Predictive) Program. ... 228
a. General Guidance: ... 228

b. Execution: 229
c. References: 231
11–5. Pull Program. 231
a. General Guidance: 231
b. Execution: 232
11–6. Replacement Sourcing Prohibitions. 234
a. Units: 234
b. AC Enlisted: 234
c. AC Officers: 234
11–7. Point of Contact (POC). 235
CHAPTER 12 236
MORALE, WELFARE, AND RECREATION 236
12–1. Purpose. 236
12–2. General Guidance. 236
12–3. Family Readiness. 236
a. Briefing and Planning Phase: 236
b. Mobilization/Deployment Sustainment Phase: 237
c. Post-Mobilization/Deployment Phase: 238
12–4. Family Assistance Centers and Army Community Service. 238
a. Active Army Family assistance is available through the installation Army Community Service (ACS). 238
b. RC Family assistance is available through the closest installation. FORSCOM, NGB, USARC, and First Army will ensure that mobilized/ deploying Soldiers, civilians and their Families are provided the following information and assistance: 239
12–5. Points of Contact. 239
CHAPTER 13 240
RESERVE COMPONENT PROMOTIONS 240
13–1. Purpose. 240
13–2. RC Enlisted Promotions 240
a. Regulations: 240
b. Applicable Soldiers: 240
c. Promotion Authority Pre-mobilization Responsibility: 240
d. Active Duty for Operational Support (ADOS): 240
13–3. ARNG Enlisted Promotions 240
a. General: 241
b. NCOES: 241
c. AGR Soldiers: 242
d. ARNG Authority to Promote: 242
e. ARNG Advancement to PV2-SPC: 242
f. ARNG Promotion to SGT through SGM: 242
g. Operational Deployment Document: 242
h. Coordination between Mobilized Units and States: 243
13–4. USAR Enlisted Promotions: 243
a. General: 243
b. Promotion Authority: 244
c. Coordination: 245
d. Distribution of Promotion Orders: 245
e. NCOES: 246
f. TPU Enlisted Soldiers retained beyond their Maximum Years of Service (MYOS). 246
13–5. Commissioned Officer Promotions: 246
a. General: 246
b. ARNG Commissioned Officers: 248
c. USAR Commissioned Officers: 249
13–6. Warrant Officer Promotions 249
a. General: 249
b. ARNG Warrant Officer Promotions: 250

c. USAR Warrant Officer Promotions: 250
13–7. Points of Contact 250
a. HQDA G-1, Military Personnel Management 250
b. ARNG ARH, SGM Greg Heffner, 703-607-3453 250
c. USARC G-1, LTC Joannie Duff (404) 464-9451 250
13–8. References 250
CHAPTER 14 252
ASSIGNMENT INSTRUCTIONS 252
14–1. Purpose. 252
14–2. Assignment Instructions (AI). 252
a. Report Date Within Two Months of Deployment: 252
b. Requests: 252
c. RC Soldiers that are not DMOSQ Qualified: 252
d. Operational Deletions & Deferments: 252
e. Compassionate Reassignments for RC Soldiers: 252
f. Coordination for Request: 253
g. EMILPO Transaction: 253
14–3. Special Assignments and Schools. 253
a. RC Soldiers Not Mobilized for School: 253
b. IG and EOA Training: 253
c. Recruiting Training: 253
d. Drill Sergeant Training: 254
e. Non-Commissioned Officer Education System (NCOES): 254
f. MOS Producing School for RC Soldiers: 254
g. OCS/WOCS-Ready Reserve: 255
h. OCS/WOCS-AC not Ready Reserve: 255
i. Direct Commissioning of RC: 255
14–4. References. 255
CHAPTER 15 257
ARMY NATIONAL GUARD 257
15–1. Purpose. 257
15–2. Full-Time National Guard Duty for Special Work (FTNGDSW) to Attend SRP. 257
15–3. Inactive National Guard (ING). 257
a. General: 257
b. Soldiers Approaching ETS: 257
15–4. Individual Active Duty Training (IADT). 257
15–5. Utilization Controls. 257
a. SSGs and below: 257
b. SFCs, MSGs, and SGMs: 258
c. Commissioned Officers: 258
d. Special Branches: 258
e. Delegation Authority: 259
15–6. Military Occupational Specialty (MOS) Substitutions, Special Duty Assignments, and In Lieu Of Missions. 259
a. MOS Substitution Policy: 259
b. Special Duty Assignments and In Lieu Of Missions: 259
c. Assignments Prior to Deployment: 259
d. Assignments After Deployment: 259
15–7. Cross-Leveling. 260
a. Involuntary cross-leveling outside commuting distance: 260
b. Gaining unit incurs cost of travel and per diem: 260
c. T32 AGR Soldiers: 260
15–8. Selective Retention Board (SRB)/Enlisted Qualitative Retention Board (EQRB). 260
15–9. Dual-Status Technicians. 260
15–10. Mandatory Removal Date (MRD). 261
a. Officers: 261

b. Military Technicians (Officers): 261
c. Traditional (previously called "M-day") Officers: 261
15–11. Mandatory Separation Date (MSD) for Traditional Soldiers. 261
15–12. Retiree Recall for Military Technicians Who Reach MRD During Mobilization. 262
a. Retiree Recall for Mil Techs: 262
b. Retiree Recall Packet Instructions: 263
15–13. Recruiting Against Mobilized Position. 263
a. General: 263
b. Bonus Eligible Soldiers: 263
c. Military Personnel Management Officer (MPMO): 263
15–14. Active Guard Reserve (AGR) Assets. 263
a. AGR Soldiers as Mobilization Assets: 263
b. Retirement: 264
c. Refusal to Extend: 264
d. Quarterly AGR Non-Deployability Report: 264
e. Cross-Leveling AGR Soldiers: 264
f. AGR Soldiers that Volunteer: 264
g. Title 32 AGR Soldiers: 265
h. Strength Accounting: 265
i. Backfilling AGR positions: 265
j. Full Time National Guard Duty Mobilization Augmentee (FTNGDMA) Program: 265
k. Re-Accession upon Demobilization: 266
l. Schools for AGR (T32) Soldiers: 267
15–15. Personnel Information Management. 267
a. Activation and REFRAD of Soldiers in ARNG Personnel Systems: 267
b. Activation – RPAM: 268
c. REFRAD To Drilling Status: 268
d. REFRAD- to AGR (T32): 268
e. Processing Reminders: 268
f. Activation Processing: 269
g. Post-Mobilization Transactions: 269
h. Release from Federal Service: 269
15–16. ARNG Orders. 269
a. General: 269
b. Special Instructions: 269
15–17. Mobilization Roster and Civilian Employment Information. 270
15–18. ARNG Military Personnel Records. 270
a. Deployment Packets: 270
b. DD Form 214: 271
15–19. Family Program Guidance. 271
a. General: 271
b. State Family Program Directors: 271
c. Family Assistance Centers (FACs): 271
d. National Guard Family Program: 271
e. Army One Source: 272
15–20. Points of Contact. 272
15–21. Additional References: 272
ACRONYMS CHART 274
INDEX 279

CHAPTER 1 – MOBILIZATION GENERAL GUIDANCE

1–1. Purpose.

To provide personnel policy guidance to Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), Installation Commanders, Power Projection Platforms, Power Support Platforms, and Personnel Support Centers pertaining to military (Active and Reserve) and Civilian (DA, Red Cross, AAFES, and Contractors) personnel who are activated, mobilized, employed, or deployed in support of contingency operations.

1–2. Legal Authorities.

a. Executive Order:

(1) Executive Order 13223, Section 1 - To provide additional authority to the Department of Defense and the Department of Transportation to respond to the continuing and immediate threat of further attacks on the United States, the authority under Title 10, United States Code, to 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, is invoked and made available, according to its terms, to the Secretary concerned, subject in the case of the Secretaries of the Army, Navy, and Air Force, to the direction of the Secretary of Defense.

(2) Executive Order 13223, Section 2 - To allow for the orderly administration of personnel within the armed forces, the following authorities vested in the President are hereby invoked to the full extent provided by the terms thereof: section 527 of Title 10, United States Code, to suspend the operation of sections 523, 525, and 526 of that title, regarding officer and warrant officer strength and distribution; and sections 123, 123a, and 12006 of title 10, United States Code, to suspend certain laws relating to promotion, involuntary retirement, and separation of commissioned officers; end strength limitations, and Reserve Component 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; order to active duty other than during war or national emergency, Department of Defense (*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.

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 call up	Includes Selective Service in addition to the full mobilization of all Active Component (AC) and Reserve Component (RC) members

Statue	Limitations	Factors/Examples
	• For duration of war + 6 months	
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**: • Augmented the active duty 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.
10 USC 12301(d) Any volunteers for Active Duty	Headquarters, Department of the Army (HQDA) Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) may order to AD any member who: • Volunteers (i.e. must have member's consent) • With the consent of the Governor or appropriate authority (i.e. The Adjutant General (TAG))	Examples: Contingency Operation - Active Duty for Operational Support (CO-ADOSs), ADOSs, Medical Retention Processing Unit, Uniform Code of Military Justice (UCMJ) violators waiting processing in some cases.

(1) 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 demobilization stations (MS), 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.

(a) 24 Consecutive Months - All duty performed under the provisions of 10 USC 12302 and 12304 for Global War on Terror (GWOT) 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.

(b) Subsequent Call-ups - On 19 January 2007, the Secretary of Defense established a dwell goal for the RC of 1-year mobilization to 5 years demobilized. 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, then the RC member is due incentive and/or additional compensation for the subsequent service (UP) 10 USC 12302.

(c) 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.

(2) 10 USC 12301(d) - 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, compensations, 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.

(3) 10 USC 12304 - Presidential Reserve Call up (PRC) - Soldiers called to involuntary active duty under 10 USC 12304 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 10 USC 12304 shall be measured from the date active duty commences for the particular unit or member not assigned to a unit. This will be the process for counting these periods of service without regard to the time of the President's action or the time of commencement of service by other units or members. As a matter of policy, the period of active duty specified in initial orders to active duty will not normally exceed 365 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.

(4) 10 USC 12305 - Authority of President to suspend certain laws relating to promotion, retirement, and separation. Notwithstanding any other provision of law, during any period members of a Reserve Component are serving on active duty pursuant to an order to active duty under authority of section 12301, 12302, or 12304 of this title, the President may suspend any provision of law relating to promotion, retirement, or separation applicable to any member of the armed forces who the President determines is essential to the national security of the United States.

c. 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 60-day notification to report for duty (reference USD (P&R) memo dated 15 MAR 07). Upon reporting, members will be activated unless exempted (released from active duty) under the following cases (see Chapter 5-4 for more information):

AREA	MEMBER IS	THEN[1]
Medical	Hospitalized, convalescing or being evaluated for retention	Delay or separate
	HIV Positive	Do not activate
	Pregnant	Do not involuntarily activate[2]
	New mother by birth, or single parent/ one parent of a military couple by adoption	Defer for 6 months from time of delivery or placement in home
Schooling	Enrolled in high school and 20 years old	Defer
	Has not completed Initial Active Duty for Training (IADT) or equivalent[3] IADT per 10 USC 671	Grant exception, or use MFT to complete
	Enrolled in college or professional schooling	Activate[4]
Judicial	Under arrest or confinement	Delay or separate
Personal	Sole surviving son or daughter[5]	Activate[6]
	Pending separation action	Service policy
	Military spouse	Activate[7]
	Sole parent	Activate[7]
Other	Extreme personal hardship	Delay; transfer/separate IAW Service policy

[1] Members will be determined to be eligible/ineligible for deployment in accordance with regulations prescribed by the Secretary concerned.
[2] Members may volunteer for active duty under 10 U.S.C. 12301(d)
[3] Equivalent includes those members who have completed all initial active duty for training (IADT) required by the Service concerned.
[4] Exceptions may be granted consistent with Service policies.
[5] As defined in DoD Directive 1315.07
[6] Assign IAW DoD Directive 1315.07
[7] May be considered for exception under extreme hardship provision.

d. 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 has its genesis in law and 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.

(2) Stop Loss sustains a force that has trained together, to remain a cohesive element throughout its deployment. 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.

(3) See Chapter 5-2d for more information regarding Stop Loss models being used to support the Army's effort in the Global War on Terror (GWOT).

e. Strength Accounting:

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 RC Soldier prior to the Soldier's reporting date.

1–3. Contingency Operations (CONOPS).

Contingency operations include but are not limited to global war on terror missions, support for peace operations, major humanitarian assistance efforts, non-combatant evacuations operations (NEO) and international disaster relief efforts. CONOPS supporting of GWOT:

There are three primary CONOPS in support of the global war on terrorism: Operation Iraqi Freedom (OIF), Operation Enduring Freedom (OEF), and Operation Noble Eagle (ONE).

(1) Operation Iraqi Freedom: Represents those missions that support the global war on terrorism and other operations in Iraq.

(a) Multinational Corps – Iraq (MNC-I) and Multinational Force Iraq (MNF-I) (formerly Coalition Joint Task Force (CJTF – 7) - These represent those operational and support missions that US and coalition forces execute to help secure and stabilize the conditions in Iraq.

(b) Coalition Provisional Authority (CPA) represents those missions that support the CPAs temporary governing powers in order to provide for the effective administration of Iraq and to restore conditions of security and stability. These missions will transfer to support US Embassy, Baghdad, when and as needed.

(c) New Iraqi Army (NIA) and the Iraq Civil Defense Corps (ICDC) represent those missions US forces execute in order to assist in the development of an interim Iraqi military capability that contributes to the defense of Iraq.

(2) Operation Enduring Freedom: Represents all missions that support the global war on terrorism 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. These are all actions relating to and in support of detaining non-citizens in the GWOT.)

(3) Operation Noble Eagle: Represents missions in response to a specific Army Executed 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 mission are considered base program missions for all military departments.

1–4. Deployment Eligibility.

a. **Determination:**

Deployment eligibility will be determined in accordance with DoD Directive 1215.06, DOD Directive 1235.10, and regulations prescribed by the Secretary of the Army.

b. Ready Reserve:

All Soldiers of the Ready Reserve are considered immediately available for active duty. Ready Reservists ordered to active duty must report as directed unless physically unable to do so (as defined by a temporary or permanent profile). Personnel found physically not qualified or who fail to pass drug-screening requirements shall be processed in accordance with applicable policy.

c. Policy and Procedures:

Policies and procedures for mobilization are provided in DoD Directive 1200.07, "*Screening the Ready Reserve*," and implementing regulations and instructions. All personnel actions relating to the Ready Reserve screening program shall be temporarily stopped during partial mobilization, and that no member of the Ready Reserve shall be granted deferment, delay, or exemption because of their Civilian employment. On involuntary activation of Reserve members under Section 12304 of reference (b) (Presidential Reserve Call-Up Authority), the Secretary of Defense, or designee, shall make a determination regarding the continuation or cessation of personnel actions related to the screening program.

1–5. Operational Policies.

a. Initial Mobilization Orders for Reserve Component Soldiers:

RC Soldiers involuntarily mobilized UP 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 (within the United States Central Command (CENTCOM) AOR) will have their initial mobilization orders cut for 365-days, or no more than 400 days to ensure maximum operational employment time in theater.

b. 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. A 12-month BOG for RC is no longer attainable under the new mobilization policy. RC BOG will be dependent on the amount of post-mob training a unit requires. Therefore, RC BOG will vary by unit.

c. Delay or Exemption Requests:

(1) RC Soldiers with significant hardship or medical conditions that may render him/her disqualified from mobilization may request a delay or exemption. Non-unit personnel if mobilized may submit a written request IAW Army Regulation 601-25, Chapter 4 to the Human Resources Command – St Louis (HRC-STL). Instructions and contact information will accompany the Soldier's mobilization orders.

(2) RC Soldiers whose civilian employment is deemed critical for national security may request an exception to policy to be delayed or exempted from mobilization. The request (based upon documentation provided by the Soldier's employer) must demonstrate that a negative impact on national security would incur should the Soldier become mobilized. The final approval authority is Secretary of Defense or his designee. Requests for exemption or delay from mobilization will only be accepted if the Soldier has been identified for, or advised of, an impending involuntary call to active duty.

(a) Requests must include a cover letter signed by the Head of the Agency or Organization (or designated representative), and must include:

1. General explanation, due to the uniqueness of the current situation, of why the agency/organization is requesting such action.

2. General categories of personnel for whom exemption/delay is being requested.

3. Specific justification, due to the uniqueness of the current situation, of why each category/individual needs to be exempted/delayed.

4. Time period of exemption/delay.

5. Listing of personnel by full name and social security number, Reserve component and status (Drilling, Individual Ready Reserve (IRR), Retired, and Standby), unit of assignment, location, and military duty position (as applicable and available).

6. Name, telephone number, and e-mail address of agency/organization POC.

(b) All requests for delay or exemption will be processed through OASD/RA for submission to the USD (P&R). Ready Reservists who are granted exemptions from the mobilization will be transferred to the Standby Reserve or the Retired Reserve, or discharged, as appropriate. Send requests to dan.kohner@osd.mil; fax to (703) 695-3659 or mail to:

Under Secretary of Defense for Personnel and Readiness (USD/P&R)
4000 Defense, Pentagon
Washington, DC 20301-4000

d. Civilian Employment Information (CEI):

In March 2003, the Under Secretary of Defense for Personnel and Readiness signed a memo directing all Reserve Components to collect Civilian Employment Information for every member. As required by Congress and IAW Title 10 USC 10204, all Army Reserve and Army National Guard Soldiers are required to provide information about their civilian employer. The primary purpose is to assist the Secretary of Defense in accomplishing its employer outreach authorized under 38 USC 4333. The information is also made available to ensure that employment-related factors are considered during pre-mobilization planning and screening. For example: it is important that consideration be given to first responder personnel within a community so that the entire force of emergency workers, e.g., fire-fighters, police officers, etc, are not mobilized. Army National Guard members will enter data at https://www.dmdc.osd.mil/Guard-ReservePortal. Army Reserve members will enter data at https://www.hrc.army.mil. In regards to questions about employment or re-employment rights service members can check the ESGR web site at https://www.ESGR.org. All RC members are required to keep the information current. Commanders are responsible for ensuring their RC Soldiers are CEI compliant.

e. Re-employment rights:

RC Soldiers who are mobilized under Title 10, USC sections 12301(d) are exempt from the USERRA five-year limit for retaining re-employment rights as provided in USC 4312(c)(4)(b). Soldiers serving UP title 10 USC 12302 or 12304 are exempt from the USERRA five-year limit for retaining re-employment rights as provided in USC 4312(c)(4)(a). Reference the ASA (M&RA) memo, dated 26 SEP 01, subject Reemployment Protections for Activated Reserve Component Members and ASA (Financial Management and Comptroller) memo, dated 2 DEC 03, subject Volunteer Duty beyond 24 months for stabilization of IRR. In regards to questions about employment or re-employment rights service members can check the ESGR web site at https://www.ESGR.org.

f. 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.

g. Absent Without Leave (AWOL):

Individual Soldiers failing to comply with an order to active duty, upon confirmation, shall be reported as absent without leave (AWOL) to civilian authorities. Personnel ordered to active duty are subject to the Uniform Code of Military Justice (UCMJ) as of their reporting dates, whether or not they have reported to active duty. See Chapter 5-12(e) for more details.

h. Billeting Standards for Mobilized Soldiers:

Mobilized Soldiers assigned to an installation, or others who are on Temporary Change of Station (TCS) orders, will be billeted at the same standards as assigned active duty personnel. Units and individual Soldiers who are only on installations for training and readiness may be housed at a lesser standard (reference DODI 1225.09).

i. Activation of Units:

Units organized to serve as units must be activated as units. A unit is any group or detachment of two 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 under this authority if they are not members of units organized to serve as units. During the period of active duty under this authority, National Guard and 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. Non-unit Related Personnel:

All non-unit related personnel (to include active Army, RC, Appropriated/Non-appropriated DA Civilians, contractors, AAFES, and Red Cross volunteers) deploying in support of Army operations will deploy (and redeploy) through the CONUS Replacement Center (CRC) regardless of deployment duration. Reference HQDA Message, Subject: Deployment & Redeployment in Support of OIF and OEF, date 26 APR 04. See Chapter 5-13, for more information.

k. Demobilization:

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

l. Army Knowledge Online (AKO):

All Soldiers and DA Civilians are required to establish Army Knowledge Online (AKO) email accounts prior to mobilization/deployment at the following website: https://www.us.army.mil/.

m. Qualitative Management Program (QMP):

During periods of both Full Mobilization (10 USC 12301) and Partial Mobilization (10 USC 12302), execution of the Qualitative Management Program (QMP) will be suspended.

n. Six-Year Rule:

RC Soldiers will not be allowed to serve six (6) or more continuous years of active federal service without HQDA G-1 approval (ALARACT 008-2006, para 4.A.2). A period of active duty is considered continuous unless interrupted by a break in service of more than 30 days (10 USC 1174, para (C)(3)). Organizations requesting CO-ADOS orders for Soldiers who will exceed the Six-Year Rule must include a memorandum requesting exception in the extension request packet (see Chapter 10-3b).

CHAPTER 2 – INDIVIDUAL AUGMENTATION

2–1. Purpose.

Provide personnel policy guidance concerning the procedures used to request, source, receive, and deploy Individual Augmentees (IA) in support of contingency operations.

2–2. General.

a. Individual Augmentation Requirements:

Individual Augmentation (IA) requirements can be resourced with DA/DoD Civilians, active duty, Individual Ready Reserve (IRR, recalled Army Retirees, Individual Mobilization Augmentees (IMA), United States Army Reserve (USAR) Troop Program Unit (TPU) Soldiers, or volunteers from the Army National Guard (ARNG). IAs are unfunded temporary duty positions (military or civilian) identified on a Joint Manning Document (JMD) by a supported Combatant Commander (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 Augmentee Management).

b. Individual Augmentation Requests:

In order to gain approval for IA fill, units must follow the procedures outlined in CJCSI 1301.01C. Additionally, units must document the ad hoc organization structure and detail specific IA positions in an Army Manning Document (AMD), which is derived from the approved JMD. The CoCom's Army component submits the AMD to HQDA, Office of the Deputy Chief of Staff – G-3/5/7 (DAMO-ODO) for verification. During the verification process, HQDA G-3/5/7 will commit to resource specific positions with IA fills. Once approved, only these positions may be submitted to HQDA for IA sourcing.

c. Individual Augmentation Approval:

Requirements will be forwarded through the CONUSA to FORSCOM for validation and then forward through DAMO-ODM, G-3/5/7 to ASA (M&RA) for approval. Once approved, G-3/5/7 will publish an EXORD to the sourcing ASCC to fill the requirement. The sourcing ASCC will request an alert and mob order from G-3/5/7 and create a DUIC, if necessary. HQDA will publish the mobilization order.

2–3. Execution

a. Requesting Individual Augmentees:

(1) The Worldwide Individual Augmentation System (WIAS) is an integrated, web-based information system and DA's primary management tool used to document AMD ad hoc organization structure and positions; and to request, record, manage, and track validated IA requirements that support operational needs of Army Service Component Commands (ASCCs), Combatant Commanders (COCOMs) and agencies. Access to WIAS (https://wias.pentagon.mil) is password protected; users must submit application requests to HQDA G-3/5/7, DAMO-ODO

(2) Once an account is established in WIAS, commands can build AMDs, positions, and requirements that support current contingency operations. HQDA G-3/5/7, IA Branch, in coordination with HQDA G-1 Personnel Control Center (PCC), will only assist with submission of AMDs, positions and requirements for ASCCs/Agencies without WIAS capability and on an emergency case-by-case basis.

(3) When requirements are built in WIAS, a control number is automatically generated to identify the requirement.

(4) Information included with each requirement entry contains the WIAS generated control number, paragraph/line/sequence number, operation code, supported command, Reception Center Unit Identification Code (UIC), unit name, duty location, MPC, duty title, Military Occupational Specialty (MOS)/AOC/OCC series, min and max grade range, duty description, security clearance, language skills, special requirements, latest arrival date (LAD) and remarks. In addition, DA/DOD civilian requirements must include a duty description approved by the servicing civilian personnel organization of the requestor. If a requirement is in support of an OCONUS operation, but the individual will remain CONUS-based, include in the remarks section "request privately owned vehicle (POV) be authorized".

(5) Once the requirement is built in WIAS against an IA fill position in a verified AMD, it will be released to the HQDA G-3/5/7 IA Branch.

(6) By-name request capability is built into WIAS. A by-name request will include standard name line of the Soldier/civilian, with all supporting facts, points of contact and justification in the special requirements section or in the remarks box. Well-written justifications will include specific information regarding work to be performed and how the by-name individual is qualified to perform such work.

(7) Efforts should be made to select qualified Soldiers. Any such mobilization should be for the best interest of the Army, not the individual.

(8) Extension for IA in theater beyond 180-days in a TCS status requires approval. The supported command must include a statement of concurrence/non-concurrence and submit a request for extension to HQDA G-3/5/7, DAMO-ODM for approval NLT 60 days prior to expiration of initial tour date.

b. Filling Individual Augmentee Requirements:

(1) If the requirement(s) is to be filled via IRR mobilization, HQDA G-3/5/7 Operations (IA Branch) will forward the requirement packet to HQDA G-3/5/7 Mobilization for approval through Director, HQDA G-3/5/7, DAMO-OD; Assistant Deputy Chief of Staff, G-3/5/7; Assistant Deputy Chief of Staff, G-1; to the ASA (M&RA). If the packet is approved by the ASA (M&RA), it will be returned to G-3/5/7 Operations (IA Branch), who will release the requirement via WIAS to HRC-STL, Mobilization Division (AHRC-PLM-O).

(2) HRC-STL will analyze WIAS requirements via the Mobilization Manpower Planning System (MOBMAN). MOBMAN provides an analysis of IRR personnel by grade and MOS, and considers other factors such as language skills and security clearance when required.

(3) If analysis determines there are IRR personnel available to meet some or all requirements, HRC-STL will submit a request to HQDA G-1, DAPE-MPT, who will notify Training and Doctrine Command (TRADOC)/United States Army Special Operations Command (USASOC)/ AMEDD/DoD to task their schools to perform MOBTRAP analysis and determine scheduling windows and resource requirements within 24-hours (constrained courses within 48-hours). After MOBTRAP is completed, HQDA G-1, DAPE-MPT will transmit MOBTRAP training schedule details to HRC-STL via MOBMAN using the Army Training Requirements and Resources System (ATRRS) /MOBMAN established interface. HRC-STL will cut and distribute mobilization orders on identified IRR personnel. Reference AR 600-8-105, Chapter 14-3.

(4) HRC-STL will provide a by-name list (standard name line format) of mobilized Soldiers for each requirement packet to Human Resources Command - Alexandria (HRC-A). HRC-A will match the by-name list provided with the individual requirement(s) and submit weekly reports to HQDA G-1, PCC. The DAPE-MPZ-MM will provide a monthly status report to the ASA (M&RA) that includes feedback on the delay and exemption board results (if applicable).

c. Accountability of Individual Augmentees:

(1) **Accountability and Responsibility:** The supporting ASCC/agency will schedule a reservation for the IA to the appropriate CONUS Replacement Center (CRC) by calling central reservations at 1-800-582-5552. RESERVATIONS ARE REQUIRED FOR ALL PERSONNEL. The supporting ASCC/agency is responsible for maintaining accountability of the IA departing from home station to the CRC. The CRC is responsible for maintaining accountability from the CRC to the supported command reception center, and the supported command will maintain accountability within their Area of Responsibility (AOR). Reference DA Pam 500-5-1, Chapter 6 (see more information in Chapter 5-7d).

(2) **Accountability process:** The accountability process is initiated when the IA identified to fill the valid requirement is approved by HQDA G-3/5/7, DAMO-OD. Upon DAMO-OD approval, a permanent IA file will be created in WIAS. Reference DA Pam 500-5-1, Chapter 8. The tasked ASCC/agency enters personnel data into WIAS. If the ASCC/agency does not have access to WIAS, it will forward personnel data via official message to G-3/5/7 Operations (DAMO-ODO). ASCC/ agencies providing DA/DOD civilians to fill an IA requirement will provide personnel data via WIAS or directly to DAMO-ODO. The CRC and ASCC/ACC is responsible for ensuring arrival and departure data is entered into WIAS as the IA deploys through the CRC to the AOR or arrives at the IA duty location and redeploys upon completion of tour to Home Station. Reference DA Pam 715-16, Contractor Deployment Guide, Chapter 3-1. If WIAS is not available, the ASCC/ACC will provide arrival/ departure data to DAPE-MPZ-PC on a weekly basis via email HQDAG1Operations@hqda.army.mil.

(3) **No Shows:** Once it has been confirmed that an individual received mobilization orders, yet failed to report IAW these orders, HRC-STL will take appropriate absent without leave (AWOL) and/or dropped from rolls (DFR) actions IAW AR 630-10, Chapter 6. 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-STL will report the individual as a deserter.

(a) HRC-STL, alerted by DAPE-MPT, will take immediate action to determine within 7-days if the Soldier received or had knowledge of mobilization orders. As part of this process, HRC-St Louis 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 AWOL and/or Drop From Rolls (DFR) action. HRC-STL will provide DAPE-MPT and HRC-A (TAPC-PLO-PL), a data file containing the standard name line of all IRR Soldiers who were reported as no-show.

(b) HRC-A, when notified by HRC-STL that the IRR no-shows have been granted a mobilization delay by the Delay and Exemption Board, will use MOBMAN to issue a “RE-MOBTRAP” package of IRR training requirement for DAPE-MPT by MOS, grade, and projected input window. DAPE-MPZ-PC will notify DAPE-MPT who will execute the RE-MOBTRAP.

(4) Input/Output status of enlisted IRR: Installation/school reception personnel will post the input/output status for all enlisted IRR arrivals in ATRRS in the ‘RECBN-MOB COURSE.’ Later, if the reception battalion automated support system redesigns (RECBASS-R) is deemed ready to transmit IRR data to ATRRS and other systems, then RECBASS-R will assume the role of posting input/output status for enlisted IRR via the RECBASS-R/ATRRS interface.

(5) 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.

(6) No Shows at Schools: If the school does not post the IRR Soldier as an input on their scheduled report date, ATRRS will automatically identify the Soldier as a no-show and will generate an email to all concerned. DAPE-MPT, G-1, will report IRR no-shows to HRC-STL based on input status posted by the RECBASS interface/schools in ATRRS.

2–4. Retiree Recall.

a. General Information:

(1) Currently, the Army is recalling qualified retirees to active duty to fill validated positions in support of contingency operations. The Secretary of the Army has the authority to recall retirees and has delegated this authority to ASA (M&RA).

(2) Retirees may volunteer by applying through the Mobilization Office, Human Resources Command – Saint Louis (HRC-STL) in order to be considered for recall to active duty. HRC-STL submits completed retiree packets through the automated classified system, Department of the Army Mobilization Processing System (DAMPS) through G-1 and G-3 for endorsement to ASA M&RA for approval. Retirees include members of the Regular Army in a retired status and members of the Retired Reserve. Both types of retirees fall into one of the following three categories:

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

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

(c) 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).

(3) All retirees who volunteer may not be recalled to active duty because (1) all retirees may not qualify for recall, and / or (2) there must be a valid vacant contingency Army requirement that matches the particular grade and skill of the prospective retiree before the retiree can be recalled to duty. Currently, there are far more volunteers than there are requirements to fill. Multi-National Force Iraq (MNF-I) and Combined Security Transition Command Afghanistan (CSTC-A) requirements will be preferably filled by Category One retirees (MILPER Message 08-022). Qualified retirees who are subsequently selected for assignments will be recalled in a retired status under Title 10, United States Code, usually for 365 days at a time. Grey-area retirees (reservists under age 60 who have 20 years of qualifying service toward retirement, and who are eligible for retirement pay at age 60) are recalled under Section 12301(d). Retirees who have 20 years of active federal service (AFS) are recalled under Sections 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. The Mobilization Office at Human Resources Command – Saint Louis (HRC-STL) determines if a retiree is qualified for recall.

(4) Retirees will be used to fill requirements validated by HQDA G-3/5/7 or HRC-Alexandria. Examples of requirements that retirees can fill include:

(a) Table of Distribution and Allowances (TDA) / Modification Table of Organization and Equipment (MTOE) vacancies in deploying units (MOB TDA vacancies)

(b) Worldwide Individual Augmentation System (WIAS) requirements

(c) Approved Army billets on Joint Manning Documents (JMD)

(d) Vacancies in deploying Reserve / National Guard units

(e) Active Component (AC) billets as backfills for deployed AC Soldiers

(5) Retired officers, warrant officers, and noncommissioned officers recalled to active duty are not eligible for evaluation reports because they have completed their personnel life cycle function and do not compete for promotion. No retirees are eligible for promotion.

(6) Retirees must maintain a personal physical fitness program in order to stay within Army weight / body fat standards during the period of recall. Retirees who exceed the Army weight / body fat standards during the period of recall will be placed in the Army Weight Control Program.

b. Qualification Criteria:

As stated in subparagraph "a" above, HRC-STL Mobilization Office is responsible for determining if a retirees 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, dated 29 May 2007

(2) Army Screening Table Weight standards listed in Table 3-1, AR 600-9, The Army Weight Control Program, dated 1 September 2006

(3) Army body fat standards listed in Table 3-2, AR 600-9

(4) Grade and skill requirements, as required for a particular assignment

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

c. Application Procedures:

(1) Retirees must visit the following HRC-STL website before applying for recall: https://www.hrc.army.mil/site/reserve/soldierservices/mobilization/retireemobilization.htm. This site allows retirees to register online for the recall program, download required application forms, and review required height, weight, and body fat standards. 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 retmob@conus.army.mil. Each application for recall must include the following documents:

(a) 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. Retirees who need to receive orders before the report date, need time to notify their respective employer, give notice to their landlord, or take care of other personal requirements before the requested report date should NOT waive this requirement. Include email address, height and weight in Block 13. List height and weight in the following format: 72" / 195 lbs.

(b) DA Form 5500 (males) or DA Form 5501 (females), (Body Fat Content Worksheet) – Include these forms if retirees exceed Screening Table Weight Standards of Table 3-1, AR 600-9, dated 1 September 2006. Use forms dated August 2006. Ensure that the appropriate signatures and printed names are included on the forms.

(c) DA Form 7349, page 1 (Initial Medical Review – Annual Medical Certificate) - Page 2 of this form will be submitted to HRC-STL only if the retiree completed physical that was reviewed by an Army doctor. It is then forward by HRC-STL as part of the application packet. Include any permanent or temporary profiles in Block 8 of this form.

(d) Security Clearance or Interim Proof of Security Clearance. Retirees lose their clearances two years after retirement. In most cases, if security clearance is required to fill a specific position, HRC-STL Security Office will obtain an interim clearance and ensure that the retiree has a copy of fingerprints on file. HRC-STL Security Office is responsible for directing the retiree volunteer on security clearance

validation, updating of fingerprint cards, and all other personal security requirements. Retirees must maintain their clearances during the entire period of recall. Retirees who lose their clearances are subject to immediate release from active duty (REFRAD).

(e) Volunteer Selection Form/30 day waiver.

(f) Physicals. Retirees with a current periodic health assessment or retirement/separation physical (administered within the last 12 months at an Army Medical Facility and reviewed by an Army doctor) should take it with them when they report for active duty.

(g) Complete copy of initial retirement order:

(h) For gray-area retirees, this must be the original order placing the retiree in the retired reserves. Do not submit the order returning the retiree to the retired reserves after completion of a tour, or the order placing the retiree on the Army of United States list. Ensure that both pages of the order are included if the order consists of two pages. It is incumbent upon the retiree to obtain and submit a legible copy of the retirement order. A retiree may submit Copy 4 of his / her DD Form 214 if he / she is unable to locate the original retirement order. The DD Form 214 must state that the Soldier has completed sufficient service for retirement in Block 28 of the form. Retirees can also email retmob@conus.army.mil or call 314-592-0403 if they need assistance with completing the application packet.

(i) Physicals. Retirees with a current periodic health assessment or retirement/separation physical (administered within the last 12 months at an Army Medical Facility and reviewed by an Army doctor) should take it with them when they report for active duty.

1. Medical screening will be accomplished within the first 25 days of active duty. Retirees who are determined not to be medically qualified for retention within the first 25 days will be REFRAD. Retiree recall orders will become void if confirmation (telephone, email, or letter) of medical screening is not received by HRC-STL within 30 days.

2. Retirees who have a current periodic health assessment or retirement/separation physical (administered within the last 12 months at an Army Medical Facility and reviewed by an Army doctor) will undergo medical screening to determine if there are any interval changes that make them medically not qualified for retention according to AR 40-501, Chapter 3. This medical screening can be accomplished through Soldier readiness Processing or through screening accomplished by a credentialed health provider. Retirees will have their physical available for review during the screening process.

3. Retirees without current physicals will receive a periodic health assessment during in processing at designated military installations, and the requirement for the physical will be included on the respective retiree's orders. Physicals will be completed within 25 days of entry on active duty. The Medical Treatment Facility (MTF) will scan a copy of the retiree's physical into the Medical Protection System (MEDPROS), which will update TAPDB-R and the retiree's record in Soldier Management System (SMS). Mobilization installations will notify HRC-STL and HQDA, G-1 immediately about any retirees who fail to meet the medical retention standards during in processing.

4. HRC-STL will coordinate with designated installations a minimum of 30 days in advance to schedule physicals for retirees. HRC-STL will include the date scheduled for the physical in the retiree's packet that is forwarded through HQDA, G-1 to ASA (M&RA) for approval.

5. Retirees who are scheduled to deploy will, in addition to meeting medical retention standards, meet established deployment medical standards.

6. HRC-AMEDD (Army Medical Department) will continue to medically qualify AMEDD Retiree Recalls in support of 90-day-boots-on-ground (BOG) / 120-day mobilization rotations prior to mobilization.

7. Retirees that have a physical profile serial of a 3 or 4 in the physical capacity (P), upper extremities (U), lower extremities (L), eyes (E) and / or psychiatric (S) factors, will not be recalled to active duty. Additionally, retirees with medical conditions (listed in Chapter 3-3, AR 40-501) that require evaluation by a Medical Evaluation Board (MEB) and / or referral to a Physical Evaluation Board (PEB) will not be recalled to active duty. Retirees will not be referred to MOS Medical Retention Boards (MMRBs). Retirees who have significant hearing loss require additional audiological services, including Speech Recognition Testing (SPRINT), prior to determining recall status.

d. Request Procedures:

(1) Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) may request retiree support one of two ways—1) By-Name Request and/or 2) Requirements-Based Request.

(a) A By-Name request identifies a specific retiree to fill a valid requirement within the organization. HRC-STL provides to ACOMs, ASCCs and DRUs the names, qualification data, and contact information for confirmed retiree applicants to fill positions for By-Name requests. Additionally, ACOMs, ASCCs, and DRU may identify qualified retirees by other methods.

(1) Requests for Category I retirees (non-disability retired, retired less than 5 years, under age 60) and Category II retirees (non-disability, retired more than 5 years, under age 60) must be in memorandum format and signed by a Colonel or SES equivalent in the chain of command.

(2) Requests for Category III retirees (retired Soldier, including those retired for disability, who is not qualified for placement in either Category I or II) must be in memorandum format and signed by a General Officer (G/O).

(3) Standard Format for Request Memorandum

(b) A Requirements-Based request identifies the actual requirement by duty location, required grade, MOS/AOC and duty description; but does not identify a specific retiree, by-name, for fill. Requirements-based requests, including fenced WIAS requirements, will be validated by DA G-3 as suitable for fill by a retiree. These requests will be filled by HRC based on available, qualified retiree volunteers. Once HRC has identified the fill, the request will be processed through HRC-STL and HRC will notify receiving unit of that fill by name, position, qualification data, and contact information. A General Officer memo is NOT required for HRC to fill a requirements-based retiree position as HRC has determined qualification and valid fill for specific position.

(1) All Army Reserve Soldiers applying for retiree recall must review the supplemental guidance at the following link: OPERATION ORDER 07/036 (Processing Retiree Recall Requests).

(2) Requirements-Based Requests/Notification for fills must include the following information per individual packet:

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

(b) 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)

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

(d) Required MOS / AOC

(e) Required Security Clearance or Interim Clearance

(f) Duration of Assignment

(g) Contingency Operation

(h) Requested Report Date

(i) Duty Location

(j) Duty Title and Brief Duty Description

(k) Special Skills

(l) Name 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.

(m) 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.

(3) By-Name Request Individual Packets must include the following information:

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

(b) 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)

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

(d) Required MOS / AOC

(e) Required Security Clearance or Interim Clearance

(f) Duration of Assignment

(g) Contingency Operation

(h) Requested Report Date

(i) Duty Location

(j) Duty Title and Brief Duty Description

(k) Special Skills

(l) Retiree's Name, Rank, and Social Security Number

(m) Copy of Retiree's Application Packet

(n) Copy of All Orders (to include REFRAD orders and all DD Forms 214) for the past 6 years.

(o) Copy of promotion orders if Soldier held a higher grade than the grade at which he/she retired. AR 601-10, *Management and Mobilization of Retired Soldiers of the Army*, dated 30 November 1994, paragraph 2-5a, states that retirees who previously served on active duty satisfactorily, as determined by the Secretary of the Army, in a grade higher than that Soldier's retired grade, may be recalled in the highest grade satisfactorily held. Current policy allows retirees to be slotted in positions one grade up or one grade down; therefore, retirees may not have to be recalled at a higher grade to serve in a particular position.

(p) Name 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.

(q) Unit mobilization/deployment order (for vacancies in mobilized/deploying units, or Troop Program Units (TPUs)). Include copy of the battle roster. Retirees cannot be mobilized against TPU positions or positions in Reserve Units unless the organizations are mobilized. Complete memorandums are crucial to the approval process. Missing and/or inaccurate information adversely delays timely processing. Spell out all acronyms used in the memorandum.

(4) Reports should be submitted to HRC-STL 90 days prior to the requested report date.

e. Approval Procedures:

(1) Upon receipt of a retiree recall request, HRC-STL will review the packet for completeness, and obtain validation of the requested position from the appropriate authority (HQDA G-3/5/7, HRC-Alexandria, or Army Reserve Active Duty Management Directorate / National Guard Bureau (for Active Guard / Reserve positions)). HRC-STL will also determine if retiree is qualified for recall, and notify the respective retiree and / or command reference of any problems with the packet. HRC-STL will forward complete packets, with validation, through the Department of the Army Mobilization Processing System (DAMPS) through 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, 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-STL for publication of orders (Format 163). Once a retiree is approved for a particular assignment, the retiree is obligated to complete that assignment before serving in a different assignment. Organizations are not authorized to change or extend a retiree's assignment or period of recall without approval from ASA (M&RA).

(3) HRC-STL, G-3 will forward orders to the retiree, requesting Army Organizations, DFAS (Cleveland Center), and the initial entry installation.

(4) Commands may contact HRC-STL for the status of any packet that is not visible in DAMPS. Organization POCs and retirees should contact HRC-STL for the status of packets. Retirees should not call directly to HQDA or ASA (M&RA).

f. Reporting Procedures:

(1) HRC-STL 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-STL 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-STL 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). Once orders are published, retirees are required to fulfill their respective commitment.

(2) All retirees with a break in service more than 12 months must also attend two weeks of accession / Warrior Task Training (WTT) re-greening prior to reporting to their duty assignments.

(3) Retirees who are determined not to be medically qualified for retention will be REFRAD within 25 days of reporting for active duty.

(4) At a minimum, retirees will meet the "Weight for Height Table (screening table weight)" standards listed in Table 1 of AR 600-9. Retirees who report for duty and exceed these standards will be REFRAD at the in processing installations.

(5) Retirees must read and comply with instructions in orders. Retirees who are scheduled to serve OCONUS are not authorized travel by POV.

g. Extension Procedures:

(1) Army Organizations may request voluntary retiree recall extensions (tour in the same assignment) by submitting a General Officer Memorandum and a current DA Form 160-R, Application for Active Duty, to HRC-STL.

(2) Each retiree who desires to serve in consecutive assignments (tour with a different Unit Identification Code that starts the day after the current tour ends) must submit a new DA Form 160-R to HRC-STL.

(3) In both cases, the memorandum and DA Form 160-R must be completed in accordance with the guidelines outlined in previous segments of this Chapter. Email the documents directly to retmob@conus.army.mil. Requests for extension/consecutive assignments must arrive at HRC-STL no later than 90 days prior to the retiree's scheduled REFRAD date.

h. Demobilization Procedures:

(1) If the President determines the nation is no longer in a state of national emergency, retirees recalled in support of the contingency operations will receive notification through HRC terminating their period of recall. 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. Actions include (but are not limited to) demobilization, leave utilization, and separation / transition processing.

(2) Upon completion of the active duty tour, retirees who served in CONUS assignments will out-process through the nearest Army transition center that is located 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-Alexandria will publish orders for retirees who need to be placed in a Warrior Transition Unit.

(4) Retirees are encouraged to utilize their leave throughout their tour. Retirees will not be extended on active duty in order to take leave. Retirees may cash in any unused leave. 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 PPG para 8-5(e)(3), an extension can be requested. ASA (M&RA) is the approval authority for any extension request of a Retiree Recall. The request must be sent to HRC-STL (AHRC-PLM-O), 1 Reserve Way, St. Louis, MO 63132-5200, where it will be processed and submitted thru HQDA G-1 (DAPE-MPZ-MM) to ASA (M&RA) for approval, prior to HRC-STL publishing the order. When a retiree out processes, the REFRAD order is annotated with the following statement, "Soldier is eligible for health care during transitional period under 10 United States Code, Section 1145 until (date)." 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, Military Orders, Chapter 14, Paragraph 14-3.g., 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 and DD Form 214 to HRC-STL, AHRC-PLM-O and DFAS to facilitate the payment of personnel returning to the retired rolls or the Retired Reserve.

i. Procedures for Early Release from Active Duty (REFRAD):

As Army Organizations may request the early release of a retiree from active duty. Retirees can be released for poor performance, if they are no longer operationally required, or for personal hardship. Requests must be signed by the first General Officer in the chain of command and submitted in memorandum format to retmob@conus.army.mil. Requests will include the reason for the early release, the amount of leave the Soldier has, whether the Soldier will waive his / her right to a 30-day notification, supporting documentation such as counseling statements, etc, and whether the command recommends future assignments for the retiree. ASA (M&RA) is the approval authority for early REFRADs. Normally, a retiree will have 30 days from the date ASA (M&RA) approves the release before he / she has to be released from active duty, unless the Soldier waives this right. Once the request for REFRAD is approved, the approval will not be rescinded. Retirees who are REFRAD for disciplinary reasons will not be recalled for future assignments. All 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 the DD Form 220 (if applicable), REFRAD order and DD Form 214 to retmob@conus.army.mil. For additional information on the retiree recall process, contact HRC-STL by fax at 314-592-1003, or e-mail them at retmob@conus.army.mil.

2–5. Individual Mobilized Augmentee (IMA).

a. Requests for IMA Soldier

Support must be communicated through the IMA agency for processing and forwarded to HQDA G-3/5/7, DAMO-ODO, for validation and approval. The following procedures are required for requesting IMA support:

(1) Owning ASCC submits a by-name IMA request to HQDA G-3/5/7, DAMO-ODO. This request should be in memo format to include the Soldiers' name, rank, SSN, Report Location (unit address, UIC); Report Date; Duration; Operation supporting; IMA Assignment (UIC, para/line); Duty Location; Duty Description; additional instructions; and written justification for mobilization. Also included with this memo should be the Soldier's completed 1058-R.

(2) HQDA G-3/5/7 will validate the requirement and submit request to ASA (M&RA) for approval. Once approved, packet is forwarded to HRC-STL.

(3) HRC-STL will process mobilization orders directing IMA to report to their duty location.

b. IMA Volunteers

May be temporarily attached to another organization with the parent unit's concurrence. With ASA (M&RA) approval, IMA Soldiers may be involuntarily mobilized outside of their IMA agency to a Combatant Command.

2–6. Points of Contact and References (hyperlink).

CHAPTER 3 – ORDERS

3–1. Purpose

Provide personnel policy guidance to Army Service Component Commands (ASCCs), Installation Commanders, Power Projection Platforms, Power Support Platforms, and Personnel Support Centers pertaining to the preparation of orders for personnel who are activated, mobilized, employed, or deployed in support of contingency operations.

3–2. Requirements

a. Active Component (AC) and Reserve Component (RC) Orders Requirements:

AC and RC Orders will be prepared in accordance with established procedures when validated requirements and missions are directed to be accomplished for individual, group and unit orders. Mobilization orders from HQDA, ACOMs, ASCCs, DRUs and CONUSA will address the specific RC DUIC with modified strength figures. The CONUSA will publish orders mobilizing RC units. Reference AR 600-8-105, Military Orders.

b. Individual Orders:

(1) All Orders publication authorities will ensure that Individual Mobilization orders, TCS Orders, and temporary duty (TDY) Orders for personnel deploying through CRCs in support of GWOT include the following in the purpose line:

(a) WIAS Control Number (if applicable)

(b) JMD para/line number (if applicable)

(c) HRC-A Replacement Control Number (if applicable)

(d) Unit and UIC assigned/attached

(2) HRC-STL, Joint Forces Headquarters State (JFHQ-ST) or Regional Readiness Support Commands (RRSCs) are responsible for publishing the individual mobilization orders for RC Soldiers. CONUSA, Home Station, Mob Station or the installation will prepare Temporary Change of Station (TCS) orders for all RC/AC personnel movements to final duty locations.

(3) It is no longer sufficient to place in the purpose line in support of GWOT, OIF, OEF or some other generic statement. **All individual orders will be specific.** CRC Commanders will request that orders publication authorities amend any orders with generic statements in the purpose line. Personnel will not deploy from the CRC until their orders have the above information.

3–3. Military Orders

a. Active Component Orders.

(1) 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 Global War on Terror (GWOT), 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.

(2) Per ALARACT 033/2007 installations will publish standardized PCS orders, for AC Soldiers assigned to Transition Teams (TT) missions as prescribed by HRC-A.

b. Reserve Component Orders.

(1) General:

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) Standard Comments:

(a) Meals & Lodging:

Include the following statement on RC orders: "Meals and lodging will be provided at no cost to the Soldier. Claims for reimbursement require a statement of non-availability control number."

(b) Deployment Medical Standards:

Include the following statement on RC orders: "Pursuant to Presidential Executive Order 13223 of September 14, 2001, you are relieved from your present Reserve Component status and are ordered to report for a period of active duty not to exceed 25 days for mobilization processing. Proceed from your present location in sufficient time to report by the date specified. If upon reporting for active duty you fail to meet deployment medical standards (whether because of a temporary or permanent medical condition), then you may be released from active duty, returned to your prior Reserve status and returned to your home address, subject to a subsequent order to active duty upon resolution of the disqualifying medical condition. If, you are found to satisfy medical deployment standards upon reporting for active duty, then you are further ordered to active duty for period not to exceed (365) days, such period to include the period (not to exceed 25 days) required for mobilization processing."

(c) Reserve Component Employment/Reemployment Rights.

Include the following statement on RC orders: "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."

(d) Anthrax and Smallpox Vaccination:

Include the following statement on AC/RC orders: "Give Anthrax and Smallpox vaccinations, unless medically exempted, if Permanent Change of Station, or deployed / TDY for greater than 15 days to the USCENTCOM AOR or Korea Soldiers will initiate Smallpox vaccinations not more than 60-days from departure date"

(3) ARNG, USAR and Derivative (DUIC) Units:

The CONUSA 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 CONUSA 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].

(4) Individual Mobilized Augmentee (IMA) and Individual Ready Reserve (IRR):

The HRC-STL will publish mobilization orders (FORMAT 162 OR 163) for IMA and IRR personnel. CONUSA, home station, mobilization station or the installation will prepare TCS orders for all RC personnel movements to final duty locations.

(5) Troop Program Unit (TPU) Personnel:

The Joint Forces Headquarters - State (JFHQ-ST) and Regional Readiness Support Commands (RRSC) will publish mobilization orders for TPU personnel within a mobilized unit (FORMAT 163). Reference FORSCOM Supplement 1 to AR 600-8-105.

(6) General Officers or Promotable Colonels:

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

(a) Reserve Component General Officer Exemption Plan

The Reserve Component General Officer Exemption Plan is the SECDEF approved number of Reserve Component General Officer positions that are exempt from the Title 10 USC § 12004 active duty end strength. HQDA GOMO has 45 authorizations on the Exemption Plan. Each billet has an associated mission and timeframe.

(b) Process

- HQDA G-3/5/7 DAMO-ODM receives requests from USAR / ARNG GOMO
- Packets reviewed by AOC/CAT JAG and approved by Division Chief
- HQDA G-3/5/7 (Deputy Director (DAMO-OD) validates position with GWOT nexus
- DAMO-ODM requests GOMO Letter from HQDA GOMO, which promulgates the active duty orders

(c) Guidelines

- Allocations are determined by DA GOMO in conjunction with the component GOMOs
- Requirements determine GO skill sets and component.
- HQDA G-3/5/7 validates and prioritizes the Exemption Plan positions
- Positions must be justified with a required nexus to GWOT
- Deputy Director (DAMO-OD) signs the validation memorandum, which triggers request for GOMO Letter

(7) 30 - Day Vice 7 - Day Window for TDY orders:

For purposes 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 GWOT, 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: TCS orders, miscellaneous travel orders, active duty medical extension orders, and TDY active duty for operational support (ADOS) orders.

c. Temporary Change of Station (TCS) Orders:

(1) General:

Regular Army personnel and mobilized RC Soldiers deploying in support of a contingency operation as an individual, group or as unit, will deploy in a TCS status. All Soldiers will be placed on TCS (FORMAT 401) orders and deploying as a group or a unit will be placed on TCS (FORMAT 745) orders when moved from mobilization station to final duty location; deployed/ordered to a designated contingency operation; or anytime a Soldier is temporarily moved from one duty location to another (see Chapter 3-3d for exceptions to this policy).

(2) Purpose of TCS Orders.

(a) The primary purpose of a TCS order is as a personnel accountability tool that is able to track personnel at various locations based on the MDC code PM.

(b) The secondary purpose is as a Temporary Duty (TDY) order to authorize various travels entitlements, the ability to move from station to station as required by military necessity, IAW Chapters 4 and 14 of AR 600-8-105. 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

(3) TCS Orders Responsibility.

(a) The home station PSB/MPD will publish initial deployment TCS orders for AC personnel.

(b) 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.

(c) If a Soldier is reassigned to another unit and/or changes duty location the losing command will process a new TCS order.

(d) 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.

(4) TCS Orders Preparation.

(a) The use of TCS orders is embedded within the EMILPO system and allows the supporting unit to update the Soldiers personnel file and facilitates accountability within the personnel system.

(b) Orders must clearly state the specific contingency operation to which the Soldier is assigned. Movement to duty locations will be accomplished by the original TCS order and any amendment

(Format 700) when a validated requirement is established and filed for this action. Theater personnel replacement centers and intermediate locations will act on these amendment orders or publish follow-on TCS orders to meet new mission requirements. This will occur both in CONUS and OCONUS locations when documented and completed by the MPD/PSB supporting the Soldier.

(c) TCS orders will include gaining UIC, para/line/seq number, ultimate unit of assignment, and other special instructions deemed applicable. Orders should also be annotated with the statement "Security clearance verified by (security manager's name and phone number)."

(d) Fund cite and other funding accountable information is in the ASA (FM&C) Contingency message included in the PPG, Chapter 4.

(e) Duration of TCS orders for RC Soldier will be prepared to reflect the individual's remaining mobilization period (reference original mob order).

(f) Effective 5 August 2005, TCS orders will include the following additional instruction – "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." Owning organizations with order cutting authority are directed to amend individual TCS orders for individuals who are already deployed to theater and who are redeploying as individuals, not part of a unit movement.

(g) 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.

d. Temporary Duty (TDY) Orders:

(1) The use of TDY orders (DD Form 1610) for the use of deploying Soldiers to the area of operation is NOT AUTHORIZED. Exception to this policy is for Soldier deploying to theater for 30-days or less (including travel).

(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.

(3) 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.

(4) 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.

(5) 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)."

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 two-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 two year tour and one-year extension approval prior to HRC-A 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) See Chapter 10-3 for detail information on qualifying Soldiers and special instructions for submitting requests.

(6) 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."*

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.

(2) **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. 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.

g. WTU Orders:

(1) Army policy requires a screening of all Soldiers for pre-existing disqualifying medical conditions and release from active duty (REFRAD) within the first 25-days of mobilization.

(2) A WTU (WT) Soldier is defined as a RC Soldier mobilized under 10 USC 12302 orders in support of the Global War on Terror (GWOT) and diverted from his/her normal mobilization mission, demobilization processing, or medically evacuated (MEDEVAC) from theater, who is in need of medical evaluation, treatment, and disposition including definitive health care for medical conditions identified, incurred, or aggravated while in an active duty (AD) status.

(a) A mobilized RC Soldier will remain on 12302 orders until an appropriate medical authority determines that the Soldier will not be able to perform military duties in that status, or that the Soldier will not return to duty within 60-days, or have a sufficient number of days left on active duty after the medical condition improves to permit return to duty.

(b) When a military medical authority determines the RC Soldier is expected to return to duty (RTD) within 60 days of the time he or she is injured or becomes ill <u>and</u> will have at least 120 days left on USC 12302 partial mobilization orders beyond the expected RTD date, then the Soldier will be kept on partial mobilization orders and managed by the installation/unit to which he or she is assigned/attached.

(c) Initial entry of RC Soldier data into the Medical Operational Data System (MODS) WTU module is the trigger that enters the Soldier in the WTU process for accountability and tracking purposes. Disposition occurs when Soldier is found fit for duty and released from AD or completes the Army Physical Disability Evaluation System (PDES) process, including appeals, and than the Soldier is separated from the service.

(3) A Medical Retention Processing (MRP) Soldier is defined as a RC Soldier mobilized under 10 USC 12302 in support of contingency operations and does not meet the criterion listed in (2)(b) above; he or she will be offered voluntary entry into the MRP program under 10 USC 12301(d). Below are procedures for processing MRP orders.

(a) MRP Initial Orders:

1. WTU Commander submits application to HRC-S.

2. HRC-S reviews application for completeness and initiates order process.

3. HRC-S publishes and distributes 12301(d) (CO-ADOS) orders.

4. Soldier is assigned to a WTU under Installation Management Command (IMCOM) Derivative UICs (DUIC).

5. HRC-S requests the issuing authority of original Partial Mobilization order to rescind the remaining time on the 12302 orders to eliminate the possibility of two valid orders at any point.

6. HRC-S will notify DFAS, Army National Guard Financial Service Center (ARNGFSC) of the rescinded portion of the orders (for all Reserve Components).

7. ARNGFSC updates its database using the newly issued orders.

8. Soldier is physically located at the WTU site with all records.

9. MODS is updated by the Case Manager for clinically related issues, HRC-S updates the order portion of MODS, admin specialist updates remaining pertinent modules in MODS.

(b) MRP Extensions:

1. WTU Commander submits request to HRC-A. In the event that a Soldier is in a Community Based Health Care Organization (CBHCO), the CBHCO Commander submits the request through the WTU Commander to HRC-S.

2. HRC-S publishes *amended orders* (under current 12301(d) authority) extending Soldier.

3. HRC-S will electronically distribute copies of extension orders to:

a. IMCOM (WTU Commander)

b. OTSG/MEDCOM (CBHCO commander)

c. ARNGFSC

d. Army National Guard Finance Service Center, 8899 E 56th St, Indianapolis, IN 46249

e. Electronic Military Personnel Office, (eMILPO)

f. Service Member, AKO email Address.

g. Service Members Regional Readiness Support Command (RRSC) or Joint Forces Headquarters (National Guard Bureau) Losing C2.

h. WTU Gaining C2.

i. Regional Case Manager.

j. DEERS (is updated when extending or renewing orders).

k. MODS (is updated with every change).

l. CBHCO commanders (when applicable).

4. DUIC does not change.

5. ARNGFSC updates its records with the new orders upon receipt.

6. Soldier and records do not move (documents include but not limited to: Soldier Readiness Files (SRC), SRC checklist, SGLI, DD Form 93, all MOB orders and amendments, TCS orders).

7. MODS is updated by the Case Manager for clinically related issues, HRC-A updates the order portion of MODS, admin specialist updates remaining pertinent modules in MODS.

(c) WT Transfer to WTU:

1. 'Owner' WTU Commander contacts secondary (or target) WTU Commander, and coordinates movement of Soldier.

2. 'Owner' WTU Commander forwards DA form 4187 with supporting documentation[1] (confirming WTU's coordination) to HRC-S.

3. HRC-S will:

a. Consider time remaining on current orders and make adjustments if necessary.

b. Cut amended WTU orders assigning Soldier to the new WTU.

c. Orders are electronically distributed to IMCOM, OTSG/ MEDCOM, and ARNGFSC.

d. Update MODS orders module.

4. Case Manager and admin specialist will update MODS at the losing and gaining WTU.

5. Soldier and records will move to the new WTU.

(d) WTU to CBHCO Transfer (within WTU's area):

1. WTU Commander forwards request to HRC-S.

2. HRC-S amends current order and *attaches* Soldier to CBHCO, utilizing WTU's DUIC for assignment and CBHCO's DUIC for attachment and will annotate on the orders "with duty at HOR."

3. HRC-S electronically distributes copies (see applicable list in sub paragraph (3)(b)3. above).

4. Soldier physically moves to the CBHCO.

5. Records remain at the WTU.

6. MODS is updated by the Case Manager for clinically related issues, HRC-S updates the order portion of MODS, admin specialist updates remaining pertinent modules in MODS.

(e) CBHCO Transfer back to the WTU:

1. CBHCO Commander forwards a DA Form 4187 request through the WTU Commander to HRC-S.

2. HRC-S amends orders to transfer Soldier back to owning WTU.

3. Orders replace CBHCO's DUIC with WTU DUIC's.

4. Soldier physically moves to the WTU; the records remain at the WTU.

5. MODS is updated by the Case Manager for clinically related issues; HRC-S updates the order portion of MODS; admin specialist updates remaining pertinent modules in MODS.

(f) WTU-A to CBHCO-B Transfer (outside WTU-A's region):

1. WTU (at WTU-A) Commander forwards DA Form 4187 request to HRC-S.

2. HRC-S amends current orders to *assign* Soldier to WTU-B and *attach* Soldier to CBHCO-B, "with duty at HOR.

3. New orders utilize WTU DUIC.

4. HRC-S updates MODS orders module.

5. Forward Soldier's *records* to WTU-B (the new WTU), the Soldier physically moves to the gaining CBHCO (CBHCO-B). Soldier does not have to appear at the gaining WTU for in-processing.

6. Once the orders are published by HRC-S, it is the responsibility of the Soldier to keep all appointments.

7. HRC-S will review the time remaining on the current MRP orders, and consider the need for publishing an extension of time left in the MRP program.

8. HRC-S electronically distributes copies to the original WTU (WTU-A), WTU-B, CBHCO-B, ARNGFSC, and the individual (see Annex A for complete distribution list.)

9. ARNGFSC updates its database.

10. Original WTU (WTU-A) commander is responsible for making sure that all documentation gets to WTU -B commander with CC to CBHCO-B commander.

(g) WT Soldiers move to an installation without a WTU:

1. WTU Commander (at WTU of <u>current location</u>) forwards transfer DA Form 4187 request to HRC-S.

2. HRC-S <u>*amends*</u> current 12301(d) WT orders to <u>*assign*</u> Soldier to the garrison assigned company at the new installation.

3. HRC-S electronically distributes copies (see applicable list in sub paragraph (3)(b)3. above)

4. Soldier <u>and</u> Soldier's records will move to the new installation's MTF using the garrison's DUIC.

5. HRC-S will consider time remaining on original orders and consider time remaining on current orders and make adjustments if necessary.

6. HRC-S and the losing WTU will update MODS.

7. Gaining commander ensures that MODS is updated upon arrival of Soldier at the site.

8. ARNGFSC updates its database upon electronic receipt of the amended MRP, 10 USC 12301(d) orders.

(h) DD Form 214 Distribution:

1. Once optimal medical care is reached or the PDES is complete, the WTU Commander will request a REFRAD order authorization from HRC-S. Upon receipt of the 'memorandum request,' HRC-S sends the REFRAD memorandums back to the WTU of origin. HRC-S will send copies to the garrison's Transition Center (TC), DFAS/USAFINCOM and to the original order-cutting agency.

2. The TC publishes the final REFRAD orders and the DD Form 214.

3. The TC immediately upon publication of the orders and the DD Form 214, forwards copies through the local finance center to DFAS/USAFINCOM.

4. When a Soldier in the MRP program has been processed through the Physical Disability Evaluation System (PDES) and is to be separated with severance pay or disability, the PDA inputs the Soldier's personnel data into TRANSPOC. If the Soldier has less than 20 years of service towards

reserve retirement, the PDA places the Soldier in TRANSPROC, and the processing installation cuts orders based off the TRANSPROC message.

5. When the Installation TC locates the Soldier's information in Military Personnel Transition Point Processing System (TRANSPOC), the TC notifies the WTU or command and control (C2) element. Once notified, the WTU or C2 element locates the Soldier and directs the Soldier to begin *transition proceedings*. Soldiers residing on or near installations reports to the TC, with their records for out-processing within 24 hours of the notification.

6. The TC publishes the final DD Form 214 and the Transition order, and makes distribution IAW MILPER Message 05-258, 17 October 2005.

7. The TC will input severance pay transaction before the Soldier departs the active Army installation or WTU.

8. When Soldiers processed through PDES for separation to the TDRL/PDRL, the same procedures take place.

9. Once the final discharge orders are done, HRC-S electronically distributes copies (see applicable list in sub paragraph (3) (b)3. above)

10. When a Soldier requests a Continuation on Active Reserve (COAR), upon COAR approval, HRC-S sends out a memorandum with separation instructions to the servicing installation. If the COAR is disapproved, the Soldier will be REFRAD and depending on the PDES recommendation, may or may not get disability.

11. A Soldier is eligible for retirement only if they meet certain criteria as stated in USC 10, section 12731 or 12731(b). Normally in the line of duty (LD) a Soldier will not be eligible for retirement.

(4) POC for information regarding the (Warrior Transition Unit (WTU) – RC Consolidated Guidance) is MSG Michael Carmel, HQDA, DCS, G-1, DAPE-MPE-DR, CM (703) 695-7864, DSN 225-7864, email: michael.carmel@hqda.army.mil. Link to the (Warrior Transition Unit (WTU) – RC Consolidated Guidance)

(5) Joint Manning Document (JMD) Orders:

Soldiers who deploy against Joint Manning Document (JMD) positions in the CENTCOM AOR will have TCS orders rather than PCS orders (reference ALARACT 034/2005). This change means that the HQDA G-3/5/7 will by-name task ACOMs, ASCCs, DRUs, OR COCOMs for Soldiers via WIAS for selected JMD positions. Units will fill these by-name taskings. Specific, detailed instructions for Personnel Service Organizations and Installations AGs are included in HRC MILPER Message 05-051 22 Feb 05 Amendment to MILPER Message 04-316. Copy of order located in Chapter 3.

(6) Movement of Soldiers Between Operations:

(a) 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: (1) 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; (2) 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; (3) 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.

(b) 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.

(c) RC Soldiers in Theater beyond their Mobilization Orders due to no fault of their own:

1. Occasionally, and for a variety of reasons RC Soldiers reach the end of their mobilization orders before redeploying from theater. When this occurs, the following procedures will be followed to ensure RC Soldiers are redeployed and demobilized as expeditiously as possible.

a. Soldiers will be scheduled for 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.

b. After arrival at the mobilization station, Mobilization Station Commanders will coordinate with HRC DCSOPS, ATTN: AHRC-PL-M-MS to extend the Soldier on active duty for the purpose of demobilization, and if authorized, leave.

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

3–4. Civilian Orders.

a. 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.

b. Transportation and Travel for Contractors:

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. 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.

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 location they are deploying to support. 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. Additional instructions for OCONUS deployment:

(1) 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.

(2) Officials will include the following additional information on the DD Form 1610: "Civilian orders will reflect the designated ORG/ULN/LNR and include the following statements in the remarks block: "AAFES snack bar and restaurant access is available in CONUS. Authorized to carry government issued weapons when so designated and required familiarization training has been completed. Medical care and dental care is authorized IAW service regulations; non-reimbursable care authorized at deployment site. Overtime and compensatory time authorized at TDY site as required by Combatant Commander. Cost of an official passport and/or visa(s) is reimbursable. POV and rental car not authorized at the CRC SITE. 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."

(3) 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.

3–5. Derivative UIC (DUIC).

a. Requirements:

(1) 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.

(2) 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.

(3) 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)."

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-A. To compensate for time lags in the SORTS process, HRC-A has established an

exception process to ensure this data is updated to eMILPO as rapidly as possible. First, HRC-A regularly checks for HQDA mobilization orders and forwards the information to appropriate offices in HRC-A for expeditious update of eMILPO. Second, the CONUSAs should provide their mobilization orders to HRC-A via email mobcell@hoffman.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-St Louis 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-A database to ensure successful electronic processing of mobilized Soldier data. The roster of Soldiers to be mobilized must include name, SSN, UIC, and MPC.

3–6. 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:

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. See Chapter 8-3f(5) for additional information. The SNA should be completed on a DD Form 1351-5, Government Quarters and/or Mess.

c. Installation Management Command

Effective 1 October 2003 the Installation Management Command (IMCOM) commences installation oversight and control. Funding for Global War on Terror (GWOT) will be an IMCOM management oversight action.

3–7. Points of Contact

(a) DCS, G-1 Military Mobilization Branch, HQDAG1Operations@hqda.army.mil.

(b) DCS, G-1 Mobilization Operations, DAPE-MPZ-PC, DSN 223-7839

(c) DCS, G-3/5/7 Mobilization Division, DAMO-ODM, (703) 697-4375 /614-4870

(d) DCS, G-1, Orders, DSN 222-6889 or 222-5945

(e) DCS, G-1 WTU Orders, DAPE-MPE-IP, 703-695-7874 (DSN 225)

(f) DCS, G-1, Civilian Mobilization Branch, DSN 223-2127, or DSN 223-2119

(g) DCS, G-4, Contractor Personnel, DALO-POD, DSN 224-6671

(h) HRC-Alexandria DCSOPS, Mobilization orders and DUICS for SIDPERS, DSN 221-3915, COMM (703) 325-3915

(i) DCS, G-3/5/7, Current Ops, MOB.AOCCAT@conus.army.mil

3–8. References

(a) AR 600-8-101, Personnel processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

(b) DA Pam 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

(c) AR 135-200, Active duty for missions, projects, and training for reserve component Soldiers

(d) AR 135-210, Order to active duty as individuals for other than a presidential selected reserve call-up, partial, or full mobilization

(e) AR 140-10, Assignments, attachments, details, and transfers

(f) AR 140-30, Active duty in support of the united states Reserve Component (USAR) and active guard reserve (AGR) management program

(g) FM 100-10-2, Contracting Support on the battlefield

(h) AR 600-8-105, Military orders

(i) AR 600-290, Passports and visas for official travel

(j) AR 690-11 Mobilization planning and management

(k) AR 715-9, Contractors accompanying the force

(l) AR 930-5, American National Red Cross Service Program and Army Utilization

(m) DA Pam 690-47, DA Civilian employee deployment guide

(n) DA Pam 715-16, Contractor deployment guide

(o) DASG Guidance on required medical processing

(p) DOD 1000.21-R DOD passport and passport agent services regulation

(q) ALARACT 053/2008, Subject: Authority for Issuing Temporary Change of Station (TCS)/Temporary Duty (TDY) Orders Beyond 180 Days in Support of Contingency Operations, DTG 041902Z Mar 08

(a)

CHAPTER 4 – FINANCE

4–1. Purpose.

Provide personnel policy guidance to Army Commands (ACOMs) and Army Service Component Commands (ASSCs) concerning responsibilities for executing Army Financial Management (FM) functions in support of contingency operations.

4–2. General.

a. **Requirements:**

Requirements will be supported through Army supplemental funding and combined ACOM/ASCC offsets. CONOPS obligations must be in support of tasks, missions, or activities assigned by JCS or HQDA, normally through a JCS or HQDA DEPORD or EXORD, that result in obligations that would not otherwise have been incurred. ASCCs will report obligations in the monthly CONOPS cost reports. Most CONOPS will be tasked to a combatant commander by order of the Chairman of the Joint Chiefs of Staff. Unless otherwise specified in an Army EXORD, the ASCCs providing funds to the Army component commander supporting the identified combatant commander is the Army executive agent for financial management of the specified operation. In its role as financial management executive agent, the ASCC coordinates with the Army Budget Office and the combatant commanders' comptrollers to ensure financial management functions for the operations are conducted in accordance with current fiscal law, and DOD and Army financial management policy. For those operations not tasked to a combatant Commander, an executive agent for financial management will be identified by HQDA.

b. **ACOM/ASCC Funding:**

ACOM/ASCCs are responsible for funding by operational phase as follows:

(1) Pre-Deployment: The supporting ACOM/ASCC funds the costs of pre-deployment preparations; including calculating offset costs and funding the costs of supplies and equipment requisitioned to bring ASL and PLL to levels required for planned operations. ACOM/ASCCs will exercise appropriate stewardship of the army's limited funding sources to prepare units and individuals for deployment.

(2) Deployment: The Army executive agent for financial management for each operation will pay all TRANSCOM and other related movement costs for deployment of Army personnel, supplies, and equipment into the theater from the AC units' permanent duty station or RC units' home station (HS), equipment concentration site (ECS), or mobilization station with the exception of Army Special Operations Forces. Funding the costs associated with the movement of non-Army DOD personnel and equipment will be borne by the parent military department or agency that owns the personnel or equipment.

(3) Theater operations and sustainment: The Army executive agent for financial management will resource operations and sustainment costs for all Army units once they arrive in theater. The executive agents will also resource the logistics Civilian augmentation program (LOGCAP) contract for these operations.

(4) Redeployment: The Army executive agent for financial management funds all TRANSCOM and other related movement bills for redeployment of Army personnel, supplies, and equipment back to the AC units' permanent duty station or the RC units' home station (HS), equipment concentration site (ECS), or mobilization station, with the exception of Army Special Operations Forces. Funding the costs associated with the movement of non-Army personnel and equipment will be borne by the parent military department or agency that owns the personnel or equipment.

(5) Reconstitution: The supporting ACOM/ASCC resources costs of reconstitution to include calculating and applying offset costs upon the return to home station.

4–3. Mobilization of Army Reserve Units and Individuals.

a. Funding for Operations and Maintenance, Army Reserve (OMAR) and Reserve personnel, during Alert Phase:

OMAR and Reserve personnel Army (RPA) appropriations fund unit costs incurred up to the date of mobilization. The Unit's Regional Readiness Support Command (RRSC) in coordination with the US Army Reserve Command (USARC) funds all unit costs during the alert phase.

b. Funding for Operations and Maintenance, Army (OMA) on/after Alert Phase:

Operations and Maintenance, Army (OMA) and Military Personnel, Army (MPA) appropriations fund unit costs incurred on and after the date of mobilization.

(1) Units will coordinate with their designated mobilization stations for funding support for mobilization actions required after the date of mobilization. The mobilization station will coordinate with their parent ASCC to obtain funding for mobilizing units. The mobilization station is responsible for funding unit operations from the date of mobilization through the date of deployment to the theater or hand off to the gaining major command employing the unit.

(2) After mobilization processing has been completed at the mobilization station, the gaining ASCC is responsible for funding unit operations to include deployment to the final duty station, sustainment, and redeployment back to the mobilization station.

(3) The mobilization station is responsible for funding the unit's demobilization operations at the demobilization station through the date of demobilization.

(4) Deploying units/individuals will arrive at the installation/CRC with the required organizational clothing and individual equipment (OCIE).

c. Funding for Personnel Activated before Unit:

Unit personnel activated in advance of the unit's mobilization, pay and allowances are charged to the appropriate Reserve component appropriation (RPA). Once unit personnel are mobilized MPA and OMA fund cites are to be used see Chapter 4-7, Service Support, for appropriate fund cites).

4–4. Mobilization of US Army National Guard Units and Individuals.

a. Operations and Maintenance, Army National Guard (OMARNG) funding during Alert Phase:

OMARNG and National Guard Personnel, Army (NGPA) appropriations fund unit costs incurred up to the date of mobilization. The unit's US property and fiscal officer (USPFO), in coordination with the National Guard Bureau funds all unit costs during the alert phase.

b. Operations and Maintenance, Army (OMA) Funding on/after Alert Phase:

OMA and Military Personnel, Army (MPA) appropriations fund unit costs incurred on and after the date of mobilization.

(1) The unit's USPFO budget office will coordinate with the unit's designated mobilization station's director of resource management office (DRM) for funding support for mobilization actions required on and after the date of mobilization until the unit arrives at its mobilization station. The USPFO will

provide logistic support to the mobilized unit from the date of mobilization until the unit arrives at its mobilization station using the funds received from the mobilization station. The USPFO will provide accounting data to the mobilization station following the unit's arrival at the mobilization station. The mobilization station will coordinate with the parent ASCC to obtain funding for mobilizing units. The mobilization station is responsible for funding unit operations from the date of mobilization through the date of deployment to the theater or hand off to the gaining major command employing the unit.

(2) After mobilization processing has been completed at the mobilization station, the gaining ACOM/ASCC is responsible for funding unit operations to include deployment to the theater, employment, and redeployment back to the mobilization station.

(3) The mobilization station is responsible for funding the unit's demobilization operations from the demobilization station back to the home station through the date of demobilization.

(4) For unit personnel activated in advance of the unit's mobilization, pay and allowances are charged to the appropriate Reserve component appropriation (NGPA). Once the unit personnel are mobilized, MPA and OMA fund cites are to be used see Chapter 4-7, Service Support for Appropriate Fund Cites.

4–5. ACOM/ASCC Tasks.

a. US Army Forces Command (FORSCOM):

(1) FORSCOM is designated as the Army's executive agent for financial management for OEF and OIF in the CENTCOM area of operations.

(2) FORSCOM (USARSO) is designated as the Army's executive agent for financial management for detainee operations at US Naval Station Guantanamo Bay, Cuba.

(a) USARSO is responsible for detainee operations. NAVSTA-GTMO paid for Joint Task Force - Guantanamo Bay, Cuba (JTF-GTMO) BASOPS costs for FY05. The inter-service support agreement between JTF-GTMO and NAVSTA-GTMO for BASOPS became effective 1 OCT 2004.

(b) USARSO is responsible for support to Army forces deployed in support of OST. If requested, USARSO will provide LOGCAP support to the Marines based on OSD guidance that the Marines will provide LOGCAP funding.

(3) Commander's Emergency Response Program (CERP). The Army is executive agent for the appropriated CERP funding (CERP-APF) to be executed by MNF-I for Iraq and CFCA for Afghanistan. CENTCOM FRAGO and Army implementing instructions, provided under separate cover, will govern. CERP-APF execution will be reported to this headquarters monthly in a stand-alone reporting format, and should not be included in monthly contingency operations cost reports.

(4) New Iraqi Army (NIA). Funding is to be provided through the Project and Contracting Office (PCO) from the Iraq Relief and Reconstruction Fund (IRRF) to the Multi-National Security Transition Command (MNSTC-I).

(5) Coalition Forces Land Component Command (CFLCC) is responsible for funding the additional Rest & Recuperation (R&R) travel from the aerial port of debarkation (APOD) to the closest port to Soldier’s designated leave address and travel back to the APOD (Resource Services- Washington (RSW) funds the main leg of travel from theater to APOD and from APOD back to theater).

b. US Army Pacific Command (USARPAC):

USARPAC is designated as the Army's executive agent for financial management for OEF-P and for the Joint Task Force – Homeland Defense in the PACOM AOR.

c. US Army Criminal Investigation Command (CIDC):

(1) CIDC is designated as the army's executive agent for the criminal investigations task force.

(2) CIDC is responsible for adhering to the memorandum of agreement for CITF signed 18 Mar 02 by Army and Navy comptroller representatives.

(3) IAW the Memorandum of Agreement, CITF is responsible for CITF mission-related costs on US Naval Station Guantanamo Bay, Cuba.

(4) CIDC will report all GWOT related CITF costs under the FCA (F3209) in the CONOPS cost report.

d. US Army Special Operations Command (USASOC):

(1) USASOC is responsible for funding all special operations forces (SOF) peculiar requirements for ARSOF units/activities.

(2) USASOC is responsible for the deployment and redeployment of SOFs into and out of the area of operations.

e. Training and Doctrine Command (TRADOC):

(1) TRADOC is the Army's executing agent for CONUS Replacement Center (CRC) operations.

(2) TRADOC is responsible for training guidance. TRADOC is responsible for class IX and repair parts for deploying units while processing at a TRADOC mobilization station. After mobilization has been completed, the gaining ASCC is responsible for funding Unit operations to include deployment to Theater, employment, and redeployment back to the mobilization station.

f. Installation Management Command (IMCOM):

(1) IMCOM is responsible for installation support (base operations, mobilization stations, deployment centers) to units deploying in support of CONOPS.

(2) IMCOM funds all cost associated with base operations in support of deploying personnel/units to include CIF Labor, transportation of personnel, billeting, feeding, and other base support costs. IMCOM is responsible for incremental organization clothing and individual equipment (OCIE) for deploying personnel/units at the CRC and mobilization station. To the maximum extent possible, deploying units will arrive at the CRC with the required OCIE. Deploying Units are responsible for replacement of lost and/or damaged CIF items. IMCOM funds all labor costs including contract labor associated with maintenance on deploying unit's equipment.

g. Resource Services – Washington (OA 22):

(1) Resource Services – Washington (RSW) is responsible for funding the main leg of R&R travel from the CENTCOM area of responsibility (AOR) to the aerial port of debarkation (APOD) and travel back from APOD to theater. Coalition Forces Land Component Command (CFLCC) is responsible for funding the additional R&R travel from the APOD to the closest port to the Soldier's designated leave address and back to APOD.

(2) RSW is responsible for public affairs administration and management costs for OTF.

h. Military District of Washington (MDW):

MDW is the executive agency for Joint Task Force – National Capital Region (JTF-NCR) and for funding the air defense support to the national capital region.

4–6. Coordinating Instructions.

a. Reimbursable Costs:

Reimbursable costs may develop with organizations such as NATO, the United Nations, US Department of State, Federal Emergency Management Agency (FEMA), or other troop-providing nations. If this occurs, the ASCC providing the support will create the bill and submit it for payment in accordance with existing procedures contained in DOD Regulation 7000.14-5, Volume 12, Chapter 23. Billings will be submitted by the ASCC through the Army budget office (SAFM-BUC-E) to DFAS-Denver center.

b. Cost Estimates:

(1) Upon receipt of operational information from the Joint Staff and HQDA G-3/5/7, the Army budget office (SAFM-BUC-I) will submit a rough order of magnitude estimate to the Joint Chiefs of Staff (J-8). SAFM-BUC-I will continue coordination with the ASCC resource managers to further refine the estimate.

(2) As necessary, HQDA will query ACOM/ASCCs for their cost estimates as OPLANs become more definite in scope and ASCC resource requirements identified.

c. Use of Title 22 Funds:

(1) Afghanistan Freedom Support Act authorizes the President of the United States to direct the draw down of defense articles, defense services, and military education and training for the government of Afghanistan using Title 22 funding. Units tasked or assigned this mission will coordinate with the local Defense Security Cooperation Agency (DSCA) representative to acquire Title 22 funding.

(2) All materiel/equipment purchased by US organizations using Title 22 funds must be for direct use in support/execution of the ANA training mission. Property accountability of Title 22 equipment/materiel in the hands of US organizations is the responsibility of the US caretaker until it is formally transferred to the Afghan government.

(3) Any indirect costs in support of the ANA training mission will be captured as incremental costs and reported in the CONOPS cost report accordingly. Equipment and supplies purchased with Title 10 funds should be returned with the US organization to their home station for use or disposition.

(4) Title 22 funds cannot resource costs associated with Title 10 missions even if units were deployed under Title 22 and then the mission changed to a Title 10 mission. It is the responsibility of the local commander as well as the local comptroller/resource manager to advise the commander that they need to delineate immediately when forces used to support Title 22 missions change mission and execute Title 10 missions and resource those missions using the appropriate funding source.

d. War-Related Appropriations:

FY05 Defense Appropriations Act (Title 10 funds). ACOM/ASCCs are required to use separate APCS to track obligations and report obligations within the appropriate FCAS. This will include a detailed accounting of obligations and expenditures of appropriations provided for the War in Iraq and Afghanistan. Commands receiving Title 10 funding must obligate the funds IAW Congressional intent.

e. Contingency Operations Construction:

(1) The FY05 National Defense Authorization Act authorizes the use of $260M of Defense funds (The SECDEF may waive the $200M authorization to increase it as required for National Security) available for operation and maintenance to carry out military construction projects outside the United States that meet the following conditions:

(a) The construction is necessary to meet urgent military operational requirements of a temporary nature involving the use of the armed forces in support of a declaration of war, the declaration by the President of a national emergency under section 201 of the National Emergencies Act (50 USC 1621), or a contingency operation

(b) The construction is not carried out at a military installation where the United States is reasonably expected to have a long-term presence

(c) The United States has no intention of using the construction after the operational requirements have been satisfied

(d) The level of construction is the minimum necessary to meet the temporary operational requirements. These projects must exceed the Title 10 USC, Section 2805 limits, i.e., $750,000 for operation and maintenance (O&M) construction projects.

(2) ACOM/ASCCs will forward descriptions of the proposed project(s) and the estimated costs in memorandum format to HADQ (ASCIM) and courtesy copy ABO, (Attn: SAFM-BUI-F and SAFM-BUC-I). A DD Form 1391 will be forwarded with the package at time of initial request. The request will also certify that the project is necessary to respond to, or protect against acts or threatened acts of terrorism in current areas of operation. If in the CENTCOM AOR, COCOM approval/priority should be included.

(3) Upon ASCIM approval, HQDA (ABO) will provide source of funding and request available authority through Under Secretary of Defense (Comptroller) (USD(C)) from the SECDEF. After SECDEF grants authority, ABO will send a funding authorization document (FAD) to the Army Commands/Corps of Engineers (COE) for execution of the project under the Army designated appropriation.

(4) Within 24 hours after the obligation of funds for a project, Commands/COE must notify ABO of the obligation and provide the following:

(a) Revised 1391

(b) Date of contract award

(c) Date funds obligated

(d) Amount obligated.

(5) Amount remaining to be obligated (if applicable) and a brief explanation of what part of the project remains to be obligated additional information relevant to the project and explanation of any variance in the amount obligated compared to the original estimate for the project. ABO will submit this information to OUSD(C) within 24 hours after the obligation. Not later than 15 days after the end of each quarter, Commands/COE will submit to ABO, for forwarding to OUSD(C), a spreadsheet showing obligation and expenditure for each construction project during that quarter and explanations of any adjustments to the data previously submitted. ABO (SAFM-BUI-F) sends the report to OUSD(C), which will submit the required notifications and reports to the appropriate congressional committees.

f. <u>Support to Multi-National Divisions (MND):</u>

When ordered, select ACOM/ASCCs will provide limited support to multi-national divisions on a reimbursable basis. Only designated ASCCs will provide support to the MND and only when the Troop-Contributing Nation (TCN) has an acquisition and cross-servicing agreement (ASCA) or other authorizing agreement with the US.

4–7. Service Support.

a. Fund Cites for Reserve Component Soldiers' in Support of GWOT:

(1) Fund cites will be included on all orders. Copies of all orders will be placed in the individual's deployment packet and a copy furnished to:

CDR, HRC-A
ATTN: TAPC-PLO
200 Stovall Street
Alexandria, VA 22332

(2) VOCO orders must present statement IAW AR 600-8-105, para 1-23 for date of the VOCO for pay purposes.

(3) Effective 1 October 2007, use of the open specified allotment for Reserve Component Soldiers in support of GWOT 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.

(a) Funds for each of the above orders must be approved by the Installation Management Command (IMCOM).

(b) All Human Resource Command (HRC) activities must contact IMCOM for a valid fund cite.

(c) POC: IMCOM GWOT-TCS Management Office – GWOTTCSOrders@conus.army.mil.

(4) Additional Reference from FM GWOT Guidance:

(a) As of 1 October 2006 (FY 07), the Department of the Army suspended the use of the Open Specified Allotment for Active Component Soldiers / units deploying to Operation Enduring Freedom (OEF) and Operation Iraqi Freedom (OIF) Contingency Area of Responsibility (AOR) on TCS orders and IMCOM became the program manager for Temporary Change of Station (TCS) procedures.

(b) As of 1 October 2007 (FY 08), the Department of the Army suspended the use of the Open Specified Allotment for Reserve Component Soldiers / units performing duty in support of Operation Enduring Freedom (OEF) and Operation Iraqi Freedom (OIF) for the above categories of orders listed in paragraph 1. IMCOM is now the program manager for funding for these orders and their corresponding funding procedures.

(c) The IMCOM “Contingency Travel” will be published under a separate cover once finalized.

(5) Effective immediately, (beginning 1 December 2007 starting with December 2007 contingency claims) Installation Management Command (IMCOM) and Defense Finance and Accounting Service - Indianapolis (DFAS-IN) will no longer process contingency travel claims substantiated by orders still improperly containing the open specified allotment (accounting classification) in them. All contingency order issuing authorities will issue amendment contingency orders (for orders listed in paragraph 4-7a(3) above) to correct the accounting classification in each order. This task must be completed as soon as possible. Failure to do so, could result in Soldiers being unable to obtain reimbursement for expenses they have incurred. Provide Soldiers a copy of their amended orders so they have them for filing. Order

issuing authorities must prioritize their workload to amend orders for re-deploying units first because they will soon file their $3.50 a day claims and Soldiers filing the monthly accrual claims. To obtain a valid accounting classification for the amendment orders, order issuing authorities must contact the IMCOM POCs at paragraph 4-7a(3)(c) above.

b. Citing the Customer Identification Code (CIC):

(1) When utilizing the Air Mobility Command (AMC) for travel purposes, mainly overseas travel for both military and civilian, it is imperative that a Customer Identification Code (CIC) is properly cited on the travel orders, (Reference AR 600-8-105).

(2) The CIC is created from various elements of the fund cite provided on the travel orders. Under the current procedures, Air Force personnel are required to try to construct the codes based on their interpretations of an Army Fund Cite. In an effort to improve the process and reduce the number of unidentified charges that are received by AMC for the Army, the CIC should be included as a separate element in the fund citation block. DFAS 37-1 explains how to construct the CIC. Access the following Air Mobility Command websites for CIC Instructions and CIC Generator.

(3) Please ensure that all Temporary Change of Station (TCS) travel orders for members utilizing flights operated by AMC, contain the CIC. The CIC is located immediately below the accounting classification on the TCS orders.

c. Capturing reset costs vs. modularity costs:

Reset costs are defined as obligations incurred as a result of reconstituting existing equipment returned from theater to a specific level of readiness (i.e., 10/20). Modularity costs are defined as obligations incurred as a result of transforming the army to a modular design (i.e., adding new hardware to a vehicle IAW modular restructuring or temporary housing costs for Soldiers who are forced to PCS). When using supplemental or base appropriation funding to pay for reset costs use the appropriate GWOT or base appropriation MDEP with the appropriate GWOT FCA. When using supplemental or base appropriation funding to pay for modularity costs, use the appropriate GWOT or base appropriation MDEP with the appropriate modularity FCA.

d. CONOPS funding in SAGs:

ABO will provide funding for valid incremental CONOPS costs in SAG 135, with limited exceptions. ASCCs will capture incremental CONOPS costs in SAG 135, or ABO approved exceptions.

e. Government Credit Cards:

Resource Managers need to ensure cardholders adhere to prudent procedures before, during, and after contingency operations to ensure positive control and proper use.

4–8. Installation Management Command (IMCOM) GWOT-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 executive agent for publishing all IMCOM GWOT-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 GWOT-TCS fund cites, funding for IMCOM GWOT-TCS lodging, travel and per diem. These instructions apply to Active Component (AC) and Reserve Component (RC) Soldiers. Comprehensive TCS HQDA guidance governing the TCS process is found in Chapter 3-3d.

(2) The procedures and policies outlined in the prescribing directive and set forth in this policy are effective for IMCOM GWOT-TCS commencing on September 1, 2007 and supersedes any previously published IMCOM GWOT-TCS policies and procedures. This policy covers travel to the CONUS Replacement Center (CRC) and other locations for training in preparation for a IMCOM GWOT-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 GWOT-TCS assignment. The IMCOM GWOT-TCS procedures are applicable to all organizations/activities across the Army requesting IMCOM GWOT-TCS orders for AC and R C Soldiers/Units deploying to the following listed AORs: Operation Enduring Freedom (OEF), Operation Iraqi Freedom (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) GWOT-TCS Fund Cites for Soldiers/Units deploying to the OEF and OIF contingency AOR provide the following entitlements

(a) Per Diem of $3.50 per day for Soldiers/Units in the OEF/OIF contingency AOR (OCONUS) and $3.00 per day for Soldiers/Units in CONUS.

(b) Authorizes one day of Per Diem for Soldiers/Units deploying to the OEF/OIF contingency AOR.

(c) Authorizes two days of Per Diem for Soldiers/Units redeploying from the OEF/OIF to the contingency AOR.

(d) IMCOM GWOT-TCS funding is authorized for individual Soldier one-way airfare to an established CRC and then to contingency AOR as directed from the CRC location. Maximum use of the City Pair program is required for scheduled flights using the most direct route to the CRC. POV travel and mileage/fuel reimbursement to the CRC is not authorized.

(e) Advances of IMCOM GWOT-TCS Entitlements and Travel (Per Diem) are <u>not</u> authorized.

(f) The Army Commands and Army Service Component Commands are responsible for <u>all</u> TDY costs (to include additional Soldier training not available at the CRC). All additional training must be completed before the Soldier enters the IMCOM GWOT-TCS deployment model.

(g) Authorized Baggage – See PPG paragraph 6-7(a). Excess Baggage authorized for combat camera personnel, aviators, and military police and Explosive Ordinance Disposal with working dogs. The IMCOM GWOT-TCS fund cites is authorized for transporting added equipment and working dogs.

(4) IMCOM GWOT-TCS fund cites are not authorized for the following:

(a) Rental Cars – The losing command may fund rental cars using their OMA GWOT funds. Upon written request, exceptions to this policy may be approved by Headquarters, Department of the Army, Deputy Chief of Staff G-1.

(b) Lodging – IMCOM will provide government lodging through the Lodging Success Program (LSP). All CONUS GWOT-TCS Soldiers are required to contact LSP to make the necessary arrangements for housing. The LSP phone number is 1-800-GO ARMY1.

(c) 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 GWOT funds or unit TDY funds.

(d) Household Goods Storage – The order issuing authority will indicate the request for storage of household goods in the orders. Military and single Soldiers, see chapter 8 of PPG or contact your local IMCOM installation for support.

(e) POV Storage (for dual military and single Soldiers, see chapter 8) – contact your local IMCOM installation for support. The requesting organization will list the request for storage of POV in the request for orders.

(f) Transportation for Unit Movement – contact your MOB Site RMO for assistance.

(g) Operation - Balkan, SFOR, KFOR, Bosnia, Kosovo, Fort Bliss ADA, Egypt, Unit Transportation Movement, or Germany. To use the IMCOM GWOT-TCS Fund Cites for operations such as these (or other operations) requires prior approval with IMCOM.

(5) Defense Travel System (DTS) Procedures:

(a) Per ALARACT 053/2008 and HQDA guidance, Soldiers (Active, Guard, and Reserve) and Commands with Soldiers deployed/deploying to combat zones and/or qualifying hazardous duty areas, will/will not use DTS to generate travel authorizations and vouchers as follows:

1. Deployment duty periods beginning in FY 07 or earlier and ending in FY 08/09: Will not use DTS to create their orders (orders are generated via legacy techniques) nor will they use DTS to file their final settlement vouchers. These Soldiers will file their final settlement vouchers using the legacy travel voucher processing system thru DFAS-IN. For example, a Soldier deployed to Iraq from Aug 07 to Aug 09 will file his/her final settlement claim with DFAS-IN.

2. Deployment duty periods beginning in FY 08 or later: Will not use DTS to create their orders nor will they use DTS to file their final settlement vouchers. Until further notice, orders are generated via legacy techniques and final settlement vouchers are filed using the legacy travel voucher processing system thru DFAS-IN.

(b) IMCOM-GWOT-TCS manages funding for all GWOT-TCS Contingency Travel authorization orders and vouchers processed in DTS. DTS will ensure the proper obligation of funds and facilitate rapid payment to Soldiers. Soldiers must self-register in DTS. Commands/Units will input IMCOM GWOT-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 DTS.

(c) Commands/units will ensure that Soldiers' supporting documents (a copy of the order 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.

(d) Procedures for Requesting IMCOM GWOT-TCS Line of Accounting (LOA) for Processing Authorizations and Vouchers in the Defense Travel System:

1. Headquarters, IMCOM GWOT-TCS Management Office will provide Army and Joint Commands a GWOT-TCS LOA to process GWOT- TCS authorizations and vouchers in DTS. Commands will use DTS to process GWOT operations which support Non-Combat Zones/Hazardous Duty Areas. Commands are responsible for ensuring the proper use of IMCOM GWOT-TCS funds and will be held accountable for any misuse of IMCOM GWOT-TCS funding. Commands will be required to reimburse IMCOM of any unauthorized use of the IMCOM GWOT-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 GWOT-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 order 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 order continuation page under Remarks and also on the preview screen under the Comments to the AO box. All approving officials MUST ensure the IMCOM GWOT-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 format. The Command DTS representative will forward copies of orders to IMCOM.CT@hqda.army.mil within three (3) business days or 72 hours of receipt.

5. Failure to provide documentation constitutes an unauthorized use of the IMCOM GWOT-TCS LOA thus invalidating the LOA.

6. Contact the IMCOM GWOT-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 GWOT-TCS LOA should be retrieved from the Report Module in DTS.

8. Upon completion of processing the request for the GWOT-TCS LOA, IMCOM will notify the Command DTS representative that submitted the request by email.

9. Commands/Units must notify the IMCOM GWOT-TCS Management Office of any changes, deletions or modifications of original IMCOM GWOT-TCS orders and amendments. Immediately notify the IMCOM GWOT-TCS Management Office if there are any personnel actions that may adversely impact the voucher settlement process.

10. Upon the completion of duty, commands/units should assist the Soldier in preparing and submitting final settlement vouchers in DTS.

11. Every individual Soldier is required to have a unique TA Number and Control Number.

(6) Request for Fund Cites:

(a) Contact the IMCOM GWOT-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.

(b) 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)

(c) Upon completion of processing the IMCOM GWOT-TCS Order Fund Cite, the IMCOM GWOT-TCS Management Team will notify the Order Issuing Authority.

(d) Inform the IMCOM GWOT-TCS Management Team of any changes, deletions and/or modifications of deploying Soldiers/Units and request amendments to original IMCOM GWOT-TCS order, as needed. Deploying Units/IMCOM Military Personnel Offices (MILPOs) must maintain an IMCOM GWOT-TCS Order control log (for reconciliation purposes with the IMCOM GWOT-TCS Management Team), and the Control number MUST be recorded on the order.

(e) 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 GWOT-TCS settlement vouchers via DTS. Immediately notify the IMCOM GWOT-TCS Management Team if there are any personnel actions that would adversely affect the IMCOM GWOT-TCS voucher settlement process.

(f) Each individual Soldier will have a unique Standard Document Number (SDN) as prescribed in DFAS 37-100-08.

(7) Procedures for Requesting Fund Cites:

(a) The subject line should include the Soldier's deployment date.

(b) You must send requests to all three email addresses to ensure the request is received by the IMCOM GWOT-TCS Management Office.

(c) IMCOM GWOT-TCS provides fund cites for the following Operations: OIF, OEF, OEF-A, OEF-P, OEF/OIF-CONUS, and GTMO. Submit fund cite requests for individuals and groups on Order Request template and Group Order Excel Spreadsheet are required. (Contact IMCOM GWOT-TCS for template). When submitting information to the IMCOM GWOT-TCS Management Office use the format outlined in the template.

(d) IMCOM GWOT-TCS Fund Cites are authorized for AC Soldiers or units deployed after 1 October 2006, and RC Soldiers or units deployed/MOB after 1 October 2007. Soldiers currently on FY07 GWOT-TCS orders which crossover into FY08 must have Fund Cites amended to reflect the FY08 IMCOM GWOT-TCS Fund Cite.

(e) Emergency and urgent funding requests should be marked "HOT" with the Soldier's deployment date in the subject line to assist the IMCOM GWOT-TCS Management Office in prioritizing emergency and urgent requests. Deployment/IMCOM GWOT-TCS order requests that are required within 24 hours should be designated emergency and urgent. IMCOM GWOT-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 GWOT-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.

(f) In case of an emergency, commands/units may use their funds and request reimbursement the next business day from the IMCOM GWOT-TCS Management Office.

(g) Please note the following:

1. The order format outlined in Chapter 3-3d must be used.

2. All published orders must be forwarded to IMCOM GWOT-TCS within 72 hours after receiving the Fund Cite. If not received within 72 hours, the Fund Cite is invalid.

3. The Control Number must be included on the order.

4. All orders forwarded to IMCOM GWOT-TCS must be in a Word or Adobe format.

(8) GWOT-TCS and MOB orders will contain the following information as stated.

(a) IMCOM issued control number

(b) Specifications/Regulations: Government quarters and dining facilities will be used at the replacement activity and during deployment. Essential Unit Mess (EUM) has been declared by the Assistance Secretary of the Army (Manpower and Reserve Affairs) for mobilization and demobilization sites not to exceed (10) days. Per diem payable is $3.00 per day for CONUS and $3.50 per day for OCONUS for this period of duty. IMCOM GWOT-TCS orders cannot be authorized for TDY, pay advances, rental vehicles, POV travel and associated costs, official phone calls.

(c) Requesting Unit/Command: Contact your nearest installation to receive fund cites for Temp HHG/POV Storage.

(9) The following statements are required for all CONUS Orders.

(a) Lodging Statement: No later than 48 hours of receiving these orders, the Soldier must check with the supporting installation housing office before securing temporary lodging at the duty location. If lodging is not available or the Soldier is not assigned to an installation, the Soldier must, no later than 48 hours after receiving these orders, use Army lodging success to obtain housing or a statement of non-availability (SNA). For toll free reservation services 24/7 contact: 99-1-866-363-5771; email: www.lodgingsucess.com, http://www.lodgingsuccess.com/ or central reservations at 1-800-462-7691 email: centralreservations@redstone.army.mil. When issued an SNA to reside on the economy when contract lodging is not available, the Soldier is authorized 55% of the local per diem rate.

(b) Weight Allowance: Temporary Duty (TDY) Household Goods (HHG) Weight allowance is authorized for CONUS and OCONUS based personnel that are on active duty for a period greater than 200-days, excluding those areas designated as Hostile Fire/Imminent Danger Pay areas.

4–9. Commands and Signal.

a. Reporting:

ACOM/ASCCs are required to report the incremental and offset costs for an operation.

(1) Baseline costs are the continuing annual costs of ACOM/ASCCs operations funded by the operation and maintenance and military personnel appropriations. Essentially, baseline costs are those costs incurred whether or not a contingency operation took place, and represent programmed and budgeted costs. Examples include scheduled flying hours, and training events commensurate with the combined arms training strategy.

(2) Incremental costs are costs above and beyond baseline training, operations, and personnel costs. These costs are incident to a contingency operation. These costs are paid using supplemental or offset funding. Incremental costs should be reported on the supplemental cost spreadsheet in the monthly CONOPS cost report.

(3) Offset costs are those anticipated expenses funded in the annual appropriation but not executed as a result of the current operation or diverted to meet higher priority requirements. When these funds are used to support GWOT operations, they should be reported in the GWOT FCAs on the base cost and offset spreadsheet in the monthly CONOPS cost report.

b. Cost Reports:

ACOM/ASCCs will submit cost reports to Assistant Secretary of the Army for Financial Management and Comptroller (ATTN: SAFM-BUC-I).

(1) ACOM/ASCC submissions shall be initiated in sufficient time to arrive at ASA (FM&C) not later than 25-days following the month in which the cost occurs.

(2) Costs shall be reported only by the ACOM/ASCC or operating agency that incurs the cost against appropriated funds.

4–10. Points of Contact.

a. HQDA G-1 (DAPE-PR), COMM 703-692-6889 or DSN 222-6889

b. Army Budget Office, Management and Control Directorate, Budget Integration Division (SAFM-BUC-I); DSN 222-6840; COMM (703) 692-6840; fax DSN 224-2832; COMM (703) 614-2832.

c. MILPER Resource/Contract Meals & Lodging; Army Budget Office, Directorate of Operations and Support, Military Personnel Division (SAFM-BUO-M); DSN 222-9840; COMM (703) 692-9840; fax DSN 222-4693; COMM (703) 692-4693.

4–11. References.

a. Army Budget Office/JCS Guidance on project codes

b. Joint Federal Travel Regulation (JFTR), Vol I, Military Members

c. Joint Travel Regulation (JTR), Vol II, DOD Civilians

d. Federal Acquisition Regulation (FAR), Vols I and II

e. DFAS-IN Regulation 37-1 (2000), Finance and Accounting Policy Implementation.

f. DFAS-IN Manual 37-100-04, The Army Management Structure (AMS) FY 2004.

g. DOD Financial Management Regulation 7000.14-r, Volume 12, Chapter 23.

h. MSG, DFAS/AHDA-IS, 121721z SEP 01, change 14 to DFAS-IN Manual 37-100-01, Army Management Structure.

i. H.R. 108-337, Conference Report, Making Emergency Supplemental Appropriations for Defense and for the Reconstruction of Iraq and Afghanistan for the fiscal year ending September 30, 2004 and for other purposes.

j. HQDA Message, 171326ZOCT03, Subject: Army FY04 Contingency Operations (CONOPS) Financial Management Guidance.

k. Under Secretary of Defense (Comptroller) memorandum, November 25, 2003, Subject: Guidance on the use of Appropriated Funds for the Commander's Emergency Response Program (CERP).

CHAPTER 5 – DEPLOYMENT / EMPLOYMENT PROCESSING

5–1. Purpose.

Provide personnel policy guidance to Army Service Component Commands (ASCC), Installation Commanders, Power Projection Platforms, Power Support Platforms, and Personnel Support Centers pertaining to mobilization, deployment and employment of military and civilian personnel in support of contingency operations.

a. 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. It provides a means to identify Soldiers, DA civilians, and Families who may need assistance with the challenges inherent to extended deployments. Personal reconstitution for Soldiers is both Commanders' and Sergeants' business, and the Army must provide the right tools and training to execute the mission. The goal of the DCS process is to facilitate Soldier, DA civilian, and Family well-being throughout deployments. All levels of command will be involved to ensure DCS requirements are accomplished and documented. The DCS Directive applies to all Active Army (AA) and RC Soldiers, DA civilians and their Families.

b. The DCS Directive:

This document is available on the DCS website at http://www.dtic.mil/whs/directives/corres/dir.html. Applicable regulations and forms can be found on the US Army Publishing Directorate's website at http://www.usapa.army.mil/.

5–2. General Guidance.

a. Regulations:

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

b. Time in Service:

Soldiers should have enough time to complete the duration of the mobilization period on their current enlistments as of M-Day. Commanders should encourage reenlistment/ extension of those Soldiers scheduled to Expiration of Term of Service (ETS). Commanders are NOT authorized to direct an individual Soldier to involuntarily sign an extension document.

c. ETS/Expiration of Service Agreements (ESA) while on Active Duty:

Deployed Soldiers who will reach ETS or Expiration of Service Agreements (ESA) while on active duty will be returned to the deployment site, mob station, or CONUS Replacement Center (CRC) within 60 days of transition date to allow appropriate separation processing actions. Commanders must consider the cost effectiveness of short-term movements and must ensure arrangements can be made to comply with ETS/ESA. If not, provided sufficient mission manning requirements can be met, Commanders may consider mobilizing/deploying Soldiers within the unit who have sufficient remaining service to complete the mission. RC Soldiers who refuse to reenlist will be discharged.

d. Stop Loss:

(1) There have been three stop loss models used in support of the Army's effort in the Global War on Terror (GWOT).

(a) "By-skill stop loss" was used for both Active Component (AC) and Reserve Component (RC) Soldiers from JAN 02-JUL 03.

(b) Active Army (AA) Unit Stop Loss. Applicable to all Regular Army Soldiers assigned to organized AA units alerted or participating in OIF and OEF. For the purpose of this paper, the term "Active Army (AA) means those units of the Army not part of the Reserve Component. Policy and procedures are contained in MILPER Message 06-232 Subject: Active Army (AA) Stop Loss/Stop Movement Program for units scheduled to deploy OCONUS in Support of OIF and OEF. Reserve Component Soldiers assigned to or who may be assigned to Active Army units are not affected by the AA Unit Stop Loss policy.

(c) Reserve Component (RC) Unit Stop Loss. Applicable to all Ready Reserve Soldiers who are assigned to RC units alerted or mobilized in accordance with Section 12302 or 12304, Title 10, U.S.C. for participation in contingency operations. The policy and procedures are contained in MILPER Message 03-040 (*Currently under Revision*), Subject: RC Stop Loss Procedures for the ARNG and MILPER Message 03-041 (*Currently under Revision*), Subject RC Stop Loss Procedures for the Reserves. Regular Army Soldiers assigned to or who may be assigned to RC mobilized units are not affected by the RC Unit Stop Loss policy.

(2) Current Stop Loss applicability:

(a) Active Army (AA) Unit Stop Loss and Reserve Component (RC) Unit Stop Loss are currently in effect.

(b) Per the SecDef memo dated 19 Jan 07, Utilization of the Force, Stop Loss will be minimized. As a planning assumption Stop Loss for mobilized RC units will be in effect 90 days prior to mobilization date and for 90 days passed the end date of the unit's mobilization order. The 90-days after return to the unit's permanent duty/ demobilization station is used to provide our Soldiers time for transition activities (separation and retirement), for retention, and where applicable for processing for a Permanent Change of Station (PCS). See information in Chapter 1-2c

(c) Stop Loss Program Termination. Unless sooner terminated, Stop Loss authority must end upon cessation of the current National emergency or the last day RC Soldier serving on active duty under Section 12301, 12302, or 12304 are released from active duty, which ever comes first. Unless sooner released, termination for individual Soldiers affected by the AA and RC Unit Stop Loss will be a maximum of 90 days after the unit redeploys to its Permanent Duty Station (PDS) or the unit is demobilized.

e. 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 have begun transition leave prior to publication of the unit alert order by HQDA. These Soldiers will continue to process for separation.

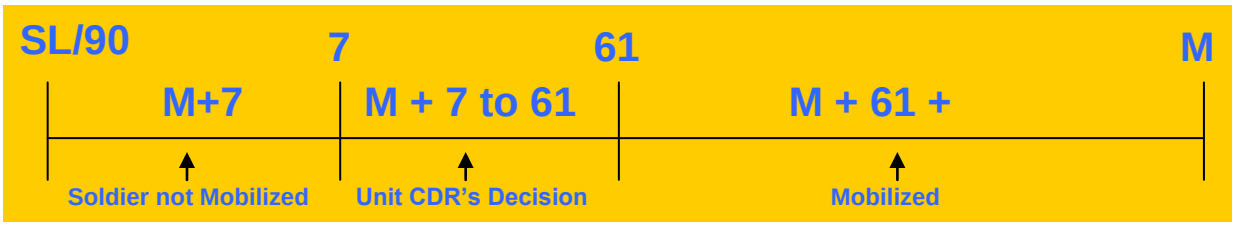
5–3. Mobilization.

a. Enlisted Soldiers:

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

(2) 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.

(3) Enlisted Soldiers who have greater than 61-days from Stop Loss Date to their separation date may be mobilized with the unit of assignment. MILPER Message 03-040, Subject: RC Stop Loss Procedures for the ARNG and MILPER Message 03-041, Subject RC Stop Loss Procedures for the Reserves.



b. Officers:

(1) RC officers, who must REFRAD, retire or separate because they have reached, or will reach, their mandatory removal date for years of service or age while mobilized, will be transferred/separated from the unit prior to mobilization. See Chapter 5-4f for exceptions to this policy.

(2) Commissioned officers must have sufficient time remaining prior to mandatory removal to complete tour. Commissioned officers within 90-days prior to removal for maximum years of service or age will not be mobilized.

(3) Twice non-selected for promotion, see Chapter 13-5a(3).

c. 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 shall meet all mobilization and deployment standards, and shall mobilize and deploy with their units. If AGR Soldiers do not meet medical deployment standards (IAW AR 40-501, Chapter 3) and cannot 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 the Soldier as a result of the discharge from the Reserve of the Army, per NGR 600-200, para. 8-27y (only applies to ARNG AGR Soldiers).

(3) AGR Soldiers may be cross-leveled from non-alerted units to mobilizing units in order to meet deploying unit personnel readiness requirements. Non-deploying units, however, will not be decremented below the minimum acceptable personnel readiness levels IAW AR 220-1, Chapter 4. The 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 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 demob, 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: If a Title 32 AGR Soldier is pending involuntary separation actions due to non-selection by the 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) Title 10 AGR Soldiers: Upon request by the Adjutant General, Title 10 AGR Soldiers (will only apply to ARNG Soldiers) 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.

(7) Strength Accounting of AGR Soldiers: 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 demob, these personnel will revert to a Title 32 AGR status, unless they were ordered to duty from a Title 10 status.

d. Reserve Component Units:

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

(2) In accordance with HQDA, G-3/5/7 policy, units to be mobilized for contingency operations will generally be alerted not earlier than 90 days prior to their planned mobilization date unless the ASA (M&RA) extends the period of alert. Requests to extend a unit in an alert status for more than 90 days will be considered on a case-by-case basis and submitted far enough in advance to permit consideration and approval prior to the close of the 90-day alert window.

(3) Effective 12 October 2005, Combat Support (CS) and Combat Service Support (CSS) units will deploy at 95-100% of authorized strength in support of contingency operations (OIF/OEF) and beyond.

(4) 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 active Army power support platform (PSP) prior to deployment.

(5) If an RC unit deploys from Home Station, then the active duty orders must indicate what active Army installation will be 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.

(6) The appointed active Army installation will remain in contact with the unit during deployment processing, deployment, redeployment, and release from active duty (REFRAD). The RC liaison officer must report the redeployment of any Soldier as an individual or as a unit to the servicing active Army installation.

e. General Officers & 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 (703) 697-7994.

f. AMEDD Reserve Component (RC) 90-day Boots-On- the Ground Rotation Policy:

(1) Under the provisions of a Presidential Reserve Call-up or a Partial Mobilization, RC physicians, dentists, and nurse anesthetists only (AOCs 60, 61, 62, 63 and 66F) will be deployed for a period not to exceed 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 the 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, 90-days start 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 make every effort to manage AMEDD mobilization such that the period between mobilizations will be at least 18-months to the maximum extent possible, but in mission critical circumstances maybe compressed to not less than 12 months between deployments.

(5) Refer to ASA (M&RA) Memo dated 2 Oct 03, Subject: Army Medical Reserve Component's 90-day Rotation Policy; and FORSCOM Msg, dated 16 Nov 02, Subject: Credentialing Health Professionals, Special Pay, and 90-Day Boots on the Ground Amendment to Mobilization Orders for mobilized Reserve Component AMEDD Officers and ASA (M&RA) Memo dated 31 Oct 07, Subject: Mandatory Removal Date (MRD) - Maximum Age for Reserve Component (RC) Officers (Colonels and Below) for more information.

g. Reserve Component 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 deploy for a period not to exceed 180-day "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 so for the duration of the mobilization. The Army will make every effort to manage AMEDD mobilization such that the period between mobilizations will be at least 36 months to the maximum extent possible, but in mission critical circumstances may be compressed to not less than 24 months between deployments.

h. AMEDD Professional Officer Filler System (PROFIS):

(1) Responsible credentialing agencies will ensure the following 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.

(2) PROFIS Replacements/IA Rotation Policy: Individual PROFIS/IA replacements will be processed IAW ALARACT 008/2007 dated 162240Z Jan 07: Notification of Limited Change to Current Active Army Unit Stop Loss/Stop Movement (SL/SM) Policy. All requests must be sent through MNC-I/United States Army Central (USARCENT) Surgeon's Office.

(3) Active Component (AC) 180-Day PROFIS/IA Rotation Policy:

(a) The following Medical, Dental and Nursing Specialties serving in PROFIS assignments with extended tour of active duty (EAD) units, Level 3 Medical Treatment Facilities (MTF) and Forward Surgical Teams (FST) will be replaced at/around 180-days (reference ALARACT Message 108-2004, Subject: The 180-day AMEDD PROFIS Rotation Policy):

60B	60K	60Q	61A	61J	61R	63E
60F	60L	60R	61B	61K	61U	63F
60G	60M	60S	61C	61L	61W	63N
60H (Intervent)	60N	60T	61D	61M	61Z	66F
60J	60P (Subspec)	60V	61G	61P	63D	

(b) The policy pertains to COMPO 1 Personnel and does not change the Army Medical Department Reserve Components 90-day Rotation Policy dated 2 OCT 03.

(c) With the exception of Europe Regional Command (ERMC), all Individual Replacements will report to the Army's official CRCs for CENTCOM deployments.

(d) Redeploying personnel with less than 90-days remaining PCS/ETS may be stabilized 90-days, unless voluntarily waived.

5–4. Non-Deployable Criteria

Criteria for non-deployable status listed in AR 614-30, para 3-8; AR 600-8-101; and DA Pam 600-8-101 will be used to determine mobilization eligibility of RC Soldiers. The goal is to mobilize Soldiers who can deploy and complete the stated tour of duty. Specific non-deployable conditions for all 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.

Non-Deployable Criteria	Eligible/Ineligible for Deployment/Mobilization	Additional Comments
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 (see Chapter 7, Medical, for more information)
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 paragraph b. 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 paragraph c. and 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, dated 15 JUL 08.
Dental Class "3" or "4"	Ineligible for deployment if the Soldier requires treatment for pain, trauma, oral infection, 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.
Tested positive for HIV or test date is older than 24 months	Ineligible for deployment	Soldier is deployable if retest is negative. Soldiers that are found to be HIV positive after deployment will be removed form overseas as soon as possible. (See Chapter 7, Medical, for more information).
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 dtd 07 Nov 06, Ass 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 deployment within CONUS given they are first cleared/approved by servicing MTF commander.
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, dated 15 JUL 08.
Not completed Basic Officer Leadership Course (BOLC) or Warrant Officer Basic Course (WOBC)	Ineligible for deployment and mobilization until training is completed	Section 671, Title 10, US Code, prescribes minimum training requirements that Soldiers may not be assigned to active duty until they have completed the basic training requirements of the Army. For Officers, completion of BOLC is required. For Warrant Officers, completion of WOBC is required.

Non-Deployable Criteria	Eligible/Ineligible for Deployment/Mobilization	Additional Comments
Not completed Initial Entry Training (IET)	Ineligible for deployment and mobilization until training is completed	The 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.
Under arrest, confined or pending military/civilian criminal court action	Ineligible for deployment if legal processing precludes moving with or performing assigned duties in the unit	SPCMCA, 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.
Under criminal investigation by military/civil authorities	Ineligible for deployment	Unit Commander with the advice of the Staff Judge Advocate (who will coordinate with military/civilian authorities), decides the Soldier is eligible
Under investigation for subversion, disaffection or desertion	Ineligible for deployment	HQDA approves exception
Separation/Expiration Time or Service Agreement		See paragraph d. for more information.
Conscientious Objector Status	AC/RC Soldiers approved as "1-A-O" (non-combatant duty) are deployable only in areas where duties do not involve handling of weapons.	AC/RC Soldiers are eligible for deployment unless excused by general court–martial convening authority (GCMCA) 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.
No approved or re-certified Family Care Plan (FCP)	Ineligible for deployment but can be mobilized in WTU status until FCP is approved.	Soldier is non-deployable until Commander approves a new or revised 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.
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
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.	Soldier must submit a request to obtain the exemption. (more information in AR 614-30. para 3-8(2)
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. (DODI 1315.18)	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 3-8(2), and MILPER Message 05-154 for more information.

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.
Recalled from Retirement to Active Duty	Eligible for deployment if Class I or II Retiree	See Chapter 2, Individual Augmentation, for more information.
Lautenberg Amendment	Non-deployable for missions that require possession of firearms or ammunition	See paragraph e. for more information.
Child Soldier Protocol	Ineligible for assignment or deployment outside of CONUS until they reached the age of 18.	Commanders must ensure Soldiers under 18 do not deploy. If already deployed, return to home station or position them where there is no direct participation in hostilities. Reference MILPER Message 04-088 for more information.
Contracted Cadets in ROTC and Officers in the Early Commissioning Program		See Chapter 5-4h.
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.
Mandatory Removal Date		See paragraph f. for more information.
Warrior Transition Course	Ineligible for deployment and mobilization until training is completed	See Chapter 5-4i.
RC Soldiers selected for OCS or WOCS, or scheduled to report (with class start date) to OCS or WOCS during period of mobilization.	Will not mobilize.	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.
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-STL for initiation of separation actions. RC Soldiers who test positive, but not drug dependent, are deployable.	All ARNG and USAR Soldiers who are mobilized and on active duty for more than 30-days will be promptly tested for illegal drug use. See para 5-4 g. for more information.

b. MOS Medical Retention Board:

Active Army 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 MOS Medical Retention Board (MMRB). However, AR 600-60, para 4-4b, allows the MMRB convening authority (MMRBCA) to waive MMRB evaluation based upon operational necessity. For Soldiers assigned to USAR units, approval for MMRB waivers is authorized by the Commander, USARC; Commander, 7th ARCOM; Commander, 9th ARCOM; and Commander, HRC-St Louis. On 24 Jun 03, the Commander, USARC, delegated waiver authority to RRSC Commanders. Training Support Division (TSD) Commanders, while granted MMRBCA on 27 May 03, has 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 required the MMRBCA 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.

(1) 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 MMRBCA 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 MMRBCA before being deployed.

(2) 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.

(3) DCS, G-1 has 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 (MMRBCA approval memo, MDRB validation checklist, and the permanent profile) will be 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.

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 pregnancy is determined by medical authorities after deployment in support of OCONUS contingency operations, the Soldier will be returned 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-A 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 be forwarded to HQDA, G-3/5/7 for approval.

d. Separation/Expiration Time of Service Agreement:

(1) Enlisted Soldier ETS: Unless covered by stop loss (or if stop loss is lifted), enlisted Soldiers approaching Expiration of Term of Service (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 Reserve Component. 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, Mob Site, 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 Mob Station/installation. The Transition Point will cut the separation/discharge orders to put the Soldier out of the Army and the Reserves. Policy does not apply if MOS-specific or Unit Stop Loss is in effect.

(2) RC Officer non-selected for Promotion: RC officers below the grade of LTC 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 below the grade of LTC, 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 mobilization and then separated as required by law unless extended by an Army Selective Continuation (SELCON) Board.

(3) 18-year lock in for Active Federal Service (RC ONLY): Efforts should be made to select other qualified Soldiers before mobilizing Soldiers within this category. Any such mobilization should be for the best interest of the Army, not the individual.

e. Lautenberg Amendment:

(1) All Commanders will comply with the provisions stated in ALARACT 131/2003, Final Implementation of the Lautenberg Amendment to the Gun Control Act 1968, DTG 161400Z OCT 03 and MILPER Message 04-343 (extended TBD)Subject Procedural Guidance on the Reporting of Soldiers Affected by the Lautenberg Amendment to the Gun Control Act of 1968. Do not mobilize/deploy such Soldiers; they should be reported and processed IAW the message.

(2) All Civilian personnel will comply with the provisions stated in DA ASA(M&RA) Memorandum dated February 27, 1998, Subject: Implementation of Lautenberg Amendment for Department of the Army Civilians.

f. Mandatory Removal Date (MRD):

(1) RC commissioned officers in the rank of Major (O-4) and below who must REFRAD, retire or separate because they have reached, or will reach their MRD for years of service while mobilized, will be transferred/separated from the unit prior to mobilization.

(2) RC commissioned officers in the rank of Colonel (O-6) and below who must REFRAD, retire or separate because they have reached, or will reach, their MRD for age while mobilized, will be transferred/separated 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 memorandum, 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.

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

(a) 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.

(b) An RC warrant officer, 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.

(4) RC enlisted Soldiers who must be REFRAD, retire, or separate because they have reached, or will reach age 60 during the initial mobilization period will not be mobilized. 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.

(5) Voluntary Selective Continuation:

(a) 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):

1. 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 Global War on Terror (GWOT).

2. 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 GWOT.

(b) 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.

(c) 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.

(d) 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 ARNGUS officers.

(e) 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.

(f) 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 GWOT.

(g) 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.

g. 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 current command and 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. 1-35.

h. Contracted ROTC Cadets and Early Commissioning Program Officers:

(1) All contracted ROTC Cadets are considered non-deployable until they either receive their Commission and complete their Basic Officer Leader Course (BOLC) or disenroll from the ROTC Program.

(2) Officers in the Early Commissioning Program who are finishing their degree are considered non-deployable for a three-year period after they receive their Commission or until they receive their degree, whichever is less.

(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 forth 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 mobilization.

(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, Subject: Mobilization of Reserve Component Member Cadets in the U.S. Cadet Command dated 30 AUGUST 05.

i. Warrior Transition Course:

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

(2) The following prior service personnel enlisting into the Regular Army who have had a break in service of over 3 years who are required to attend WTC: Prior service Air Force, Navy, or Coast Guard, including their Reserve Components, 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 reserve component (including the IRR).

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

5–5. Military Personnel Records.

a. Reserve Component (RC) Units:

(1) RC 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) RC 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 PPP/PSP 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. RC Soldiers Mobilized as Individuals:

(1) HRC-STL or the ARNG will publish the individual mobilization order and forward a copy to required addressees. See Chapter 3 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-STL 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 892-0620/ 3950, COMM (314) 592-0620, FAX (314) 592-0628 or email Perms.account@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.

5–6. Deployment Packets

a. Preparation:

(1) General: Deployment packet will be prepared for all active AC, RC, and deploying Civilians prior to departure from home station.

(2) RC Units: RC units will initiate the deployment packet. Mobilization stations will complete packages for RC units and individuals.

(3) AC Units and Individuals: The home station will initiate and complete packages for AC units and individuals.

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

(5) Mobilization Station: The appropriate servicing home station MILPO/MPD/MTF, parent unit/agency, or mobilization station will prepare two copies of the deployment packet. One packet will remain at the mobilization station; the other will be carried to the gaining unit/organization (if necessary, an additional copy will be made for a deployment site). Original personnel, medical and dental records will not be forwarded to the deployment area of operation. The appropriate servicing home station PSB/MPD/MTF or parent unit or agency will retain the original records for deployed Soldiers and civilians.

(6) Finance Mobilization Packets: For ARNG units, the appropriate servicing home station unit administrator or unit pay administrator will prepare three copies of the finance mobilization packet. One will be sent to the United States Property Fiscal Office (USPFO), one will be furnished to the MS and the unit will take one to the deployed location. 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. The 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 SOP dated 1 June 2004.

b. Military Packet Inclusion:

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

(2) Mob/Deployment orders (TCS/unit movement orders).

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

(4) SGLV 8285, Request for Insurance (Servicemembers' Group Life Insurance) and SGLV 8286 (Servicemembers' Group Life Insurance Election Certificate).

(5) 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.

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

(7) DD Form 2766, Adult Preventive and Chronic Care Flowsheet.

(8) DA Form 7349, Initial Medical Review

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

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

(11)MMRB/MDRB determination or documentation of waiver approval by

(12)MMRBCA for Permanent 3 or 4 physical profiles.

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

(14)DA Form 3645 (Organization Clothing and Individual Equipment Record).

(15)Joint Personnel Adjudication System (JPAS) printout from the losing unit security manager indicating security clearance and date.

(16)Last DD Form 214 (if applicable).

(17)SGLV 8286a, Family Coverage Election (SGLI).

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

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

(20)Update 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.

c. Military Finance Mobilization Packet Inclusion:

(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. This paragraph has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DODD 5154.29, dated 9 March 1993, as PDTATAC Case RR080805.

(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.)

d. Civilian Packet Inclusion:

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

(2) DD Form 1610 (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

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

5–7. Individual Deployment Flow.

a. Individuals:

(1) Requesting: Once shortages are identified in deploying RC units, and the component manager (USARC or NGB) determines these cannot be filled without further degrading other units, the requirements are sent through FORSCOM to HQDA G-3/5/7 with courtesy copy to HRC-STL. Courtesy copy will generate a MOBMAN pre-analysis as well as a preTRAP. After validation of the requirement, HQDA G-3/5/7 will forward validation to HRC-STL. The validated packet, to include the MOBMAN pre-analysis results, will be forwarded from HRC-STL to HQDA G-1, Director, DMPM to ASA (M&RA) for approval. Upon approval by ASA (M&RA), the packet will be presented at the next OSD Mobilization meeting for SECDEF notification. Once SECDEF has been notified, ASA (M&RA) will notify HQDA G-1, who in turn notifies Army Human Resources Command, Mobilization Division (AHRC-PLM-O).

(2) Projecting IRR Fill:

(a) HRC-STL will pull requirements off DAMPS and load them into the Mobilization Manpower Planning System (MOBMAN) for final analysis of available IRR personnel. MOBMAN provides an analysis by grade and MOS, and considers other factors such as language skills, gender, and security clearance when required.

(b) If analysis determines there are IRR personnel available to meet some or all requirements, HRC-STL will submit a request to DAPE-MPT, G-1, to execute MOBTRAP and notify TRADOC/ USASOC/AMEDD/DOD to task their schools to perform MOBTRAP analysis and determine scheduling windows and resource requirements within 24-hours (constrained courses within 48-hours). After MOBTRAP is completed, DAPE-MPT, G-1 will transmit MOBTRAP training schedule details to HRC-STL via MOBMAN using the Army Training Requirements and Resources System (ATRRS)/MOBMAN established interface. HRC-STL will cut and distribute mobilization orders on identified IRR personnel. Reference AR 600-8-105, Chapter 14-3.

(c) HRC-STL will select a by-name list (standard name line format) according to approved IRR Selection Criteria for each package of requirements . Once on active duty, HRC-A will match the by-name list provided with the individual requirements and submit weekly reports to the HQDA G-1, Military Mobilization Branch. The Military Mobilization Branch will provide monthly status report to the ASA (M&RA) that includes feedback on the delay and exemption board results (if applicable).

(3) Accountability of IRR Unit Fill:

(a) 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. Under provisions of AR 630-10, Chapter 6, once it has been confirmed that an individual no-show received mobilization orders, HRC-STL will take appropriate absent without leave (AWOL) and/or dropped from rolls (DFR) action. Specifically, HRC-STL will access the no-shows as attached to the active Army through a special UIC established at HRC-STL. 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-STL will report the individual as a deserter.

1. HRC-STL, 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-STL 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-STL will provide DAPE-MPT and HRC-A (TAPC-PLO-PL), a data file containing the standard name line of all IRR Soldiers who were reported as no-show.

2. HRC-A when notified by HRC-STL that the IRR no-shows have been granted a mobilization delay by the delay and exemption board action, HRC-A 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, then 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-A 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-STL based on input status posted by the RECBASS interface/ schools in ATRRS.

(f) 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-STL.

(g) 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-A for amended TCS orders.

(4) Demobilization:

(a) IRR Soldiers redeploying with AC units are not subject to the 90-day stop loss / stop movement policy as they are on TCS orders.

(b) IRR Soldiers redeploying with RC units will demobilize and out-process at the designated demobilization station with the rest of the unit.

(c) IRR Soldiers redeploying as individuals will out-process at the CRC.

(d) All other IRR Soldiers will demobilize at the nearest transition center.

(e) Copies of all DD Form 214 are to be sent to HRC-STL for strength accountability.

(5) All non-unit related personnel (NRP) deploying OCONUS will process for deployment through the designated CRC, unless an exception to policy is granted IAW 5-7f below. NRPs include members of the active Army, 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 DAPE-MPZ-MM. Personnel processed through the CRC will be reported in Replacement Operations Automated Management System (ROAMS). Reference AR 600-8-101, Chapter 6.

(a) 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 AO. ROAMS assess, training, or technical support may be obtained by calling DSN 221-3174, COMM (703) 325-3274 or DSN 221-2196, COMM (703) 325-2196.

(b) 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 8.

b. Mobilization Checklist:

(1) Documentation of units/individual (military and civilian) readiness checks will be made on the Army Deployment and Readiness Tracking System (DARTS), DA Form 7425, Jan 06, (Readiness and Deployment Checklist) and instructions at http://www.apd.army.mil/pub/eforms/pdf/a7425b.pdf.

(2) If an installation does not have an operational DARTS program, contact FORSCOM, AFOP-PLM, at DSN 367-6344. FORSCOM will coordinate a date to effect operational status. All personnel processing through power projection or power support platforms (PPP/PSP), CRC, and Federal Deployment Centers (FDC) will use the same process.

c. Soldier Readiness Processing (SRP):

(1) SRP requires commanders to identify and correct non-deployment conditions within 30-days before an actual unit deployment date or the date an individual Soldier departs on a 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) If there is reason to believe the duration of the unit's continual standby alert status may exceed 30-days, the affected unit commander may submit a formal request for waiver of the requirement to conduct an SRP check within 30-days of the deployment date. This request must include certification

that Soldiers' readiness status will be continually monitored throughout the period of the alert to ensure that all occurring deficiencies are corrected before deployment.

(3) The approval authority is the first General Officer in the chain of command. The approval authority may approve the waiver by authenticating and forwarding it to the affected unit commander. The waiver period expires 90-days after the start date of the initial SRP check.

(4) If the unit is still on standby alert after the expiration of the waiver period, a new SRP check is required as soon as possible. The MS or the home station Commander will certify evidence of completion of readiness processing and resolution. The MS will recognize readiness actions completed at the home station when properly certified.

(5) The individual medical readiness module (IMR) in the medical protective system (MEDPROS) is the standard for tracking medical and dental readiness.

(6) 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.

(7) Isolation Preparation (ISOPREP) Cards – DD Form 1833 for deploying uniformed personnel, DOD civilians, and DOD contractors. ISOPREP are classified Confidential once completed and must be handled and stored accordingly. Provide completed ISOPREP cards to the USARCENT Rescue Coordination Cell, arcentpersonnelrecoverycflcc/3a-fwd-c3rcc@swa.arcent.army.smil.mil; questions call DSN 318-825-5316.

d. CONUS Replacement Center (CRC):

(1) 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.

(2) All individuals will be required to have a reservation prior to reporting to the CRC. An AKO username and password is 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 (place "requesting AKO sponsorship" in the subject box of the email). The CRC Online Reservation link can be found at https://www.benning.army.mil/CRC/content/prerequisites/PrerequisitesMilitary.htm along with additional information at the CRC Homepage or at https://perscomnd04.army.mil/CRC_Res.nsf. Call 1-800-582-5552 in cases of an emergency. All individuals will report to the CRC NLT 1800 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. (see 2-3c for more information)

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

(a) Requested CRC Report Date

(b) Rank/Grade

(c) Last Name

(d) First Name

(e) Middle Initial

(f) Gender

(g) Point of Contact Telephone Number

(h) Point of Contact E-Mail Address

(i) Is Onward Transport To Theater Requested

(j) Destination Country

(k) Requesting ASCC or Organization

(4) 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/index.htm.

(5) Excess Baggage: See Chapter 8-6k for information.

e. Theater Specific Individual Requirement Training (TSIRT):

(1) All personnel will execute the below training requirement prior to deployment (click here for TSIRT Requirements Sheet)

(2) Pre-Certification: The first O-6 or civilian equivalent in the rating chain may verify the training status on the eleven pre-certifiable requirements by submitting the CRC 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 civilian 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.

(3) 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.

(4) Personnel Recovery Training:

(a) All personnel deploying OCONUS must complete a Pre-OCONUS Travel File Program (PRO-file) also known as a DD Form 1833. Once the ISOPREP form is complete, it becomes classified CONFIDENTIAL and must be handled in accordance with AR 380-5 Department of the Army Information Security Program. PR instructions and briefings in preparation for deployment can be accessed from the Headquarters Department of the Army's Official Personnel Recovery Website on AKO at https://www.us.army.mil/suite/page/373835 .

1. Level B Survival, Evasion, Resistance, and Escape (SERE) training. All personnel must complete SERE Level B training every 12-months or before deployment, whichever comes first. Two options for completion of this requirement exist (online or video). Both options for the SERE 100 course are found online at the Headquarters Department of the Army's Official Personnel Recovery Website on AKO at https://www.us.army.mil/suite/page/373835. Individuals should bring their course certificate with

them to the CRC or Mobilization Station. If viewing the course via video, create a training verification memo signed by your training officer/NCO or commander.

2. High-Risk-of-Isolation (HRI) briefing for those identified as High-risk-of-isolation personnel prior to any deployment. This brief takes place before deployment usually at a MOB Station. A unit may request an HRI by contacting FORSCOM, Mr. William J. Leary COMM (404) 464-6055 or DSN 367-6055.

(b) PR requirements for units/individuals will be validated at Power Projection Platforms (PPP), Power Support Platforms (PSP) and CONUS Replacement Centers (CRC) by Mobilization Station Commanders prior to deployment.

(c) Reference Field Manual 3-50.1, Army Personnel Recovery and ALARACT 122/2005, Subject, Importance of Personnel Recovery Training. The HQDA G-3/5/7 POC is Bryan Bessette, COMM: (703) 692-3051 or DSN 222-5556.

f. CRC Exception Policy:

(1) Automatic Exceptions: ACOM 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 criteria in a-g below. It is the ACOM Commander's responsibility to ensure personnel that are directly deploying to theater meet the requirements, in accordance with this policy, before granting an exception to CRC deployment processing. It is also the ACOM Commander's responsibility to establish implementing instructions.

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

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

(c) Individual meets deployability criteria in accordance with DA Form 7425 Readiness and Deployment Checklist.

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

(e) 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.

(f) Approved Theater country clearance

(g) Completed entry of Civilians, to include Contractors, into the Civilian Tracking System, currently CIVTRACKS.

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

5–8. Cross-Leveling of Personnel.

a. Cross-leveling of Personnel:

(1) Cross-leveling Non-Alerted to Alerted Units:

Subject to the provisions of subparagraph (2) below, National Guard State Adjutant Generals (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 to increase personnel readiness of an alerted or sourced unit prior to mobilization. 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 also 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 identify as sourced units to fill these additional requirements.

(2) Cross-leveling Non-Alerted Units:

(3) Involuntary cross-leveling between non-alerted Reserve Component units is permitted consistent with the reasonable-commuting-distance limitations found in DODI 1215.18, paragraph E2.1.1.1; Army Regulation 140-10, paragraphs 1-10 and 2-7c; and Army Regulation 135-91, paragraph 5-4a(1). If a Reserve Component Soldier is involuntarily cross-leveled to a unit outside of a reasonable commuting distance (as that term is defined in AR 140-10, paragraph 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. This limitation is not applicable to IDT where the Army provides the Reserve Component Soldier with transportation, quarters, and subsistence incident to such training.

(4) Cross-leveling between ARNG & USAR:

Cross-leveling between ARNG is not authorized; cross-leveling between RRSCs requires CG, USARC approval.

(5) Time allocation:

These actions must be completed prior to the effective date of mobilization for the alerted RC units. RC commands follow guidance in AR 140-10 (Assignments, Attachments, Details, and Transfers). Although the USAR 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. For ARNG, NGR 600-100 (Commissioned Officers – Federal Recognition and Related Personnel Actions) and NGR 600-200 (Enlisted Personnel Management) in executing assignments and reassignments during the alert phase prior to the effective date of mobilization. For more information see Chapter 11, Replacement Operations.

(6) 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.

b. Personnel Supplemental Fill (Pass-back) Policy:

The current process of requesting personnel to fill shortages between the various commands and Army components in support of operational missions requires a formal codified policy. The GWOT has clearly demonstrated the necessity for closer coordination and the need for more efficient validation of personnel requirements for all units deploying in support of operational commitments. The policy identifies the procedures to request additional personnel fills for vacant positions, which cannot be sourced internally by deploying unit. This Supplemental Personnel fill is outside of the programmed replacement flow for Major Combat Reporting Units (MCRU). Reference the HQDA G-1 Memo dated 15 Apr 05, Subject: Personnel Supplemental Fill (Passback) Policy, for procedures and timelines. POC is HQDA G-1 (DAPE-MPE), MAJ Dillon at 703-695-6599.

5–9. PERSTEMPO.

a. General:

The tracking and reporting of all creditable PERSTEMPO events remains in effect for all Active Component (AC), Army National Guard (ARNG), and Army Reserve (USAR) units even though the General Officer management and payment are currently suspended. Soldiers may not draw PERSTEMPO high deployment allowance while under the suspension and reporting is still an Army requirement.

b. PERSTEMPO Suspended:

Section 991(d) of Title 10, USC, authorizes the suspension of certain PESTEMPO management constraints if required by national security interests. The Deputy Secretary of Defense suspended, until further notice, the applicability of 10 USC 991 in determining per diem payments under 37 USC 436 on October 8, 2001. As of that date, the accumulation of deployment days for purposes of determining eligibility for high deployment per diem ceased. Tracking and reporting requirements are set forth in 10 USC 991(c), as implemented by PERSTEMPO Interim Guidance in accordance with Enclosure 5 of DoDI 1336.5.

c. Responsibility of Tracking PERSTEMPO:

Field input requirements will continue. AC and RC agencies must validate individual PERSTEMPO counter information upon mobilization/demobilization and prior to out processing. Commanders are responsible for ensuring PERSTEMPO tracking and reporting are a priority within their unit. Mobilization station/support installation assumes responsibility for PERSTEMPO reporting after activation of Reserve Component units/individuals and will verify all Soldiers' PERSTEMPO counts to ensure that the PERSTEMPO reporting event is initiated and recorded. Units to which RC units and individuals are later assigned or attached will continue PERSTEMPO responsibilities. AC Soldiers will comply with the in-processing/out-processing rules for the individual deployment history. For RC Soldiers, the RC home station must validate PERSTEMPO counts upon mobilization/ deployment.

Reference MILPER Message 05-076 for more information. Contact HRC-A POC at DSN 221-3822 or COMM 703-325-3822.

5–10. 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 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.

(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 military ID card. However, 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 passports and DOD ID card. 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 more information.

5–11. DoD Common Access Card (CAC).

a. General:

(1) All military personnel, DoD Civilian employees and Contractor personnel deploying in support of Operation Enduring Freedom (OEF) or Operation Iraqi Freedom (OIF), other Military Contingency Operations, or when required, mobilization exercises, must be in possession of a valid Common Access Card (CAC) prior to deployment.

(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. In no circumstances however, 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.

(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 but are deploying in support of OEF/OIF are automatically considered “Emergency Essential” for deployment purposes and are therefore 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 Letter of Authorization (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.

(2) 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. Contractors who have not been enrolled and verified in CVS will not be allowed to continue processing through the CRC.

5–12. Soldier Accountability.

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 retirees. 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 category is 28 November 2004 (see paragraph 5-12d).

b. Home Station and Mobilization Station Responsibilities:

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.

(1) The MS becomes the home station for mobilized RC units and RC Soldiers ordered to active duty as individuals. For personnel accountability and personnel service 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.

(2) The home station remains responsible for personnel service support (PSS) to include personnel accountability. A forward deployed support element or unit S1, depending on the size of the deployed force provides PSS. Personnel accountability is maintained through EMILPO-3 access using theater communications facilities. See FM 12-6 (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 PSS 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.

c. 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 temporarily assign Soldiers as augmentees or 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.hrc.army.mil/site/active/tagd/srdc/hr_operations/emilpo/index.htm.

(c) The PPP/PSP 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 mobilization procedures can be found at https://www.hrc.army.mil/site/active/tagd/srdc/hr_operations/emilpo/index.htm.

(d) It is absolutely essential the ARNG and USAR initiate Inter-Component Data Transfer (ICDT) transactions on each RC Soldier prior to the Soldier's reporting date to the mob station. In EMILPO, mobilization action is an integrated process between EMILPO and the total Army personnel database (TAPDB) at HRC-A. 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-St Louis.

(2) Reserve Component Units:

All RC unit members will be mobilized in EMILPO. It is absolutely essential that the unit UIC (or DUIC) be registered in SORTS and added to the EMILPO Army locator file at HRC-A location. The UIC or DUIC must be on the installation's EMILPO locator file, before the unit reports, and before Soldier mobilizations are attempted. UICs, DUICs, and other unit information are provided only via a top-down feed from HRC-A, and cannot be initiated locally. The top-down feed from HRC-A 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 at these stations. See procedures for mobilization of RC personnel at https://www.hrc.army.mil/site/protect/reserve/soldierservices/mobilization/moboverview.htm. Reference HRC-A MILPER Message 01-248, 28 AUG 01, Subject: Contingency Operations Personnel Planning Guidance.

(4) 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 must 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 personnel accountability achieved in EMILPO. When these Soldiers are

further assigned, they are reassigned in a TCS status. For more information see Chapter 2, Individual Augmentation.

(5) 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.

d. Operational Support (OS) Strength Accounting:

(1) 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.

(2) The "180-day rule" of strength accounting has been replaced by the "three-year" and "three-out-of-four-year" rules, which essentially provide that Soldiers performing OS duties will count toward either Active Duty or AGR end strength limits if their OS orders specify a period greater than three years, or if their OS service exceeds three cumulative years within the previous four-year period (1,095 cumulative days out of the previous 1,460 days). In addition, Soldiers performing OS duties will always count against operation support strength limits. This method of strength accounting is effective for all OS orders, amendments, or extensions published on or after 28 October 2004.

(3) Soldiers on CO-ADOS orders will always be counted against the operational support strength limit for their respective RC (Army Reserve or Army National Guard).

(4) If a Soldier's CO-ADOS orders specify a period greater than three years, the Soldier will also be counted against Active Duty end strength effective the first day of the Soldier's orders. A Soldier on CO-ADOS orders specifying a period less than three years will be counted against Active Duty end strength effective the date on which the Soldier's cumulative period of OS service exceeds three cumulative years within the previous four-year period (1,095 cumulative days out of the previous 1,460 days).

(5) The Commander, U.S. Army Human Resources Command (HRC) is the order issuing authority for CO-ADOS orders that are funded by Military Personnel Appropriations (MPA). If Soldiers placed on CO-ADOS orders will be counted against Active Duty end strength as described in paragraph (1) above, then the Commander, HRC will coordinate with the HQDA, G-1 (DAPE-MP) before issuing CO-ADOS orders, extensions, or amendments for the Soldiers.

(6) All CO-ADOS orders pertaining to officers, including amendments, will include the statement, "Officer will not be placed on the Active Duty List during this period of active duty, regardless of its duration." This is pursuant to the 29 Jan 07 USD (P&R) guidance that states: "Reserve Component officers and warrant officers performing operational support duty shall not be placed on an Active Duty List (ADL), regardless of the duration of the active duty for operational support. They shall remain on the Reserve Active Status List (RASL) and compete for promotion with other Reserve component officers/warrant officers."

(7) Reserve component enlisted members shall continue to execute their Reserve component enlistment/reenlistment contracts.

(8) Platinum Positions: The term "enduring contingency requirement" implies an operational or training support requirement for a Soldier that is not currently in an authorized, documented position in the Army structure but is deemed by a requesting commander as mission essential to the GWOT

support effort. These positions exceed 365 days in duration. Commanders who specifically request fill of these positions by specific RC volunteers must state that these positions are enduring contingency requirements. Orders assigning Soldiers to these positions will not exceed 3 years in length. Enduring contingency requirements which require fills for greater than 3 years should be requested as permanent authorizations in the Army active duty structure through HQDA G-3/5/7 FM.

e. 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, Chap 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-STL, for other than Selected Reserve 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, Chap 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 will us the following hyperlink to access information and guidelines for reporting AR Troop Program Unit (TPU) Soldiers who fails to report for mobilization. Memorandum USARC, ARRC-PRP-E, 1 Nov 06, subject: Processing Director/Offices, G-1 Information and Guidance, Reporting Army Reserve Soldiers Absent Without Leave (AWOL) and Deserters (AR 190-9)

(2) RC Soldiers will be reported as a deserter when the gaining unit commander or Commander, HRC-STL, confirms that the absentee knew of or received his/her mobilization orders and the Soldier did not report for AD during the 30 days following their established reporting date.

(3) 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(1)(a-c).

(4) Commanders will initiate AWOL and dropped from roll (DFR) actions. Commanders will report AWOL RC Soldiers as deserters if they have not reported for active duty during the 7-days following their established reporting date. All AWOL and DFR documentation (completed DA 4187 changing Soldier's status from "assigned not joined" to "AWOL") completed by the Soldier's commander will be forward to HRC-A, ATTN: AHRC-PL-M-MS for final disposition and forwarding to the Personnel Control Facility (PCF) and the U.S. Army Deserter Information Point (USADIP). RC Soldiers who are AWOL after reporting for active duty are processed under AR 630-10, Chap 2 through 5. Commanders must ensure a certified copy of DA Form 4187, DD Form 458 (Charge Sheet), and DD Form 553 (Deserter/Absentee Wanted by the Armed Forces) to the Chief, USADIP within 48-hours after Soldier has been DFR of a unit. In addition, commanders will prepare the dropped from the roll (DFR) packet not more than 30-days after the DFR date. 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. Reference AR 630-10, Chap 6 for more information. For AR TPU Soldiers, the gaining unit commander will notify the Army Reserve Pay Center within 48 hours after the Soldier has been DFR of a unit.

(5) 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.

(6) RC unit commanders are responsible for confirming "no-show" status for unit personnel after mobilization day but still located at home station. Mobilization station commanders are responsible for confirming "no show" status for individual RC Soldiers (IRR, Drilling Individual Mobilization Augmentee

(DIMA), AGR, retirees) ordered to active duty and AWOL RC unit personnel after mobilization day but located at the mobilization station. The unit commander, either CONUS or OCONUS, is responsible for AWOL RC Soldiers after deployment from the mobilization station.

(7) RC Commanders will initiate AWOL and DFR 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 BULIDING 297, 463 12TH ARMORED DIVE AVE 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 Soldier's report date.

f. Surrender to Civilian Law Enforcement Officials:

IAW AR 630-10, Chapter 7 it is the policy of the DA to 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-A, TAPC-PDZ-B (mobrefrad@hoffman.army.mil) for mobilized RC Soldiers who are to be surrendered. Exceptions to this policy are submitted to HQDA (DAPE-MP), Washington, DC 20310-0330.

g. DD Form 214:

Upon release from active duty (REFRAD) RC Soldiers will receive a DD Form 214 (except Title 10 AGR Soldiers). A separation transaction will be processed in EMILPO for all RC Soldiers released or separated from active duty. This includes AGR Soldiers released from active duty. (See Chapter 10-13 for more information).

5–13. Civilian 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:

(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) or email a request from your AKO or other military email address, to CIVTRACKS@ASAMRA.hoffman.army.mil. 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) HQDA G-4 directed cognizant contracting officers to enter deployment data into CIVTRACKS 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. Reference HQDA Message G-4 dated 16 Jan 03, Subject: Army Contractor Personnel Accountability.

(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.

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.

5–14. Non-Unit Related Personnel (NRP).

Non-Unit-Related Personnel (NRP) is defined as all personnel requiring transportation to or from an operational area, other than those assigned to a specific unit (e.g., filler personnel, replacements, temporary duty/temporary additional duty personnel, civilians, medical evacuees, and retrograde personnel). All NRP Soldiers will have either a WIAS or HRC Control Number. All Push and Pull replacement Soldiers will be treated as NRP personnel and will process through the CRC.

a. CONUS to OCONUS:

All NRPs deploying OCONUS in support of contingency operations will process for deployment through the CRC. NRPs are required to redeploy through the same CRC from which they deployed.

b. OCONUS to OCONUS:

All NRPs deploying from OCONUS to OCONUS location, will process for deployment through designated deployment site. NRPs will redeploy through the same site from which they deployed.

c. CONUS to CONUS:

Individual Reserve Component replacements backfilling deploying RC units will go through their designated mobilization station for deployment processing.

5–15. Training Requirements.

a. Weapons Training:

Soldiers will deploy with a weapon based on defined mission. Deploying military personnel must be qualified IAW service component regulations on assigned weapon(s). Under certain conditions, Army Civilians and Contractors may be issued sidearm for personal defense, subject to military regulations regarding training in proper use and safe handling of firearms. Authority to carry a sidearm is contingent upon the approval and guidance of the supported combatant commander. When authorized, acceptance of a sidearm is voluntary by the deployed Army Civilian and Contractor. Even if they are not issued sidearms, all deploying Army Civilians and Contractors will receive weapons familiarization training (the equivalent of Primary/ Preliminary Marksmanship Instruction (PMI) minus the firing range event. However, they may volunteer to participate in the firing range event.) Army Civilians and

Contractors who are authorized to carry a weapon will be qualified in accordance with Army standards. For more information for DA Civilians reference DA Pam 690-47, Chapter 1-12 and for Contractors reference DA Pam 715-16, Chapter 5-3.

b. Specific Training Requirements:

(1) Area of Operation (AO). All military and civilian personnel deployed to the AO are required to receive the following training: Level one anti-terrorism measures for self-protection and terrorism threat. Biological/Chemical Warfare (BW/CW) personal protective measures. Medical threat and medical self-aid/buddy care.

(2) Theater Training. All military and civilian personnel deployed to the AO are required to receive the following training:

(a) Cultural aspects of countries they will be working in.

(b) Rules of engagement.

(c) Foreign intelligence and terrorism threat and their responsibilities to report such information to designated/appropriate authorities. This will apply specifically to security managers and/or S-2/G-2.

(d) BW/CW personal protective measures.

(e) Medical threat and medical self-aid/buddy care.

(f) Defensive travel briefing.

(g) Subversion and Espionage Directed Against the Army (SAEDA).

(h) Improvised Explosive Device (IED)

(3) Training can be either classroom instruction or required reading prior to deployment.

(a) Authority:

Pursuant to 10 USC 12686(a), an RC member who is 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 REFRAD before the Soldier attains 20 years of active service unless the Secretary of the Army of his designee approves the release. See Chapter 10 for information on requesting sanctuary after a Soldier is mobilized.

(b) Not Retained on Active Duty:

RC Soldiers will not be retained on active duty pursuant to 10 USC 12302 beyond 24 consecutive months of active duty. Soldiers eligible for retention on active duty pursuant to 10 USC 12686(a) at the end of such period of active duty must be voluntarily retained on active duty pursuant to 10 USC 12301(d).

(c) Voluntarily Ordered to Active Duty:

RC Soldiers voluntarily ordered to active duty (other than for training) pursuant to 10 USC 12301(d) for a period of less than 180-days will be required to waive eligibility for retention pursuant to 10 USC 12686(a).

5–16. Non-Citizen Soldiers.

a. Enlisted Soldiers with 8 years of Military Service:

Enlisted Soldiers with permanent resident alien status who will achieve eight (8) years of military service may be mobilized with the unit of assignment provided they have filed for citizenship and have a 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 court date. Extensions may be up to 90 days beyond their anticipated court date, but not to exceed 12 months from the 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, PSBs, PSCs, 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.

5–17. Points of Contact.

(a) HQDA:

1. DCS, G-1, Military Mobilization Branch HQDAG1Operations@hqda.army.mil.

2. DCS, G-1, Civilian Mobilization Branch, DSN 223-2127 or 223-2119.

3. DCS, G-4, Contractor Personnel, DALO-PLS, 703-617-7027.

4. HRC-A, Mobilization Operations, 703-325-7501, DSN 221-7501.

(b) FORSCOM:

1. Soldier Readiness Processing and Deployment Criteria, AFAG-PS, DSN 367-7433.

2. Personnel Mobilization and Deployment Policy, AFAG-PFM, (404) 464-6527 OR DSN 367-6527.

3. Individual Fill Requirements, Personnel Crisis Action Agent, DSN 367-7526 or DSN 367-6492.

4. Civilian Personnel, AFPI-CP, DSN 367-7587

5. Force Protection, AT/FP, DSN 367-6847.

6. Derivative UIC/eMILPO Coordination, AGAG-PSSB, DSN 367-6847.

7. G-3/5/7, Training Division, Training Integration Branch (TRI), DSN 367-5542

5–18. References.

1. AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

2. AR 140-10, Assignments, Attachments, Details, and Transfers

3. AR 140-111, US Reserve Component Reenlistment Program

4. AR 140-158, Enlisted Personnel Classification, Promotion and Reduction.

5. AR 525-13, Antiterrorism/Force Protection and Security of Personnel Information and Resources

6. AR 600-8-6, Personnel Accounting and Strength Reporting

7. AR 600-8-11, Reassignment

8. AR 600-8-14, Identification Cards for Members of the Uniformed Services, their Family Members, and other Eligible Personnel

9. AR 600-8-19, Enlisted Promotions and Reductions

10. AR 600-8-24, Officer Transfers and Discharges

11. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

12. AR 600-8-104, Military Personnel Information Management/Records (Draft)

13. AR 600-20, Army Command Policy

14. AR 600-60, Physical Performance Evaluation System

15. AR 600-110, Identification, Surveillance and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

16. AR 608-99, Family Support, Child Custody, and Paternity

17. AR 614-100, Officer Assignment Policies, Details and Transfers

18. AR 614-200, Enlisted Assignments and Utilization Management

19. AR 635-5, Separation Documents

20. AR 635-10, Processing Personnel for Separation

21. AR 635-200, Enlisted Personnel

22. AR 690-11, Mobilization Planning and Management

23. AR 715-9, Contractors Accompanying the Force

24. DA Pam 635-4, Pre-separation Guide

25. DA Pam 690-47, DA Civilian Employee Deployment Guide

26. DA Pam 715-16, Contractor Deployment Guide

27. Joint Pub 4-06, Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations

28. NGR 600-100, Commissioned Officers-Federal Recognition and Related Personnel Actions

29. NGR 600-200, Enlisted Personnel Management

30. HQDA (DAPE-MPE), 211105z MAY 99, Message 046/99, HQDA Guidance on Deployment Eligibility, Assignment, and Reporting of Soldiers Affected by the Lautenberg Amendment

31. HQDA Memorandum dated 27 FEB 1998, Subj: Implementation of Lautenberg Amendment for Department of the Army Civilians

32. FM 100-10-2, Contracting Support on the Battlefield

33. DA PERSCOM, 16 JAN 03, MILPER Message 03-069, Contingency Operations Personnel Planning Guidance

34. DODI 2000.16, DOD Antiterrorism

35. SIDPERS-3 Procedural Guidance, Procedure 3-38, Process TCS Reassignment

36. DODD 1235.10, Activation, Mobilization, and Demobilization of the Ready Reserve

37. DA PERSCOM, 250945z FEB 02, MILPER Message 02-102, Processing Requests for Operational Deletions and Deferments (to include those based on deployments)

38. DA PERSCOM, 26 MAR 02, MILPER Message 02-123, Clarification of Junior Enlisted Promotion Policy for Soldiers Mobilized and Affected by Stop Loss

39. HQDA MSG, 19 FEB 02, Subj: Enlisted Promotion Policy for Soldiers Mobilized and Soldiers Affected by Stop Loss

40. ASA(M&RA), Memo, 10 JAN 02, Subj: Retention of Officers on the Reserve Active Status List

41. ASA(M&RA), Memo, 23 APR 02, Subj: Suspension of Law Pertaining to Permanent Reserve Warrant Officers

42. HQDA G-3/5/7, DAMO-AOC-CAT, 272331z NOV 02, (u) Readiness Criteria for Deployment ISO OPLAN 1003V-Final (contents classified)

43. DODD 1315.07, Military Personnel Assignments

44. AR 630-10, Absence without leave, desertion and administration of personnel involved in Civilian court proceedings.

45. HQDA Message (DALO-PLS), dated 161410z JAN 03, Subject: Army Contractor Personnel Accountability.

46. AR 135-155, Promotion of Commissioned Officers and Warrant Officers other than General Officers.

47. ASA (M&RA) Policy Memorandum, dated 17 DEC 2003, Subject: Promotion of Mobilized Reserve Component Officers on the Reserve Active Status List.

48. AR 623-3, Officer Evaluation Reporting System,

49. DA Pam 623-3, Non Commissioned Officer Evaluation Reporting System

50. AR 15-6, Procedures for Investigating Officers and Boards of Officers

51. AR 600-8-1, Army Casualty Operations/Assistance/Insurance

52. AR 600-34, Fatal Training/Operational Accident Presentation to Next of Kin

53. AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects

54. DA Pam 638-2, Care and Disposition of Remains and Disposition of Personal Effects

55. DODI 1300.18 Military Personnel Casualty Matters, Policies, and Procedures.

56. DODI 2310.4 Repatriation of Prisoners of War, Hostages, Peacetime Government Detainees and Other Missing or Isolated Personnel

57. DODI 2310.5 Accounting Personnel for Missing

58. HQDA (DAPE-MPE-RC), 161400Z OCT 03, ALARACT MESSAGE 131/2003, Subject: Final Implementation of the Lautenberg Amendment to the Gun Control Act of 1968

59. MILPER MESSAGE 02-165, DTG 231120Z MAY 02, SUBJECT: Procedural Guidance on the Reporting of Soldiers Affected by the Lautenberg Amendment

60. DOD MEMORANDUM DATED NOV 27, 2002, SUBJ: DOD Policy for Implementation of Domestic Violence Misdemeanor Amendment to the Gun Control Act for DOD Civilian Personnel

61. HQDA MSG, 211121Z NOV 03, SUBJ: Suspension of Conditional Promotions – SGT through SFC

62. DA HRC, 25 NOV 03, MILPER MESSAGE 04-037, Promotion Procedural Guidance for Suspension of Conditional Promotions-SGT through SFC

63. HQDA MESSAGE (DAPE-MPE), 212120Z NOV 03, SUBJ: Implement Active Army Unit Stop Loss/Stop Movement Program.

64. HQDA MESSAGE (DAPE-MPE), 062051Z JAN 04, SUBJ: Expand Coverage of the Current (NOV 2003) Active Army Stop Loss/Stop Movement Program

65. DA HRC, 7 JAN 04, MILPER MESSAGE 04-053, Expand Coverage of the Current Active Army (AA) Stop Loss/Stop Movement Program.

66. HQDA MESSAGE (DAPE-MPE), 051336Z SEP 02, SUBJ: Stop Loss – New 12-month Soldier Stop Loss Policy

67. DA HRC, 9 SEP 02, MILPER MESSAGE 02-242, SUBJ: Stop Loss – New 12 Month Soldier Stop Loss Policy

68. DA HRC, 21 NOV 02, MILPER MESSAGE 03-040, SUBJ: RC Unit Stop Loss Procedures for the Army National Guard

69. DA HRC, 21 NOV 02, MILPER MESSAGE 03-041, SUBJ: RC Unit Stop Loss Procedures for the Reserve Component

70. DA HRC, 27 NOV 02, MILPER MESSAE 03-044, SUBJ: Stop Loss – Partial Lift # 2

71. DA HRC, 22 NOV 03, MILPER MESSAGE 04-032, SUBJ: Implement Active Army Unit Stop Loss/Stop Movement Program (corrected)

72. DA HRC, 9 JUL 03, MILPER MESSAGE 03-206, SUBJ: Stop Loss – Partial Lift #4 of all Component 12-month, Skill-Based Stop Loss

73. DA HRC, 4 JUN 03, MILPER MESSAGE 03-184, SUBJ: Stop Loss – Total Lift of Active Component (AC) Unit Stop Loss for Operation Iraqi Freedom (OIF) Units, and Partial Lift # 3 of all Component 12-month, Skill-Based Stop Loss

74. AR 600-8-104, Military Personnel Information Management/Records (Draft)

75. DA Pam 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing).

76. ASA (M&RA) Memo dated 4 Apr 07, Subject: Reserve Components Veterinary Corps 180-Day Rotation Policy.

77. CENTCOM Reg 525-33 dtd 2 Feb 06, Military Operations: Personnel Recovery Procedures

CHAPTER 6 – EQUIPMENT

6–1. Purpose.

Provide equipment guidance for military and civilian (DA/DOD, Red Cross, AAFES, and Contractors) personnel who mobilize and/or deploy in support of contingency operations.

6–2. General.

(a) 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 PPP 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. Cold weather equipment will not be issued if deployment does not span winter months.

(b) RC units alerted for mobilization will submit a list of their deployment OCIE shortages to the mobilization station Central Issuing Facility (CIF). The mobilization station CIF will requisition and issue all shortages of deployment/theater specific OCIE using GWOT or CONOPS funding along with placing the Operational Project Code on all requisitions. Upon redeployment, the mobilization station will recover non-unit fielded OCIE.

(c) 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 6-3 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.

(d) 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.

(e) All personnel traveling in and out of the CENTCOM AOR will wear either civilian clothing, desert camouflage uniform (DCU) or Army Combat Uniform (ACU) on the aircraft.

(f) It is Army policy that DA/DoD Civilians should be issued and trained in the use of the same equipment and protective gear as is issued to military personnel in the area of operations (AO), as mission dictates. Desert pattern Battle Dress Uniform stocks will be issued to Government Civilian Employees (and Contractors if exception is granted).

(g) 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, a helmet IOTV and ESAPI plates. Soldiers and contractors will continue to deploy with OTV and SAPI until IOTV and ESAPI are issued at mobilization points. If eSAPI is issued in theater, the contractor will maintain the SAPI plates and bring them back to CRC for turn-in along with all other issued equipment. 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, paragraph 3-3e). The CRC will ensure personnel have negotiated required OCIE prior to departure from CONUS.

(h) The contractor is liable for the cost of replacement clothing and equipment. The Contracting Officer is responsible for enforcing the terms of the contract and ensuring the contractor complies with applicable policy and regulations.

(i) 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 DAPA-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 CIF-Installation Support Module (CIF-ISM.) Other equipment 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. 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.

(j) All individual deploying through the CONUS Replacement Centers should bring a cold weather jacket for redeployment.

(k) Authorized for issue to the Army and Air Force Exchange Service (AAFES) civilian personnel are items listed in the Civ Qty column (6-3) unless other quantity identified. In addition, chemical defense equipment will be issued to AAFES personnel (see section 6-3c below): No LIN Mask, Chemical Land-1; No LIN Canister C2A1-2.

6–3. Organizational Clothing and Individual Equipment (OCIE).

(a) The OCIE specified below is the minimum requirement for all active duty DOD service members and civilians 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, barring unusual circumstances. Soldiers and civilians will deploy with the primary, first listed, OCIE item, or the alternate, second listed, OCIE item.

NOLIN	NOMENCLATURE	NOTES	MIL QTY	DOD/ DA CIV QTY	CON TR QTY	AAF ES QTY
B13907	BAG BARRACKS		1	1	0	0
B14729	BAG DUFFEL	(NOTE 2)	4	3	2	2
	An additional Duffle Bag will be issued to all Brigade Civilian Safety Personnel					
B15825	BAG WATERPROOF		2	2	0	1
B90343	BELT, RIGGERS BLACK		1	1	0	0
B60315	BOOT HOT WEATHER TAN	(NOTE 3)	2	2	0	2
B13584	BOOT TEMPERATE WEATHER TAN	(NOTE 3)	2	2	0	0
(or) B60315	BOOT HOT WEATHER TAN	(NOTE 3)	2	2	0	0
B09054	BOOT INTERMEDIATE COLD WET		1	1	0	1
	ICW boots only issue to soldiers deploying to Afghanistan					
	Black ICW should be issued to civilians who do not get uniforms until stocks are exhausted					
T85614	TROUSER ARMY COMBAT UNIFORM (ACU)	(NOTE 5)	4	0	0	0
T35238	TROUSER CAMOUFLAGE DESERT		0	4	4	4
C10345	COAT COMBAT UNIFORM (ACU)	(NOTE 5)	4	0	0	0
C43484	COAT CAMOUFLAGE DESERT		0	4	4	4
P12029	ACU CAP PATROL	(NOTE 5)	1	0	0	0
H20413	ACU HAT, SUN	(NOTE 5)	1	0	0	1

NOLIN	NOMENCLATURE	NOTES	MIL QTY	DOD/ DA CIV QTY	CON TR QTY	AAF ES QTY
C04411	CAP CAMOUFLAGE DESERT		0	1	1	1
H20256	HAT CAMOUFLAGE DESETT		0	1	1	1
DA155L	KNEE PAD INSERTS (ACU)	(NOTE 5)	1	0	0	0
	8415-01-520-4077					
	8415-01-520-4086					
DA1588	KNEE PADS, UNIVERSAL		1	1	0	0
(or) DA1589	KNEE PADS, DESERT		1	1	0	0
(or) DA1595	KNEE PADS, COYOTE		1	1	0	0
(or) DA1543	KNEE PADS, WOODLAND		1	1	0	0
DA1553	ELBOW PAD INSERTS (ACU)	(NOTE 5)	1	1	0	0
	8415-01-520-4140					
	8415-01-520-4255					
	8415-01-520-4259					
DA 1556	ELBOW PADS, UNIVERSAL		1	1	0	0
(or) DA1525	ELBOW PADS, DESERT		1	1	0	0
(or) DA1534	ELBOW PADS, WOODLAND		1	1	0	0
(or) DA1532	ELBOW PADS, COYOTE		1	1	0	0
J67052	GLOVE SYSTEM, NOMEX SUMMER		1	1	0	0
G06171	GLOVE SYSTEM NOMEX, INT		1	1	0	0
DA2595	BRA, MOISTURE WICKING		4	0	0	0
T24671	T-SHIRT MOISTURE WICKING SAND		4	0	0	4
	4 will be issued to all Brigade Civilian Safety Personnel					
(or) DA1597	T-SHIRT MOISTURE WICKING BROWN		4	0	0	4
S89914	SOCKS, COTS		4	0	0	4
	4 will be issued to all Brigade Civilian Safety Personnel					
B28123	IBA (OTV) CONSISTING OF	(NOTE 1)	1	1	1	1
and DA7059	ESAPI	(NOTE 1) (NOTE 7)	2	2	2	2
DA7029	ADVANCED COMBAT HELMET - GREEN		1	1	1	1
(or) DA7078	ADVANCED COMBAT HELMET - FOLIAGE GREEN (COMBAT VEHICLE)		1	1	1	0
w/DA1599	COVER HELMET ACH UNIVERSAL		1	1	1	0
(or) w/DA1554	COVER HELMET ACH REVERSIBLE WDLD/DSRT		1	1	1	1
(or) K34733	HELMET GROUND TROOPS PASGT		0	0	0	0
w/F28747	COVER HELMET DESERT		1	1	1	1
C96399	CANTEEN 2 QUART		1	0	0	0
w/F30117	COVER CANTEEN (FOR C96399)		1	0	0	0
C96536	CANTEEN 1 QUART		2	1	0	1
w/F30391	COVER CANTEEN (FOR 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
R97425	MOLLE (PACK) SYSTEM UNIVERSAL	(NOTE 4)	1	0	0	0

NOLIN	NOMENCLATURE	NOTES	MIL QTY	DOD/ DA CIV QTY	CON TR QTY	AAF ES QTY
(or) M90292	MOLLE (PACK) SYSTEM DESERT	(NOTE 4)	1	0	0	0
(or) M90610	MOLLE SYSTEM WOODLAND		1	0	0	0
(or) V02073	VEST LOAD BEARING	(NOTE 4)	1	1	0	0
(or) U73323	SUSPEND INDIVIDUAL EQUIP	(NOTE 4)	1	1	0	0
And B59567	BELT INDIVIDUAL EQUIP		1	1	0	0
F59856	PACK FIELD LARGE		1	0	0	0
(or) H39903	PACK FIELD LARGE		1	0	0	0
(or) H39835	FIELD PACK MED		1	0	0	0
w/H90705	FRAME FLD PACK (FOR H39835)		1	0	0	0
DA6584	HYDRATION SYSTEM UNIVERSAL		1	1	0	0
	8465-01-525-5531					
(or) DA6585	HYDRATION SYSTEM DESERT		1	1	0	0
	8465-01-519-2301					
(or) DA6583	HYDRATION SYSTEM WOODLAND		1	1	0	0
	8465-01-519-2300					
Z00793	IMPROVED FIRST AID KIT		1	0	0	0
	1 will be issued to all Brigade Civilian Safety Personnel					
No Lin	INFRARED MARKERS		1	0	0	0
	2 will be issued to all Brigade Civilian Safety Personnel					
	9390-01-504-4114					
	(OR) 9390-01-503-9396					
No Lin	3 Infrared IR SCHIMs will be issued to all Brigade Civilian Safety Personnel					
M24944	MAT SELF INFLATING		1	1	0	0
(or) M37042	MAT SLEEPING		1	1	0	0
M60483	MODULAR SLEEP BAG SYSTEM		1	1	0	1
(or) T71673	SLEEPING BAG INTERMEDIATE		1	1	0	0
(or) T71706	SLEEPING BAG EX COLD WEATHER		1	1	0	0
HA4078	GOGGLES SWD		1	1	0	0
	4240-01-504-0052					
DA6514	BALLISTIC SPECTACLES		1	1	0	1
(or) HA4084						1
(or) HA4053						1
M95975	NECKERCHIEF BROWN		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
	8415-01-319-9041					
	8415-01-319-9042					
	8415-01-333-9714					
	8415-01-527-4653					
	8415-01-527-4655					
	8415-01-527-4664					
	8415-01-527-4665					
	8415-01-527-4666					
G63382	GLOVES ICWGS		1	1	0	1

NOLIN	NOMENCLATURE	NOTES	MIL QTY	DOD/ DA CIV QTY	CON TR QTY	AAF ES QTY
D49418	DRAWERS ECWCS POLYPROPYLENE		3	2	0	2
U86178	UNDERSHIRT ECWCS POLYPROPYLENE		3	2	0	2
05008N	UNDERSHIRT, ECWCS SILK WEIGHT BLACK		2	2	0	0
05009N	DRAWERS ECW SILK WEIGHT BLACK		2	2	0	0
S04834	SHIRT CW FLEECE BLACK ECWCS		1	1	0	0
C50256	BIB OVERALLS CW FLEECE BLK ECWS		1	0	0	0
	1 will be issued to all Brigade Civilian Safety Personnel					
L70172	LINER COAT FIELD JACKET (Or S04834)		1	1	0	0
L72022	LINER TROUSERS CW ECWCS		1	1	0	0
C75387	COAT ARMY COMBAT UNIFORM (ACU) field jacket		1	1	0	0
(or) C45813	COAT FIELD JACKET DESERT		1	1	0	0
DA152X	PARKA UNIVERSAL ECWCS		1	1	0	0
(or) P69767	PARKA DESERT ECWCS		1	1	0	0
(or) P69699	PARKA WOODLAND ECWCS		1	1	0	0
DA155W	TROUSERS UNIVERAL ECWCS		1	1	0	0
(or) T36177	TROUSER DESERT ECWCS		1	1	0	0
(or) T35375	TROUSERS WOODLAND ECWCS		1	1	0	0
DA157W	PARKA, WET WEATHER UIIVERSAL		1	1	0	0
(or) P05813	PARKA, WET WEATHER (improved)		1	1	0	0
(or) N70110	PARKA WET WEATHER		1	1	0	0
DA1558	TROUSERS WET WEATHER UNIVERSAL		1	1	0	0
(or) T38070	TROUSERS, WET WEATHER (Improved)		1	1	0	0
(or) N37752	TROUSERS WET WEATHER		1	1	0	0
P17415	PONCHO WET WEATHER		1	1	0	1
L70789	LINER WET WEATHER PONCHO		1	1	0	1
No Lin	Chitosan Dressing		1	1	0	0
	6510-01-502-6938					
	6510-01-503-8726					
No Lin	Multipurpose Tool		1	0	0	0
	1 will be issued to all Brigade Civilian Safety Personnel					
No Lin	Strap Cutter		1	0	0	0
	1 will be issued to all Brigade Civilian Safety Personnel					

NOTE 1: For Soldiers, DA/DoD Civilians and contractors deploying to OIF and OEF, interceptor body armor (OTV and SAPI) is available at the mob station/CRC. If none is available, the individual will deploy and it will be drawn in theater; however, stocks in theater are low and all possible attempts to have OTV, SAPI/ESAPI prior to deployment must be attempted. All Soldiers who will deploy into Iraq will receive OTV and SAPI/ESAPI as part of RSOI.

NOTE 2: Soldiers are authorized 4 duffle 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 duffle 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: Desert tan boots are prescribed, however, if prescribed boot indicated is not available in the correct size then Soldiers deploying to theater can use the older desert boot, LIN B16584 until the

HW/Tan desert boots can be issued in theater. Rapid Fielding Initiative (RFI) will issue two pairs of desert tan boots in theater; the Mob Station will not make a duplicate issue. The maximum authorized quantity of desert tan boots regardless of source of issue is two pairs. The Intermediate Cold Weather Boot may also be issued.

NOTE 4: Soldiers will report with the MOLLE system applicable for their MOS with as many pockets or other attachments as the unit commander wishes, or pack the unit has available. If MOLLE is not available then either the load bearing vest or the suspenders and belt combination will be issued with the corresponding field pack and frame. DA/DoD Civilians will be issued either load bearing vest or the suspenders with belt combination.

NOTE 5: Items are part of the extended cold weather clothing system and part of the rapid fielding initiative (RFI). Commanders may determine items to issue based on deployment location. The mob station/CRC will not duplicate RFI issues.

NOTE 6: 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 7: These items are being issued as RFI items. To ensure items are not duplicated PPPs, PSPs 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 8: The ACU will be issued, however, if there are not stocks of the ACU the Soldier can be issued C43484, Coat Camouflage Desert and T35238, Trousers Camouflage Desert, C04411 CAP CAMOUFLAGE DESERT AND H20256 HAT CAMOUFLAGE DESERT in lieu of ACU items. The total quantity of ACUs and DCUs coats and trousers will not exceed four sets, cap and hat totals will not exceed one each regardless of pattern

NOTE 9: SAPI/ESPI will be issued to all deploying Soldiers. If SAPI/ESAPI is not available at MOB station, it will be issued in theater. Not receiving SAPI/ESAPI prior to deployment will not cause a Soldier to be non-deployable

NOTE 10: Contractors at a minimum will be issued protective equipment to include all prescribed NBC gear, helmet (either PASQT or ACH), and OTV and SAPI plates. If ESAPI is issued in theater, the contractor will maintain the SAPI plates and bring them back to CRC for turn-in along with all other equipment issued out of CRC.

(b) The above 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, 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

6–4. Personnel Protection Equipment.

See Chapter 7-9 for details.

6–5. 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)

6–6. Equipment Accountability.

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.

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.

All OCIE issued by the CRC will be captured in the Central Issue Facility Installation Sustainment Maintenance (CIF ISM) system.

a. 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 issuance of equipment to the individual augmentee before departure from home station.

(3) IRR and civilian personnel will receive a protective mask during processing at the CRC.

b. 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 issuance 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) The CIF ISM generated DA Form 3645 will be annotated with the weapon serial number.

6–7. Authorized Baggage.

a. Deployment-AMC/Contracted Military/Commercial Flights:

During deployment to theater, Soldiers are authorized 4 duffle bags (one personal duffle 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 duffle bags (one personal duffle 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 duffle bags (one personal duffle 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 duffle bags. Each duffle 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 duffle bags and 1 carry-on bag as prescribed above. Normally, commercial airlines (depending on

each airlines' 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 are required to return with all issued OCIE as To Accompany Troops (TAT) and not packed in with unit equipment. The same weight and size maximum standards for deployment is the same for redeployment. Soldiers are authorized 4 duffle bags (one personal duffle bag is included in this quantity) and 1 carry-on bag. DA/DoD and other federal civilians are authorized 3 duffle bags (one personal duffle bag is included in this quantity) and 1 carry-on bag. Contractors are authorized 2 duffle bags (one personal duffle 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 duffle 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 duffle bags and 1 carry-on bag as prescribed above. Normally, commercial airlines (depending on each airlines' policy) allow the traveler 2 checked bags and 1 carry-on bag before excess baggage costs are charged to the traveler.

6–8. 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-SUT, DSN 224-6176, FAX 224-6016

f. ARMY MATERIEL COMMAND (AMC), EOC, DSN 227-8407

6–9. References.

a. DCS, G-1, MILITARY MOBILIZATION BRANCH, DAPE-MPZ-MM, 703-697-5290.

b. DCS, G-1, MOBILIZATION OPERATIONS, DSN 227-4246, (CLASSIFIED) AAPCCMOB@HQDA.army.smil.mil, (UNCLASSIFIED) PCCIMA01@HQDA-AOC.army.pentagon.mil.

c. DCS, G-1, CIVILIAN MOBILIZATION BRANCH, DSN 223-2127 or DSN 223-2119.

d. DCS, G-4, CONTRACTOR PERSONNEL, DALO-CIR, DSN 767-7027.

e. DCS, G-4, LOGISTICS OPERATIONS CELL (LOC), DALO-CIR-LOC, DSN 227-5939.

f. DCS, G-4, DALO-LP3, DSN 224-0956, FAX 224-6016

g. ARMY MATERIEL COMMAND (AMC), EOC, DSN 227-8407.

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 deployment 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 9 to CENTCOM, USCINCCENT Individual Protection and Individual/Unit Deployment Policy and TAB A to Mod 8, Amplification of the Minimal Standards of Fitness for Deployment to the CENTCOM AOR (See MOD 9).

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:

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

(b) 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 REFRAD back to their RC units to undergo a non-duty related MEB/PEB (see Example Memo).

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 a Soldier is found to have a permanent or temporary medical condition within the first 25-days of mobilization, he/she will be REFRAD in accordance with the 25-day rule policy and their medical records will be forwarded to HRC-STL for further action.

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 individual health and dental records, but rather arranged by an appropriate person within the organization.

(2) HRC-St Louis (HRC-SL) will coordinate shipment of records for IRR, IMA and retirees, as available.

(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.

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 Flowsheet). 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.

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 MILPER Message 05-273 for most recent guidance.

k. ALARACT 135/2007 Subject: Initial Personnel Policy Guidance For Assignment And Attachment To Warrior Transition Units (WTU), DTG 142109Z JUN 07.

This message provides policy guidance for Warriors in Transition. To better care for injured or ill Soldiers, the Army is creating Warrior Transition Units (WTU) to which Soldiers may be assigned or attached subject to meeting the Warrior in Transition criteria (defined in this message) and approval of the first colonel level commander in the Soldiers chain of command. The bridging strategy the Army will pursue is the merging of existing WTU companies and detachments with Medical Retention Processing Units (MRPUs). The WTU will be multi component units. Soldiers currently assigned to these units as cadre or Warriors in Transition will remain assigned. The message also identifies locations where WTUs will initially be established (effective 15 Jun 07). See the message for specifics.

7–3. Medical Criteria & Testing.

a. HIV Testing:

(1) 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). This supersedes the requirement for HIV testing within 12 months of deployment prescribed by the October 6, 1998 Health Affairs policy memorandum

(Health Affairs Policy 99-002). 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.

(2) 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.

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

b. Pre- and Post-Deployment Serum Specimens:

(1) According to the Joint Medical Readiness Oversight Committee's (JMROC) recommended change to interim standards established in the 2005 National Defense Authorization Act and reference the Assistant Secretary of Defense for Health Affairs Policy 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.

(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-A 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 5-4c 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:

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 other locations (considered high threat for tuberculosis) require TST within twelve months prior to deployment, at the time of redeployment, and again at three to six months after redeployment. Individuals with previous positive TSTs do not require testing.

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) 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.

(3) 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.

(2) Army personnel deploying to a malarias area (see paragraph 7-6c below) will have G6-PD Deficiency screening performed during pre-deployment in conjunction with routine unit or individual "Soldier Medical Readiness (SRP), and will be documented as a required component of Individual Medical Readiness (IMR).

(3) Only one test is required to determine if a deficiency exists. G6-PD screening results have no expiration date. 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. The result of testing will be documented in MEDPROS, as N for normal, or D for deficient.

(4) 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.

(5) 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:

(1) Female Soldiers are required to have an annual Papanicolaou Test (PAP smear) unless they meet one of the following criteria:

(a) They are 30 years of age or older with no history of dysplasia in the past and they have had three consecutive normal PAP smears. These women are required to have PAP smears/cervical cytology every three years.

(b) The Soldier has had a hysterectomy with removal of the cervix for reasons other than cervical dysplasia or cancer. She is permanently exempt from the PAP smear. Those with a history of supracervical hysterectomy (cervix present) do not apply for permanent exemption.

(2) Female Soldiers age 25 years or younger are required to have annual Chlamydia testing.

(3) Women age 40 and over are required to have a mammogram a minimum of every 2 years. More frequent intervals may be indicated based on patient risk factors and clinical judgment.

(4) Women's Health Readiness Categories are as follows (See enclosure 1 of OTSG/MEDCOM Policy Memo 08-031 for guidance on timing of pre-deployment cytology screening):

(a) Women's Readiness Class 1:

1. Soldier has normal cervical cytology within one year or

2. Soldiers 30 years of age and over who have met the criteria in 7-3i(1), and has normal cytology within 3 years.

3. Soldier will be considered available and categorized as "Green" in MEDPROS.

(b) Women's Readiness Class 2:

1. Soldiers 20 years old and younger who have a history of abnormal cervical cytology to include cervical cytology showing Atypical Squamous Cells of Undetermined Significance (ASC-US) with Human Papilloma Virus (HPV) typing negative or positive for oncogenic HPV or those with low-grade squamous intraepithelial lesion (LSIL) or cervical intraepithelial neoplasia 1 (CIN 1) or

2. Soldiers of any age with abnormal cervical cytology which has been fully evaluated and/or treated and has been cleared by a provider credentialed in women's health.

3. Soldier will be considered available and categorized as "Green" in MEDPROS.

(c) Women's Readiness Class 3: Soldier's most recent cervical cytology is abnormal and requires further evaluation by a provider with credentials in women's health. The following cervical cytology results require further evaluation:

1. In women over 20 years of age this includes: ASC-US HPV Positive, LSIL, HSIL, and CIN, CIS, adenocarcinoma in situ (AIS), atypical glandular cells (AGC), or invasive cancer.

2. In women 20 years and younger this includes: HSIL, CIN 2, CIN 3, CIS, AIS AGC, or invasive cancer.

3. Soldier will be considered non-available and categorized as "Red" in MEDPROS.

(d) Women's Readiness Class 4: Soldier whose cervical cytology is not current as defined in 7-3i(1). Soldier will be considered non-available and classified as "Red" in MEDPROS.

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.

(1) 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.

(2) 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.

c. Medical Retention Processing:

Effective 1 March 2004, RC Soldiers on active duty for contingency operations in support of the Global War on Terror (GWOT) found by military medical authority to have a GWOT 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).

d. 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.

e. 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, then the Soldier 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 471-7184, 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; in Korea, dial DSN 315-737-4004 or commercial 011-822-7917-4004.

7–6. Immunizations.

a. 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.

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				

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.)

Hepatitis A vaccine series IAW manufacturers' product information.

Measles/mumps/rubella vaccine: See ALARACT message "Focusing Measles-Mumps-Rubella (MMR) And Inactivated Poliovirus (IPV) Vaccines On New Accessions," 23 Aug 2004, 16:25:00. In brief, cease including MMR in routine vaccination screening after initial military training.

Inactivated poliovirus vaccine (IPV): See ALARACT message "Focusing Measles-Mumps-Rubella (MMR) And Inactivated Poliovirus (IPV) Vaccines On New Accessions," 23 Aug 2004, 16:25:00.

Typhoid (injectable or oral), current per FDA product information.

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.

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.

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.

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.

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.

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 six dose immunization series will be offered all six 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 and ALARACT 212/2007).

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.

b. Medical nuclear, biological, and chemical defense materiel (MNBCDM):

(1) 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:

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

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

(c) 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.

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

(2) When possible, individuals will ensure that all MNBCDM materiel issued is stored at room temperature between 59 and 86 degrees Fahrenheit. Especially important is to prevent freezing.

(3) Release of materiel to individuals:

(a) 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.

(b) 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.

c. Supplementary Medical Guidance – CENTCOM AOR:

(1) Malaria chemoprophylaxis requirements 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. Since 2004, the CJTF-76 component/task force surgeons have been the medical decision making authorities regarding type and timing of malaria chemoprophylaxis for their subordinate forces. Disease risk varies by location within the AOR, as follows:

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

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)	

1. 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.

2. 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.

3. 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.

(b) Arabian Peninsula:

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

Iraq (May through November)	Yemen (year-round)
Saudi Arabia (year-round, but in western regions only)	

2. 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.

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

Djibouti	Kenya
Eritrea	Somalia
Ethiopia	Sudan

1. 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.

2. 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.

3. 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.

d. <u>Supplementary Medical Guidance – EUCOM AOR:</u>

(1) 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	Zimbabwe

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

(2) Yellow fever: Vaccine is required for personnel deploying to countries where the disease is present, including:

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		

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

(3) 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.

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

(a) 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.

(b) Sub-Saharan Africa, consisting of the countries of are all 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		

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.

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

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.

(d) Near Eastern countries, consisting of:

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.

(e) 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.

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

(g) Personnel deploying to malaria-endemic areas 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.

(h) Personnel should be informed that missing one day of doxycyline will place them at risk for malaria.

(i) 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.

(j) 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:

1. habitat awareness

2. proper wear of uniform/other clothing (sleeves down, boots bloused)

3. use of 33% DEET insect repellent for skin (NSN 6840-01-284-3982)

4. permethrin insect repellent for clothing and bed nets (spray, NSN 6840-01-278-1336, or IDA-kits, NSN 6840-01-345-0237)

5. mosquito bed nets (NSN 7210-00-266-9736) and poles (NSN 7210-00-267-5641) or bednet pop-up (NSN 3740-01-516-4415).

e. <u>Supplementary medical guidance – PACOM AOR:</u>

(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.

(a) 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.

(b) 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 Guidance.

a. Annual Dental Examination:

(1) All Soldiers must meet annual dental examination requirement prior to arrival at mobilization station. All Soldiers must be in dental readiness class 1 or 2, in order to be deployed without restriction and to locations with limited dental support. Unit commanders are responsible for monitoring the compliance of their Soldiers regarding this readiness requirement. Commanders will ensure individual Soldiers' dental readiness classification is correctly recorded in the MEDPROS and/or CDA tracking systems prior to mobilization.

(2) The requirement for periodic (annual) dental examinations is suspended for Soldiers (all Compos) serving in a deployed status OCONUS in support of OIF and OEF. However, Soldiers must still be dental readiness class 1 or 2 in order to deploy. Once deployed, the periodic dental examination requirement will be deferred until the Soldier 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 periodic dental examination. This policy does not preclude commanders from directing the accomplishment of periodic dental examinations if the force protection environment, time and resources permit; however, the mandatory requirement is suspended.

b. Dental Class 3 and 4 Soldiers:

Soldiers, who do not have a current dental examination or have already been identified as dental readiness class 3, should coordinate through their chain of command to obtain necessary dental treatment prior to arrival at the mobilization station. Soldiers in dental class 3 are eligible for deployment within CONUS in support of Operation Noble Eagle. PROFIS personnel will be screened at home station prior to joining their units. Soldiers in dental class 3 or 4, and requiring treatment for pain, trauma, oral infections, or follow-up care are not eligible for overseas deployment until corrective action is completed. Contact the Reserve Health Readiness Program (RHRP) contractor at 1-800-666-2833 for a network provider in your local area. The ARNG provides dental screening/treatment services thru each state medical detachment and a variety of local service contracts similar to the RHRP.

c. REFRAD Policy:

RC Soldiers identified in the first 25-days as having a pre-existing dental 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/dental retention standards (Reference AR 40-501, Chapter 3). Soldiers with medical or dental conditions which cannot be corrected within the first 25 days of the initial mobilization order will have their records annotated as medically/dentally unqualified for deployment and be identified for REFRAD according to the REFRAD policy. These Soldiers unqualified for deployment should 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.

d. Dental Record:

All Soldiers must have a complete dental record to include military dental record jacket, DA Form 5570 (Health Questionnaire envelope), privacy act statement, SF 603/603a and/or DD Form 2813, HIPPA notice of privacy practices, and supporting radiographs. All Soldiers must have a dental panograph on file in their dental record IAW AR 600-8-101 and DA Pam 690-47 (appendix a), respectively. The panographic radiograph must be of adequate quality for diagnostic and identification purposes. The panographic radiograph will adequately represent the current oral condition of the Soldier. Civilian employees deploying outside CONUS and US territories are required to provide a DNA sample or a dental panograph. Because deploying civilian employees are normally required to submit a DNA specimen, a panograph is usually not required. However, a dental panograph is required if the ability to take DNA samples is not available. IAW DODI 1400.32, 6.1.10., deploying civilians must obtain a completed DD Form 2813 signed by their private dentist prior to arriving at their Army deployment processing station. A correctly completed DD Form 2813 is the only accepted valid documentation of pre-deployment dental status at the processing dental station. The DD Form 2813 must indicate that the deploying civilian does not have Class 3 dental disease (a dental problem that may cause and emergency within the next 12–months).

e. Orthodontic Appliances:

Orthodontic appliances do not preclude deployment eligibility provided they are evaluated for stability and inactivated through the use of passive holding arches and secured with stainless steel ties or other means prior to deployment. IAW AR 614-30

f. DoD Civilian:

(1) DoD Civilians are required to report to Army deployment processing stations in either a Class 1 or Class 2 deployable dental status (see AR 40-3, 6-5 for a detailed explanation of dental classifications). The Army is not authorized to provide dental treatment necessary to attain a deployable dental readiness status. DoD civilians are therefore responsible for obtaining required dental treatment at their own expense and must obtain a completed DD Form 2813 signed by their private dentist verifying this prior to departing their home station. A correctly completed DD Form 2813 is the only accepted valid documentation of their required pre-deployment dental readiness status at the processing dental station. The DD Form 2813 must indicate that the DoD civilian does not have Class 3 dental disease (a dental problem that may cause an emergency within the next 12 months).

(2) If a Class 3 dental problem is discovered at the Army deployment processing station, the DoD civilian will be determined non-deployable and will be informed of the required corrective action. They will, at their own expense, obtain the required dental treatment by a private dentist. A correctly completed DD Form 2813 is required to be documented by the private dentist upon completion of the treatment and presented to the Army processing station by the DoD civilian. If the DoD civilian fails to take the appropriate corrective action, they will remain non-deployable.

(3) Information concerning the completion of DD Form 2813 can be found on the Army Dental Care System web page under the mobilization dental requirements section at www.dencom.army.mil. 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 civilian preparing to deploy with" before giving the form to a private dentist for completion.

(4) Once a DoD civilian deploys to theater, they are authorized emergency dental care via the Army operational dental treatment modules assigned within the combatant command.

g. Government Contractors:

(1) Contractors are independent entities and are not employees of the United States Government; therefore, except as provided in (4) below, or in the contract itself, the Government is not obligated to provide health or dental services to contract employees. The contractor and its employees are therefore responsible for ensuring that they achieve the required dental readiness status at their own expense.

(2) Contracted personnel are required to report to Army deployment processing stations in either a Class 1 or Class 2 dental readiness status (see AR 40-3, 6-5 for a detailed explanation of dental classifications). A correctly completed DD Form 2813 is the only accepted valid documentation of the required dental readiness status at the processing dental station. The DD Form 2813 must indicate that the contracted employee does not have Class 3 dental disease (a dental problem that may become an emergency within the next 12 months). Contracted personnel arriving at an Army deployment processing station without documentation of the required pre-deployment dental readiness status must be directed to a private dentist for corrective action prior to deployment. All dental disease that will likely become a dental emergency during deployment will be corrected by a private dentist at the contract employee's own expense. Upon presentation of a correctly completed DD Form 2813 indicating Class 1 or Class 2 dental readiness status, the contract employee will be validated as deployable. The Army may provide screening services to ensure compliance with dental readiness requirements.

(3) Information concerning the completion of DD Form 2813 can be found on the Army Dental Care System web page under the mobilization dental requirements section at https://www.dencom.army.mil/. 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 civilian preparing to deploy with" before giving the form to your private dentist for completion.

(4) Once a contractor deploys to theater, they are authorized emergency dental care via the Army operational dental treatment modules assigned within the combatant command.

7–8. Forms and Documentation.

Deployment health (medical and environmental) surveillance. All commanders will support theater initiatives to identify health risks during or related to the deployment to include CONUS-based operations.

a. DD Form 2795 (pre-deployment health assessment questionnaire):

Completed by all military and DoD personnel deploying from home station to any AOR in direct support of these operations within 30-days of departure or at mobilization stations or other deployment processing sites prior to movement unless the first general officer in the chain of command has extended the SRP requirement.

(1) Upon waiver of the SRP requirement, the 30-day pre-deployment health assessment requirement will be extended for the same period, up to 90-days.

(2) Completed by all RC personnel activated to active duty status greater than 30 days in support of any contingency operation.

(3) Form completed IAW DODI 6490.3 Pre- and Post-Deployment Health Assessment Forms (DD Form 2795).

(4) A copy of the assessment will be placed in the Soldier's health record. A second copy of the DD Form 2795 will be placed in the Soldier's deployment health record (DD Form 2766).

b. DD Form 2796 (post-deployment health assessment):

(1) Must be completed in the theater of operation prior to redeployment, ideally within 5-days but not more than 30-days, before departure from theater.

(2) Completed by all military deploying from home station to any AOR in direct support of operations.

(3) Completed by all RC personnel activated to active duty status greater than 30 days in support of any contingency operation.

(4) CONUS will complete the DD Form 2796 within five (5) days prior to demobilization. Form will be completed IAW DODI 6490.3 Pre-Deployment (DD Form 2795) and Post-Deployment (DD Form 2796) Health Assessment Forms.

c. DD Form 2900 Post-Deployment Health Reassessment (PDHRA):

(1) All Active Component and Reserve Component Soldiers, as well as Department of the Army (DA) Civilians who redeployed from a combat zone on or after 10 March 2005 must complete the PDHRA (DD Form 2900). The PDHRA should be completed three to six months after redeployment. Soldiers who are eligible for the PDHRA and did not complete the DD Form 2900 will do so prior to leaving active duty due to retirement, ETS, or separation, as part of installation out-processing.

(2) Soldiers and DA Civilians who redeployed between 11 September 2001 and 9 March 2005 have the option to complete the PDHRA if they desire.

(3) Soldiers evacuated from a combat zone and admitted to a medical treatment facility as an inpatient, will complete the PDHRA three to six months after discharge from the medical treatment facility. Soldiers evacuated from a combat zone but never admitted to a medical treatment facility as an inpatient, will complete the PDHRA three to six months from the date of medical evacuation from a combat zone.

(4) 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 medical form must be administered, immediately reviewed, and then signed by a health care provider. The reviewer can be a medic or corpsman. However, positive survey responses checked by the individuals must be referred to a provider for further

evaluation. A provider (physician, physician assistant, advanced practice nurse, nurse practitioner, or independent duty medical technician) must sign all forms.

e. Electronic DD Form 2795 and DD Form 2796:

Pre- and post-deployment health assessments (DD Form 2795 and DD Form 2796) can be completed electronically and is the preferred method. Stand-alone and internet based electronic versions of both forms are available to medical personnel at http://www.mods.army.mil. Completion of the form on-line eliminates the requirement to mail a paper copy of DD Form 2795 to the AMSA and allows for immediate accountability of processed personnel. 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. Hard-copy of DD Form 2795 and DD Form 2796:

If paper pre- and/or post-deployment health assessments are done, a copy will be sent to:

Army Medical Surveillance Activity
Building T-20, Room 213 (ATTN: Deployment Surveillance)
6900 Georgia Avenue, N.W.
Washington, DC 20307-5001

To avoid possible delays or interruptions in domestic mail service, send all forms via overnight delivery service. If the forms are completed electronically, there is no need to send a paper copy.

g. 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.

h. Contact Information:

Additional instructions and information are available at AMSA website http://amsa.army.mil/ under "deployments" section or by calling (202) 782-0471 (DSN: 662).

i. 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.

7–9. Medical Fitness Standards for Deployment 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. Personnel who have existing medical conditions may deploy if all of the following conditions are met:

(1) The condition(s) is/are not of such a nature that an unexpected worsening is likely to have a medically grave outcome.

(2) 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.

(3) 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).

(4) 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 (Component/Joint Task Force (JTF))

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 test must be performed and documented as noted above. 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 the continental U.S. 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 conditions are met:

1. The condition(s) is/are not of such a nature that an unexpected worsening is likely to have a medically grave outcome.

2. 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.

3. 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).

4. No need for significant duty limitation or restriction is imposed by the medical condition. (The nature of the accommodation must be considered. The theater (Component/JTF) 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.

(a) 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.

(b) Conditions which prohibit required theater immunizations (other than smallpox & anthrax per current guidance) or medications (such as antimalarials and other chemoprophylactic antibiotics).

(c) 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.

(d) Diabetes mellitus, Type I or II, on pharmacological therapy.

(e) 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.

(f) Dysrhythmias or arrythmias, either symptomatic or requiring medical or electro-physiologic control.

(g) Uncontrolled hypertension

(h) Heart failure, current

(i) Automatic implantable cardiac defibrillator

(j) Malignancy newly-diagnosed or under current treatment

(k) 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.

(l) New-onset (less than one year) seizure disorder, or seizure within one year prior to deployment.

(m) History of heat stroke

(n) Meniere's disease or other vertiginous/motion sickness disorder, unless well controlled on medications available in theater

(o) Recurrent syncope

(p) Ataxias

(q) New diagnosis (less than one year) of mood disorder, thought disorder, anxiety, somatoform, or dissociative disorder, or personality disorder with mood or thought manifestations.

(r) 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.

(s) Unrepaired hernia.

(t) Tracheostomy or aphonia

(u) Nephrolithiasis, current

(v) Active tuberculosis

(w) Pregnancy

(x) Unclosed surgical defect, such as external fixeter placement

(y) 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); and/or, the quad-flange earplug (NSN 6515-01-492-0443). Earplug carrying case (NSN 6515-01-100-1674) may be used with the combat arms earplug. Ordering information for the triple-flange earplug is available through DA-PAM 40-501, Hearing Conservation.

(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) Medical threat briefing: All personnel will be briefed on the medical threat, including endemic diseases, environmental hazards, proper sanitation and hygiene, personal responsibility and preventive measures to maintain health. Medical 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 projection platforms (PPP), power support platforms (PSP), mobilization stations/installations) and CONUS Replacement Centers or equivalent deployment processing sites to include the following:

(a) 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.

(b) 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.

(c) Complete testing for tuberculosis if returning from a high threat tuberculosis incidence area IAW paragraph 3.c.

(d) 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.

(e) 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.

(f) Integrate the deployment health record (DD Form 2766), including the original, completed post-deployment health assessment (DD Form 2796), into the permanent health record.

(g) Evaluate any deployment-related health problems IAW the post-deployment clinical practice guideline (http://www.pdhealth.mil/).

(h) 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 GWOT 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:

(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 Medical Program (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.

(a) 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).

(b) 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.

(6) An assessment regarding the Soldier's qualification for retention in accordance with AR 40-501, or need for referral to a Medical Evaluation Board or Physical Evaluation Board.

(7) Documentation of all the above interactions in the Soldier's permanent medical record.

(8) 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 Global War on Terror (GWOT) found by military medical authority to have a GWOT 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 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) Dental Benefits & Entitlement Briefing - Each Soldier will receive a dental briefing, usually as part of the medical benefits and entitlements briefing at the demobilization site. Briefing information should include, but is not limited to, the following topics:

(a) Tricare Dental Program (TDP) benefits following demobilization.

(b) Points of contact for TDP claims issues.

(c) Department of Veterans Affairs (VA) dental benefits following demobilization.

(d) Dental Benefits as part of TAMP

RC Soldiers will receive a handout at the dental station giving details on all available benefits following demobilization and DVA 10-10EZ (DVA enrollment form).

(2) At the Dental Demobilization Station a dental assistant will review the RC Soldier's DD Form 2796, DD Form 2697, and all Medical/Dental Records to determine if a dental problem exists that requires further dental evaluation or treatment. If a dental problem that will require further dental treatment is identified in the dental record and/or other paperwork, the RC Soldier will be referred to a dentist who will further evaluate the Soldier. The dentist will circle the word "dental" in question 2 of DD Form 2796, check "yes" next to question 2 and then color the circle next to "Dental" in the "Health Assessment-Referral Indicated For" section of the DD Form 2796. All Soldiers are required to present their dental record to the demobilization dental station. The SF603, Health Record-Dental or SF 603A, Health Record-Dental continuation form will be documented according to the requirements as stated in Annex B, MEDCOM demobilization plan which can be found on the DENCOM web page, https://www.dencom.army.mil, in the Command Section under Demobilization Dental Requirements. This documentation will correctly complete the Soldier's DD Form 214 with the appropriate statements required for post-REFRAD dental care benefits.

(3) All Reserve Component Service members on AD greater than 89 consecutive days are eligible for a one time dental health benefit through the Department of Veterans Affairs (DVA) system subject to the requirements/limitations defined in title 38 USC. Soldiers have 90 days from their release from active duty to contact the DVA to coordinate dental treatment. For further details, please refer to https://www.dencom.army.mil under the Demobilization Dental Requirements, Appendix 2.

(4) Soldiers who are on AD for greater than 30, but less than 90 days, are only eligible for line-of duty (LD) injuries. The Soldier must present a completed DA Form 2173, which documents that the disease/injury requiring dental care occurred while the Soldier was on Active Duty. The Soldier will coordinate their care with their unit. The unit will coordinate with the military medical support office (MMSO). The MMSO can be contacted through their website http://www.tricare.mil/MMSO/ or by calling 1-888-647-6676. Additional details can be found at https://www.dencom.army.mil under the Demobilization Dental Requirements section Appendix 3.

(5) RC Soldiers who are on AD for more than 30 days in support of a contingency operation (does not include full-time National Guard Duty) are entitled to health care during transitional period (TAMP) which includes the possibility of treatment at a military dental treatment facility (DTF). However, RC Soldiers entitled for the TAMP may receive dental care at military DTFs only on a space-available basis with the same priority of care as active duty Family members. Currently space available dental care at

most, if not all, DTFs is very limited. NDAA 05 permanently extends TAMP to 180 days post-deployment.

j. Tuberculosis Screening:

Demobilizing RC Soldiers are required to comply with policy guidance in the reference 1n on post-deployment screening for latent tuberculosis infection to ensure personnel who have been deployed to high-risk areas are screened.

(1) All RC Soldiers will have a screening test for tuberculosis performed at the time of demobilization and again at 3 to 6 months after demobilization.

(2) Reserve Component Command surgeons and ARNG State surgeons are responsible for ensuring administration of tuberculosis tests, obtaining results and ensuring that demobilization related data are entered into MEDPORS IMR for all personnel.

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). National Guard and Reserve 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. Servicemembers 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. All National Guard and Reserve 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 5-3g 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) 681-81340, 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) DODD 1400.31, 28 APR 95, DOD Civilian work force contingency and emergency planning and execution

(b) DODI 1400.32, 24 APR 95, DOD Civilian work force contingency and emergency planning guidelines and procedures

(c) DODI 6205.4, 14 APR 00, Immunization of other than U.S. Forces (OTUSF) for biological warfare defense

(d) JCS Memorandum MCM-0006-02, 1 FEB 02, Updated procedures for deployment health

(e) ASD (HA) Policy, 06-008, Policy for pre and post-deployment health assessments and blood samples

(f) AR 40-562, 1 NOV 95, Immunizations and chemoprophylaxis

(g) AR 600-8-101, Personnel processing (in- and out- and mobilization processing)

(h) AR 600-60, 25 JUN O2, Physical performance evaluation system

(i) AR 600-110, 1 JUN 96, Identification, surveillance, and administration of personnel infected with human Immunodeficiency virus (HIV)

(j) AR 690-11, 14 SEP 90, Mobilization planning and management

(k) AR 715-9, 29 OCT 99, Contractors accompanying the force

(l) DA Pam 690-47, 1 NOV 95, DA Civilian employee deployment guide

(m) DA Pam 715-16, 27 FEB 98, Contractor deployment guide

(n) NGR 600-100, Commissioned officers-federal recognition and related personnel actions

(o) HQDA Policy Letter 40-01-1, 26 MAR 01, The use of DD Form 2766 and DD Form 2766c

(p) DASG-PPM-NC Memorandum. 9 JUL 02, Post-deployment screening for latent tuberculosis infection

(q) MCPO-NCR Memorandum, 12 JAN 02, Pre- and post-deployment health assessments

(r) MCPO-NCR Memorandum, 4 FEB 02, Screening of females of childbearing age before immunization

(s) ALARACT Message, 260031Z NOV 02, Subj: Use of the MEDPROS and the MOBLAS

(t) VCSA Memorandum, 24 SEP 02, Army anthrax vaccine immunization program resumption execution plan

(u) ALARACT Message 024/2007, Unclass, Subj: Army resumes anthrax vaccine immunization program (AVIP)

(v) DEPSECDEF Memorandum (S), 12 Dec 02, Stage 2 smallpox vaccination implementation

(w) USD(P&R) Memo, 13 DEC 02, Policy on administrative issues related to smallpox vaccination program (SVP)

(x) VCSA Memorandum, 10 JAN 03, Army smallpox vaccination program implementation

(y) ALARACT Message, 191425Z APR 03, Subj: (u) Smallpox and anthrax vaccines required for Cyprus

(z) MEDCOM Policy Memo dtd, 8 SEP 03, Subject: PROFIS/IA replacement policy for Operation Iraqi Freedom (IOF).

*(aa)*DODI 6490.3, 7 AUG 97, Implementation and Application of Joint Medical Surveillance for Deployments

*(bb)*HA Policy Memorandum, 04-007, 29 MAR 2004, Human Immunodeficiency Virus Interval Testing

(cc) ALARACT Message 050/2006, Mod 1 to OPORD 04-01, Annex Q – WTU Operations

CHAPTER 8 – COMPENSATION & ENTITLEMENTS

8–1. Purpose.

Provide personnel policy guidance to ACCCs, ACOMs, DRUs, Installation Commanders, PPPs, PSPs, and PSCs 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. General.

Select duty locations may receive special entitlements based on approval from the Assistant Secretary of Defense (OSD) for Military Personnel Policy. Personnel in locations around the world such as USAREUR, EUCOM, PACOM, SOUTHCOM and NORTHCOM may receive entitlements based on the applicable chapter in the DOD Financial Management Regulation (FMR). The Installation Management Agency (IMCOM) is the primary installation provider for installation support, funding to support mobilized Soldiers on station and responsible for many of the installation authorizations. This includes contracting for lodging when government quarters are not available on the installation, providing multi-passenger vehicles, 7-passenger vans or larger vehicles.

8–3. Military Pay and Allowances.

a. Basic Pay:

Based on the Soldier's grade and time in service. All regular active duty Soldiers will be paid by DFAS-Indianapolis under the Defense Joint Military Pay System (DJMS). Mobilized reserve component (RC) Soldiers pay will remain on the RC pay system (DJMS-RC).

b. Basic Allowance for Housing (BAH):

RC Soldiers called to duty in support of a contingency operation are entitled to BAH based on their principal residence, IAW Chapter 10 of the Joint Federal Travel Regulations (JFTR). These RC Soldiers will not be authorized to change the BAH from which they were ordered to active duty, regardless of whether or not their principal residence changes. 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 a contingency operation. A single RC Soldier called to duty in support of a contingency operation is authorized either BAH at his/her principal residence or Government provided storage but not both. Regular active duty Soldiers are entitled to BAH based on their permanent duty station (PDS). Mobilized AGR Soldiers (Title 10 or 32) will have the G-1 of either the state or the RRC validate their AGR status and BAH will be based on their PDS.

c. Overseas Housing Allowance (OHA):

RC mobilized Soldiers from an overseas location will receive OHA when accessed onto active duty based on their principal residence. 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. Regular active duty Soldiers in receipt of OHA at their PDS will continue to receive this entitlement.

d. Cost of Living Allowance (COLA):

RC mobilized Soldiers 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.

Regular active duty 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.

e. Basic Allowance for Subsistence (BAS) For duty periods beginning 14 February 2008 or later, ALARACT 053-2008 supersedes ALARACT 030-2008 concerning the guidance contained in this paragraph and its subordinate paragraphs. For duty periods 13 February 2008 and earlier, the guidance published below in effect.

(1) All Soldiers will receive BAS while in a TCS status, including Soldiers in single government quarters. BAS will not be reduced when government mess is provided for Soldiers supporting a contingency operation. Receiving BAS will not prevent a Soldier from receiving meals at no cost while in a per diem status.

(2) Soldiers who are on government installations with dining facilities are directed to use mess facilities. When Soldiers in an authorized per diem status are not required to pay for their meal, as the meal portion of per diem is being cost captured to pay for the meals received at the installation using CONOPS Messing procedures. Soldiers are entitled to the incidental rate of per diem only if authorized per diem at these locations.

(3) Soldiers who are not authorized per diem must pay for any meal received at the dining facility. 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 allow the ACOMs, ASCCs, DRUs, or COCOMs to receive reimbursement for mess usage. When government mess is not available the installation commander will make the determination of mess availability and issue a statement/ certificate of non-availability, if applicable. Situational examples of when and when not to issue statement/ certificate of non-availability are discussed in paragraph (4) below. If a Soldier travels to and from their home or those Soldiers that are in the local commuting area, there is no requirement to eat at the dining facilities. Soldiers who are not authorized per diem must pay for any meal received at the dining facility at the standard rate of mess.

(4) Installation standard data elements for Statement of Non-Availability (SNA). Installations will include on the SNA the following items: Unit attached or TCS'd location: Soldiers name and SSAN or a unit order and listing of the unit personnel; if lodging is not available the dates of non-availability; and if mess is not available need to provide the date mess was not available, the periods of Proportional Meal Rate (PMR) of the dates and amount of mess is provided to the Soldier. The SNA should be completed on a form DD Form 1351-5, Government Quarters and/or Mess.

(5) Situational examples of when and when not to issue Statement of Non-Availability (SNA) for Soldiers on TCS orders participating in contingency operations.

(a) Situation #1: Soldier is billeted/lodged in the barracks/ temporary quarters on the installation and all meals are available in the installation dining facility. Installation Commander Statement of Non-availability (SNA) Decision: No SNA provided for meals or lodging. Member only receives the Incidental Expense (IE) portion of per diem.

(b) Situation #2: Soldier is billeted/lodged in a commercial hotel/motel off the installation because of a lack of barracks space/temporary quarters on the installation. Additionally, the installation is unable to contract for commercial lodging off the installation for TDY/TCS Soldiers. As a result, the Soldier has to obtain commercial lodging and pay out of pocket for the lodging. All meals are available in the installation dining facility. Based on the standard duty day (0700-1700) during the normal workweek (M-F), the Soldier is able to utilize the dining facility for the breakfast and lunch meal. However, the Soldier would have to commute back to the installation after departing for the duty day to obtain the dinner meal. On the weekends, the Soldier would have to commute to and from the installation to utilize the dining facility for all three daily meals. Installation Commander SNA Decision: Installation Commander issues a SNA for lodging for every day the Soldier is there in a TCS/TDY status. Installation Commander issues SNA for the dinner meal during the workweek, which authorizes the Soldier, the

Proportional Meal Rate (M-F). Installation Commander issues SNA for all 3 meals on the weekend, which authorizes the Soldier the commercial per diem rate for all meals on the weekends.

(c) Situation #3: Soldier is billeted/housed in a commercial hotel/motel off the installation because of lack of barracks space/temporary quarters on the installation. However, the installation has contracted for a commercial hotel/motel and the Soldier is billeted/housed there. All meals are available in the installation dining facility. Based on the Standard duty day (0700-1700) during the normal workweek (M-F), the Soldier is able to obtain the lunch meal at the dining facility. However, the Soldier would have to commute onto the installation early to obtain breakfast and commute back onto the installation after departing for the duty day to obtain the dinner meal. On the weekends, the Soldier would have to commute to and from the installation to utilize the dining facility for all three daily meals. Installation Commander SNA Decision: Installation Commander does not provide a SNA for lodging. Installation Commander issues SNA for the Breakfast and Dinner meal during the work week which authorizes the Soldier the Proportional Meal Rate for meals per diem (M-F). Installation Commander issues SNA for all 3 meals on the weekend, which authorizes the Soldier the commercial per diem rate for all meals on the weekends.

(d) Situation #4: On a daily basis, Soldier is commuting back and forth from their home/permanent residence where they were mobilized to the mobilized duty location/installation. Example: Soldier lives in Alexandria, Virginia and is mobilized and assigned to Fort Belvoir, VA. Soldier lives at home and commutes to and from Fort Belvoir each duty day. Installation Commander SNA Decision: No SNA is issued for lodging or meals. The Soldier is in a non per diem status. No per diem authorized to include the IE portion of per diem. The Soldier pays to eat at the dining facility.

(e) Situation #5: Soldier is housed in barracks on the installation and contracted meals are provided on the installation by the installation dining facility. However, Soldier is an MP and works various rotating shifts (day, night) and is therefore unable to utilize the dining facility for all meals. Soldier's unit/command implements a missed meal policy and tracks the days when the Soldier is unable to utilize a particular meal due to the shift being worked. The unit/command provides this data monthly to the installation commander with a request for SNA for the missed meals. Installation Commander SNA Decision: No SNA is issued for lodging. Based on information provided by the unit/command, the installation commander issues a SNA for the meals on the days the Soldier is unable to utilize the dining facility for a meal due to shift work. The SNA authorizes the Soldier the proportional meal rate for the days the Soldier are unable to utilize the dining facility for a particular meal.

(6) Subsistence-in-kind: If subsistence-in-kind is available it will be considered a deductible meal. The installation commander will determine the number of meals available to the Soldier on a weekly or daily basis and annotate the document as such. When the Soldier submits an accrual voucher annotation of the amount of deductible meals will be annotated on the voucher submission. When Soldiers are required to reside away from the installation there is no requirement to return to the installation when not on duty.

f. Per Diem: Effective duty periods starting 14 February 2008 or after, ALARACT 053-2008 supersedes ALARACT 030-2008 concerning the guidance contained in this paragraph and its subordinate paragraphs. For duty periods 13 February 2008 and earlier, the guidance in this paragraph and its subordinate paragraphs remain in effect.

(1) **General:** The TCS Installation Management Agency (IMCOM) location/command is responsible to house, mess, transport, and provide administrative support to personnel mobilized/deployed in support of contingency operations. A determination of whether or not the Soldier is entitled to receive per diem should be completed to ensure that a Soldier is not improperly granted per diem and within the local area. Soldiers that are located within the established local commuting area (see JFTR, Chapter 4 and Chapter 3, para u3500-b) and Soldiers that commute daily to a TCS location are not authorized per diem during the TCS period.

(2) **Amount of per diem:** While in a TCS status, Soldiers in a per diem status will receive the incidental portion of per diem at the rate of $3 per day in CONUS or $3.50 per day in OCONUS. For contingency orders issued prior to 15 August 2007, Soldiers in the Special Operations Forces Community and Criminal Investigation Task Force (CITF) will have Statements of Non-Availability signed by the first Colonel in the chain of command to receive either the Proportional Meal Rate (PMR) or full locality meal or lodging rate as appropriate. Similarly, for contingency orders issued prior to 15 August 2007, Soldiers assigned to the Pentagon will have their Statement of Non-availability signed by either their first O6 or GS Civilian Equivalent (Division Chief level) supervisor or by one of the supporting Army Installation Commanders in the National Capital Region (NCR) to receive either the PMR or full locality meal or lodging rate as appropriate. Also for contingency orders issued prior to 15 August 2007, the Director, Senior Leader Development Office (SLD), HQDA, or his/her representative, will issue Statements of Non-availability for commercial meals and /or lodging per diem for Army General Officers (GOs), as required. Soldiers in the Special Operations Forces Community and Criminal Investigation Task Force (CITF) will have Statements of Non-Availability signed by the first Colonel in the chain of command to receive either the Proportional Meal Rate (PMR) or full locality meal or lodging rate as appropriate. Similarly, Soldiers assigned to the Pentagon will have their Statement of Non-availability signed by either their first O6 or GS Civilian Equivalent (Division Chief level) supervisor or by one of the supporting Army Installation Commanders in the National Capital Region (NCR) to receive either the PMR or full locality meal or lodging rate as appropriate. "The Director, Senior Leader Development Office (SLD), HQDA, or his/her representative, will issue Statements of Non-availability for commercial meals and /or lodging per diem for Army General Officers (GOs), as required. The payment of per diem is based on the Soldier's TCS location, not the actual lodging location. Per diem will not accrue when a Soldier is in a leave status (e.g., ordinary, emergency or convalescent) or during proceed time, ref 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) in accordance with the JFTR, par. U4135, but for no longer than 14 consecutive days.

(4) **Soldiers in commuting distance:** Soldiers who are 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 3 and 4, para U3500-b, for details) when the TCS location is within the Soldier's local commuting area. 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 a certificate or statement of non-availability (S/CAN) for both lodging and meals to authorize increased per diem (separate statements of non-availability 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) **Travel Vouchers:** Soldiers will submit monthly accrual travel vouchers to their travel support activity. The accrual voucher filed monthly must contain legible copies of all orders (mobilization, TCS and or TDY). Each voucher must have legible receipts for lodging, commercial travel, and any expense over $75, DA Form 31, if applicable and Statement of Non-availability for meals and lodging. All vouchers must be signed and dated by the traveler in blocks 20a and b. all vouchers will be reviewed by someone who knows about travel entitlements and how to complete a travel voucher. The reviewer needs to sign and date the voucher in blocks 20c and d. Vouchers will not be faxed or emailed. All Vouchers will be mailed to:

Defense Finance and Accounting Services
Indianapolis Center
Travel Operations -- Indianapolis

Dept 3900
8899 E. 56th Street
Indianapolis, IN 46249-3900

g. Family Separation Allowance (FSA):

Soldiers in a TCS status may be authorized FSA Type II (T) at the rate of $250 per month, IAW Chapter 27, DOD FMR 7000.14-R, Volume 7a, when a Soldier is away from their PDS (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 married couples who were living together prior to and immediately before the deployment and single Soldiers with authorized primary dependents may be paid FSA-T. In the case of Army married couples, only one of the Soldiers may receive FSA-T. When both Soldiers are deployed at the same time, the senior Soldier will receive the FSA-T. Relocation of dependents at government expense is not authorized.

h. Medical Specialty Pay:

Paid if Soldiers are qualified, except for their lack of board certification, and their inability to complete board re-certification, is due to participation in the contingency operation. Re-certification must be completed within 180-days after the return from the contingency operation IAW 37 USC Section 303b. Special pay eligibility and rates for mobilized ARNG & RC Health Care Professionals are determined as follows:

(1) Special pay applies to officers ordered or called to active duty greater than 30 consecutive days and includes all:

(a) Physicians

(b) Dentist

(c) Veterinarians

(d) CRNAS (66F)

(e) Adult/Family (66H-8E)

(f) Pediatric (66H8l-8E)

(g) OB/GYN (66H8G-8E)

(h) Nurse Midwife (66H8G-8D)

(i) Occupational Therapy (65A)

(j) Physical Therapy (65B)

(k) Dietitian (65C)

(l) Physician Assistant (65D)

(m) Pharmacy (67E)

(n) Optometry (67F)

(o) Podiatry (67G)

(p) Nuclear Medicine Science Officers (72A)

(q) Social Work (73A)

(r) Psychology (73B)

(s) Audiology/Speech Pathology (72C)

(2) Required documents to receive specialty pay include: copy of mobilization/active duty orders; inter-facility credentials transfer and privileging brief (ICTP); if available, documents of previous extended active duty periods-DD Forms 214, and chronological statement of retirement points (ARPC 249-2-E). Consolidate documentation at unit and forwarded to: AMEDD Special Pay Branch, Office of the Surgeon General, ATTN: DASG-PTP, 200 Stovall Street, Alexandria, VA 22332-0417, or fax DSN 221-2326 or COMM (703) 325-2326. Documents must be received 30-days prior to arriving at the CRC. If the individual orders are amended a copy of the orders must be sent immediately to address indicated above

(3) AMEDD special pay branch determines eligibility, sends individuals rates authorized to RC DFAS-Indianapolis center for payment. DFAS executes pays on prorated basis starting after first 30-days, retroactive to entry date.

i. Hardship Duty Pay – Location (HDP-L):

Authorized for specific areas within the AOR. Rates are established for specific countries and are listed in Chapter 17 of DoD FMR 7000.14-R Volume 7a.

j. Hostile Fire Pay (HFP):

Also known as combat zone pay. Authorized for specific areas within the AOR. The President under an Executive Order must declare HFP (see Chapter 10 of DoD FMR 7000.14-R for a complete listing of locations).

k. Imminent Danger Pay (IDP):

Authorized for specific areas within the AOR at the rate of $225 per month. IDP locations authorized are listed in Chapter 10 of DoD FMR 7000.14-R Volume 7a.

l. Jump (parachute) Pay:

Authorized for Soldiers currently receiving jump (parachute) pay. The commanding officer may waive the minimum requirement when the Soldier is unable to perform jumps by reason of engagement in a combat operation in a declared hostile fire area as designated in section 310 of Title 37. However, in imminent danger areas the commanding officer may determine a Soldier cannot meet the minimum requirements due to the absence of jump equipment, aircraft, or military operations. In this situation the Soldier may perform the required 4 jumps anytime in the 12-month period. Commanders need to proceed with caution when making this determination, should the unit be unable to perform the necessary jumps in a twelve month period, collection/recoupment of jump (parachute) pay will occur.

m. Foreign Language Proficiency Pay:

Service members may receive special foreign language proficiency pay if they otherwise qualify for such pay. Deployed Soldiers that are within the FLPP testing period will continue to receive FLPP until retested within 180-days upon return to PDS IAW TITLE 37 SECTION 316A.

n. Disability Severance Pay:

(1) Payment of Disability Severance Pay for mobilized Reserve Component Soldiers is the responsibility of the active Army installation processing the RC Soldiers' disability discharge/separation. Severance pay will be calculated in accordance with the DOD FMR, Volume 7A, Chapter 35. Payment of Disability Severance Pay for RC Soldiers not mobilized is the responsibility of the RC organization. Reference AR 635-40 and DODI 1332.38 for more information.

(2) Disability Severance Pay will not be paid to RC Soldiers that elect 15 year Reserve Component 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 202-782-3041 or DSN 668-3041 for information regarding this issue and to verify the Soldier's election. The Soldier can only choose reserve retirement ILO Disability Severance Pay only; this does not affect TDRL or 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 in the amount of Severance Pay in the additional instructions of the order.

o. Military Pay Processing for RC:

(1) Pay for RC Soldiers will remain in DJMS RC. All RC Soldiers must use direct deposit (electronic funds transfer) in order to receive military pay and allowances. Members should be reminded that direct deposit to a checking account versus a savings account is preferable to ensure members have access to their funds while deployed.

(2) Once mobilized, RC Soldiers may be paid no more than 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 release from active duty (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 discharged.

p. 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 vouchers DD Form 1352-2 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.

q. Active Guard Reserve (AGR) Pay:

(1) Both ARNG and USAR AGR Soldiers will remain on active Army pay systems.

(2) The continued finance support to USAR AGR Soldiers should not be a problem because they remain under Title 10 throughout the mobilization, deployment, redeployment, and demobilization process. These Soldiers travel in a TCS mode throughout the operational continuum and are not separated from active duty during the demobilization process. USAR AGR Soldiers are not issued a DD Form 214 until they separate from active duty.

(3) The finance support of the ARNG AGR must be carefully managed. The ARNG AGR serving under Title 32 are separated from their status and mobilized under Title 10. Upon demobilization the ARNG AGR is separated from active duty, issued a DD Form 214, and reinstated under Title 32. The demobilization installation must coordinate with the appropriate STARC 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 established by the mobilization and deployment should cease with redeployment and demobilization.

r. Assignment Incentive Pay (AIP):

(1) These programs apply to RC & AC components. The current expiration date of these programs is 30 August 2009. For clarifying information on involuntary and voluntary AIP programs refer to ALARACT 137/2007.

(2) New Voluntary Extension AIP Program: All AIP agreements executed under the old Volunteer AIP program prior to the effective date of the new message (15 June 2007) will be honored.

(a) RC Soldiers:

1. Volunteer under Title 10, USC 12301(d) to remain on active duty on an extended tour up to 12 additional months or to be reassigned to another unit upon completion of the a 12 month BOG in Iraq, Afghanistan, or certain theater units for up to 12 additional.

2. Soldiers who agree to serve up to 3 months extension will be offered $300 per month AIP. Soldiers who agree to serve greater than 3 months extension will be offered $500 per month AIP. Caveat for National Guard Soldiers: They can only extend with the consent of the Governor.

(b) AC Soldiers:

1. Only Soldiers assigned to positions or units in echelons above brigade that are not subject to unit rotations, to include transition teams, will be offered AIP (Soldiers who agree to serve up to 3 months extension will be offered $300 per month AIP. Soldiers who agree to serve greater than 3 months extension will be offered $500 per month AIP) should the Soldier volunteer to continue to serve beyond their 12-month BOG or 12 months out of the previous 15 months BOG in Iraq (to include staging time in Kuwait), Afghanistan, or certain theater units which are units that routinely conduct operation in or support units in Iraq but are not based in Iraq.

2. A Soldier with a confirmed follow-on assignment must coordinate their request with Human Resource Command within 90-days of their projected BOG date prior to submission of a DA Form 4187 request.

(c) All Soldiers:

1. Qualifying Soldiers will initiate their request via DA Form 4187 through their unit S-1 Personnel Service Battalion (PSB) or Brigade Combat Team (BCT) S-1 to the designated C1, MNF-I, MNC-I or USARCENT approval authority. The Soldier must sign prior to receiving AIP payment a written AIP agreement. The following statement must be in section IV of DA Form 4187: *"I (Rank, Last Name, First*

Name, Middle Initial, last 4-SSN), volunteer to serve in (Specify Billet) for (Specify the number of months) beyond my 12-month or (period greater than 12 months) boot- on-the-ground assignment in (Iraq, to include staging in Kuwait, Afghanistan, or certain theater units not based in Iraq that routinely conduct operations in or support units in Iraq) that ends on (specify date). I agree to accept assignment incentive pay (AIP) in the amount ($300 per month for up to a 3-month extension); ($500 per month for all extensions greater than 3 months) (Partial months will be prorated) for the additional period I serve in the assignment designated under this agreement. AIP shall continue to be paid to me during my assignment for the months specified above. Failure to complete this service requirement described above will result in the termination of the AIP payment.

2. No AIP agreements shall be entered into after 31 December 2008 subject to congressional reauthorization of section 307A of Title 37, USC. Provided the AIP statutory authority is reauthorized, the expectation is that no contracts will be entered into after 30 September 2009.

3. Orders will not be automatically amended/backdated for the purpose to qualify a Soldier to receive AIP, unless it is proven an administrative error on behalf of the Government, a Soldier may submit DD Form 149 dated Jul 2006, Application for Correction of Military Record under the provisions of Title 10, U.S. Code, Section 1552 and supporting documentation for review by the Army Review Boards Agency, Support Division, 9700 Page Avenue, St. Louis, MO 63132-5200.

(3) New 09L Voluntary AIP: Reserve Component 09L Soldiers mobilized under Title 10, United States Code, Section 12302, assigned in Iraq or Afghanistan who volunteer (National Guard Soldiers with the consent of the Governor) to extend beyond 12 months boots on the ground under Title 10, United States Code 12301(d), will be offered the opportunity to contract to extend beyond 12 months boots on the ground in order to receive Voluntary Assignment Incentive Pay (AIP).

(a) The Office of the Secretary of Defense (OSD) has approved a Voluntary AIP for 09L Soldiers at $3k per month for all extensions beyond 12 months boots on the ground. By law no Soldier may receive greater than $3K per month of AIP.

(b) The effective date is the date the ASA (M&RA) approved this program, 27 SEP 2007. The individual Soldier's effective date is the date he/she extends beyond 12 months boots on the ground, as long as this date is the same day or later than the ASA (M&RA) approval until the Soldier leaves theater.

(c) The contract and processing requirements remain the same as the current Army Volunteer AIP Program. The DA Form 4187 should state the appropriate rate for 09Ls and include a statement at the end of the contract statement, "I am qualified as a 09L."

(d) 09L Soldiers who are receiving $1K per month involuntary extension AIP must have new orders extending them under 12301(d) to contract for the voluntary AIP program.

(e) Soldiers may not receive both involuntary and voluntary AIP at the same time and the total of both programs cannot exceed the legislative cap of $3K per month. Example: Soldier is on involuntary order for $1K through 26 September 2007. Soldier contracts for Voluntary extension AIP, is placed on 12301(d) orders, and receives no more than $2K per month of AIP on a daily basis. All subsequent months will be paid the full $3K per month.

(4) Involuntary Extension (Involuntary AIP):

(a) Definition of terms:

1. Qualifying units are those units that are extended involuntary in current deployment or deploying in the future, beyond 12 months BOG.

2. Units are defined as those entities that support the Brigade Combat Team (BCT) down to the company level to include separate companies or detachments, and echelon above brigade involuntarily extended by the SecDef.

(b) Soldiers/units who are involuntarily extended by SecDef for extension beyond 12 consecutive months boots-on-the-ground or 12 out of 15 months (365 days out of 450 days) and are deployed to Iraq (to include staging time in Kuwait) or Afghanistan. In addition, Soldiers assigned to theater units not based in Iraq or Afghanistan who routinely conduct operations in Iraq or Afghanistan and their unit has been involuntarily extended beyond 12 consecutive months are eligible for Involuntary AIP. The Combatant Commander will make the determination of specified units and other certain theater units this program applies.

1. The rate for this program is $200 per month Hardship Duty Pay(HDP) and $800 per month of AIP for a total of $1000 per month to include staging time in Kuwait, as long as the Soldier's total monthly rate for HDP does not exceed $300. This pay is not prorated. Soldiers receive the entire month's pay for each portion of a month served. Soldiers will be eligible for this incentive until they leave the area of operation (AOR).

2. AIP is calculated at the start of the unit's original BOG date and ends at the end of the unit's extension when 51% of the unit returns from theater.

3. Should a Soldier depart theater for more than 31 days, the Soldier's BOG is temporarily placed in an inactive status until the Soldier returns to theater. The BOG clock resumes when the Soldier returns from theater. The BOG clock does not start over.

(c) Qualifying Soldier's chain-of-command will submit a DA Form 4187 to the servicing Finance Detachment. One DA Form 4187 may be used per unit as long as the BOG dates are the same. In section I, number 4: state "(see attached roster)" if using form for multiple Soldiers. Attach the roster to DA Form 4187. Commands must ensure each eligible Soldier's name and SSN is included. In section iii, number 8: mark "other" for an HDP/AIP payment.

(d) The following statement must be in Section IV – remarks: "All eligible Soldiers who qualify for the involuntary extension incentive package are entitled to a $200 a month hardship duty pay , for a total of $300 in HDP. I, (see attached roster), acknowledge that my extension beyond 12 months is involuntary and I understand that I am entitled to Assignment Incentive Pay (AIP) of $800 for any month or portion thereof that I serve in Iraq beyond my scheduled rotation date xx (to be fill in by the commander). A separate DA Form 4187 is needed for all Soldiers with a different BOG date from the main body of the unit, for example the advance party. *Note: there is no longer a requirement for each Soldier to sign the agreement.*

(e) Verification of Soldier eligibility on the DA Form 4187 is delegated to the first field grade in the chain-of-command. These payments will stop the day the Soldier is no longer entitled to Hostile Fire Pay (HFP).

(f) Questions regarding assignment incentive pay should be directed to DAPE-PRC, DSN 222-5843.

s. Reserve Income Replacement Program (RIRP):

(1) This program is only applicable to Reserve Component (RC) Soldiers who are serving on involuntary active duty and are experiencing a monthly active duty income differential as a result of extended or frequent mobilizations.

(2) Effective 1 August 2006, RC Soldiers serving on involuntary active duty orders 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.

(a) Involuntary orders are orders issued without the consent of the Soldier, ordering the Soldier to active duty. The involuntary orders that apply to this message are: Soldiers who are serving under the authority of 12301(a), 12301 (g), 12302 or 12304, of Title10 US Code (USC), without the consent of the member or order to full-time National Guard duty under section 502 (f) (1) or Title 32, USC.

(b) To meet eligibility requirements, RC Soldier must be serving on an involuntary mobilized order and meet one of the following criteria:

1. Completed 18 continuous months of service on or after 1 August 2006, under involuntary orders (continuous active duty may be accumulated through consecutive orders on active duty with no break in service).

2. Completed 24 cumulative months of involuntary active duty during the previous 60 months (the 60-months period used to determine eligibility began on or after 1 August 2001).

3. Is serving on involuntary active duty of 180 days or more which started within six months or less following the member's separation from a previous involuntary active duty order of 180 days or more.

(c) For the purpose of eligibility, a period of a month is computed by looking at the calendar and determining the beginning date in a month and the end date in the next month or months, using the number of days for the month with the beginning date. For an example, if duty began on February 15, 2007, a one-month period would end on March 14, 2007. Periods of less than a month that involve time gaps between periods will not be used in determining eligibility.

(d) The Soldier must serve on active duty for the entire month following completion of the requisite eligibility service requirement.

(e) Entitlement to RIRP payments is based on each full month of active duty following the date of which the Soldier meets eligibility criteria *(changes in pay grade, longevity, number of dependents, and special pays will be taken into account in calculating the RIRP payment in the month following the change).*

(f) Income replacement payments will terminate:

1. when the member is released from the qualifying involuntary order;

2. when the order statutory basis changes the duty status from involuntary to voluntary; or

3. when the monthly active duty income differential decreases to $50 or less of the pre-mobilization average monthly civilian earned income.

(g) Soldiers who meet the eligibility requirement may use the RIRP calculator found on the Office of the Assistant Secretary of Defense for Reserve Affairs public web link at http://www.dod.mil/ra/html/rirp.html to calculate the difference in their military compensation and civilian earned income.

(h) Qualifying RC Soldiers will use DD Form 2919 (Reserve Income Replacement Program Eligibility Verification) and provide supporting documentation:

1. All involuntary orders listed on DD Form 2919.

2. Most recent federal income tax filing form to include W2 or 1099 as applicable, and/or pay records reflecting earned income for the 12 months immediately preceding the date of mobilization.

3. Self-employed members provided most recent federal income tax filing forms (IRS Form 1040), schedule SE (Form 1040), and other appropriate documents.

(i) Reference ALARACT 196/2006, Subject: Reserve Income Replacement Program (RIRP) Policy, DTG 112231z OCT 2006.

(j) Orders will not be automatically amended or backdated for the purpose of qualifying a Soldier for RIRP, unless the member has proof that an administrative error was made on behalf of the Government. For order corrections, Soldiers may submit DD Form 149 dated Jul 2006, Application for Correction of Military Record, under the provisions of Title 10, U.S. Code, Section 1552, and supporting documentation to the Army Review Boards Agency, Support Division, 9700 Page Avenue, St. Louis, MO 63132-5200, for review.

8–4. Storage of Household Goods and Privately Owned Vehicles (POV).

a. Temporary Duty Household Goods Weight Allowance:

Temporary Duty (TDY) Household Goods (HHG) Weight allowance for Soldiers in a TCS status is authorized for CONUS and OCONUS based personnel, supporting contingency operations that are on active duty for a period greater than 200-days, excluding those areas designated as Hostile Fire/Imminent Danger Pay areas. The OCONUS TDY weight allowance for authorized personnel must be shipped through the Transportation Office. Weight limitations for CONUS and OCONUS TCS locations are in accordance with the JFTR, paragraph U4710. Shipment of the TDY HHG weight allowance is authorized to final duty locations.

b. Special Storage of HHG:

(1) Authorized for single Soldiers (both regular active duty and 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. When RC Soldiers execute the storage option there is no entitlement to receive both BAH and government paid storage. Installations will fund the costs of storage of active duty single Soldiers using station operations and maintenance, army (OMA) base operation (BASEOPS) funds. When single regular Army Soldiers request the storage option, the installation may authorize storage however, installations will be responsible for funding the costs of storage of regular Army single Soldiers using station operations and maintenance, army (OMA) base operation (BASEOPS) funds and are not chargeable to GWOT funds. Cost capturing procedures are provided by ASA (FM&C). RC mobilized Soldiers' special storage funding is based on the mobilization order. Transportation officers are required to use EOR 21Z0 for tracking purposes.

(2) Single Soldiers, 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, 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 Transportation Office 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.

c. Storage of one POV:

(1) POV storage may be authorized for both regular active duty and RC single Soldiers; Soldiers married to another service member when both are deployed; and Soldiers married to another service member residing at different permanent duty stations. Active duty and mobilized RC single Soldiers will coordinate with the installation transportation officer (ITO) to ascertain the requirements/availability to store a vehicle on the installation. RC Soldiers will first ascertain the availability of vehicle storage at the unit prior to contacting the ITO. Army Installations are responsible for storing POVs. Installations are not authorized to use the GWOT accounting classifications in Chapter 4 to pay for storage of POVs. These are the accounting classifications found on the Soldiers mobilization, TCS, or CO-ADOS orders. Installations have the following storage options:

(a) Storage on the installation.

(b) Installation can contract with a local vendor for POV storage off the installation. Installations will pay for this storage out of their installation GWOT funds.

(c) Installations can authorize the Soldier to personally procure POV storage. The Soldier will be reimbursed for the storage they personally procured out of installation GWOT funds. HQDA will not mandate that an installation use this option. The responsibility for obtaining installation GWOT funds is discussed in paragraph two below.

(d) Installations can authorize use of the Global POV contract. Installations will pay for use of the Global POV contract out of their installation GWOT funds. Installations will also use their GWOT funds to reimburse the Soldier for travel to and from the Global POV location.

(2) When GWOT funding shortfalls arise, installations and IMCOM headquarters should provide detailed estimates on the anticipated costs of the POV storage mission for submission into the supplemental package.

8–5. Leave:

a. General:

Soldiers will accrue 2.5 days of annual leave per month. 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 does have the authority to cash in leave prior to REFRAD. This will not impact on their career maximum (60 days) for cashing in their leave. All Soldiers who submit accrual travel vouchers should annotate vouchers with the appropriate leave periods taken during the period of the accrual. This action is 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 Responsibilities: All mob/demob stations must brief Soldiers on the requirement to annotate leave taken on the travel voucher and to attach a copy of the DA Form 31 to the final settlement voucher when it is filed.

(2) Soldier Management Individual File (SMIF): Units will create a SMIF, IAW AR 25-50, on all Soldiers that are TCSd to their location. A copy of all leave forms should 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 location or to the demobilization location. Soldiers will attach a copy of the leave document (DA31) to their final settlement voucher when they complete their mobilization tour.

b. 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, as approved by OSD(P&R). Qualifying Soldiers are authorized to retain such leave until the end of the third successive fiscal year. Procedures for requesting SLA are in Chapter 3, AR 600-8-10, Leaves and Passes_Entitlements are discussed in Title 10 USC para 701.

(2) Soldiers who serve in a duty assignment in support of a contingency operation during a fiscal year, or whose primary duties are in direct support of a contingency operation and are denied leave, may be authorized to carry over leave in excess of 60 days (not to exceed 90 days) until the end of the succeeding year. SLA may be granted by the ACOMs, ASCCs, DRUs, or COCOMs approval authority. The leave approving authority must have denied the Soldier leave for the entire year, or for a specific period of time that would not allow the Soldier to schedule the leave period. For example, if a Soldier was denied leave per a memorandum from the commander, during Fiscal Year 2006 or the commander subsequently supports by memorandum re-crediting the Soldier's leave after it was lost in FY06, the Soldier would be entitled to retain up to 90 days leave until 30 September 2007 (see table 12-2, AR 600-8-10).

c. Emergency Leave:

Procedures are conducted per chapter 6, AR 600-8-10. 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 Chapter 6, AR 600-8-10 and U7205 of the JFTR. The servicing PSB/MPD should complete the DA 31 Block IV with the appropriate accounting classification, an order number in item 29 and signed by the orders approving authority. Soldiers that 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.

d. Convalescent Leave:

(1) Convalescent Leave Transportation Allowances for Soldiers that sustain Illness or Injury while Eligible for Hostile Fire Pay: Soldiers granted convalescent leave for illness or injury incurred in the line of duty while eligible for the receipt of hostile fire pay and imminent day pay under 37 USC 310, are entitled to funded transportation per JFTR, paragraph U7210. Reference AR 600-8-10, para. 5-5.

(2) For all others see AR 600-8-10, Chapter 5 for information.

(3) Convalescent Leave Transportation Allowances will be funded by the supporting Military Treatment Facility (MTF) and reimbursed through GWOT.

e. Army Post Deployment/Mobilization Respite Absence:

(1) The Secretary of Defense directed in a 19 January 2007, memorandum that a program be established to recognize members who are required to mobilize or deploy with a frequency beyond established rotation policy goals. In response to that direction, OUSD(P&R) established a new category of administrative absence entitled "Post-Deployment/Mobilization Respite Absence (PDMRA)." ALARACT 173/2007.

(2) This program is effective immediately and applies to creditable deployments and mobilizations underway on, or commencing after, January 19, 2007. The following table determines the rate of accrual for PDMRA during subsequent deployments:

Deployment/mobilization beyond the following number of creditable months during the most recent 36 months (Active) or 72 months (Reserve)…		
12	18	24
…generates for each month or fraction thereof the following number of days for administrative absence…		
1	2	4

(Note: If an AC/RC Soldier is on their first 15 month qualifying (underway on, or commencing after January 19, 2007) mobilization/deployment the Soldier would earn 3 days PDMRA…months 13, 14, 15 earns one day PDMRA per month. If the AC/RC Soldier remained on a qualifying mobilization/deployment for 24 continuous months the Soldier would earn 18 days PDMRA, the same as they would earn if they were mobilized/deployed for 12 months, returned to their PDS for a period of time and then mobilized/deployed again for a second 12 month period, under proper orders/conditions in paragraph 3.)

(3) Determining Creditable Deployments/Mobilizations:

For the purposes of accruing administrative absence under this program, creditable deployments for the active component Soldiers include deployments in Afghanistan, Iraq or with certain theater units and other areas as determined by the Secretary of the Army or his designated representative and for the Reserve component Soldiers, creditable mobilizations are defined as mobilizations under Title 10, United States Code, sections 12301a, 12302, or 12304. These are involuntary mobilizations. Voluntary mobilizations under 12301(d) /CO-ADOS, Retiree Recall) do not qualify for PDMRA, unless the 12301(d) mobilization/duty is in conjunction with “deployment to Iraq or Afghanistan.” To qualify for PDMRA under a 12301(d) period of duty the Soldier must have documentation showing their Iraq/Afghanistan duty under Combat Zone Tax Exclusion (CZTE) on their LES showing the payment of Hostile Fire/Imminent Danger pay to verify the period of Boots on Ground (BOG) in Iraq or Afghanistan. More than 50% of the entire 12301(d) mobilization “time” must occur BOG in Iraq or Afghanistan for a 12301(d) to qualify for any PDMRA. For example, one month of CZTE can be authorized/earned for one day in theater. Technically, a 12301(d) Soldier traveling to Iraq or Afghanistan one day per month for 6 months would earn 6 months CZTE and have an LES that indicates 6 months CZTE. However, that does not qualify the 12301(d) Soldier for any PDMRA since 50% of the mobilization “time” was not preformed in theater.

(4) Calculating Creditable Time: For active component Soldiers, creditable deployment time for computation of PDMRA commences on January 19, 2004, or the date that is 36 months prior to the Soldier’s initial deployment, whichever date is most recent, and includes the day of the Soldier’s arrival in theater through the date of departure from theater. For example: If Soldier deployed October 10, 2007, creditable deployment time for computation of PDMRA for the Soldier would include previous deployments back 36 months to October 10, 2004. A deployment on December 21, 2013, looks back 36 months for previous creditable deployment… December 21, 2010 in order to calculate the number of days of PDMRA earned.

For Reserve component Soldiers, creditable mobilization time for computation of PDMRA commences on October 7, 2001, or the date that is 72 months prior to the Soldier’s mobilization, whichever date is most recent, and includes the day the Soldier is initially mobilized through the date the mobilization is terminated; includes the effective date of the Soldier’s mobilization orders through the date of the

expiration of the mobilization order, to include periods of R&R and temporary duty (TDY) outside Iraq and Afghanistan for TDY periods of 30 days or less. For example: A deployment on December 21, 2013, looks back 72 months for previous creditable deployment(s)…December 21, 2007 in order to calculate the number of days of PDMRA earned. PDMRA accrual for RC Soldiers includes all qualifying mobilizations, not just to Iraq or Afghanistan. Only mobilizations under 12301(a), 12302, or 12304 qualify to accrue PDMRA. A 12301(d) period of duty also qualifies for accrual of PDMRA when it is documented that the 12301(d) period was in conjunction with a deployment in support of Contingency Operations in Iraq or Afghanistan; deployment time for this purpose includes the day of the Soldier's arrival on Title 10 at MOB station through his REFRAD date. PDMRA days do not continue to accrue while Soldier is on transition leave and/or extension of mobilization orders for the purpose of PDMRA usage.

(5) Examples: The following examples illustrates calculation methodology for accrual of PDMRA days for both active component and reserve component Soldiers. Due to complicated calculations required, a basic PDMRA calculator has been developed to provide Commanders with a tool to determine the days of PDMRA earned by Soldiers. To access the calculator please use this link. The latest version is located at the following web address: https://minuteman.ngb.army.mil/AACalc/ (normal "AKO" login and password is required), or you can utilized the following sources:

Using the PDMRA Calculator v2.0.2.pdf
Merging PDMRA Calculator data.pdf
PDMRA - v2.0.2.xls

(a) Active Component:

1. ***Scenario 1***: An active component Soldier completes a 12 month deployment to Iraq or Afghanistan in 30 January 2006. He returns to his PDS where he expects to remain for at least two years. However, due to Army operation requirements he must again be deployed to theater/Iraq one year later in February 2007 for a 12 month deployment, thus breaking the established Army active component rotation policy goal of one year deployed and two years stabilized at home station/PDS. Calculation: The Soldier will begin to accrue PDMRA days in increments of 1-day per month for the first six months of the early redeployment, increasing to 2-days per month on the seventh month and continuing at that rate till the end of the 12 month deployment and return to home station/PDS. In this case the Soldier would earn a total of 18-days PDMRA (6-days for the first six months of deployment, and 12-days for the second six months of deployment) during the 12-month early deployment.

2. ***Scenario 2***: Member serves a 10 month deployment in Iraq from 15 January 2006 to 1 October 2006 and returns to his home station/PDS. Member is scheduled for second deployment to theater/Iraq for 12 months beginning in May 2007, which breaks established rotation policy (1:2). Calculation: Soldier will begin to accrue PDMRA days in increments of 1-day per month on the third month of the second deployment to theater/Iraq and continuing at that rate for the first six months of the second deployment, increasing to 2-days per month on the seventh month and continuing at that rate till the end of the 12 month deployment and return to home station/PDS. In this case the Soldier would earn a total of 14-days PDMRA (6-days for month 3 to 8 of the second deployment, and 8-days for the last 4 months of second deployment) during the 12-month of the second deployment.

3. ***Scenario 3***: Member serves 15 months assignment in Qatar from 1 February 2005 to 10 April 2006, followed by an immediate 12-month deployment to Afghanistan. Calculation: Qatar was not designated as a qualifying PDMRA area by the Secretary of the Army. Consequently, it is not a creditable deployment location under current guidelines, and, therefore, does not entitle the member to any creditable PDMRA time.

4. *Scenario 4:* More complicated situation and calculation. Soldier serves a 12 month deployment in Iraq from April 2005 to March 2006 and returns to his home station/PDS. Nine months late Soldier again deployed to theater/Iraq, January-December 2007 for 12-months. During the second deployment

Soldier would earn 18-days of PDMRA. However, 8-months later (September 2008) the Soldier is again deployed to theater/Iraq for 15 months (September 2008-November 2009, which again breaks the established DoD 1:2 year rotation policy making him eligible for PDMRA. Calculation: Soldier earned 18-days PDMRA during the first qualifying 12-month deployment (January-December 2007) after crediting the "time" for the 12 month deployment for April 2005 to March 2006. The second qualifying 15-month deployment (September 2008-November 2009) is a more complicated calculation, but would earn the Soldier 36-days PDMRA after factoring in the qualifying 2007 deployment and last 6-months of deployment in 2005/06. This calculation requires counting back 36 months from the deployment date of September 2008, per DoD guidance. This starts 36 month qualifying creditable "time" window on September 2005. Counting forward "only" the months of deployment and factoring in the "rolling window" of eligibility indicates that on redeployment (September 2008) the Soldier will have 20 qualifying months of deployment and would immediately begin to accrue 2-days PDMRA per month. However, on the 6th month of the Soldier's deployment (February 2009), where you would assume the Soldier will begin to accrue 4-days of PDMRA per month for the remainder of the 15-months deployment, the Soldier continues to accrue 2-days per month due to the "rolling window" of eligibility until deployment month 12. For the last three months of deployment the Soldier would earn 4-days PDMRA, which would earn the Soldier at total of 36-days of PDMRA during the 15 month deployment. Deployment table 1 below depicts the deployment periods (red), dwell breaks (green) and days earned (white numerals).

2003			2004												2005												2006											
O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D

2007												2008												2009											
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
1	1	1	1	1	1	2	2	2	2	2	2									2	2	2	2	2	2	2	2	2	2	2	2	4	4	4	

(Deployment table 1)

(b) Reserve Component:

1. ***Scenario 1:*** A Reserve component Soldier completes a one year deployment to Iraq or Afghanistan, under the authority of 10 USC 12302. He returns to his home station/PDS, where he expects to remain for at least 5-years, but due to Army operation requirements he must be deployed to theater 4-years later, thus breaking the established Army RC rotation policy goal of one year mobilization and five years stabilized at home station/PDS. Calculation: The Soldier will begin to accrue PDMRA days in increments of 1-day per month for the first six months of the second mobilization/deployment, increasing to 2-days per month for the remaining 6 months of the second mobilization/deployment. In this example the Soldier would earn a total of 18-days PDMRA (6-days for the first six months of mobilization/deployment and 12-days for the second six months of second mobilization/deployment) during the 12-month mobilization/deployment.

2. ***Scenario 2:*** An RC Soldier is mobilized on 15 October 2002 for 15 months, (under the authority of 10 USC 12302). Soldier mobilized a second time on 1 October 2006 (under the authority of 10 USC 12302), for a 12 month period expiring 30 September 2007. Calculation: First mobilization accrued 15 months of creditable time since it occurred within 72 months of the Soldier's current mobilization. The second mobilization/deployment exceeded the established Reserve component rotation policy (1:5). During the second mobilization/deployment, the Soldier accrues one day of PDMRA for the first, 3 months (months-16, 17, 18). On the forth month of mobilization/deployment (month 19) through the ninth month (month-24) the Soldier accrues two days per month, because he or she has exceeded 18 months of creditable time. During the last 3 months of the mobilization/deployment the Soldier earns 4-days PDMRA per month since he exceeded the 24 month mobilization/deployment threshold. In this scenario the Soldier would earn a total of 27-days PDMRA (2-days for the first 3 months of

mobilization/deployment, and 12-days for the months 4 through 9 and 12-days for last 3 months of the 12-month mobilization/deployment.

3. ***Scenario 3*:** Member mobilized on 15 October 2002 (under the authority of 10 USC 12302) for 12 months. The member's mobilization is extended for six months (still under 10 USC 12302 authority) for a total of 18 months of mobilization. Member is mobilized/deployed a second time on 1 October 2006 (under 10 USC 12302 authority) for a 12 month period expiring 30 September 2007. Calculation: The first mobilization accrued 18 months of creditable time since it occurred within 72 months of the member's second mobilization. In the second mobilization/deployment, the Soldier begins to accrue PDMRA at the rate of 2-days per month for the first 6 months (months19-24). During months 6 through 12 (months 25-30) the Soldier will accrue PDMRA days at the rate of four days per month. In this scenario the Soldier would earn a total of 36-days PDMRA (2-days per month for the first 6 months of mobilization/deployment (12 days), and 4-days per month (24 days) for the last 6 months of mobilization/deployment of the 12-month mobilization/deployment

4. ***Scenario 4:*** More complicated RC situation and calculation. Soldier serves a 16-month qualifying mobilization/deployment to Washington DC from January 2003 to April 2004 and returns to his home station/residence. Twenty-two months later Soldier remobilized/redeployed to CENTCOM for 12-months in March 2006 to February 2007, which breaks DoD established RC 1:5 year rotation policy and would earn Soldier 30-days of PDMRA days. Per DoD guidance, PDMRA applies to creditable deployments and mobilizations "underway" or commencing after January 19, 2007. This mobilization/deployment would qualify for PDMRA, since it was "underway" after PDMRA program was implemented on January 19, 2007. Calculation: Soldier earns 30-days PDMRA for a qualifying 12-month mobilization/deployment (March 2006 to February 2007) after factoring in and crediting the qualifying 16-month mobilization "time" (January 2003 to April 2004) for mobilizations/deployments that commenced on October 7, 2001 or a date that is 72 months prior to the Soldiers qualifying mobilization/deployment. Computation is the last 4-months of the 16-month mobilization/deployment would qualify the Soldier for 1-day of PDMRA, if program was then in effect, which it was not. However, the mobilization/deployment "time" credit is counted as if program was in effect. So, Soldier starts second qualifying mobilization/deployment (March 2006 to February 2007) earning 1-day PDMRA for only the first 2-months, since he receives 4-months "time" credit for the earlier mobilization/deployment. Consequently, on the third month of mobilization/deployment, instead of the 7th month, PDMRA would increase to 2-days per month for the next 6-months. On the 9th month of the Soldier's mobilization/deployment the PDMRA accrual increases to 4-days per month for the last 4-months. This earns the Soldier a total of 30-days PDMRA for a 12-month mobilization/deployment after factoring in qualifying mobilization/deployment "time" from a previous mobilization/deployment. Deployment table 2 below depicts the deployment periods (red), dwell breaks (green) and days earned (white numerals).

2001			2002											2003												2004											
O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D

2005												2006												2007											
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
														1	1	2	2	2	2	2	2	4	4	4	4										

(Deployment table 2)

5. Active to Reserve or Reserve to Active: Soldiers who transition between components (i.e. AC to RC or RC to AC) will be considered under the guidelines applicable of their current component. "Creditable time" will be calculated using the rules and constraints of the previous component and carried forward. The rolling window will then restart under the current component at the beginning of the new deployment.

a. ***Scenario 1*:** SM serves in the AC from 2001-2006. During this time, the SM deploys to SFOR 2001-2002 and ISO OIF 2005-2006. In 2006, the SM transitions to the RC, and will deploy in 2007 for a 12 month mobilization. In order to calculate credible time, the SM will first calculate his AC credible time utilizing the 36 month window and the other criteria. In this case, SFOR would not count for credible time, but his 12 month deployment to OIF would. The SM would "carry" this time over to his new RC assignment, and his first month of mobilization would begin at month 13 and so forth. For subsequent deployments, the sliding 72 month window would apply, and will start at the beginning of his RC time.

b. ***Scenario 2*:** SM serves in a Title 32 M-Day status 2000-2005. SM mobilizes in 12304 status ISO Operation Joint Guard Jan 2000- Aug 2000. SM mobilizes again in 2004-2005 ISO OEF. In 2005, the Soldier transitions to the AGR. The SM is then deployed from DEC 2006- DEC 2007 ISO of OIF. In order to calculate credible time, the SM will determine his days prior to accession into the AGR under the RC criteria. In this case, the SM would have accumulated 8 months for his Bosnia mobilization and another 12 months for his OEF deployment. These mobilizations equate to 20 months of credible time only. Once on AGR Status, the Soldier will carry the credible time count forward, and will begin his latest deployment on month number 21. His AGR deployment would equate to months 21-33, and the Soldier would earn 40 days of PDMRA. For subsequent deployments, the sliding 36 month window would apply, and will start at the beginning of his AGR time. If the Soldier were to remain in theater on a 12301(d) for an additional 6 months, his PDMRA "clock" would restart at the beginning of his AGR time and his initial 12302 deployment to OIF would equate to 12 months. The 12301(d) extension in theater would equate to months 13 thru 18 of his PDMRA clock and would earn him an additional 6 days of PDMRA upon redeployment for a total of 46 days.

(c) Previous Deployment/Mobilization Credit Active and Reserve component Soldiers who would qualify for periods/days of administrative absences for a qualifying mobilization or deployment prior to implementation of this program are eligible to receive deployment/mobilization “time” credit for the earlier mobilizations or deployments. Actual PDMRA “days” do not accrue for earlier deployments or mobilizations. Deployment/mobilization “time” credit approved for a previous deployment/mobilization period would simply be used to begin computation of PDMRA days for deployments/mobilizations that are currently underway on, or commencing after January 19, 2007. Until an automated system is implemented to determine eligibility and track mobilizations/deployments, Soldiers who believe they qualify for deployment/mobilization “time” credit for previous mobilizations or deployments should submit a request, including documentation to their respective Commanding Officers for validation and approval. Documentation for use in establishing an entitlement to deployment/mobilization credit should include a Soldier’s DD Form 214 and/or, mobilization/deployment orders. Due to the variety of assignment types in Iraq and Afghanistan, Commanding Officers are authorized discretion in determining the type and validity of available documentation necessary to establish an entitlement to PDMRA for an underway deployment or mobilization.

(d) PDMRA usage:

1. Soldier’s may use accrued PDMRA during any authorized R&R leave period, in combination with or in lieu of using chargeable annual leave. However, PDMRA cannot be used “in conjunction with” R&R leave to extend the overall authorized R&R leave period of 15 or 18-days. Soldiers may also use PDMRA within 12 months of returning from deployment or during permanent change of station (PCS) travel between the Soldier’s old and new permanent duty station (PDS). **PDMRA “not” used within 12 months of returning from deployment or during PCS travel are lost. PDMRA days cannot be retained and carried to the new PDS for later use**. Soldiers who return from deployment due to an injury or are deemed to be “not fit for duty” will have one year to use their PDMRA from the day that they are determined to be “fit for duty.” Soldiers who are awaiting separation from the Army may combine this authorized administrative absence with terminal leave. Soldiers will request PDMRA on the DA Form 31, Request and Authority for Leave**.** Commanders are the approval authority for use of PDMRA. **PDMRA days do not continue to accrue while Soldier is on transition leave and/or extension of mobilization orders for the purpose of PDMRA usage.** PDMRA does “not” have a cash value. If not utilized, there is no “cash out” option available similar to that provided for unused annual leave on separation from the Service.

2. Reserve Component: Soldiers may use accrued PDMRA during any authorized R&R leave period, in combination with or in lieu of using chargeable annual leave. However, PDMRA cannot be used "in conjunction with" R&R leave to extend the overall authorized R&R leave period of 15 or 18-days. Soldier may also use PDMRA during the current mobilization order/authorized extension of current mobilization order. Soldiers unable to use accrued PDMRA during the mobilization/deployment period may be retained on active duty through voluntary extension of current mobilization orders. However, extensions of mobilization orders may not exceed designated limits in law applicable to the authority under which the Soldier was mobilized. Soldiers unable to utilize accrued PDMRA days during their current mobilization order may be voluntarily retained on active duty under the provisions of Title 10 USC 12301(d), contingency operations active duty for operational support orders (CO-ADOS), to utilize accrued PDMRA days. Soldiers will request use of PDMRA on the DA Form 31, Request and Authority for Leave. Commanders are the approval authority for use of PDMRA. **PDMRA days do not continue to accrue while Soldier is on transition leave and/or extension of mobilization orders for the purpose of PDMRA usage.** PDMRA does "not" have a cash value, other than described below for Reserve component members who are also federal, state or local government civilian employees, and "precluded by law" from being paid by federal, state or local governments, while simultaneously serving in a Reserve component status and in their civilian jobs. If not utilized with prescribed timeframe authorized, there is no "cash out" option available similar to that provided for unused annual leave on separation from the Service.

3. Under current law, members of the Reserve Components who are also federal, state or local government civilian employees may not be allowed to receive their civilian pay on the same days they are serving on active duty. To resolve this pay restriction, Reserve component members who are also federal, state or local government civilian employees, and "precluded by law" from being paid by federal, state or local governments, while simultaneously serving in a Reserve component status and in their civilian jobs may elect to receive Assignment Incentive Pay (AIP) (37 USC, section 307(a) in lieu of being awarded administrative absence days. For this purpose, the AIP would be valued at a rate of $200 for each day of administrative absence that otherwise would have been authorized/earned under the PDMRA program, not to exceed the $3,000 monthly maximum payable to an individual member under section 307a of title 37, USC. Soldiers electing to receive AIP in lieu of administrative absence will submit a DA Form 4187, Personnel Action request to their unit admin section. In Section III, number 8 mark "other" for AIP payment. The following statement must be in Section IV – Remarks: "I am a federal, state or local government civilian employee who is not permitted to return to my federal, state or local government civilian job during the PDMRA period while in a military status. I elect to receive Assignment Incentive Pay (AIP) at a rate of $200 for each day of administrative absence that otherwise would have been authorized under the PDMRA program." AIP cannot exceed the $3,000 monthly maximum payable to an individual member under section 307a, Special Pay, AIP of Title 37, United States Code. Commanders will verify eligibility for AIP and process the Soldier's request.

(e) PROCEDURES FOR MOBILIZATION ORDERS EXTENSION/CO-ADOS PACKETS FOR PDMRA USAGE. Soldiers will request use of PDMRA on the DA Form 31, Request and Authority for Leave. Commanders are the approval authority for use of PDMRA. A memorandum (see attached sample memo) signed the first Colonel or Government Service (GS) equivalent in the Soldiers supported chain of command will be used to extend a Soldier's current mobilization order or to cut Contingency, Active Duty Operational Support (CO-ADOS) orders to allow use of earned PDMRA. The memorandum must provide the justification/reason for the Soldiers mobilization order extension/CO-ADOS; the recommended EXTENSION date/CO-ADOS period; when and where the Soldier was mobilized; days of accrued leave/days of PDMRA; and if the vacated position is still a valid requirement. The memorandum must include a copy of original mobilization order, TCS order and any amendments. It is incumbent on the Soldier and chain of command to provide the necessary information and documentation in order to approve the extension request or to cut CO-ADOS orders. Incomplete requests will not be processed. (Sample Memo)

1. Step 1: Unit Admin in Theater calculates PDMRA and accrued leave and prepares DA31's for Theater Commander Signature (actual dates may be left off). (This will help ensure Soldier is

redeployed with sufficient time remaining on Orders). O-6 signed memorandum requests prepared for Soldiers with insufficient time remaining on Orders.

2. Step 2: Soldiers turns in copies of all orders and O-6 Memorandum requests, in-processes with CRC/DEMOB Site (Day 0- arrival to CRC)

3. Step 3: Soldiers process initial Finance, turn in copies of DA Form 31's, DD Form 214's, Orders. Receive Finance brief; verify PDMRA and Terminal leave balances with orders through Finance Personnel. CRC/DEMOB Site submits O-6 Memo's to HRC (as applicable). For Soldiers who do not have O-6 Memo's from Theater, Extension Requests will be processed through CRC/DEMOB O-5 Commander for Soldiers requiring extensions to HRC (as applicable). (Day 1 of DEMOB)

4. Step 4: HRC processes extension requests and email or fax extension orders directly to CRC/DEMOB Site. CRC/DEMOB Site forwards extension orders to AG. (Day 2 of DEMOB)

5. Step 5: Soldier completes processing with AG/Finance, verifies DD Form 214. PDMRA credited period will be annotated in block #18, Remarks, of DD Form 214 (i.e., PDMRA from 20071001-20071031). (Day 3 of DEMOB)

6. Step 6: Soldier receives DD Form 214 from AG, signs out and departs CRC/DEMOB Site. (Day 4 of DEMOB)

(f) TAX issues: No tax benefits (combat zone tax exclusion/tax relief) accrue or are attached to days of PDMRA regardless where they are earned or awarded.

(g) Court-martial or other adverse administrative action: In the event that a court-martial or other adverse administrative action has been initiated against a deployed Soldier, their PDMRA accrual-time is suspended, beginning with the day that charges are preferred, or, adverse administrative action is initiated, pending final resolution of the matter. Commanding officers must document suspension date of creditable time, pending a final resolution of the charges. If the Soldier is cleared of the charges, the Soldier's PDMRA will be reinstated and recomputed based on established calculation parameters.

8–6. Military Benefits.

a. Service Member's Group Life Insurance (SGLI):

Regular Army and RC coverage under SGLI maximum coverage is $400,000. Increased coverage is not automatic. All deploying Soldiers must review and complete SGLI Form 8286 before departure to review their designated beneficiary and make any increases if desired. Effective 1 NOV 2001, the Family SGLI Act was effective for all Soldiers on active duty. Each Soldier's Family SGLI status will be checked when regular SGLI is checked. Basic coverage is automatic for all Soldiers to include dual military couples. 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 also by completing the same form. Reserve Component Soldiers changing from drilling to mobilized active duty status and back again must confirm their Family SGLI status during each 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 regular Army Soldiers, access to Dental Treatment Facilities is very limited and enrollment in the TRICARE Dental Program is encouraged for both eligible dependents of Regular Army Soldiers and RC Soldiers. Eligible dependents are authorized

to be issued DD Form 1172, Active Duty Dependent ID cards, or may continue to use their DD Form 1172-1, Reserve Family Member ID cards along with a copy of the Soldier's active duty order, to use authorized facilities and to receive authorized benefits.

c. Savings Deposit Program (SDP):

Under Title 10 USA 1035, and DoD Financial Management Regulation, 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 saving deposit 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. This is effective 1 November 2001, per OSD(P&R). See Chapter 51 of DoD FMR Volume 7a. Effective 24 February 2003, the SDP program is expanded to any 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 the areas in direct support of the combat area. Enlisted and warrant officers (including commissioned warrant officers) for any part of a month, all military pay received for military service that month is excluded from gross income. For commissioned officers, the 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:

Authorized for mobilized/deployed Soldiers is authorized up to 180-days after leaving the area of operation.

f. Thrift Savings Plan (TSP):

All Soldiers, active and reserve, may contribute to the TSP program but must sign up during an open season. Activated reservists have a 60-day window to sign up for the program if not already participating upon call up. The open seasons occur twice a year: 15 April-30 June and 15 October-30 December. Soldiers can sign up using the DFAS MyPay website DFAS -- HOME/or go to their PAC to fill out a TSP-U-1 election form. All enlisted and warrant officer combat zone TSP contributions are tax exempt. Officer combat zone contributions are tax-exempt up to $5,882.70. For additional information please visit the TSP web site http://www.tsp.gov/.

g. The Soldiers' and Sailors' Civil Relief Act:

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 state 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://www.defenselink.mil/specials/Relief_Act_Revision/ or see a legal assistance attorney. All mobilized RC Soldiers can receive finance support and information from the local servicing finance office or DMPO.

h. Rest & Recuperation (R&R):

(1) Due to recent DOD rotation and mobilization policy changes, the Office of the Under Secretary of Defense (Personnel & Readiness) has approved an extension of chargeable R&R leave days to 18 vice 15 for Service Members who will be deployed 15 months to any of the seventeen designated countries within the USCENTCOM AOR ISO OEF/OIF. When DOD civilians meet the criteria of being deployed for 15 months, they are also eligible for the extended 18 days of leave. Effective date of this policy is 13 Jul 07. Approval of the 18-day leave policy is not retroactive. The 18-day chargeable R&R leave must be completed in one 18-day 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. (Memorandum, dated 19 Dec 07). 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 general/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 CENTCOM AOR. AC units will remain under the 10% absentee limitation. ALARACT 163/2007

(2) 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.

(3) Under Secretary of Defense (Personnel and Readiness) Memorandum, dated 4 May 07, Subject: Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees under Public Law (P.L.) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, June 2006. Section 1603 of P.L. 109-234 authorizes the Secretary of Defense, at his discretion, to provide to DA eligible civilian employees on official duty in Iraq or Afghanistan during Fiscal Years (FY) 2006, 2007, and 2008, allowances, benefits, and gratuities comparable to those provided to members of the Foreign Service under section 413 and chapter 9 of title I of the Foreign Service Act (22 U.S.C. 3973; and 4081 et seq). This authority shall be exercised in accordance with DoD Guidance and Procedures. Service Members and DOD civilians remain eligible for 15-days of R&R leave under the following conditions:

(a) Deployed for a 12-month tour of duty to any of the seventeen designated countries in the Central Command AOR. Reserve Component members on one year mobilization and serving at least 270 days of continuous duty within theater remain eligible for 15-day chargeable R&R leave.

(b) Individuals on R&R leave who departed the AOR prior to 13 Jul 07 will not be approved for extension of 18 chargeable R&R leave days.

(c) Soldiers extending beyond the approved chargeable R&R leave period must be changed from R&R leave to another duty status.

(4) 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 the seventeen designated countries not in those countries listed on the US Department of State “Current Travel Warning” list. All individuals should check Foreign Clearance Guide for particular country entrance requirements. They should check with their commanders to determine their eligibility.

(5) For more information go to:
http://www.armyg1.army.mil/WellBeing/RRLeave/privacy_Policy.HTM.

i. Procedures for R&R Leave Retroactive Reimbursement Claims:

(1) General: Payment of onward travel airline costs for R&R Leave Program participants was approved 19 Dec 03. Authorization was granted 21 Jun 04 to implement retroactive reimbursement for onward movement airline travel.

(2) Eligible Personnel: Eligible personnel are military members who participated in the USCENTCOM R&R Leave Program during the period 25 Sep-18 Dec 03 whose airline tickets from the APOD to their final leave destination were paid for by the R&R participants themselves, Family members, or other private individuals.

(3) Claiming Reimbursement: To claim retroactive reimbursement, eligible personnel must submit documentation as indicated below. All R&R Leave participants are reminded to maintain copies of documents associated with R&R Leave for future actions that may require such documentation. Solders must present the following documents:

(a) DD Form 1351-2, Travel Voucher, must be submitted to file a claim for reimbursement. Participants can download the form from the publications and forms website link on AKO or from the Defense Finance and Accounting System (DFAS) website (http://www.dfas.mil/money/travel/travelforms.htm).

(b) Copy of leave documentation containing fund cite (Army: DA Form 31 or R&R leave order; USAF: AF Form 988; USMC: NAVMC3)

(c) Airline ticket receipt (that shows who paid for ticket)

(d) A statement certifying travel. The statement must contain name, SSN, dates of travel, airline used, destination airport, and cost of ticket. Click the links for an example statement and a blank statement form.

(e) If available, submit a copy of the airline ticket and/or travel itinerary. Inclusion of these documents may speed processing of your claim.

(4) Lost Documentation: Personnel who no longer have airline ticket receipts must contact the airline flown for replacement receipts. If the airline is unable to assist, participants must contact Al-Shamel, the ticket agent within the CENTCOM theater of operations, to obtain copies of Procedures for R&R Leave Retroactive Reimbursement Claims receipts. To contact Al-Shamel, call 011-965-243-3900; send e-mail to: derin@alshamel.com; or send written requests to the following address: Shuhada Str. Cement House Bldg.Sharq – Kuwait. For other missing documentation, contact DFAS at the following address, or at the e-mail address:

DFAS-IN
Contingency Travel Operations, Dept 3900
ATTN: R&R Leave
8899 East 56th Street
Indianapolis, IN 46249-3900

All personnel should allow at least 4 weeks for their claim to be processed and paid. Resolution could take longer if DFAS requires additional information or documentation. Personnel who have questions should e-mail DFAS at: DFAS-INR&RLEAVE@DFAS.MIL.

j. Privately Owned Vehicle (POV):

Authorized only for personnel who are CONUS-based (to include Alaska) supporting contingency operations. Personnel on TCS orders in support of contingency operations may use their POV as transportation from their home of residence to the assigned mob station and/or duty location (under JFTR, para U3310) as not being advantageous to the government. This means that the total payment

of travel by POV will not exceed the government's cost had government procured transportation (i.e. cost of airline ticket) been used between the ordered points. Additionally, there is no authorization for the payment of in and around mileage under this authorization. Orders authorizing personnel and organizations will not supplement this instruction. Personnel who are projected to leave CONUS-based assignments are not authorized movement via POV. Installation commanders are not authorized to grant the use of rental cars.

k. Baggage:

(1) Effective 16 May 04, all Personnel processing for deployment will arrive at the CRC with the following:

(a) Military duffle bag (12inches x 36 inches) of personal belongings that does not exceed 70 lbs. in weight.

(b) Carry-on bag that must be able to fit under passenger seat or in overhead bin.

(c) Duffle bag issued for equipment package by the CRC (usually contained in 3 duffle bags).

(d) No footlockers or commercial suitcases will be accepted for movement.

(e) No cargo (i.e. tool sets, communications or audio visual equipment) will be accepted for movement.

(2) Baggage, containers and equipment that exceeds the allowance will not be provided movement on the aircraft going to theater. Those with excess bags will be personally responsible for disposing of the excess baggage.

(3) For Soldiers flying commercial aircraft, excess baggage is authorized to cover additional costs Soldiers incur to ship 4 duffle 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.

(4) Point of Contact regarding baggage is Mr. Tom Gray at 703-428-1437.

(5) Reference ALARACT Message 073/2004

l. 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 Exceptional Family Member Program (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 Form 2792 and DD Form 2792-1. 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.

m. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA):

Uniformed Services Employment and Reemployment Rights Act of 1994. State Adjutants General (MILPO and 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.

8–7. TRICARE.

a. General:

The National Defense Authorization Acts of Fiscal Years 2006 and 2007 provides for premium-based health care for all RC Soldiers of the Selected Reserve (SELRES) and their eligible Family members. The original TRICARE Reserve Select (TRS) design authorized eligible RC Soldiers in the SELRES the opportunity to purchase TRS monthly in a three-tiered system. The National Defense Authorization Act (NDAA) for FY 2007 changed the original TRS Program to a one-tier system in which all SELRES Soldiers and eligible dependents can participate and pay the lowest cost share premium of 28. Information about this program is available at the following website: http://www.tricare.mil/mybenefit/home/overview/Plans/ReserveSelect/

b. Medical or Dental Screening

Section II Medical or dental screening or Care at no Cost for Ready Reserve Members,10 USC 1074a(f): A Soldier of the Ready Reserve may at any time, while in a military duty status, be provided any medical or dental screening or care that is necessary to ensure that the Soldier meets applicable medical and dental standards for deployment.

(1) When a Soldier of the Ready Reserves is ordered to Active Duty for more than 30 days, they are eligible for medical or dental screening or care necessary to ensure the Soldier meets applicable medical and dental standards for deployment.

(2) There will be no charge to the member for any screening or care provided.

(3) Upon issuance of mobilization alert order, Soldiers are eligible for medical and dental screening and care under 10 USC 1074a.(f).

b. Earlier Eligibility date for TRICARE benefits for Members of Reserve Components, 10 USC 1074(d):

A member of the RC who is issued a delayed-effective-date Active Duty order, for a period of 30 days or more in support of contingency operations, is eligible (along with their dependents) for TRICARE benefits. The benefits are effective 90 days before the date of the Active Duty order or the date of issuance on the order, whichever is later. Members can verify their early eligibility for TRICARE at http://www.dmdc.osd.mil/Guard-ReservePortal.

c. Disability system processing of RC members unable to perform duties when ordered to Active Duty, 10 USC 1206(a):

(1) RC Soldiers who are ordered to Active Duty for more than 30 days and who are released within the first 30 days of commencing that Active Duty due to failure to meet the following are considered to have been serving under an order to Active Duty for a period of 30 days or less:

(a) Physical standards for retention due to a pre-existing condition not aggravated during the period of Active Duty; or

(b) Medical or dental standards for deployment due to a pre-existing condition not aggravated during the period of Active Duty.

(2) Any medical or dental benefits received by a Soldier or dependent as described above is not subject to recoupment or otherwise affected.

d. Waiver of certain deductibles under TRICARE, 10 USC 1095d(a) and authority to pay above TRICARE allowable rates, 10 USC 1079(h):

The TRICARE Reserve Family Demonstration Project was established following the attacks of September 11, 2001, to remove barriers to health care access and limit out-of-pocket expenses for ARNG and USAR members activated for more than 30 days in support of a contingency operation and their eligible dependents. Eligible dependents of ARNG and USAR members who are called to qualifying active duty may qualify for the TRICARE Reserve Family Demonstration Project. The demonstration project offers cost-sharing reductions for eligible dependents who do not, or cannot, enroll in TRICARE Prime. Refer to the official DoD website (http://www.tricare.mil/mybenefit/home/overview/SpecialPrograms/ReserveFamilyDemo) for assistance.

e. Transitional Assistance Management Program (TAMP), 10 USC 1145(a):

(1) All RC Soldiers who have served on Active Duty for more than 30 days in support of a contingency operation are authorized Transitional Assistance Management Program (TAMP) benefits for 180 days after the separation date from Active Duty. The 180-day period of TAMP eligibility applies to all RC Soldiers who separated from Active Duty on or after 6 November 2003. As part of the TAMP entitlement, healthcare coverage under TRICARE/Military Health System (MHS) is available during the 180 day period. Information on the general TAMP entitlement is available at http://www.hooah4health.com/deployment/benefits/transitional.htm. Information on the healthcare entitlement during TMP are available at: http://www.tricare.mil/mybenefit/home/overview/SpecialPrograms/TAMP.

(2) Reference USD Memo dated 11 Feb 05, Subject: Revised Mobilization/Demobilization Personnel Policy Relating to Healthcare benefits for Reserve Component Member ordered to Active Duty in response to the World Trade Center and Pentagon Attacks.

f. TRICARE Reserve Select (TRS) Program:

TRS is a premium-based medical coverage for all RC Soldiers of the Selected Reserve (SELRES) and their eligible Family members. The National Authorization Act (NDAA) for FY07 authorizes all RC Soldiers in the SELRES the opportunity to purchase TRS monthly based on continued service in the SELRES. The current NDAA FY 07 also changed the original TRS Program to a one-tier system in which all beneficiaries 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/overviewPlans/ReserveSelect/

8–8. Civilian Entitlements.

a. Biweekly Premium Pay:

Limitation to GS employees (does not apply to wage grade employees). The biweekly maximum earnings limitation has been waived for GS employees who perform emergency work in support of the national emergency declared by presidential proclamation of September 14, 2001. This waiver has been in effect since the beginning of the first pay period including September 11, 2001. Although the biweekly pay cap has been lifted, GS employees remain subject to the annual limitation, which is the maximum annual rate of the GS-15 (GS-15, step 10) or level v of the executive schedule, whichever is greater. The Defense Finance and Accounting Service 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 admin/liaison representative for guidance in specific situations.

c. Post (hardship) Differential:

Post differential is authorized by the State Department 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 12/16/01) and Iraq (as of 3/23/03), 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 and danger pay allowances are authorized go to:
http://aoprals.state.gov/content.asp?content_id=177&menu_id=81

d. Danger Pay Allowance:

Under Department of State standardized regulations (DSSR), in addition to post (hardship) differential, federal civilian employees in certain locations are eligible to receive a danger pay allowance if authorized by the Department of State. The danger pay allowance under DSSR 652F is additional compensation (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 a danger pay allowance of 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 post differential and danger pay allowances are authorized go to:
http://aoprals.state.gov/content.asp?content_id=177&menu_id=81. Click "continue", then click on "footnotes", then "other footnotes" to view the latest information.

e. Contractor Travel and Use of POV:

Transportation and travel to the 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. 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).

8–9. Points of Contact.

(a) DCS, G-1, Military Mobilization Branch, HQDAG1Operations@hqda.army.mil.

(b) DCS, G-1, Entitlements, DSN 222-6889 or DSN 222-5945.

(c) DCS, G-1, Civilian Mobilization Branch, DSN 223-2127, or DSN 221-1929

(d) DCS, G-4, Contractor Personnel, DALO-POD, DSN 767-7027, COM (703) 617-7027.

(e) HRC-A, ROAMS, DSN 221-7501.

8–10. References.

(a) AR 690-11, Mobilization Planning and Management

(b) AR 55-71, Transportation of Personal Property and Related Services

(c) AR 135-200, Active Duty for Training, Annual Training, and Active Duty Special Work of Individual Soldiers

(d) AR 140-10, Assignments, Attachments, Details, and Transfers

(e) AR 600-8-10, Leaves and Passes

(f) AR 600-20, Army Command Policy

(g) Joint Travel Regulation (JTR), VOL II, DOD Civilians

(h) AR 600-8-101, Personnel Processing (in- and out- and mobilization processing)

(i) AR 600-8-104, Military Personnel Information Management/Records

(j) AR 600-8-105, Military Orders

(k) AR 635-200, Enlisted Personnel

(l) DOD FMR 7000.14-R, VOLS 7A, 7B, and 9

(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) NGR (AR) 600-200, Enlisted Personnel Management

(q) Army Budget Office/JCS Guidance on Project Codes

(r) FM 100-10-2, Contracting Support on the Battlefield

(s) Joint Federal Travel Regulation (JFTR), VOL I, Military Members

CHAPTER 9 – CASUALTY OPERATIONS

9–1. Purpose.

Provide personnel policy guidance to Major Commands, Installation Commanders, Power Projection Platforms, Power Support Platforms, and Personnel Support Centers pertaining to casualty operations for military and civilian (DA/DOD, Red Cross, AAFES, and Contractor) personnel supporting contingency operations.

9–2. Casualties.

a. Operational Requirements:

IMCOM Garrison Commanders; Commander, USAEUR; Commander, USARPAC; and Commander, 8th Army, who maintain Casualty Assistance Centers (CAC) Area Commands must be prepared to support 24-hour operations and, through staff augmentation, to respond in the event of increased casualties or a multiple casualty incident.

b. Casualty Reporting:

(1) Accurate and timely casualty reporting is paramount. Due to bandwidth limits that preclude the use of web-based Defense Casualty Information Processing System – Casualty Reporting (DCIPS-CR) casualty reporting software in theater, the DCIPS-Forward (DCIPS-F) software application should be fielded down to all deploying personnel support elements. DCIPS-F is a Microsoft Access application that provides deployed units casualty reporting capability. The DCIPS-F application, user guide and training briefing may be downloaded from AKO at https://www.us.army.mil/suite/kc/6566830. All contingency-related casualty reports will be sent to the Kuwait Casualty Area Command. The Kuwait Casualty Area Command will verify all casualty information and submit casualty reports using the web-based casualty reporting tool DCIPS-CR available on the DCIPS Portal at https://dcs.army.mil. In the event the DCIPS Portal is unavailable, casualty reports are to be emailed to cocopns@conus.army.mil using email casualty report generated by DCIPS-F.

(2) The commander in theater must dispatch the initial casualty report to the Army's Casualty and Mortuary Affairs Operations Center (CMAOC) within 12 hours of the incident.

(3) The battalion commander, or his battalion-level field grade designee, must verify the accuracy of the casualty circumstances and the inflicting force as well as sign the casualty feeder report before submitting the initial or supplemental casualty report through channels to the Kuwait Casualty Area Command. If the subsequent investigation of the casualty incident surfaces additional information that clarifies or changes the circumstances originally reported, report that change through casualty channels as soon as it is known. Do not wait for completion of the investigation to report updated circumstances.

(4) For all hostile and accidental deaths, except as addressed in paragraph 9-3c(3) below, the Summary Courts Martial Convening Authority will also initiate a death investigation (either formal or informal) under the provisions of AR 15-6 and report initiation of the investigation through casualty reporting channels so the Family can be informed that an investigation is underway. Likewise, military-related accidental deaths and friendly fire incidents require initiation of a separate accident investigation IAW 385-10 and also require reporting the status of the investigation through casualty reporting channels.

(5) All Army units and agencies that conduct a death investigation must inform CMAOC that the investigation has been initiated, provide monthly status updates, and provide a copy of the completed report to CMAOC (MILPER Message 07-233). CMAOC compares the results of the completed investigation to the latest circumstances reported through casualty channels to ensure all information

sources are consistent and that the Family has been provided with up-to-date information concerning the circumstances of their loved one's death. CID is the only release authority for documents generated during the course of a CID investigation.

c. Reporting Procedures for Suspected Friendly Fire Incidents:

(1) As soon as friendly fire is first suspected, the unit will provide an immediate "heads up" through the combatant CASUALTY AREA COMMAND to the CMAOC Notification Section.

(2) The unit will generate a casualty report in accordance with paragraph 9-3(b) to explain what is known about the circumstances and confirm that both a collateral and an accident investigation have been initiated.

(3) The General Court Martial Convening Authority will initiate an investigation under the provisions of AR 15-6. The unit will also contact the Combat Readiness/Safety Center and the local Criminal Investigation Division to review the incident for safety and/or criminal aspects. The supporting CID field element can offer forensic evidence assistance (i.e., laboratory analysis, polygraph examinations). This requirement applies to deceased and wounded cases **(MILPER Message 07-236).** The approval authority for friendly-fire investigations is the combatant commander.

(4) If the initial suspicion of friendly fire does not emerge until the subsequent death investigation uncovers evidence of a possible friendly fire, the commander is then required to submit a supplemental casualty report, with the same battalion-level field grade review requirement, to update information previously reported concerning the circumstances and inflicting force identification. Likewise, if during the course of any friendly fire investigation, criminality is suspected, the unit commander should immediately notify CID, and a CID report of investigation will be initiated. This may occur at any point after the incident, based on evidence that surfaces during the investigation. Nevertheless, it must be accomplished as soon as the suspicion of friendly fire comes to light.

(5) Once the combatant commander approves the investigation, the unit will submit a copy of the investigation, with all attachments, to CMAOC on a DA Form 1574, Report of Proceedings by Investigation Officer/Board of Officers. The unit will then coordinate with CMAOC to provide a presentation to the Family IAW reference C.

(6) To assist commanders with these procedures, CMAOC published GTA 12-01-002, Reporting Suspected Friendly Fire, 23 May 2007.

d. Casualty Notification:

(1) Death and Duty Status Whereabouts Unknown (DUSTWUN) Notifications:

(a) Army policy is to notify all Family members listed on the Department of Defense Form 93 (DD93), Record of Emergency Data, in a timely, professional, and respectful manner.

(b) Notification is conducted in-person, by a two-Soldier team in Class A uniform, consisting of a notification officer and a second Soldier, preferably a chaplain, as long as locating a chaplain does not unduly delay the notification. In the event a chaplain can not be located in a timely manner, a mature Soldier in the grade of Staff Sergeant or higher will accompany the notification officer.

(c) Notification will occur between 0500 and 2400 local, unless special circumstances arise. The local Casualty Assistance Center (CAC) organizes and dispatches the notification team.

(d) The notification officer must be of equal or greater rank than the casualty, and also be a Sergeant First Class, or higher, for enlisted, Chief Warrant Officer Two, or higher, for Warrant Officers, and Captain, or higher, for commissioned officers.

(e) The Army's goal is to notify the primary next of kin within four hours of the CAC receiving the initial casualty report. The primary next of kin is normally the spouse for married Soldiers and the parents for unmarried Soldiers. After the primary next of kin (PNOK) is notified, the Army notifies the other Family members listed on the Department of Defense Form 93 (DD Form 93). In the event the notification team cannot locate the PNOK, notification to other Family members can proceed on a case-by-case basis, in consultation with CMAOC's Notification Section.

(2) Injured/Ill Notifications:

(a) Army policy is to make telephonic notification to all Family members listed by the Soldier on the DD Form 93 when the Soldier is classified as very seriously injured/ill (VSI) or seriously injured/ill (SI). In cases where the Soldier is not seriously injured (NSI) due to hostile action, only the PNOK is notified.

(b) Telephonic notification avoids the connotation or appearance of a death notification that is, by long-standing tradition, associated with an in-person visit.

(c) Notification responsibility resides with CMAOC through the Army casualty reporting system.

(d) CMAOC offers rear detachments the opportunity to notify the Family of injured/ill Soldiers. This is intended to support Family members who can benefit from receiving this devastating news from someone with whom they have an established, positive relationship, and to enable follow-up support from Family readiness group channels.

(e) If the unit cannot make notification to the PNOK within two hours of receipt of the casualty report, or opts not to do so, CMAOC will proceed to make the notification.

(f) Notification is conducted under these guidelines:

1. Notification hours are 0500-2400, but can be extended if the situation dictates.

2. Use care and compassion.

3. Communicate only the facts from the casualty report; refrain from speculation and promises.

4. Advise Family member to expect follow-up call from CMAOC regarding travel to bedside (VSI/SI only).

(g) In multi-casualty incidents, where there are both killed and injured Soldiers, the policy is to first notify the deceased Soldier's PNOK, then notify the Families of the wounded. As an exception, Families of VSI are immediately notified in order to facilitate either a telephonic conversation between the Family and Soldier, or immediate movement of the Family to the Soldier's bedside.

(h) Rear detachments, or the responsible CAC, must back-brief CMAOC immediately following the notification. CMAOC will provide progress reports to Families at 24-hour intervals, or more frequently as available, for VSI/SI/ Soldiers who are overseas.

(i) After initial notification is complete, a final update will be given to the rear detachment commander on the Soldier's status and final destination when received from medical authorities. Concurrently, CMAOC will provide the rear detachment commander the status of Family travel to the Soldier's bedside (if applicable). CMAOC will provide the rear detachment commander toll free numbers to call for situational updates.

e. <u>Notification and Assistance for Civilian Personnel:</u>

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.

f. Casualty Notification and Assistance Officer Training.

(1) CACs will comply with the Army-mandated policy to assign only Soldiers who have been trained and certified as casualty notification and assistance officers **(MILPER MESSAGE 06-317).** either by conducting in-person training with the CMAOC Mobile Training Team(s), conducting the training using trained and certified CAC personnel, or via the online training tool, available on the CMAOC Web site at: (https://www.hrc.army.mil/site/protect/Active/TAGD/CMAOC/casTrain/index.html).

(2) Consolidated Personnel Administration Centers (CPAC) are responsible for providing casualty assistance to the next of kin (NOK) of deceased Civilians.

g. Casualty Liaison Teams (CLTs):

IAW reference A, CACs are reminded to continue coordination with patient administration offices to arrange for on-site CLTs to handle those casualties evacuated to military, VA, or civilian hospitals within their area of responsibility. Mass casualty incidents or transfer of injured Soldiers may require treatment outside the theater to hospitals in various CAC areas. Thus, CLTs must be prepared to launch to local hospitals as appropriate. CLTs are essential for providing updated information on all incapacitated injured or ill (III), very seriously injured/ill (VSI) and seriously injured/ill (SI) Soldiers.

h. Travel and Transportation Orders (TT&O):

(1) Up to three Family members are permitted to be issued TT&Os to travel to the bedside of a Soldier who is classified as very seriously injured/ill (VSI) or seriously injured/ill (SI). 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.

(2) TT&Os are also issued for three Family members to travel to the bedside of those Soldiers classified as NSI (injured in the theater of operation) who are hospitalized in a stateside hospital. The hospital must complete a DA Form 2984 signed by the attending physician or hospital commander. CMAOC will not extend a TT&O to Family members to facilitate travel into the theater of operations.

(3) Family members extended a TT&O 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 TT&O is issued. Travel without a TT&O is not reimbursable.

9–3. Fatal Training/Operational Accident Presentation.

a. Collateral Investigation:

(1) For casualties that are the result of a military-related accident, the unit will submit the completed collateral investigation to the Summary Courts Martial Appointing Authority or designee within 30 days from the fatal training or operational accident.

(2) For casualties that are the result of suspected friendly fire incidents, the unit will submit the completed collateral investigation through the General Court Martial Convening Authority to the combatant commander within 30 days of the incident.

(3) Upon written request from the investigating officer, the appointing authority may grant delays, in 10-day increments. With approved extensions, collateral investigations can take several months to complete. In the event of an approved extension, the collateral investigation approval authority is

responsible for keeping the PNOK and parents who are SNOK formally apprised of the status, through CMAOC and the Family's assigned casualty assistance officer.

b. Presentation of Results of Collateral Investigation:

(1) The PNOK and parents who are SNOK of Soldiers who die as result of a fatal training or operational accidents are authorized a formal presentation detailing the results of the collateral investigation conducted under the provisions of Chapter 3 of AR 600-34 and AR 15-6.

(2) Approval authorities (normally the General Court Martial Convening Authority) have the responsibility of appointing a colonel or brigade-level commander to present the investigative facts and findings to the Family and deliver them with the greatest care and compassion. The appointed briefer must be well-versed in the specific details surrounding the accident, and describe the Army's position and future actions. The briefer is normally the deceased Soldier's brigade commander.

(3) Once the approval authority has approved the collateral investigation report and has spoken with The Adjutant General (TAG) regarding the report and appointment of the briefer, CMAOC and the casualty assistance officer (CAO) will offer the PNOK and parents who are SNOK the opportunity to be briefed by the approval authority's appointed colonel-level briefer and/or receive a written copy of the report of investigation. The presentation should be conducted within 25 days of approval of the results.

c. Army Commands/Subordinate Command Responsibilities:

Each ACOM, ASCC, DRU and subordinate commands with general officer commanders must designate a point of contact for coordination of actions when notified by the TAG or TAG's representative. They also must develop internal programs to support the presentation policy. Major commands must establish implementing procedures in support of AR 600-34 for training/operational accidents and provide additional guidance to subordinate activities as required.

d. Human Resource (HR) Leader Responsibilities:

HR leaders must maintain aggressive oversight of this program to ensure that procedures are followed IAW established timelines for collateral investigations and presentation to next of kin. G-1/C-1 and Staff Judge Advocates (SJA) have the primary responsibility to ensure that CMAOC is updated on the status of investigations and provided a non-redacted copy of the completed investigation once approved. The SJA or legal advisor will redact the collateral report and prepare the required number of copies for each PNOK and parents who are SNOK. The servicing SJA or legal advisor will conduct the legal review of all materials intended for use during rehearsals and the actual presentation.

9–4. Line of Duty.

a. General:

Certain exceptions to current Line of Duty (LD) policy are authorized when Soldiers need a LD investigation. LD Investigations will be conducted IAW AR 600-8-4 except where modified by MILPER Message 04-341.

b. Final approving authority:

As an exception to current LD policy, the first or highest general officer in a Soldier's chain of command may approve LD Investigations as the final approving authority whether or not he or she is the General Court Martial Convening Authority. These general officers may delegate signature authority of "by authority of the Secretary of the Army" for LD Investigations (informal or formal) to field grade officers or DA Civilians in the grade of GS-12 or above (or YA-2 or above in the NSPS system) who also have authority to sign "for the commander."

c. Combat deaths:

A LD Investigation is not required for deaths directly related to combat. However, a presumptive LD determination is required and will be prepared by CMAOC based on the casualty message from the theater casualty area command and the death certificate.

d. Non-combat deaths:

Commanders are required to conduct a LD Investigation (informal or formal) and make a LD determination. Forward all LD Investigations pertaining to deaths to:

Commander, US Army Human Resources Command
ATTN: AHRC-PDC-C
200 Stovall Street
Alexandria, VA 22332.

e. Cessation of Imminent Death:

Section 645 of the National Defense Authorization Act for fiscal year 2004 expanded section 1448(d) of Title 10 USC to provide a survivor benefit plan annuity for the surviving dependent children of a Soldier who dies while on active duty. Consequently, there is no longer any need for imminent death processing to ensure maximum benefits are provided to surviving Family members.

f. Combat injuries:

A LD Investigation is not required when the medical treatment facility (MTF) providing initial treatment immediately determines that the Soldier must be referred into the physical disability evaluation system (PDES). The Soldier's injuries are presumed to have been incurred In Line of Duty (ILD) without a LD Investigation (informal or formal). The Soldier must receive a Presumptive ILD/LD Determination memorandum before leaving active duty.

g. Non-combat injuries:

Soldiers referred into the PDES who have an injury documented in their medical records (or documented by a physician at the time of their referral into the PDES) are presumed to be ILD without an LD Investigation (informal or formal) when the injury does not require a formal LD Investigation IAW AR 600-8-4 and all of the following conditions are met:

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

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

(3) There is no indication of intentional misconduct or willful negligence.

(4) There is no indication the Soldier was AWOL at the time of the injury.

h. Disease Conditions:

A LD Investigation is not required on disease conditions for active component (AC) Soldiers or reserve component (RC) Soldiers on active duty orders of more than 30 days. The Soldier is presumed to be ILD.

i. More information:

(1) Refer to paragraph 3-2 of AR 600-8-4 for all other cases to determine when a formal LD Investigation is required. A formal LD Investigation must be conducted to render a LD determination adverse to the Soldier.

(2) Refer to MILPER message 05-273 for information about the post deployment health risk assessment.

j. Presumptive ILD/LD Determination Memo:

A LD determination is required for all injuries, illnesses, or diseases that a Soldier incurred or aggravated while on active duty that will require continuing medical care, or, may result in a claim for disability compensation or incapacitation pay, after REFRAD. Therefore, either a LD Investigation will be completed when required, or, a presumptive ILD determination memorandum will be prepared before the Soldier leaves active duty.

(1) The intent of the presumptive ILD determination memorandum is to expedite LD determinations for Soldiers being REFRAD who would otherwise not receive a LD Investigation (informal or formal) before REFRAD if current policy was followed. A presumptive ILD determination memorandum cannot be used to render an adverse LD determination; a formal LD Investigation must be conducted to render an adverse LD determination.

(2) Those general officers or their delegates and MTF commanders or their delegates are authorized to issue presumptive ILD determination memorandums for Soldiers when a LD Investigation (DA Form 2173 or DD Form 261) was not completed at the time of the Soldier's injury, illness or disease, and the Soldier would be REFRAD without a LD Investigation. Presumptive ILD determinations will be made based on a review of the Soldier's medical records by qualified medical personnel. Presumptive ILD determination memorandums are authorized only when all of the conditions at paragraph 9-5g (1) through (4) are met.

k. Distribution of LD documentation:

In addition to current distribution requirements, completed LD documentation, including presumptive ILD determination memorandums, will be distributed as follows:

(1) Soldier's OMPF

(2) Copy to the Soldier

(3) Copy placed in the Soldier's field personnel file

(4) Copy placed in the Soldier's medical record

(5) Copy to the Soldier's Reserve Component unit

(6) MODS Line of Duty Module should be utilized in order to streamline LD processing.

9–5. Mortuary Affairs.

a. General Guidance:

Detailed mortuary affairs guidance for commanders, G-1, S-1, G-4, and S-4 personnel is provided in ALARACT Message 105/2002 DTG 241339z OCT 02, Subject: Update on Mortuary Affairs and Disposition of Personal Effects. This message provides detailed guidance concerning, search and recovery of remains, collection of identification media, escort of remains, and personal effects processing.

b. Search & Recovery:

(1) 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.

(2) In order to protect forensic evidence used by AFME to conduct investigations, it is imperative that human remains recovered from operational incidents be handled in such a way that evidence is not destroyed, compromised, or removed. Accordingly, human remains will be placed in a human remains pouch with the minimum handling consistent with personnel safety and expeditious evacuation.

(3) When an individual is killed or wounded in action, do not remove 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.

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. Consequently, the availability of medical and dental records is imperative for identification of remains. Upon receipt of an initial casualty report for a deceased or missing Soldier (all categories), organizations holding medical and dental records (CACs, PSBs, or Bde S-1s that have completed PSDR) should scan them and immediately send them via email to peddopn@conus.army.mil for use by the Army liaison officer at the USAF Port Mortuary, Dover AFB, DE.

d. Escorts:

Remains are escorted after they have been prepared for burial from the preparing mortuary to the final funeral destination as outlined in AR 638-2. Commanders in the Area of Operations (AO) will not appoint an escort from AO forces to accompany the remains of deceased Soldiers or Department of the Army 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). They will not be permitted to accompany the remains to the final destination.

e. Personal Effects (PE):

Many deployed personnel have personal effects 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 in accordance with ALARACT Messages 139/2006, 161/2007, 224/2007, 235/2007, AR 638-2, Chapters 17-22 and DA Pam 638-2 Chapters 11-16. All required documentation must be completed and forwarded:

Commander, Army Human Resources Command
ATTN: AHRC-PDC-C
200 Stovall Street
Alexandria, VA 22332-0482.

f. Honors:

(1) Unless specifically denied honors through willful misconduct, planeside honors are required for all Soldiers whose remains process through the Dover Port Mortuary, and for Soldiers who are injured in theater and subsequently die after being continuously hospitalized in a medical treatment facility. For active duty deaths, when in doubt, render honors. Planeside honors will normally consist of a six-Soldier team which off-loads the remains at the destination airport and transfers them to the awaiting funeral home's hearse. 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

(2) It is Department of the Army policy to provide full military funeral honors for all active duty deaths, unless honors are specifically denied through the Soldier's own misconduct. For active duty deaths, when in doubt, render honors. Full military funeral honors are performed by a nine-Soldier honors team that carries the casket, fires a rifle salute, folds and presents the flag, and plays Taps.

(3) It is Army policy that retirees receive full military funeral honors, resources permitting. Since the Army reserves sufficient funds to support this requirement, retirees should normally receive full military funeral honors. For all other eligible Army veterans, the CAC must provide a two-Soldier detail to fold the flag and a bugler to play Taps. CACs may also fulfill this requirement through use of the Authorized Providers Partnership Program (AP3), as outlined in DoDI 1300.15, Military Funeral Support**.**

(4) CACs will coordinate with installation commanders within their geographic areas to ensure that sufficient military funeral honors (MFH) teams are identified, trained and available to conduct funeral honors in a dignified, professional manner.

9–6. Prisoners of War and Missing.

a. General Guidance:

Detailed guidance on handling missing Soldiers can be found in AR 600-8-1, Army Casualty Operations//Assistance//Insurance, Chapter 8 and DODI 2310.5 Accounting for Missing Personnel.

b. Reporting:

Before reporting a Soldier as unaccounted for in the casualty reporting system, the CAC will request verbal approval from CMAOC to report a Soldier as duty status whereabouts unknown (DUSTWUN). Once approved, use DCIPS to report the casualty IAW paragraph 9-3b. - CMAOC will work with the CAC, provide guidance, and manage the missing individual until repatriated.

c. Duty Status Whereabouts Unknown (DUSTWUN):

This is a temporary status and not a missing category, used when an individual is not accounted for and the Soldier's duty status is unknown. Pending an official determination, unaccounted for casualties are normally placed in a DUSTWUN status for a maximum of 10 days.

d. Status Determination:

The temporary DUSTWUN status is used while the command investigates the Soldier's disappearance. There are different procedures for handling missing personnel under hostile and non-hostile conditions:

(1) Hostile missing cases**:** The commander initiates a preliminary commander's assessment on DD Form 2812 with the findings and recommendations on the Soldier's status. Only the Secretary of the Army or his designee, The Adjutant General (TAG), pursuant to authority delegated by the Secretary of the Army, may change the status from DUSTWN to either missing or deceased. Normally, TAG will convene a status determination board to review the commander's assessment and recommend a casualty status determination board.

(2) Non-hostile cases**:** The commander initiates an informal AR 15-6 investigation with the findings and recommendations on the Soldier's status. The purpose of the investigation is to clarify the circumstances reference the missing Soldier. By the 7th day, the results of the investigation are forwarded to the Commander, Army Human Resources Command, ATTN: AHRC-PDC-M, 200 Stovall Street, Alexandria, VA 22332-0482. TAG reviews the results and makes a status determination. If substantiated as involuntary and TAG declares the individual Soldier missing, the commander who has General Court-Martial Convening Authority will be directed to conduct a more thorough investigation.

e. Status Changes:

Once an individual person is placed in a "Missing" status, only the Secretary of the Army or his designee, TAG, pursuant to authority delegated by the Secretary of the Army, may change the status. A follow-on status determination board will be conducted each year before the anniversary date of disappearance to determine status of the individual until such evidence or passage of time will determine a finding of death or other disposition.

f. POW/Missing in Action (MIA) Records Management:

The personnel records, and associated transfer documents located at the unit, for Soldiers who become POW/MIA, should be forwarded to and maintained by:

Commander, Army Human Resources Command
ATTN: AHRC-PDC-M
200 Stovall Street
Alexandria, VA 22332-0482

Organizations (CACs, PSBs, or Bde S-1s that have transformed IAW PSDR), holding medical and dental records for missing Soldiers (all categories) should scan them and immediately send 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

9–7. Points of Contact.

a. Policy issues:

The point of contact for any policy issues related to casualty reporting, fatal training/operational accidents, LD Investigations, mortuary affairs, and MIA/POW issues is DSN 221-5314, COMM (703) 325-5314, fax – 1844.

b. Specific questions on individual cases related to:

(1) Casualty Reporting, DSN 221-7990, COMM (703) 325-7990, fax – 0134; secure phone – 2795, secure fax - 9056. Email address: cocopns@conus.army.mil or SIPRNET address: tag-cas@ksaepq08.army.smil.mil

(2) Fatal Training/Operational Accidents, DSN 221-5705, COMM (703)325-5705, fax-0134; secure phone - 2795, secure fax - 9506. Email address: cocopns@conus.army.mil or SIPRNET address:tagcasu@hrc.army.smil.mil.

(3) LD Investigations, DSN 221-5636, COMM (703) 325-5636 or by fax at extension – 9058. Email address: peddopn@conus.army.mil or SIPRNET address: tagcasu@hrc.army.smil.mil

(4) Mortuary Affairs, CMAOC, DSN 221-5636, COMM (703) 325-5636 or by fax at extension – 9058. Email address: peddopn@conus.army.mil or SIPRNET address: tagcasu@hrc.army.smil.mil

(5) POW/MIA issues, CMAOC, DSN 221-0482, COMM (703) 325-0482 or by fax at extension –0314. Email address: cocopns@conus.army.mil or SIPRNET address: tagcasu@hrc.army.smil.mil

(6) DCIPS issues, CMAOC, DSN 221-1849 or COMM: 703-325-1849. Email address: armydcips@conus.army.mil.

9–8. References.

a. AR 600-8-1, Army Casualty Program, 30 Apr 2007.

b. AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, 15 Apr 2004.

c. AR 600-34, Fatal Training/Operational Accident Presentations to the Next of Kin, 2 Jan 2003.

d. AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects, 22 Dec 2000.

CHAPTER 10 – REDEPLOYMENT, DEMOBILIZATION, AND STABILIZATION

10–1. Purpose.

Provide personnel policy guidance to Army Service Component Commands (ASCCs), Installation Commanders, PPPs, PSPs, and PCSs pertaining to redeployment, demobilization and stabilization of military and civilian (DA, AAFES, Red Cross, and Contractors) personnel mobilized/deployed in support of contingency operations.

10–2. General Guidance.

a. Administrative Action Requirements:

AR 600-8-101, Chapter 7 and DA Pamphlet 600-8-101 prescribe the administrative actions that must be completed for all Soldiers before their redeployment from the contingency theater AOR. The following items are critical:

(1) Initiate line of duty (LD) investigations or presumptive line of duty determinations as required for Soldiers prior to their departure from theater.

(2) Post personnel actions that occurred during deployment to Soldiers' personnel records in their deployment packets and/or to E-MILPO.

(3) Update medical and dental records to reflect medical or dental treatment or changes during deployment.

(4) Collect equipment from Soldiers that were issued in theater/AOR and must remain in theater/AOR.

(5) Ensure Soldiers settle debt issues with the Army or affiliated activities (e.g., post exchange; Morale, Welfare, and Recreation (MWR) fund manager; Army Emergency Relief (AER); etc.) prior to theater departure. If unable to settle, properly record alleged debts and ensure a report of survey is initiated for loss or damage of Army property.

b. Civilian Employment Rights:

A Soldier ordered to active duty involuntarily (or voluntarily up 10 USC 12301(d)) is entitled to Civilian reemployment rights and benefits under Title 38 USC, Chapter 43.

c. Transition Processing:

(1) Reference MILPER Message 05-219. Every separating Soldier is designated an authorized Transition Center (TC) for transition processing. RC Soldiers will demobilize at the Mobilization Station from which they were originally mobilized. IRR Soldiers and Individual Augmentees (IA) who deployed to theater and processed through a CONUS Replacement Center (CRC) are authorized to demobilize and REFRAD at the CRC they processed through.

(2) Only Retirees are authorized to elect the Station of Choice (SOC) option at no cost to the Government. There are 29 Army Transition Centers (TC) that are authorized SOC locations. A list of all Army TCs can be found on HRC's Personnel Services Branch homepage: https://www.hrc.army.mil/site/active/tagd/retire/tclist.htm

(3) For more information regarding transition processing and related information see HRC's Personnel Services Branch homepage: https://www.hrc.army.mil/site/active/tagd/pssd/pssd.htm.

d. Remobilizing RC Soldiers:

Effective immediately, there are new rules of engagement for mobilization IAW SecDef's memo dated 19 Jan 2007

10–3. RC Volunteers and Voluntary Extensions Beyond Mobilization Authority.

a. General:

(1) RC Soldiers who voluntarily request to serve beyond their 24 consecutive months of mobilization under Partial Mobilization Authority 10 USC 12302 may request continued mobilization under the policy guidance of Contingency Operation Active Duty for Operational Support (CO-ADOS) 10 USC 12301(d). 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.

(2) Specific provisions of this CO-ADOS policy may not necessarily apply to other ADOS programs. Soldiers requesting CO-ADOS will receive the pay and benefits of a PCS'd Soldier on active duty. Chapter 8-3(r) provides information on Assignment Incentive Pay request processing requirements. ALARACT 105/2005 provides an exception to policy for Enlisted SELRES Soldiers to continue receiving incentives and bonuses pay while serving on CO-ADOS. See ALARACT 105/2005 for specific bonuses and incentives that are exempt. Soldiers will only be assigned to valid mobilization or WIAS billets.

b. CO-ADOS Orders:

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

(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 two 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 two year tour and one-year extension approval prior to HRC-S publishing orders. This guidance applies to first time volunteers and to those who volunteer while currently serving on any Active Duty tour that specifically fill CO-ADOS requirements.

(3) RC Soldiers who volunteer to fill CO-ADOS requirements must submit an individual packet that is reviewed, verified, and recommended for approval by Soldier's chain of command. In all cases, all packets will be approved and endorsed by unit chain of command and validated as a contingency support mission requirement by the HQDA G-3/5/7, prior to approval. Once CO-ADOS packets are validated and approved by HQDA, they are then forwarded to HRC-St Louis, MOBOPs for individual orders publication.

(4) This guidance covers packet requirements and routing of requests of RC Soldiers based on voluntary initial or extension request for CO-ADOS. Physical fitness, administrative, medical, and other eligibility data will be reviewed and verified at the unit level using an overprinted DA form 4187. HRC-St Louis retains unit level review authority of this data for retirees and initial IRR volunteers.

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

(a) Packet requests should not exceed 1095 days of total Active Duty time.

(b) Organizations requesting CO-ADOS orders for Soldiers who will exceed 1095 days consecutive active duty or three years out of the previous four years active duty must include an endorsement signed by a Brigadier General or Senior Executive Service (SES) equivalent through HRC to HQDA. Consideration must be given to documenting long-term manning requirements as full-time billets on unit manning documents.

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

(d) Packets require an O6 or above justification from the force requestor.

(e) Packets require submission of an overprinted DA Form 4187 verified and approved by the Soldiers' chain of command.

(f) All packets will be reviewed and screened at the unit level to ensure compliance with AR 600-8-2, which states, "USAR Soldiers and ARNG Soldiers cannot enter Active Duty when flagged unless involuntarily directed by HQDA". Soldiers currently receiving Combat Zone Tax Exclusion are exempt from this requirement.

(g) Initial request packets require a Volunteer Selection Form/30 day waiver.

(h) ARNG packets require a TAG Letter of Release.

(i) Mobilization documents will be maintained at the unit level with file copy of any/all packets and will be subject to inspection.

(j) If Enlisted Soldier will ETS during the tour period, Soldier must either extend/reenlist to cover tour period or the tour period will be reduced to one day prior to ETS.

(k) If Enlisted Soldier will reach maximum age (age 60) during the tour period, the tour period will be reduced to one day prior to reaching maximum age.

(l) If Officer will reach Mandatory Removal Date (MRD) during the tour period, the tour period will be reduced to one day prior to reaching MRD.

(m) 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. Per sample overprinted DA Form 4187, both total consecutive Active Duty days and total active federal service will be properly accounted for and verified by Soldier chain of command. In section IV of DA Form 4187 (overprinted), this data must be accurately annotated. RC Soldiers will be considered to be performing ADOS duties if they are ordered to Active Duty UP 10 U.S.C. 12301(d) to perform: ADSW (AC or RC funded), to include reserve Soldiers formerly serving on Active Duty on EAD, COEAD, TTAD, COTTAD, ADSW, and some types of Active Duty training. To accurately total the number of days, units may use an Active Duty (AD) calculator.

(n) Completed CO-ADOS packets will be submitted by the force requestor or Soldier's assigned unit by utilizing the Department of the Army Mobilization Processing System (DAMPS) or sending electronically to HQDA G-3 via e-mail at MOB.AOCCAT@conus.army.mil (NIPR) or AAODOMM@hqda.army.smil.mil (SIPR)

(6) For packet requirements, specific guidelines based on RC category and current Soldier status apply below.

(a) Troop Program Unit (TPU) ***Initial*** Volunteer Packet Requirements:

1. DA Form 4187-Initial signed by Soldier, verified by unit administrator in section IV, and recommended for approval/disapproval by unit commander of RC unit of assignment

2. Memorandum signed by 06 or above from unit force requester, identifying position requirement (paragraph/line number), name/SSN of Soldier volunteer, and justification

3. Volunteer Selection Form/30 day waiver (for initial request only)

4. ARNG volunteer packets must also include The Adjutant General (TAG) release letter from ARNG Soldier's state/territory

(b) CO-ADOS Extension-in-Place Packet Requirements:

1. DA Form 4187-Extension signed by Soldier, validated by force requester (06 or above), and verified by unit commander (administrative data)

2. ARNG volunteer packets must also include The Adjutant General (TAG) release letter from ARNG Soldier's state/territory

(c) Individual Ready Reserve (IRR) Volunteer Requirements.

1. Packet Requirements for IRR volunteer packets are as the same as above. HRC-St Louis serves as managing agency for first time IRR volunteers. For IRR Soldiers who are currently on Active Duty/mobilization tours, their DA 4187 will be reviewed, verified, and approved by their current unit of assignment.

2. IRR packet routing. For CO-ADOS requirement, HRC-St Louis will consolidate, review, certify, and forward to G-3 via DAMPs

c. Validation of Positions:

DAMO-ODO will determine whether to validate the need to continue to fill positions based on the needs of the Army, and whether to approve RC Soldier's requests for CO-ADOS. Validated requirements will be forwarded to HRC-S for order processing. HRC-S will publish orders, after verifying the Soldier meets eligibility requirements and ensure appropriate distribution of the order.

d. Transfer of Mobilized RC Soldiers into the Regular Army:

RC Soldiers that have less than 18 years of active service may apply to transfer from the RC to the Regular Army anytime within six months of their projected demobilization or release from active duty (REFRAD) date. This includes Soldiers that are at the demobilization station and Soldiers that have processed through the demobilization station and are on leave, en route to their parent unit. For more information, reference MILPER Message 05-143, subject: Enlistment of Mobilized USAR or ARNG Soldiers into the Regular Army.

(1) Instructions for the application process:

(a) DD Form 368, request for conditional release initiates the process. The form must be staffed through the Soldier's Chain of Command and submitted to HRC-S.

(b) HRC-S must coordinate release of the mobilized RC Soldier with the appropriate command within 7 days of receipt of the DD Form 368.

(c) HRC-S will immediately apprise HQDA, G-1 of any disapprovals for release, assessment of operational impact and accountability of all Soldiers that participated in the process.

(2) HRC-S will perform the following actions:

(a) Ensure DFAS is notified

(b) Issue discharge orders from the RC

(c) Coordinate the issuance of the DD Form 214 and NGB Form 22

(d) Ensure Soldiers' records are loaded into PERMS

(e) Create a derivative UIC to transfer the Soldiers into the Regular Army

(f) Provide copies of the separation orders to the RC

(3) The USAR, 7th ARCOM, 9th RRSC, USACAPOC, HRC-STL or JFHQ's will ensure the Soldier is removed from the RC system using the designated loss transition code

(4) Total processing time will be no more than 15 days from the Soldier's request for enlistment into the Regular Army

(5) Reference HQDA G-1 Memo dated 15 Aug 05 Subject: Revised Business Rules for Enlistment of Mobilized United States Army Reserve (USAR) or Army National Guard of the United States (ARNGUS) Soldiers into the Regular Army

10–4. Redeployment and Demobilization of Units.

a. General:

(1) The Army component commander of the supported combatant commander, 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 (e.g., line of duty reports, awards, evaluations, etc.). Detailed information on units or elements of units (e.g., unit rosters) being released early must be provided to the force provider to support timely demobilization processing and personnel accountability.

(2) Under selected circumstances, the actual REFRAD of unit members may 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. Under no circumstances will a Soldier be held past his or her unit's demobilization date without prior coordination with the Army force provider. Soldiers may not be held beyond the unit demobilization date for the purposes of extending their tour of duty for mission related purposes.

b. Demobilization Request:

(1) 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 maximum allowable time for mobilization is reached. The effective demobilization date must not exceed the maximum allowable mobilization period specified in the original HQDA mobilization order.

(2) Unit demobilization requests will be submitted 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 Soldiers assigned to the demobilizing unit, including unit travel time, demobilization processing, and accrued leave time.

c. 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.

10–5. Release from Active Duty (REFRAD).

The following procedures apply to the early release from active duty (REFRAD) of individual RC Soldiers supporting contingency operations and those approaching completion of initial mobilization period.

a. Early REFRAD:

(1) RC Soldiers no longer Operationally Required: The supported command may request through the first Colonel or GS equivalent in the supported command's 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. 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.

(2) For Transition Team Soldiers, 1st ID will request early REFRAD of those found unfit for TT duty directly to Mobilization Branch, HRC-STL. Soldiers found unfit will REFRAD and specific components would be required to provide immediate backfill.

(3) RC, ARNG, IMA and IRR: The supported command will identify and coordinate the redeployment and early REFRAD of individuals from U.S. Army Reserve or Army National Guard units, IMA or IRR. A memorandum signed by the first General Officer in the supported chain of command will specify the reason for early release; recommended REFRAD date; 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 signature has been obtained the request will be forwarded and validated through the Theater Personnel Group (if applicable) and the appropriate force provider (e.g. FORSCOM, CONUSA, USASOC) for final approval to HRCSRefrad@conus.army.mil.

(4) Approval of Request: HRC-S will review all requests for early REFRAD and determine approval/ disapproval/ pending reassignment. To ensure accurate accountability, HRC-S will forward copies of approved REFRAD requests to the supported command, appropriate force provider, the JFHQ-ST/RRC, and HRC-STL. HRC-S will provide accountability reporting of REFRADs to HQDA G-3/5/7, DAMO-ODM. Accountability reports must include the standard name line (name, rank, SSN) and the UIC/DUIC to which the individual Soldier was mobilized (per the HQDA mobilization order).

(5) Redeployment and Processing: 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-A. Accountability reports must include the standard name line (name, rank, SSN) and the UIC/DUIC to which the individual Soldier was mobilized (per the HQDA mobilization order).

(6) Soldiers whose units remain on Active Duty: RC Soldiers whose mobilized unit remains on active duty will be reassigned to a unit designated by the Regional Readiness Support Command (RRSC) or direct reporting unit when returned to home station. Army National Guard (ARNG) Soldiers whose mobilized unit remains on active duty will be reassigned to a unit designated by the state area command when returned to home station.

(7) Group REFRAD orders are not authorized.

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

b. End of Mobilization Period REFRAD:

Soldiers that are within 60-days of completing a 365-day BOG or completed a 365-day BOG in theater who desire not to extend on 12302 or volunteer for a 12301(d) tour; Soldiers that have completed 365-day CONUS MOB; and/or Soldiers that are within 60-days of subsequently approved mobilization period (e.g., extending for a second year mobilization), the Soldier's assigned unit is not required to submit a REFRAD request memo to HRC-A. Soldiers will be processed by CRC/MOB sites accordingly.

(1) Instructions for REFRAD Soldiers:

(a) 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-A and HRC-STL.

(b) 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.

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

(2) 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.

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

(4) 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).

(5) 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. Coordination between the original mobilization station and alternate demobilization station is required to ensure personnel transactions are processed and RC Soldiers are returned to their correct status.

c. Authority Issuing REFRAD Orders:

The authority issuing the REFRAD / discharge orders will use AR 600-8-105, Format 523 as directed 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) Recalled retirees reverting to the retired rolls, fax to CDR, HRC-STL, ATTN: AHRC-PLM-O, fax 314-592-1003, DSN: 892

(2) IRR and IMA Soldiers, mail to CDR, HRC-SL, ATTN: AHRC-CIS-P, 1 Reserve Way, St. Louis, MO 63132-5200

(3) Reserve Component unit Soldiers, send to the appropriate RRSC.

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

d. Reintegration Training at REFRAD:

Per FORSCOM Reintegration Training Guidance for Operation Noble Eagle (ONE), memorandum, 30 Aug 2002, the minimum training that will be accomplished prior to release from active duty is Duty MOS Qualified (DMOSQ), Individual Weapons Qualification (IWQ), and Common Task Training (CTT). FORSCOM will seek requisite funding for temporary duty as needed to achieve maximum DMOSQ. The CONUSA will keep FORSCOM DCS, G-3/5/7 Training Division informed on how many Soldiers within mobilizing and demobilizing units are not MOSQ. Training could be curtailed if it extends the mobilization period, increases the period of overlap between units mobilized for the same mission, adversely affects the current mandated cap, or is not supportable within the existing budget.

10–6. Returning Deployment Packets.

a. Reserve Component 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.

b. Reserve Component Soldiers redeployed as individuals:

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

c. Active Army Soldiers redeployed with unit:

A senior unit member will carry the deployment packets to home station. The home station MPD/PSB will screen documents and update the data base (ERB/ORB); documents will then be filed in the Military Personnel File (MPF), given to the Soldier or forwarded to the OMPF according to AR 600-8-104 and MILPER Message 04-321, Elimination of DA Form 201, Military Personnel Records Jacket (MPRJ) - Phase III (Active Army Enlisted Soldiers).

d. Active Army Soldiers redeployed as individuals:

The Soldier will carry their deployment packet back to home station. The home station MPD/PSB will screen documents and update the data base (ERB/ORB); documents will then be filed in the MPF, given to the Soldier or forwarded to the OMPF according to AR 600-8-104 and MILPER Message 04-

321, Elimination of DA Form 201, Military Personnel Records Jacket (MPRJ) - Phase III (Active Army Enlisted Soldiers).

e. Medical and Dental Records:

Upon redeployment, medical and dental documents will return with the Soldier to the mobilization or home station.

(1) Active Army Soldiers: Medical and dental documents created in the theater/AOR will be returned to the home station medical treatment facility that will file documents in official records.

(2) RC Soldiers: Soldiers returning as individuals (IRR, IMA, and retirees). The mobilization station, CRC, or individual deployment site (IDS) will forward records to the Veterans Administration.

(3) RC Soldiers redeploying with RC unit or as an individual with continuing service in an RC unit: Medical and dental documents will be carried back to home station along with personnel documents. Unit administrative personnel will ensure that documents are forwarded to the appropriate records custodian for filing in official records.

(4) Redeploying Title 10 AGR Soldiers: The AGR Soldier will hand carry medical and dental documents along with personnel documents to home station. The personnel service support activity will forward documents to the appropriate records custodian for filing in official records.

10–7. Evaluation Reports.

a. General:

Commanders at all levels will ensure evaluation reports are completed IAW AR 623-3 and DA Pam 623-3 for all RC Soldiers prior to redeployment or release from the CRC. If a unit /individual is redeployed and REFRAD from CONUS commitment before completion of evaluation reports, the evaluation reports will be completed before the unit / individual is demobilized. As an exception to policy, a 60-day optional OER/NCOER is authorized for officers and NCOs deployed in the contingency AOR. Deployed units will be responsible for establishing rating chains and ensure counseling is accomplished. OERs will be prepared per para 4-12, AR 623-3. NCOERs will be prepared per para 5-1, DA Pam 623-3. 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.

b. Change of Rater:

In the case of Soldiers who meet the minimum period for an evaluation and whose rater is changed upon deployment, the unit from which the Soldier is being mobilized will complete a change of rater/depart TDY evaluation within the time constraints set by regulation.

c. Retiree Recalls:

Retired officers, warrant officers, and noncommissioned officers recalled to active duty are not eligible for evaluation reports because they have completed the professional development personnel life-cycle function and do not compete for promotion. Therefore, evaluations on recalled retirees will not be processed and accepted at HQDA. Rating chains can execute all aspects of the OER/NCEOR program as a communication and feedback tool to provide informal/unofficial performance feedback to retiree recalls on a local basis. (Reference MILPER Message 05-017)

d. Completed Evaluations:

(1) Preparing and submitting OER, NCOER, and AER to HRC using My Forms on AKO is the best method. Full electronic submission is available once HRC activates the function for each form and component. Active OER can be submitted in this manner. Remaining component OER and NCOER access to this feature will be activated shortly. An option to send OER as an attachment to an email is available once authorization has been given to individual senders by HRC. Users request authorization with an email to tapemse@conus.army.mil. Active NCOER can use the NCOER upload (DS) program.

(2) For reports mailed to HRC, senders use appropriate addresses located in AR 623-3, Appendix F. Near term initiatives will synchronize addresses to one, at Alexandria, with specific implementation dates to be announced via ALARACT and MILPER.

10–8. Awards, Decorations and Tour Credit

a. Armed Forces Reserve Medal:

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. 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.

b. 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 September 2001 and/or Operation Iraqi Freedom (OIF) effective date 19 March 2003.

c. The National Defense Service Medal (NDSM):

(1) Authorized the reinstatement of the NDSM for members of the U.S. Armed Forces serving on active duty, to include those in good standing in the selected reserve of the armed forces on or after 11 September 2001 to a date to be determined. Reference MILPER Message 02-150 (3 May 02), Subject Reinstatement of the NDSM.

(2) The NDSM is awarded for honorable active service and includes the following inclusive periods: 27 JUN 50 to 27 JUL 54; 1 JAN 61 to 14 AUG 74; 2 AUG 90 to 30 NOV 95; and 11 SEP 01 to a date to be determined.

(3) Qualified Army personnel will wear a bronze service star on the NDSM service ribbon to signify receipt of a second or subsequent award. Second or third award of the NDSM is authorized for Soldiers who served in one or more of the four qualifying time periods. It is not authorized for Soldiers who met the criteria in one time period, left active duty and returned during the same period of eligibility. (service stars are described in chap 6, ref n).

(4) Cadets of the U.S. Military Academy are eligible for the NDSM, during any of the inclusive periods listed above, upon completion of the swearing-in ceremonies as a cadet.

(5) The NDSM may be issued posthumously.

(6) Effective immediately, commanders are authorized to issue the NDSM to qualified personnel. Permanent orders are not required. Unit commanders are responsible for the original issue of medals. For requisition purposes, the National Stock Number for the NDSM is 8455-00-281-3214.

d. Global War on Terrorism Medals:

(1) Global War on Terror Expeditionary Medal (GWOTEM) and the Global War on Terror Service Medal (GWOTSM). Executive Order 13289, 12 Mar 03 established the GWOTEM and the GWOTSM for service in the Global War on Terrorism. These medals will be awarded to recognize all members of the Armed Forces of the United States serving in or in support of Global War on Terrorism operations, on or after 11 Sep 01 to a date to be determined. Reference HRC Message dated 17 Mar 04, Subject: GWOTEM and GWOTSM Implementing Instructions.

(a) Soldiers may receive both the GWOTEM and the GWOTSM if they meet the requirements of both awards; however, the same period of service establishing eligibility for one cannot be used to justify service eligibility for the other.

(b) GWOTEM is authorized for 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. Or, the Soldier must have been in combat involving grave danger; or killed; or have suffered a wound or injury that required medical evacuation. Areas of eligibility (AOE) for award of the GWOTEM include: Algeria, Bahrain, Bosnia-Herzegovina, Bulgaria (Bourgas), Chad, Columbia, Crete, Cyprus, Diego Garcia, Djibouti, Egypt, Eritrea, Ethiopia, Georgia, Guantanamo Bay, Cuba, Hungary, Iran, Israel, Jordan, Kazakhstan, Kenya, Kosovo (Only Specified GWOT operations not associated with operations qualifying for the Kosovo Campaign Medal), Kuwait, Kyrgyzstan, Lebanon, Mali, Mauritania, Niger, Oman, Pakistan, Philippines, Qatar, Romania (Constanta), Saudia Arabia, Somalia, Syria, Tajikistan, Turkey, Turkmenistan, Uganda, United Arab Emirates, Uzbekistan, Yemen, That Portion Of The Arabian Sea North Of 10 Degrees North Latitude And West Of 68 Degrees Longitude, Bab El Mandeb, Gulf Of Aden, Gulf Of Aqaba, Gulf Of Oman, Gulf Of Suez, That Portion Of The Mediterranean Sea ("Boarding And Searching" Vessel Operations), Persian Gulf, Red Sea, Strait Of Hormuz And Suez Canal.

(c) GWOTSM is authorized for all active-duty Soldiers, including mobilized Guard and Reserve Soldiers, serving on or after September 11, 2001, for 30 consecutive days or 60 non-consecutive days. Authorized for Soldiers who served in support of OEF or OIF outside designated areas of operation and those who participated in airport security operations from 27 SEP 2001 to 31 MAY 2002.

(2) Afghanistan Campaign Medal (ACM) and Iraq Campaign Medal (ICM). Effective 30 April 2005, the GWOTEM is no longer authorized to be awarded for service in Afghanistan and/or Iraq. Under no condition shall a Soldier receive more than one of the following for the same act, time period, or service – ACM, ICM, GWOTEM or the Armed Forces Expeditionary Medal. Reference HRC Message dated 8 Apr 05, Subject: Afghanistan Campaign Medal and Iraq Campaign Medal Implementing Instructions.

(a) 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.

(b) 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.

(c) Additional questions can be forwarded to the Military Awards Branch email at awards@conus.army.mil or call 703 -325-8700; DSN 221-325-8700.

e. Combat Action Badge (CAB):

(1) On 2 May 2005, the Chief of Staff of the Army approved the Combat Action Badge (CAB). The badge is for special recognition to Soldiers who personally engaged or engaged by the enemy.

(2) The requirements for the CAB are Branch and MOS immaterial; however, it is not intended to award all Soldiers who serve in a combat zone or imminent danger zone. Below are the specific eligibility requirements:

(a) Soldier must be performing assigned duties in an area where hostile fire pay or imminent danger pay is authorized.

(b) Soldier must be personally present and actively engaging or being engaged by the enemy and performing satisfactorily in accordance with the prescribed rules of engagement.

(c) Soldier must not be assigned or attached to a unit that would qualify the Soldier for the Combat Infantryman Badge (CIB) or the Combat Medical Badge (CMB).

(3) Award of the CAB is authorized from 18 SEP 01 to a date to be determined. Award for qualifying service in any previous conflict prior to 18 SEP 01 is not authorized.

(4) Only one CAB may be awarded during a qualifying period. Second and third awards of the CAB for subsequent qualifying periods will be indicated by superimposing one and two stars respectively.

(5) The CAB may be awarded by an Commander delegated authority by the Secretary of the Army during wartime or the USA HRC, ATTN: AHRC-PDP-A. Effective 3 June 2005, authority to award the CAB may be further delegated to Commanders in the grade of 0-6 or above and Regional Medical Center Commanders. Approval authority is currently delegated to all Army Major General Commanders and above to US Army Soldiers assigned to their Command. Approval authority is also extended to Brigadier Generals (Promotable) who are serving in MG Command positions and heads of principle HQDA agencies. Reference ALARACT 128/2005, subject, Delegation of Combat Action Badge Approval Authority. The CAB will be announced in permanent orders. Award of the CAB will not be awarded solely on the basis of award of the Purple Heart.

f. Award of Tour Credit & Overseas Service Ribbon

(1) Soldiers who deploy to theater (CENTCOM AOR) may be are authorized award of tour credit IAW AR 614-30, table 3-2, Rule 8: "If a Soldier serves 9 months in a continuous TCS/TDY status in areas where the unaccompanied tour length is up to 18 months, or in an isolated area where tour lengths have not been established, the Soldier is credited with a completed tour and awarded a new date of return from overseas (DROS)."

(2) All members of the Active Army, Army National Guard and Army Reserve in an active Reserve status credited with a normal overseas tour IAW AR 614-30, table 3-2, may be awarded the Oversea Service Ribbon (OSR).

10–9. Favorable Personnel Actions.

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.

10–10. Line of Duty (LD)

To ensure Soldiers receive appropriate medical care after leaving active duty, commanders must complete an LD investigation or prepare a presumptive (that is, one that may be subject to further review and is not necessarily administratively final) LD determination memo for Soldiers who incur or aggravate injuries, illnesses, or diseases while on active duty.

a. 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 LOD 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."

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

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

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

(c) 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.

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

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

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

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

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

b. Content for presumptive LD determination memo:

(1) 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).

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

c. Distribution of LD documentation:

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

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

(2) Copy to Soldier.

(3) Soldier's medical record.

(4) Copy to RC unit of RC Soldiers.

10–11. WTU.

a. General:

(1) The Warrior in Transition (WT) program is designed to compassionately evaluate and treat the RC Warrior Transition Unit (WTU) Soldier with an in the line of duty incurred illness, injury, or disease or aggravated pre-existing condition. To, as soon as possible, return Soldiers back to duty within their respective RC. If a return to duty is not possible, process the RC Soldier through the Army Physical Disability Evaluation System (PDES).

(2) This program applies to out-patient and in-patient WT RC Soldiers currently on active duty mobilized under 10 USC 12302 partial mobilization orders for operations in support of the GWOT. Soldiers on active duty in support of GWOT under another authority will be handled on a case-by-case basis. Soldiers must be found by military medical authority to have a GWOT connected unresolved in the line of duty medical condition, meet program eligibility criteria, and voluntarily request to participate in MRP. For additional assistance and instructions in completing a MRP application packet, contact Human Resource Command – St. Louis (HRC-S), Medical Support Service Section at 314-592-0430 or email to HRCSRCMedicalRetention@conus.army.mil. WT is defined as a RC Soldier mobilized on 10 USC 12302 orders in support of contingency operations and diverted from his or her normal mobilization mission, demobilization processing, or medically evacuated (MEDEVAC) from theater, who is in need of medical evaluation, treatment, and disposition including definitive health care for medical conditions identified, incurred, or aggravated while in an active duty status.

(3) Complete information about the Army's WTU program is available at: http://www.armyg1.army.mil/wtu/docs/WTU_Consolidated_Guidance_(Administrative).pdf or the Wounded Soldiers and Family Hotline (800) 984-8523.

b. Eligibility for MRP Orders:

(1) The MRP program applies only to RC Soldiers currently on active duty for contingency operations in support of the GWOT under partial mobilization 10 USC 12302 orders after 6 March 2004.

(2) Soldier must have incurred an illness, injury, or disease, or aggravated a pre-existing medical condition in the line of duty.

(3) As a general rule, a mobilized RC Soldier will remain on partial mobilization orders until an appropriate medical authority determines that the Soldier will not be able to perform military duties in that status, or that the Soldier will not have a sufficient number of days left on active duty after the medical condition improves to permit return to duty (RTD).

(4) Military medical authority must determine a Soldier is not expected to RTD within 60 days from the time he or she is injured or becomes ill or if the Soldier could RTD within 60 days, but will have fewer than 120 days beyond the expected RTD date left on 10 USC 12302 partial mobilization order, then the Soldier will be converted from partial mobilization orders to MRP 12301(h) orders, subject to the Soldier's consent.

c. Soldiers Not Eligible for MRP:

(1) Soldiers in the Active Component (AC).

(2) Soldiers in the Active Guard and Reserve (AGR) program.

(3) Soldiers not mobilized under 10 USC 12302 partial mobilization orders for contingency operations in support of the GWOT and currently on active duty.

(4) Soldiers mobilized under 10 USC 12302 partial mobilization orders who are found medically non-deployable by military medical authority within the first 25-days of mobilization and do not incur an in the line of duty illness, injury, or disease or aggravate a pre-existing condition during this period will be released from his or her mobilization order and returned to their respective RC. Army policy requires a screening of all Soldiers within 25-days of mobilization to identify disqualifying pre-existing medical conditions, revoke the mobilization order, and return these Soldiers within 30 days of the effective date of his or her mobilization date (M-day) back to their respective RC. No RC Soldier with a pre-existing medical condition, not aggravated by his or her current call to active duty, will go past 30 days of active duty.

(a) Soldiers identified with pre-existing medical conditions will be released from active duty, returned to his or her prior Reserve status, and returned to their home address.

(b) The RC command is responsible to take action to address the medical readiness of Soldiers released from 10 USC 12302 partial mobilization order and if necessary refer the Soldier to Army medical authority for further evaluation to determine if it is necessary to enter the Soldier into the Army PDES.

(c) Soldiers are subject to subsequent order to active duty upon resolution of the disqualifying medical condition.

(5) Soldiers with a pre-existing medical condition not aggravated while on current call to active duty.

(6) Soldiers with an in the Line of Duty Investigation (LDI) – "No" Determinations.

(7) Soldiers with pending Uniformed Code of Military Justice (UCMJ) actions.

(8) When military medical authority determines the Soldier is expected to RTD within 60 days of the time he or she is injured or becomes ill or will have at least 120 days left on USC 12302 partial mobilization orders beyond the expected RTD date, then the Soldier will be kept on partial mobilization orders and managed by the installation/unit to which he or she is assigned/attached.

d. Warrior Transition (WT) Soldier Categories:

(1) Pre-Deployment:

(a) Soldiers found medically non-deployable by military medical authority after M-day through departure from the mobilization station and movement to a Outside the Continental United States (OCONUS) or Continental United States (CONUS) assignment that incur an in the line of duty illness, injury, or disease or aggravate a pre-existing condition.

(b) When military medical authority determines the Soldier is expected to RTD within 60 days of the time he or she is injured or becomes ill and will have at least 120 days left on USC 12302 partial mobilization orders beyond the expected RTD date, then the Soldier will be kept on partial mobilization orders and managed by the installation/unit to which he or she is assigned/attached.

(c) If, at anytime, Army military medical authority determines the Soldier will not RTD within 60 days of the time he or she is injured or becomes ill, he or she is offered the MRP program. If the Soldier agrees to enter MRP, he or she is assigned to the installation Warrior in Transition Unit (WTU) on 10 USC 12301(h) orders. If the Soldier declines the MRP Program, he or she is REFRAD back to their respective RC.

(2) Deployment: Defined as Soldiers who are evacuated from a theater of operation or a CONUS mobilization assignment that incur an in the line of duty illness, injury, or disease or aggravate a pre-existing condition. When the medical authority determines that a Soldier evacuated from a theater or CONUS assignment, and will RTD within 60 days from the time he or she is injured or becomes ill, and he or she will have at least 120 days left on his/her mobilization orders beyond the expected RTD date, the Soldier remains on active duty under UP 10 USC 12302. Soldiers remain assigned to the WTU until Army medical authority determination returns the Soldier to duty. If, at anytime, the medical authority determines the medical condition will not be resolved within 60 days of incident, the Soldier is offered MRP. If, at anytime Army medical authority determines the Soldier will not RTD within 60 days of the time he or she is injured or becomes ill, he or she is offered MRP. If the Soldier agrees to enter MRP, he or she is assigned to the installation WTU on 10 USC 12301(h) orders. If the Soldier declines MRP, he or she is REFRAD back to their respective RC. Go to Section 14 of this document for further information on declination of MRP orders.

(3) Post-Deployment: Soldiers arriving at the demobilization station and determined by military medical authority to have an in the line of duty incurred illness, injury, or disease or aggravated pre-existing medical condition connected to the current deployment will be offered the MRP program. If the Soldier agrees to enter MRP, he or she is assigned to the installation WTU on 10 USC 12301(h) orders. Soldiers declining entry into MRP will be REFRAD to their respective RC. Go to Section 14 of this document for further information on declination of MRP orders.

(4) In-Patient: When military medical authority determines that the Soldier will RTD within 60 days of the time he or she is injured or becomes ill and will have at least 120 days left on partial mobilization orders beyond the expected RTD date of the incident, the Soldier remains on active duty 10 USC 12302 orders and is assigned to the WTU. If the Soldier does not meet the above criteria to remain on 10 USC 12302 orders, the Soldier will be offered MRP orders. If the Soldier agrees to enter MRP, he or she is assigned to the installation WTU on 10 USC 12301(h) orders. Soldiers declining entry into the MRP program will be REFRAD to their respective RC. Go to Section 14 of this document for further information on declination of MRP.

(5) In-Patient On 10 USC 12302 Partial-Mobilization Orders Who Becomes An Out-Patient: When military medical authority determines that the in-patient WT Soldier currently on 10 USC 12302 orders pending in-patient discharge will RTD within 60 days of the time he or she is injured or became ill and will have at least 120 days left on partial mobilization orders beyond the expected RTD date of the incident, the Soldier remains on active duty 10 USC 12302 orders and is assigned to the WTU. If the Soldier does not meet the above criteria to remain on 10 USC 12302 orders, the Soldier will be offered MRP. If the Soldier agrees to enter MRP, he or she is assigned to the installation WTU on 10 USC 12301(h) orders. Soldiers declining entry into MRP will be REFRAD to their respective RC. Go to Section 14 of this document for further information on declination of MRP.

(6) In-Patient or Out-Patient on 10 USC 12301(h) MRP Orders: Once a Soldier enters the WTU Program on MRP orders, he or she will remain on 10 USC 12301(h) orders until medical care is complete and the Soldier is RTD, or processed through the PDES. The Soldier's order status does not change if he or she moves between outpatient and inpatient status. Accountability: The WTU Commander will ensure the Soldier's status is reflected in the Medical Operational Data System (MODS.)

e. Physical Disability Evaluation System (PDES):

(1) Soldier Found "Unfit" by Physical Evaluation Board (PEB): When a Soldier is found "unfit" by the physical evaluation board and all appeals and reviews required by AR 635-40 have been completed, the US Army Physical Disability Agency (USAPDA) will transmit via transition processing (TRANSPOC) or via message to those installations without TRANSPOC, the required data to complete the orders process. Once received, the installation's transition center or other personnel support facility will publish

the discharge, Release from Active Duty (REFRAD), or retirement order in a timely manner. The Army's goal is to have these orders published within one duty day. The USAPDA will assign a "not later than" separation date to complete out-processing that will not exceed 90-days after the completion of processing final determination by USAPDA. The installation commander, through the transition center, will establish a separation date within the 90-day window. The Army goal is to have these Soldiers discharged, REFRAD, or retired within 5 working days. The not to exceed 90-day window allows installations flexibility to handle special cases but should not be construed as an opportunity to delay departure of a Soldier from active duty. Soldiers must be separated or retired as expeditiously as possible.

(2) RC Soldiers Awaiting PDES Results: All RC Soldiers are encouraged to take leave during the period of active duty, including periods of active duty while processing through the physical disability evaluation system provided that such leave does not conflict with completion of the MEB or informal PEB, (per AR 635-40, paragraph e-4a). Leave must be coordinated with the MTF Physical Evaluation Board Liaison Officer (PEBLO) or the Soldier's designated liaison or counselor with the PEB. Unused leave at the time of discharge, REFRAD, or retirement may be sold back IAW AR 635-40 and AR 600-8-10. Transition leave is authorized. Request for extension of Active Duty by Reserve Soldiers for the purpose of taking leave will be coordinated with HRC-S.

(3) Army Career and Alumni Program (ACAP): Soldiers awaiting medical review proceedings are required to start their ACAP transition services. As a minimum, Soldiers must complete the mandatory pre-separation counseling checklist (DD Form 2648) prior to departure from the installation. They are also encouraged to participate in employment services available at their supporting ACAP center. In addition, Soldiers and their Family members are eligible to continue to use ACAP services for 180-days after release from active duty. Soldiers with a disability of 30% or more and who are identified with the Army's Wounded Warrior Program (AW2) may find employment opportunities at www.ds3Soldierconnection.army.mil. For location of nearest ACAP center log onto the ACAP homepage.

(4) Retirement with Disability Benefits: RC Soldiers with a disability disposition of separation with severance pay that have 20 qualifying years of service for reserve retirement must make an election to the USAPDA at time of discharge to accept the disability severance pay or accept the 20-year reserve retirement in lieu of the severance pay. If the Soldier elects to transfer to the retired reserve under 10 USC, 1209, the transition center will release the Soldier from active duty and transfer the Soldier directly to the retired reserve using Order Format 523, AR 600-8-105. Copies of the REFRAD order and DD Form 214 will be forwarded to the RC unit so that the RC unit can (if required) publish orders separating the Soldier. Soldiers accepting the severance pay in lieu of the 20-year Reserve retirement will be discharged. The transition center, using Order Format 501, AR 600-8-105, will discharge the Soldier and issue the DD Form 214. Copies of the orders published by the transition center and the order (if required) published by the unit will be provided the USAPDA.

(5) RC Soldiers Separation without Disability Benefits: RC Soldiers with a disability disposition of "separation without disability benefits" due to a pre-existing condition and who have between 15 and 20 years of creditable qualifying service for reserve retirement will be issued a 15 or 20 year eligibility letter for retired pay at age 60 and DD Form 1883. Once the Soldier has been issued the 15 or 20-year retirement memorandum, the Soldier will be REFRAD and transferred to the retired Reserve using the same procedures listed above. Soldiers that are not qualified for the 15 or 20-year retirement memorandum will be discharged using order Format 501.

(6) Reference MILPER Message 05-036 for more information.

f. Army Wounded Warrior Program (AW2):

(1) The AW2 program provides each Soldier seriously injured during combat operations in the global war on terrorism and his/her Family with a personal AW2 advocate, called a Soldier/Family management specialist.

(2) When a Soldier receives a disability rating of 30% or greater and a special category designation, the Soldier is designated AW2. Soldiers will continue to receive AW2 support for five years after they leave active duty.

(3) For more information on AW2, visit http://www.armyfamiliesonline.org/skins/WBLO/home.aspx or email the staff at armyds3@conus.army.mil or contact the AW2 call center at 1-800-833-6622 between 0800-1630 (EST) from Monday through Friday.

g. Community Based Health Care Organization (CBHCO):

(1) Effective 17 January 2006, the Commander MEDCOM assumed command and control of CBHCO operations (reference ALARACT 005/2006). With approval for treatment through a CBHCO, the Soldier will be converted to active duty orders under the provision of 10 USC 12301(d) prior to departing his/her current installation for the CBHCO location. A Soldier converted to 10 USC 12301(d) orders and assigned to a CBHCO will be authorized roundtrip, command-directed travel expenses when government transportation is not available.

(2) CBHCOs are designed to coordinate and manage the medical evaluation and treatment of Soldiers with unresolved medical conditions, conduct medical evaluation boards (MEBs) for Soldier who do not meet retention standards, and provide command and control and administrative support to assigned Soldiers. Detail information is available at http://www.armyg1.army.mil/wtu/docs/WTU_Consolidated_Guidance_(Administrative).pdf

(3) Personnel services for Soldiers at CBHCOs will be provided by the Transition Center/AG of the installation described below:

CBHCO	OLD UIC	NEW UIC	CADRE OLD UIC	CADRE NEW UIC	SERVICING INSTALLATION
Alabama	W3NQB2	W07TF2	W3NQB1	W07TF1	Ft Benning
Arkansas	W3NQF2	W07RB2	W3NQF1	W07RB1	Ft Hood
California	W3NQG2	W07RC2	W3NQG1	W07RC1	Ft Lewis
Florida	W3NQA2	W07TE2	W3NQA1	W07TE1	Ft Stewart
Massachusetts	W3NQE2	W07TD2	W3NQE1	W07TD1	Ft Dix
Utah	W3NWH2	W07RD2	W3NWH1	W07RD1	Ft Carson
Virginia	W3NQC2	W07TB2	W3NQC1	W07TB1	Ft Eustis
Wisconsin	W3NQD2	W07TC2	W3NQD1	W07TC1	Ft Knox

h. Medical Retention Processing 2 (MRP2):

(1) The MRP2 program is designed to voluntarily return RC Soldiers back to temporary active duty, to evaluate or treat those RC WT with unresolved mobilization connected medical condition that either was not identified or did not reach optimal medical benefit prior to their REFRAD. HRC-S in conjunction with a Medical Review Board (MRB) will determine eligibility of RC soldiers for admission into the MRP2 program. RC Soldiers admitted into the MRP2 program will be placed on 10 USC 12301(h) orders.

(2) More information is available at http://www.armyg1.army.mil/wtu/docs/WTU_Consolidated_Guidance_(Administrative).pdf or the Wounded Soldiers and Family Hotline (800)984-8523.

(3) Soldiers must apply within six months of their mobilization REFRAD to be eligible. All applications must be routed through the Soldier's chain-of-command to HRC-S and meet eligibility criteria per the MRB.

10–12. Pre-Separation Counseling.

a. Counseling Requirements:

Under the provisions of 10 USC 1142 and IAW MILPER Message 05-307, Subj: Pre-separation Counseling Requirements. 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 (exceptions are provided in MILPER Message 05-307). The Installation ACAP center is responsible for administering the DD Forms 2648 (for AC personnel) and 2648-1 (for RC Personnel). Installations without an Army Career and Alumni Program (ACAP) center must designate an agency to provide the mandated counseling and distribute the completed DD Forms 2648 and 2648-1.

b. **DD Form 2648**:

Applies to separating/retiring Active Army 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.

c. **DD Form 2648-1:**

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

d. The Army Career and Alumni Program:

The Army Career and Alumni Program office 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@hoffman.army.mil.

10–13. Certificate of Release or Discharge from Active Duty (DD Form 214).

a. General:

AR 635-5, ensure identification of qualification for veterans' and other benefits, a DD Form 214 (Certificate of Release or Discharge from Active Duty) will be issued (when transitioned from active duty) to ARNG and USAR Soldiers mobilized under sections 12301(d), 12302, or 12304, of Title 10, USC, regardless of length of mobilization. Soldiers reporting to the mobilization station and found unqualified for duty 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.

b. 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 active duty unit for duty, the active duty unit must submit an attachment action in EMILPO.

c. 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-A processes all DD Form 215 for officers.

d. 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.

e. 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)/688/12301h) 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 this way in order to account for any benefits that might be authorized to the Soldier under that specific law.

f. Inclusion on the DD Form 214:

(1) Item 18 (remarks) for Reserve 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 (b) and (d) below:

(a) "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

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

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

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

(2) Item 25 (separation authority). For reversion of recalled retirees use authority AR 601-10 for officers/enlisted.

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

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

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

g. Separation Transactions:

Every ARNG or USAR Soldier who is demobilized must process through or be processed by a transition center. Use the RC accounting path, then the unit demobilization pathway (except for Soldiers who are the subject of an adverse action). This will generate a TAPDB 5010 transaction, TAPDB record status (RECSTA) will become 9, and TAPDB will transfer the Soldier's data back to HRC-SL or NGB. HRC-A transition processing DSN: 221-4148, COMM (703) 325-4148.

h. Reserve Component Soldiers:

RC Soldiers who have a minimum of 180-days of active duty upon REFRAD are required to receive the mandatory pre-separation counseling (DD Form 2648) from their supporting ACAP center during demobilization.

10–14. Common Access Card (CAC).

a. General:

The Defense Enrollment and Eligibility Reporting System (DEERS) allows a status change from Reserve on Active Duty to Reserve/National Guard up to 45-days in advance of that status change. It also allows issuance of the Transition Assistance identification card up to 90 days in advance of separation for eligible recipients. Soldiers demobilizing and changing their status from active duty back to reserve status will surrender their active duty ID card at the demobilization station. Soldier's status will be updated in the DEERS/RAPIDS database to reflect their actual REFRAD date. Send the retrieved card to the DEERS/RAPIDS operations division for final disposition. If a Soldier is being processed with a future discharge date and ineligible for the DD Form 2765 and/or the Reserve CAC, his active duty card should be reissued to reflect that discharge date. If an individual has a previously issued Reserve CAC, they may resume utilizing that CAC as long as their DEERS record reflects the effective date of their change in status from Reserve Active Duty to Reserve.

b. Demobilizing Soldiers must obtain a Reserve ID card in one of the following ways:

(1) If the Soldier has a previously issued Reserve CAC, resume utilizing that CAC. The certificates will still be good on the Reserve card.

(2) If the Soldier has a previously issued Reserve TESLIN (green) card, replace with a Reserve CAC, or

(3) If the Soldier has no Reserve ID card, issue a new Reserve CAC at the demobilization site. Download all three PKI certificates to CAC.

c. RC Soldiers Remaining on Active Duty:

Soldiers with Reserve active duty service remaining after departing the demobilization site, along with their eligible Family members, can still obtain active duty benefits without the Reserve active duty card by showing their Reserve ID card and a copy of their demob/ REFRAD orders reflecting their active duty service dates.

d. Transition Assistance (TA) ID Cards:

Demobilization sites will also issue TA identification cards (DD Form 2765) to Soldiers eligible for transitional health benefits. Demobilizing Soldiers eligible for Transitional Health Benefits should be issued their Transition Assistance identification card (DD Form 2765) at the demobilization site if their REFRAD or Discharge date will occur within 90 days or less from demobilization site departure. These cards will reflect the effective date of their status change not the date the card was issued. These Soldiers are eligible for healthcare benefits beginning on the day after which a member is involuntarily separated or released from active duty. These Soldiers will only be allowed to retain their active duty ID card if they are going from Reserve Active Duty to Reserve status.

e. Demobilizing Soldiers with 45 days or less remaining on Reserve Active Duty:

Demobilizing Soldiers with 45 days or less remaining on Reserve Active Duty should be issued their Reserve Common Access Card before departing the demobilization site whenever possible. These cards with all certificates will reflect the effective date of their change in status not the date the card was issued. These Soldiers will be allowed to retain their Reserve Active Duty CAC but advised that the card must be either surrendered to the nearest ID card issuing facility when their status changes from Reserve Active Duty to Reserve or asked to turn in their Reserve Active Duty CAC at their next drill weekend.

10–15. Pay Procedures.

Pay and allowances, to include travel, for demobilized Soldiers will be processed IAW appropriate DOD pay manuals and HQDFAS-IN messages.

10–16. Leave.

a. Emergency Leave:

Theater or CONUS base unit / site commander must ensure the appropriate mobilization station, CRC, or nearest designated transition center for IRR/IMA Soldiers providing personnel service support is provided information regarding personnel returning to CONUS in an emergency leave status. All Soldiers will return from emergency leave status to the location from which they went on leave unless otherwise directed. Reference AR 600-8-10, Chapter 6.

b. Accrued Leave:

Soldiers with accrued leave shall be treated IAW 37 USC 501. Soldiers with accrued leave will, within statutory limitations, be given the option of receiving payment for the leave, taking pre-separation / transition leave, or a combination thereof. Commanders should allow Soldiers the opportunity to use accrued leave within the 365-day mobilization period, within operational constraints. Reference AR 600-8-10, Chapter 2.

(1) Soldiers leaving mobilized status or CO-ADOS status that are being immediately converted to Active Duty for Operational Support (ADOS), Medical Retention Processing (MRP), Contingency Operations-Active Duty for Operational Support (CO-ADOS), or Active Guard Reserve (AGR) are authorized to roll over any accrued leave providing they have a memorandum signed by a their commander (or their designated representative) stating the number of days accrued leave the Soldier had at the time of separation.

(2) If an RC Soldier desires to take accrued leave prior to release from CONUS/OCONUS active duty and unit mission requirements did not afford the Soldier adequate time to take leave within the approved mobilization period, the ASCC can submit a request, with appropriate justification, to HRC-S (AHRC-PLM-S), St. Louis, MO 63132 or email hrcsrefrads@conus.army.mil for processing. If approved

HRCA will provide the ASCC and the local transition center an extension memo for the Soldier. The REFRAD memo will authorize the mobilized/CO-ADOS Soldier to use accrued leave/PDMRA. The approval memorandum from HRC-S, the REFRAD order, and DD Form 214 will act as the authority for retention beyond mobilized service for using accrued leave. Mobilization/CO-ADOS orders will not be amended. Retirees will not be extended on active duty in order to take leave. However, if the Retiree qualifies for PDMRA IAW PPG para 8-5(e)(3), an extension can be requested. ASA (M&RA) is the approval authority for any extension request of a Retiree Recall. The request must be sent to HRC-STL (AHRC-PLM-O), 1 Reserve Way, St. Louis, MO 63132-5200, where it will be processed and submit thru HQDA G-1 (DAPE-MPZ-MM) to ASA (M&RA) for approval, prior to HRC-STL publishing the order.

10–17. Medical and Dental when Demobilizing.

a. Minimum Medical and Dental requirements when demobilizing:

All Soldiers will receive a benefits and entitlements briefing. Health care providers will conduct a face-to-face interview with Soldiers to complete DD Form 2697, Report of Medical Assessment, and discuss and document entries on the DD Form 2796, Post-Deployment Health Assessment, dated September 2007. The form must be completed electronically, handwritten forms will not be accepted.

(2) Soldiers may request a REFRAD physical exam to ensure that the individual is fit to REFRAD and to make particular note of any deployment related problems; pertinent laboratory tests will be included (reference OTSG memo dated 13 AUG 2004).

(3) All Soldiers will receive a post-deployment tuberculin skin test (TST). The test will be performed once during medical demob and again 3-6 months after demobilization. ARNG and USAR surgeons must ensure TST data is entered into MEDPROS IMR.

(4) All Soldiers will provide a blood sample.

(5) All Soldiers requiring follow-on dental treatment must have required treatment needs documented on SF 603, Health Record- Dental, or SF 603a, Health Record-Dental continuation. Soldiers on AD for greater than 179 consecutive days are eligible for dental care through the VA healthcare system provided the need for dental care is documented on their DD Form 214. These Soldiers have 90-days from REFRAD to contact the VA to coordinate dental treatment.

(6) Soldiers on AD for more than 30-days, but less than 180-days that require dental care as a result of disease /injury during that time must have a completed DA2173 and/or DD Form 261 which documents that the disease/injury requiring dental care occurred while the Soldier was on AD to receive authorization for follow-on dental care through a military medical support office (MMSO).

b. Post Deployment Health Reassessment (PDHRA):

(1) The PDHRA is one of a suite of deployment health assessments designed to ensure Soldiers receive the care they need for any deployment-related health issue. It complements the Post-Deployment Health Assessment (PDHA) by providing an additional health screening opportunity after an individual has had time to reset and reintegrate after a deployment. All Active Component and Reserve Component Soldiers who redeployed from a combat theater of operations on or after 10 March 2005 must complete the PDHRA (DD Form 2900). The PDHRA should be completed three to six months after redeployment (or three to six months after the completion of the Post-Deployment Health Assessment [DD Form 2796]). It will be administered to all eligible Soldiers even if they are past the six month date from redeployment from a combat zone or completing the DD Form 2796. The PDHRA will also be administered to Soldiers from all Components three to six months after discharge from an inpatient medical treatment facility, if evacuated from a combat zone, and three to six months from the date of medical evacuation from the combat zone, if never an inpatient.

(2) As a component of the Deployment Cycle Support (DCS) System, the PDHRA is a Commander's program. Therefore, Commanders must maintain visibility of Soldier eligibility and compliance. Active Component personnel scheduled to separate from active duty less than 90 days post deployment (for any reason, including voluntary retirement, ETS, and involuntary separations) will complete the PDHRA as part of their out-processing procedures. It is the responsibility of the losing command to verify completion of the PDHRA for these Soldiers. In the case of eligible personnel who PCS less than 90 days post deployment, the gaining command will administer the PDHRA upon in-processing at the new duty site. When eligible, Reserve Component personnel will complete the PDHRA either with the unit to which they are assigned or via the PDHRA Call Center if an on-site PDHRA screening event is not possible. Reference: 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(HA) Memorandum, 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; and ALARACT 127/2008.

c. Maternity Care:

Pregnant RC Soldiers returning from OCONUS will not be retained on their mobilization orders, they will be REFRAD. Soldiers activated in support of contingency operations who are pregnant upon REFRAD are eligible for maternity care in a uniformed service Medical Treatment Facility (MTF) in the same manner as separating active duty Soldiers. Maternity care is defined as prenatal care, hospitalization, and delivery, IAW AR 40-400. Authorized maternity care will be limited to MTF's having obstetrics/gynecology capability. Maternity care from Civilian sources is not authorized at government expense. Eligible Soldiers requesting maternity care will apply in writing to the MTF nearest their home, and present a copy of their DD Form 214 and medical records that document their pregnancy at the time of separation as proof of their eligibility. It is the Soldier's responsibility to locate and reside within the vicinity of a uniformed service MTF. Reference Memo, HQS, US Army MEDCOM, Subject: Maternity Care for Former Reserve Component Service Members, dated 22 NOV 02.

d. Medical Retention Standards:

Before REFRAD, each member of the RC must meet the requirements for separation established by applicable DOD and Army Regulations. Soldiers who do not meet the medical retention standards of chapter 3, AR 40-501, are to be referred to a MEB/PEB unless the Soldier waives referral as provided under DODI 1332.38, para e3.p2.7.2.1. The referenced provision allows demobilizing Soldiers to complete disability evaluation in a ready reserve status if they do not consent to retention on active duty. To be entitled to disability separation or retired pay under 10 USC Chapter 61, the Soldier must be determined unfit to perform duty based on a qualifying physical disability incurred in the line of duty. If it is determined that the disability is a pre-existing condition without permanent aggravation, the member may be covered for disability severance or retired pay if the Soldier will have at least eight years of active service at the time of separation IAW 10 USC 1207(a). Note - the Soldier must remain on active duty to be covered under the "eight year law". The eight years does not have to be consecutive.

e. MEDEVAC:

Commanders and MTF commanders will ensure Soldiers in this category have a completed LD investigation or a presumptive LD determination before REFRAD. Upon release from medical care, RC Soldiers will report to the mobilization station / installation that processed them onto active duty for further instruction and disposition. RC Soldiers with P3 or P4 duty limitation will appear before a MOS Medical Retention Board (MMRB) before separation from active duty. Reference AR 600-8-10.

f. P3 or P4 Duty Limitations:

Soldiers assigned to CONUS mission, the unit or site commander will ensure that LD documentation is completed and provided to the RC Soldier and to his/her mobilization station, "AA" Soldiers home station or nearest designated transition center for IRR/IMA Soldiers, for inclusion in the Soldier's records. Upon release from medical care, RC TPU Soldiers will report to the mobilization station that processed them onto active duty, "AA" unit Soldiers will report to home station for further instruction and disposition, and IRR/IMA Soldiers will report to the nearest designated transition center. RC Soldiers with P3 or P4 duty limitations will appear before a MOS Medical Retention Board (MMRB) before separation from active duty.

(1) RC Soldiers who require more detailed medical evaluation treatment or MEB/PEB processing will be retained on active duty with their consent pending resolution of their medical condition. The unit commander where the Soldier is performing duty at the time of injury, illness or disease must ensure a line of duty investigation is conducted. The Soldier must have a line of duty approved by the Secretary of the Army prior to REFRAD. See implementing instructions for the Community Based Health Care Initiative (CBHCI): http://www.armyg1.army.mil/MilitaryPersonnel/PPG/Hyperlinks/Adobe Files/CBHCIwithComments_FINAL.pdf.

(2) Soldiers who, notwithstanding their medical condition, elect REFRAD will have their medical problems fully documented in their medical record and an authorization for care (along with first appointment and physician handoff) will be completed and given to the Soldier prior to REFRAD. In all cases where a medical problem is documented, a line of duty determination will be made. Members who elect to be released from active duty notwithstanding their medical condition shall be entitled to the medical care and benefits as provided for in DODI 1241.2 when it is determined that the member has incurred or aggravated an injury, illness, or disease in the line of duty during this period of active duty.

g. Transitional Assistance Management Program (TAMP), 10 USC 1145(a):

(1) All eligible RC Soldiers who have served on Active Duty for more than 30 days in support of a contingency operations are authorized Transitional Assistance Management Program (TAMP) benefits for 180 days after the separation date from Active Duty. The 180-day period of TAMP eligibility applies to all RC Soldiers who separated from Active Duty on or after 6 November 2003.

(2) RC Soldiers are required to undergo a physical examination prior to separation from Active Duty. This requirement can be waived for those Soldiers that have undergone a physical within 12 months prior to the scheduled date of separation from Active Duty only with the consent of the Soldier and the Unit Commander.

(3) USD Memorandum dtd 11 Feb 05, Subject: Revised Mobilization/Demobilization Personnel Policy Relating to Healthcare benefits for Reserve Component Member ordered to Active Duty in response to the World Trade Center and Pentagon Attacks, dated 11 Feb 2005.

(4) RC Soldiers ordered to active duty for more than 30-days in support of a contingency operation (does not include full-time National Guard Duty) are entitled to DOD sponsored health care during transitional period. For Dental issues, please seek information and eligibility assistance from a military Dental Treatment Facility or http://www.tricare.mil/mybenefit/home/Dental (the official DoD sponsored web site). If enrolled to the TRICARE Dental Program (TDP), premium rates will revert back to non-active duty rates.

(5) RC Soldiers ordered to active duty for a period of more than 30-days in support of a contingency operation are entitled to purchase a conversion health policy prior to their loss of other Title 10 USC healthcare entitlements. The conversion health policy provides coverage for the Soldier and his/her dependents for not less than 18-months. A code must be entered into DEERS to show Soldiers' eligibility for this healthcare program. The Continued Health Care Benefit Program (CHCBP) is a premium-based health care program administered by Humana Military Health Care Services, Inc.

(Humana Military). If the Soldier qualifies, they can purchase CHCBP within 60 days of loss of eligibility from regular Title 10 USC healthcare entitlements. CHCBP acts as a bridge between military health benefits and the new civilian health plan. CHCBP benefits are comparable to TRICARE Standard with the same benefits, providers and program rules. The main difference is that the Soldier pays premiums to participate. Information can be found at: http://www.tricare.mil/mybenefit/home/overview/SppecialPrograms/CHCBP.

h. Certificate of Creditable Coverage:

The Department of Defense Military Health System (MHS) automatically issues a Certificate of Creditable Coverage to any former uniformed services sponsor or Family member who loses eligibility for health care benefits under TRICARE. The certificate serves as proof of previous health care coverage and limits the time another health care plan may exclude them from participating in a health care plan due to a pre-existing medical condition. The Defense Manpower Data Center Support Office (DSO), as custodian of the Defense Enrollment Eligibility Reporting System (DEERS), will mail a certificate for the sponsor or Family member within 5 to 10 days after eligibility has been lost. As long as a current address is on file in DEERS, members may expect to receive the certificate within 30 days. However, you may request a certificate in writing via mail or fax at any time, which the DSO will mail you free of charge. You may not request a certificate from the DSO by phone. Information can be obtained at http://www.encyclopedia.com/doc/1G1-117424391.html or http://www.ussvi.net/veterans/vet-2006/061210e.htm

i. Requests may be faxed to the DSO at (831) 655-8317 or mailed to:

Defense Manpower Data Center Support Office (DSO)
Attn: Certificate of Creditable Coverage
400 Gigling Road
Seaside, CA 93955-6771

10–18. Personnel Accounting.

RC Soldiers will return to their designated mobilization station or CONUS Replacement Center (CRC) for REFRAD, discharge, or retirement processing. Active component 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.

a. Personnel Asset Inventory (PAI):

(1) 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.

(2) Active Component 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.

b. 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 to the active Army installation that provided personnel service support during the unit's period of active duty.

(2) RC units who receive authorization to demobilize at a location other than their designated mobilization station. The unit commander or designated individual 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 PSA will provide documentation to support the transition transactions (5010) input.

c. 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.

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

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

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

(d) The TC will submit the transition transaction.

(2) IRR, IMA, Title 10 AGR, and recalled retirees deployed OCONUS: Soldiers will return to the CRC that processed them for overseas movement. All but the Title 10 AGR, will then proceed to the installation that processed them onto active duty. Title 10 AGR will return to home station.

(a) The losing unit will submit a release from attachment.

(b) Upon arrival at the CRC, the CRC personnel support activity will submit an attachment transaction (4205) if not already attached.

(c) Upon departure from the CRC, the CRC personnel support activity will submit a release from attachment transaction (4150).

(d) Upon arrival at the installation that processed the IRR, IMA or recalled retiree onto active duty, the TC or unit designated by the station commander will submit a release from attachment transaction (4150) and an arrival transaction (4175) and then conduct REFRAD, discharge, or retirement processing.

(e) The TC will submit a transition transaction (5010) when the Soldier is REFRAD, discharged, or retired from active duty and monitor the transaction to ensure it is processed. The TC will also submit a transition transaction (5010) for AGR Soldiers returning to active duty units. Even though the AGR Soldier does not receive a REFRAD order or a DD Form 214, he/she still needs to be removed from the active Army operating strength.

(f) The gaining unit will submit an attachment transaction (4205) for any title 10 AGR Soldiers who will continue to serve on active duty with an active Army unit.

(3) IRR, IMA, Title 10 AGR and recalled retirees serving in CONUS: Soldiers will process for REFRAD, discharge or retirement at their current duty station.

(4) RC Soldiers Released from MTF: When a CONUS based RC Soldier is released from an MTF and will not return for duty, the TC servicing the MTF will process the REFRAD, discharge or retirement and submit a transition transaction (5010) and monitor the transaction to ensure it is processed.

(5) AC Soldiers OCONUS on TCS Status: AC Soldiers deployed OCONUS in temporary change of station (TCS) status will return through the CRC that processed them for overseas movement and proceed to their home stations for duty, REFRAD, discharge or retirement.

(a) The losing TCS unit will submit a departure transaction (5010) when Soldiers depart and monitor to ensure the transaction processes.

(b) The CRC will submit an attachment transaction (4205), process the Soldier, and submit a release from attachment transaction (4150) when the Soldier departs.

(c) The home station unit will submit a release from attachment transaction (4150). A request for REFRAD is not required for Soldiers completing their initial or subsequently approved mobilization periods (e.g., at the end of the 365-day mobilization period for initial mobilization period or 730-day mobilization period for Soldiers extending for a second year of mobilization).

d. Surrender to Civilian Law Enforcement Officials:

IAW AR 630-10, Chapter 7 it is the policy of the DA to 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 for the Soldier with sufficient information to identify the Soldier). ASCCs will process early REFRAD requests through HRC-A, TAPC-PDZ-B (mobrefrad@hoffman.army.mil) for mobilized RC Soldiers who are to be surrendered. Exceptions to this policy are submitted to HQDA (DAPE-MP), Washington, DC 20310-0330.

e. RC Soldiers Pending Court Martial:

(1) Mobilized RC Soldiers pending UCMJ and/or court martial will be retained involuntarily on active duty until proceedings are completed. Unit commanders must submit a DA Form 4187 and an extension checklist to MSB, RC Tours, ATTN: UCMJ; contact (314) 592-0430, HRCRCTours@conus.army.mil for more information. Packets must include (1) letter of endorsement from the General Court-Martial Convening Authority (GCMCA), if GCMCA is of the rank of 06 please include appointment orders as GCMCA; (2) unit mobilization orders with Annexes and individual orders with any amendments; (3) DA Form 4187 signed by the Commander to include reason/justification, projected date of de-mobilization, number of days retention requested (up to 179 days on first order), unit name and UIC of the unit Soldier will be assigned to during duration of the extension, point of contact and phone numbers from mobilized unit and JAG. Orders will be processed accordingly.

(2) RC Soldiers who may be 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 to expected testimony and seek alternatives means of testimony.

10–19. Stabilization.

a. Period of Stabilization:

(1) Headquarters, Department of the Army policy pertaining to the periods of stabilization for Soldiers (not units) following the Soldiers return from deployments or completion of a dependent-restricted overseas tour. The purpose of stabilization policy is to ensure a level of fairness in the treatment of Soldiers completing lengthy periods of time on TDY. TCS, unit deployment, or PCS assignment to dependent-restricted overseas areas; allow Soldiers time to reacquaint themselves with Families, provide time to readjust to home station living and working environment, and reward Soldiers for arduous periods of duty separated from Family members. Two of those policies are outlined below.

(a) Permanent Change of Station (PCS) Assignment Restriction. This policy precludes Soldiers from being placed on PCS assignment orders for periods of time of from four to 12 months or longer (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 implemented in AR 614-30, Overseas Service.

(b) Individual Dwell Time (IDT) Deployment Policy. A Chief of Staff, Army, initiative which provides our Soldiers participating in operational deployments (e.g., OIF/OEF) relief from repetitive deployment. The policy also includes those Soldiers returning from completing 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 implemented in ALARACT 253/2007, Individual Dwell Time (IDT) Deployment Policy.

(2) It is fully realized the current "operational" and "personnel" commitment to pursue the Global War on Terrorism, has increased the number of Soldiers and units selected for deployment. In addition, implementation of the Army's Stop Loss and Stop Movement programs has decreased the number of Soldiers available for reassignment.

(3) Notwithstanding the above, it is the Army's intent, wherever possible, to adhere to the PCS and Deployment Stabilization that current policies authorize. However, for the immediate future, and where dictated, these periods of stabilization may be reduced. We considered it prudent, even in light of the waiver authority, to retain the long-ranged focus of the stabilization programs which provide our Soldiers and their Families the expectation, to the maximum extent possible, they will be treated "fairly" and with compassion.

(a) For Permanent Changes of Station. As a temporary measure, Commander, HRC-A, 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, AR 614-30.

(b) 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.

(4) The period of stabilization will commence on the date the Soldier arrives at his/her new permanent duty station (PDS) or returns from deployment. Other previously implemented deployment stabilization policies remain firm. Examples of qualifying operations are Operational (e.g., Iraqi Freedom, Enduring Freedom, etc), Domestic Civil (riots, forest fires, natural disaster relief), Humanitarian International (OCONUS humanitarian assistance), UN Staff / SF Operational Team (UN/NATO staff and all operational USASOC team deployments), and Counter-drug (CONUS/OCONUS in support of counter-drug) operations.

(5) Stabilization and Waivers. As previously stated, the Army's goal is to provide all Soldiers who have deployed to theater a stabilization period of one month for every month deployed. 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 (but not less than 90-days) by the first General Officer in the chain of command prior to redeployment/PCS. However mobilization of RC Soldiers in remobilized units is not permitted without OSD approval. Commanders will issue instructions as necessary to implement and monitor the deployment stabilization policy.

(6) Stabilization Exceptions. Deployment stabilization is not applicable for Soldiers who are selected to perform the following type duty, (1) TDY for personnel management or professional development reasons (e.g., AOC, CAS3, BNCOC, ANCOC, MOS, ASI, SQI training), Local training exercises, or (3) Major training exercises to combined training centers and off-post/installation training exercises.

(7) 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.

(8) Mobilization Deferment. Mobilization deferment for eligible Active Component (AC) Soldiers transitioning to the Selective Reserves (SELRES) see ALARACT 063/2005.

10–20. Unit Reconstitution.

a. General:

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.

b. Training Requirements:

(1) DOD policy (DODI 1215.19) 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 policy will be implemented:

(2) RC Soldiers who have served in support of contingency operations for more than three months during a training/fiscal year shall be exempted from involuntarily performing AT for the remainder of the training year/fiscal year, or a minimum of six months (whichever is greater) and shall be exempted from involuntarily performing IDT for 60-days after release from active duty.

(3) RC Soldiers who have served in support of contingency operation 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) RC Soldiers will be allotted the time and opportunity to readjust to civilian life – including Family time, civilian employment, and community time. Reference OSD Memo, Policy on Involuntary Training Following Demobilization, dated 15 APR 05.

(5) IAW USD Memo dated 2 Apr 08, the 60-day limitation in paragraph (3) above, 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 provided in paragraph (3) above remain in effect for all other IDT and AT purposes.

c. 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 that 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.

10–21. Family Support Activities.

These activities will remain active during the entire mobilization period. Emphasis will be given to conducting reunion briefings, assistance, and transition issues. 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.

10–22. Sancturary/18-year Lock-in.

a. 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 Reserve 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 notice of sanctuary status to the Commander, U.S. Army Human Resources Command (HRC) (AHRC-PLM-O), 9700 Page Avenue, St. Louis, MO 63125-1547 through his or her chain of command. The notice must include all documents on the Sanctuary Notice Checklist in order for HRC to substantiate that the Soldier is eligible for sanctuary. The notice 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 notice 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.

(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. In cases of approved ADOS service beyond 20 years of active service, the Soldier will be placed on a new set of orders and the sanctuary provisions of 10 USC 12686 will no longer apply.

(4) A 12868 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 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 (AHRC-PLM-O) will ensure notification to each Soldier of the approval or disapproval of any notice or request made by the Soldier under the provisions of sanctuary.

(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 1095 days or cumulative ADOS service or more than 1095 days out of any 1460 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) Individuals who fall into the sanctuary category should contact AHRC-PL-M-MS, COMM 314-592-0430 or DSN 892-0430, for a determination of appropriate actions and verification of active federal service. Additional information can be found at the HRC-A website, to include a fact sheet and checklist for submitting requests.

b. The DCS, G-1 points of contact for Sanctuary issues are Major Julie Grant, DAPE-MPO-D, 703-695-6615 for officers, and LTC Theresa Walsh, DAPE-MPE-IP, 703-695-7614 for enlisted. Reference ASA, M&RA Memo, Subject: Management of Reserve Component Soldiers Retained on Active Duty for Sanctuary, dated 11 Aug 08 for additional information.

10–23. Points of Contact.

a. DCS, G-1 Directorate of Military Personnel Management (DMPM), Military Mobilization Branch, 703-697-5290/5-7808 DSN 227-5290/5-7808 or email/HQDAG1Operations@hqda.army.mil.

b. Chief, Distribution and Readiness Branch, Enlisted Division, 703-695-7965 or 7903, DSN 225-7965/7903

c. DCS, G-3/5/7. Unit status/deployment data reporting, Chief, Readiness Branch, Force Readiness Division, DSN 227-3205.

10–24. References.

(a) ALARACT 253/2007, Individual Dwell Time (IDT) Deployment Policy

(b) ALARCT 185/2007, Transition Leave Processing for Active Component (AC) (Medical Hold) and Mobilized and Reserve Component (RC) (Medical Holdover)

(c) MILPER Message 03-179 (22 MAY 03), Subj: Enlisted Assignment Procedures for Lifting Stop Move for Active Component (AC) Soldiers in Operation Iraqi Freedom (OIF)

(d) AR 614-100, Officer Assignment, Policies, Details and Transfers

(e) AR 614-200, Enlisted Assignments and Utilization Management

(f) AR 220-1, Unit Status Reporting

(g) AR 600-8-10, Leave and Passes

(h) AR 600-8-11, Reassignment

(i) AR 600-8-24, Officer Transfers and Discharges

(j) AR 600-8-101, Personnel Processing (in-, out-, Soldier readiness, mobilization, and deployment processing).

(k) AR 600-8-104, Military Personnel Information Management/Records

(l) AR 600-8-105, Military Orders

(m) AR 601-210, Regular Army and Reserve Component Enlistment Program

(n) AR 601-280, Army Retention Program

(o) AR 614-30, Overseas Service

(p) AR 635-5, Separation Documents

(q) AR 635-200, Enlisted Personnel (Active Duty Enlisted Administrative Separations)

(r) AR 600-8-22, Military Awards

(s) DOD 1348.33-M, Manual of Military Decorations and Awards, SEP 1996

(t) Memorandum, Office of the Deputy Secretary of Defense, Subject: Reinstatement of the National Defense Service Medal, 26 APR 02

(u) Memorandum, Office of Under Secretary of Defense, Subject: Addendum to mobilization/demobilization personnel and pay policy for Reserve component members ordered to active duty in response to the world trade center and pentagon attacks, 19JUL 02

(v) Memorandum, HQS, US Army MEDCOM, Subject: Maternity care for former Reserve component service members, 22 NOV 02

(w) AR 40-501, Standards of Medical Fitness

(x) AR 623-3, Officer Evaluation Reporting System

(y) DA Pam 623-3, Noncommissioned Officer Evaluation Reporting System

(z) AR 600-8-14, Identification Cards for Members of the Uniformed Services, their eligible Family members, and other eligible personnel.

*(aa)*HQDA MSG, DAMO-AOC-CAT, 252232z APR 03, Subj: Medical and Dental Screening Performed at Demob Station

*(bb)*HQDA MSG, DAMO-ZA, 021531z MAY 03, Subj: Deployment Cycle Support (DCS)

(cc) MILPER MSG 03-070, 16 JAN 03, Subj: Contingency Operations Personnel Planning Guidance is replaced by the current DA PPG.

*(dd)*MILPER MSG 02-258, 29 SEP 02, Transitional Health Care Benefits for Service Members and their Families

*(ee)*MILPER MSG 02-156, 13 MAY 02, Pre-separation Counseling Checklist (DD Form 2648)

(ff) AR 635-40, physical evaluation for retention, retirement, or separation

*(gg)*AR 680-29, military personnel, organization, and type of transaction code

*(hh)*EMILPO Procedures at https://www.hrc.army.mil/site/active/tagd/srdc/hr_operations/emilpo/index.htm

(ii) DA Pam 600-8-101, Personnel Processing (in-, out-, Soldier readiness, mobilization and deployment processing)

(jj) AR 40-400, Patient Administration

(kk) AR 600-8-6, Personnel Accounting and Strength Reporting

(ll) MILPER Message 02-150 (3 MAY 02), Subj: Reinstatement of the National Defense Service Medal

(mm) DA HRC MESSAGE (AHRC-PDO-PA, 17 MAR 04), Subj: Global War on Terrorism Expeditionary Medal and Global War on Terrorism Service Medal – Implementing Instructions

*(nn)*AR 635-10, Processing Personnel for Separation

*(oo)*DA Pam 635-4, Pre-separation Guide

*(pp)*MILPER Message 04-096 (2 MAR 04), Subj: Disability processing for mobilized reserve component (ARNG and USAR) Soldiers, to include RC Soldiers on active duty medical extension

*(qq)*USD Memo dated 2 Apr 08, Subject: Change to Current Mobilization/Demobilization Personnel and Pay Policy

CHAPTER 11 – INDIVIDUAL REPLACEMENT OPERATIONS

11–1. Purpose.

Provide personnel policy guidance that explains the actions required to ensure units have the appropriate manning to perform the combatant commander's mission upon arrival in theater and throughout the units' deployment. The intent of the replacement program is to deploy units at 100% of mission required strength in order to reduce the need for immediate replacements upon entrance into theater and to provide the replacements necessary to sustain operations in theater. Units will be manned in accordance with the HQDA G-1 Manning Guidance.

11–2. Filling Units Prior to Deployment.

a. General Guidance:

The personnel readiness deployment criteria 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 a unit's MTOE Required Strength, however specific theater tailored requirements may be developed by the Combatant Commander and is 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 Active Component 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.

(1) Use of Individual Ready Reserve (IRR) Soldiers:

(a) The first priority for using IRR Soldiers is to fill deploying units. Voluntary mobilization of IRR Soldiers may be approved by ASA (M&RA). 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), medically screened, 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.

(b) Due to notice and training requirements, commands must request IRR fillers at least 120 days in advance of required report dates to units. Request must be submitted through command channels and validated by force providing command (FORSCOM, USASOC, USARPAC or USAREUR) and the HQDA G-3/5/7. The force provider will submit the IRR request to HRC-STL, 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.

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

(2) Mobilization Guidance:

(a) Soldiers mobilized UP 10 USC 12302 who fail to meet medical deployment standards (whether because of 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 I.

(b) 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 more than 90 days will no longer be subject to RC unit stop loss.

(c) If RC Soldiers are involuntarily reassigned to the rear detachment (the population of Soldiers alerted but not deployed or mobilized) 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.

b. Additional 10% Personnel:

With SECDEF approval, units are authorized to mobilize up to 110% of mission required strength. 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 mission required strength (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; mitigating 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.

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

(1) RC filler procedures at mobilization station. Unit commander submits filler requests to the mobilization station commander. ARSOF: RC ARSOF will submit requests for fillers to USASOC. When the request is validated by USASOC, USASOC will either task the force providing major subordinate command (MSC) to provide the filler (s) or will fill the requirement from other ARSOF sources.

(2) Mob station commander validates the requirement IAW HQDA G-3/5/7 guidance. Mob station commander attempts to reassign Soldiers on the installation (from AC or mobilized RC Soldiers). If no replacement is found, the mob station commander forwards request for replacement to First Army for CONUS based mob stations or to force providing commands for OCONUS based mob stations. Requests will include UIC/DUIC, grade, AOC/MOS, paragraph and line number of Soldier being replaced and provides information copies to the parent JFHQ-ST or USARC Regional Readiness Support Command (RRSC). ARSOF: The mobilization station commander will not reassign RC ARSOF during the mobilization process. Any RC ARSOF requests for replacements will be forwarded from the mobilized commander to USASOC for validation, reassigning (from AC or mobilized RC ARSOF), and sourcing. Once validated, USASOC will pass the request to the NGB for sourcing. NGB will use the normal staffing process as stated below.

(3) CONUSA attempts to reassign (from AC or mobilized RC Soldiers) across CONUSA. If no fillers are located, the CONUSA will coordinate with NGB and USARC. For OCONUS sites, the force providing command will attempt to reassign across the command and if no fillers are located, will coordinate with NGB and USARC for possible fill.

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

(a) JFHQ-ST, RRSC, 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, RRSC, 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.

(b) If no fillers are available from the original unit, the JFHQ-ST or RRSC in coordination with NGB or USARC, will seek to meet the requirement with RC volunteers from other sources within the state or RRSC. 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 (the population of Soldiers alerted, but not mobilized or deployed) 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. DUIC's are not required if a transfer action is completed that assigns the Soldier to the rear detachment (the population of Soldiers alerted, but not mobilized or deployed) 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 case of the ARNG, it is recognized by the Army that the JFHQ-ST is operating with the concurrence of the governor to involuntarily reassign the Soldiers to be mobilized as fillers to the rear detachment (the population of Soldiers alerted, but not mobilized or deployed) of the mobilized unit; the Soldier can then be mobilized and deployed. Individuals will be mobilized against the original unit's mobilization order and individual mobilization orders will reflect the remaining amount of time for the unit's mobilization.

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

1. 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 memo 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.

2. 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 certification training, and order Soldiers to the mobilization station to link up with the mobilizing unit.

3. 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 or not the requirement will be tasked to the active component 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 active component for that specialty, and an analysis of commands across the Army.

(d) Deployment Shortages: 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. 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: 72 hours after reporting to the mobilization station, 2 days prior to the mandatory collective training cycle date, and 1 day after unit validation by the mobilization station commander. 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.

(e) When a unit deploys short due to an agreement made at the Mob station by the 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 deployed 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.

d. Active Component Filler/Passback Procedures at Home Station:

(1) Replacement flow will be submitted through the chain of command. Units will fill within their capability, coordinate reassignments across the installation, or submit shortfall requirements through the operational commands to the Corps or USASOC for resolution. USASOC G-1 will manage AC ARSOF and fill initially within the unit's capability and then by reassignment across the command.

(2) Corps and USASOC coordinate redistribution throughout the Corps and USASOC and submit shortfall requirements to the next higher headquarters.

(3) Providing Command G-3 directs redistribution or requests approval to deploy at a reduced readiness level. AC ARSOF will be reassigned as required to meet personnel readiness levels. USASOC G-3 will request approval to deploy at a reduced readiness level. Approval authority is Commanding General (CG), USASOC, with concurrence from the supported theater commander.

(4) Providing Commands submit unit personnel shortages to HRC. Shortfall reports will include the mission required strength, current unit strength, shortages by MOS and grade, and list of critical shortages that would affect mission accomplishment along with the strength of each critical shortage within the unit. ARSOF: USASOC provides personnel shortages to USSOCOM.

(5) 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.

11–3. Replacement Policy.

There are two programs the Army will use for unit replacements. Push (Predictive) Program: Primary means of obtaining replacements for high density specialties within RC units supporting Operation Iraqi Freedom (OIF) UP 10 USC 12302 Partial Mobilization. Pull Program: Used primarily to fill low-density specialties; however, can also be used to supplement the push program.

11–4. Push (Predictive) Program.

a. General Guidance:

The Army requires an RC replacement program that is proactive and responsive to the Combatant Commanders' requirements. The Push program uses a predictive model that forecasts theater's future requirements by MOS, grade, and component and serves as the basis to sustain manning levels of deployed units. In coordination with the Theater Sustainment Command (TSC), HRC will revalidate the predictive model quarterly, or more often as required, to ensure it accurately accounts for personnel

attrition in the theater of operations. HRC with coordination from G-1, will provide briefings to the ASA (M&RA) at least once per quarter that shows how the predictive model was re-validated and what additional control measures (if necessary) are in place to properly identify replacement requirements. HRC is responsible for the planning, synchronization, and execution of this program.

(1) Assignment Criteria: Under normal circumstances, TSC will not assign RC replacement Soldiers to units that are within 90 days of redeployment, without the Component Commander's approval.

(2) Tasking Authority: Under this policy, HRC is granted the authority to task all Army Commands, Army Service Component Commands and Direct Reporting Units; with the exception of USASOC, to fill replacement requirements from the RC, as well as, the active component using the Defense Messaging System. This includes tasking the specialty branches (OTJAG, OTSG and OCC) when necessary. MEDCOM will manage all RC 90-Day Boots on Ground (BOG) Individual Medical Replacement (IMR) Soldiers in the following AOC series: All 60, 61, 62 series AOC (Medical Corps); all 63 series AOC (Dental Corps); only AOC 66F within the 66 series (Nurse Corps). HQDA Office of the Judge Advocate General (OTJAG), Personnel, Plans and Training will manage AOCs 27A/55A, 27B/55B, 270A/550A, and MOS 27D.

(3) Sourcing: TPU Soldiers in NG or USAR units will be used prior to using Soldiers from the active component to fill RC replacement requirements. Individual Ready Reserve (IRR) Soldiers will be used primarily as fillers. 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.

b. Execution:

(1) Identification and Sourcing of Requirements:

(a) HRC will task replacement requirements for TPU sourcing to the USARC, ARNG, 9th RRSC, 7th ARCOM, and specialty branches NLT 120 days prior to the required report date to theater for the replacements. HRC will also copy furnish the force providing commands. The tasking message will organize the requirements by MOS/specialty, grade and component.

(b) Within 30 days of receipt of a Push tasking message, USARC, ARNG, 9th RRSC, 7th ARCOM and specialty branches will provide standard name line, social security number, grade, MOS, and component of replacement Soldiers to HRC. If commands identify Soldiers who were previously mobilized, the commands must also provide the mobilization history for those Soldiers. Mobilization history includes: all previous mobilizations or active duty tours, start and end dates, locations, operations supported, authority under which the Soldier was brought on active duty and whether or not it was voluntary (e.g. Soldier X involuntarily mobilized under PRC from X date to Y date in support of operations in Kosovo or Soldier voluntarily mobilized under partial mob authority from date to date in support of Operation Noble Eagle for airport security mission). Regardless of Soldiers' prior mobilization history, commands will annotate whether or not the tasked Soldier is a volunteer or non-volunteer for the replacement mobilization request being presented to the SECDEF for approval. Commands must also submit copies of the Soldiers' individual mobilization orders to HRC. This will allow HRC to ensure the orders contain the appropriate assignment data.

(c) All commands must identify the specific reasons for not filling any tasked replacement requirement and submit to HRC, DCSOPS. Commands will provide, in memorandum format, the reason for not sourcing replacement requirement(s) and the current strength with fill level by grade, MOS or AOC within 31 days after receiving the Push replacement tasking message.

(d) HRC will provide the replacement J4 report to HQDA G-3/5/7 and HQDA G-1 NLT day 35 after release of the tasking message. HQDA G-3/5/7 will present the replacement J4 report at the weekly mobilization brief to OSD (Personnel and Readiness) in order to obtain SECDEF approval. Upon

SECDEF approval, HQDA G-3/5/7 or HQDA G-1 will notify HRC who in turn will notify USARC and NGB.

(e) HRC will conduct a command analysis for any unfilled RC replacement tasking and submit that analysis along with theater's current strength and the AC's current fill level in the required specialty, and the command's reason for not being able to fill the requirement to the Director of Military Personnel Management, within the HQDA G-1, who will determine whether or not the requirement will be tasked to the active component for fill.

(f) HRC is granted the authority to task all commands, with the exception of USASOC, to fill RC replacement requirements from the active component. All AC pass-backs for fills in RC units must be approved by the HQDA G-1 DMPM. When tasked, active component commands will be given 15 days to provide an SNL to HRC for all tasked replacement requirements.

(g) HRC will provide a listing of all replacements to TSC as soon as SNL are provided and approved.

(h) Replacement requirements not filled by RC or AC commands within the identified timelines will be closed and recorded as unfilled for historical purposes.

(2) Mobilization, Soldier Readiness Processing (SRP), Equipment Issue, and Training:

(a) RC TPU replacement Soldiers: When USAR replacements are assigned to the USAR UAU their mobilization requires a separate approval by the ASA (M&RA) for their mobilization DUIC. ARNG replacement Soldiers will mobilize using the authority of previous SECDEF approved mobilization order of deployed ARNG units.

(b) Commands will alert replacement Soldiers in sufficient time to allow 30 days notice prior to mobilization and time to accomplish required training in order to meet the designated theater report date. Push replacement Soldiers will be treated as NRP personnel and will process through the CRC. Commands will order replacement Soldiers to the designated CRC or supporting installation for SRP, equipment issue, TSIRT, and deployment to the theater of operations. When available, Army Reserve and National Guard units are responsible for filling Organizational Clothing and Individual Equipment (OCIE) requirements for replacement Soldiers to include weapons and protective masks. CRC or PPP commanders will coordinate with the supporting Central Issue Facility (CIF) to make up any shortages to ensure Soldiers deploy with the proper equipment.

(c) USARPAC/9th RRSC and USAREUR/7th ARCOM may directly deploy RC replacements to theater or make coordination for deployment through a CRC or FORSCOM supporting Installation/Power Projection Platform (PPP). When directly deploying RC replacements, USAREUR/7th ARCOM, and USARPAC/9th RRSC will inform HRC of the deployment using email. Submit reports to HRC-PLO-CREPLACEMENTS@conus.army.mil. Telephone numbers for HRC DCSOPS are DSN 221-1926/8308.

(d) ARNG replacement Soldiers' mobilization orders will reflect the amount of time remaining on the original unit's mobilization order. USAR replacement Soldiers' mobilization orders published by the UAU will reflect a minimum of 12 months. If Soldiers do not have enough mobilization time remaining and volunteer to complete replacement missions, CO-ADOS orders may be used to supplement mobilization orders.

(e) Orders issuing authorities (AC and RC) will include in the purpose line of the orders the HRC replacement control number that identifies the replacement requirement. This is necessary for tracking and to assist with assignment processing in theater.

(f) Active Component Pass backs: See para 2(e).

(3) Deployment:

(a) HRC DCSOPS is responsible for the tracking of all replacement Soldiers tasked through HRC.

(b) CRC and PPP Report Dates: USARC, ARNG, JFHQ-ST, 9th RRSC, and 7th ARCOM will coordinate with HRC DCSOPS for CRC reservations (see paragraph 5-7d) by calling 1-800-582-5552 or send an email request to atac@conus.army.mil. HRC will establish PPP report dates and schedule ARNG BCT and Divisional Soldiers for deployment processing in accordance with FORSCOM guidance. USAREUR/7th ARCOM and USARPAC/9th RRSC when direct deploying replacement Soldiers to theater must inform HRC DCSOPS as indicated below.

(c) Accountability of replacements is critical. All CRCs and PPPs will use the web-based Replacement Operations Automation Management System (ROAMS II) to provide visibility of replacement Soldiers processing through the CRCs and PPPs. ROAMS II training is provided by HRC DCSOPS mobilization division and may be scheduled by calling DSN 221-0898/7501 or commercial 703-325-0898/7501.

(d) Replacement Battalions not yet trained on ROAMS must submit manual reports to HRC within 48-hours of the replacement Soldier's arrival. The report will include the SNL, SSN, grade, and MOS of replacement Soldiers along with their flight information. The report will be by component. HRC will provide a copy of the report to the TSC to ensure the theater has advance notification of incoming replacements.

(e) 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.

(4) Redeployment and Demobilization: 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 Soldiers volunteer to remain in theater to fill other valid requirements. The Soldiers who volunteer to remain in theater after their assigned unit redeploys must request a CO-ADOS. 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 files. 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.

c. References:

ALARACT 100/2005, Army Personnel Replacement Operations for OIF and OEF; and
ALARACT 102/2005, Implementing Instructions for Army Personnel Replacement Operations for OIF and OEF.

11–5. Pull Program.

The Pull program should be used primarily for high demand, low density requirements. However, it can also be used to supplement the push (predictive) program when necessary. Instead of the replacement system, the WIAS system should be used when a command needs to extend or request an individual augmentee.

a. General Guidance:

(1) Commands will provide replacements by exception only for critical shortfalls when units are within 90 days of returning from a deployment. Commands will use AC or volunteer RC contingency temporary tour of active duty (CO-ADOS) as the source when the replacement period is 90 days or less.

(2) Will not provide replacements for Soldiers who were released because they were no longer operationally required.

(3) Only the TSC or HRC 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 can not be filled prior to the 90 day redeployment window. All others will either be filled or counted as unfilled requirements.

(4) HRC is granted the authority to task all Army Commands, Army Service Component Commands and Direct Reporting Units; with the exception of USASOC, to fill replacement requirements from the RC, as well as, the active component using the Defense Messaging System. This includes tasking the specialty branches (OTJAG, OTSG and OCC) when necessary. MEDCOM will manage all RC 90-Day Boots on Ground (BOG) Individual Medical Replacement (IMR) Soldiers in the following AOC series: All 60, 61, 62 series AOC (Medical Corps); all 63 series AOC (Dental Corps); only AOC 66F within the 66 series (Nurse Corps). HQDA Office of the Judge Advocate General (OTJAG), Personnel, Plans and Training will manage AOCs 27A/55A, 27B/55B, 270A/550A, and MOS 27D.

b. Execution:

(1) Replacement procedures when RC units are deployed OCONUS:

(a) Unit commander submits request for replacements through the supported chain of command to the servicing PERSCOM. Request will include reason for the request, compo, UIC/DUIC, grade, AOC/MOS, duty location, end date of unit's mobilization, earliest arrival date (EAD), and latest arrival date (LAD). The request will also include the name of the Soldier being replaced along with his/her status. ARSOF: initially, the senior ARSOF commander in theater will attempt to reassign from forces within theater. ARSOF unit commanders will request replacements through their chain of command to the theater joint task force (JTF). The JTF will pass the request to USSOCOM for validation. USSOCOM will notify USASOC and USASOC will source the request for replacements from the originating unit.

(b) Servicing PERSCOM validates the requirement IAW current guidance and attempts to reassign across compos using the TCS process. ARSOF: servicing PERSCOM will not reassign RC ARSOF in theater without concurrence from the theater Special Operations Command. Servicing PERSCOM will follow the procedures outlined below to reassign RC Soldiers within theater:

1. If an RC Soldier whose current unit is demobilizing volunteers to stay as a replacement, the redeploying commander must approve the action by signing the Soldiers DA Fm 4187. For ARNG Soldiers, the state TAG must also approve the action in writing. The servicing PERSCOM will TCS the Soldier to the gaining unit and initiate action to develop a CO-ADOS package. The Soldier will complete a DA Form 4187 and obtain the gaining unit commander's signature accepting the Soldier into the unit. The gaining unit commander will forward a copy of the TCS order, DA 4187, and state TAG approval (for ARNG Soldiers) to the servicing PERSCOM. If unable to obtain a TAG release in theater, HRC will obtain in CONUS. ARSOF: the CO-ADOS package for SOF will be submitted to USASOC G-3.

2. The servicing PERSCOM will enter the CO-ADOS package (TCS order, DA4187, unit commander's memorandum, and TAG memo) into DAMPS. USAREUR G-3 CTB enters packets for KFOR and Israel-Palestine Peace Coordinator missions. ARSOF: USASOC will submit the CO-ADOS package to HRC DCSOPS (Mobilization Support Branch) for RC SOF volunteers.

3. Upon approval by HQDA G-3/5/7, HRC DCSOPS, Mobilization Support Branch will publish the volunteer's orders placing the Soldier under10 USC 12301(d) status.

4. HRC DCSOPS, Mobilization Support Branch will forward copies of the orders to the servicing PERSCOM, NGB/JFHQ-ST, USARC/RRSC, FORSCOM, or other force providing commands, 1st Army,

DFAS, and the community and Family support center (CFSC). 1st Army will make distribution to the mobilization stations. All commands at all echelons are responsible to take the necessary action to ensure Family members get copies of orders in order to extend DEERS registration, to obtain ID cards, and to provide notification to employers.

(c) If there are no in-theater AC resources or RC volunteers, then the servicing PERSCOM will send a request for replacements to HRC. ARSOF: RC ARSOF requests will be sent through USSOCOM to USASOC for sourcing.

(d) HRC forwards requirements to HQDA G-3/5/7 (DAMO-ODO) for validation. Upon validation, HRC tasks the NGB or USARC to fill requirements. The tasking message will include rank, specialty, unit Soldier will be assigned to, replacement control number, suspense for providing names and required report dates for deployment processing. HRC will provide a listing of all replacements to TSC as soon as SNL are provided.

(e) The NGB and USARC will have 15 days to respond to the HRC replacement tasking. The NGB and USARC will also submit copies of the mobilization or CO-ADOS orders of replacement Soldiers to HRC to ensure correct assignment data is included on the orders. If unable to fill the requirement, the NGB and USARC will submit a justification to HRC for not filling the requirement. The NGB and USARC are also responsible for providing a status report to HRC for Soldiers who are designated as replacements and do not report to PPPs or CRCs as scheduled. Reports must be submitted within 72 hours of no show or late arrivals.

(f) HRC will send AC passback requests to the Director of Military Personnel Management, within the HQDA G-1, who will determine whether or not the requirement will be tasked to the active component for fill. Requirements from HRC will include the reason the commands gave for not being able to fill the requirement, strength of the specialty within the requesting unit, strength of the specialty in AC units and an across the Army command analysis of specialty.

(g) If the DMPM approves an AC passback, HRC will task active component commands to provide replacements. Commands will be given 15 days to provide an SNL to HRC for all tasked replacement requirements. Commands must submit a copy of the TCS order for replacements to HRC to ensure correct assignment data is contained in the orders. Commands are also responsible for providing a status report to HRC for Soldiers who are designated as replacements and do not report to PPPs or CRCs as scheduled. Reports must be submitted within 72 hours of no show or late arrival.

(h) Commands will process pull replacements in the same manner as push replacements. Please refer to 11-4 Push (Predictive) Program, paragraphs 2, 3 and 4 under execution for guidance on Mobilization, Soldier Readiness Processing (SRP), Equipment Issue, and Training; Deployment; and Redeployment/Demobilization.

(i) Replacement requirements not filled by RC or AC commands within the identified timelines will be closed and recorded as unfilled for historical purposes.

(2) Replacement procedures when RC units are deployed CONUS:

(a) Unit commander submits request for replacements through the supported chain of command to the Headquarters of the Army Command, Army Service Component Command or Direct Reporting Unit that the unit ultimately reports to. Requests will include the name of the Soldier being replaced along with his/her status, compo, UIC/DUIC, grade, AOC/MOS, duty location, date required and end date of unit's mobilization.

(b) The Army Command, Army Service Component Command or Direct Reporting Unit will review the request and if approved will identify a replacement and follow the necessary steps to bring the replacement onto active duty.

(3) Replacement procedures when AC units are deployed OCONUS:

(a) The first source for replacements are 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 should reassign Soldiers from across the installation if necessary to provide replacements.

1. Providing installations will issue clothing, individual equipment, weapons, and chemical/biological equipment in accordance with combatant commanders guidance. They will also conduct Soldier readiness processing (SRP) and validate replacement Soldiers for deployment.

2. Providing organizations will coordinate deployment to theater through FORSCOM, movement on channel flights, or movement on CONUS Replacement Center (CRC) flights. Pull replacements with an HRC control number will be treated as NRPs and will be processed through the CRC. Movements on CRC flights require coordination through HRC DCSOPS. Staff agencies and organizations (such as HQDA, HRC, etc.) without OCIE and weapons, will coordinate with HRC DCSOPS to deploy the AC Soldier through the CRC.

(b) If no replacements are identified, the forward element submits replacement requirements to TSC. TSC attempts to fill the requirement through reassignment regardless of component. If requirements cannot be met through reassignment actions, TSC submits requirements to HRC for fill.

(c) HRC will determine the best source from across the Army to meet the requirements and will task appropriately. The same timelines apply for responding to replacement taskings for AC fill as do for taskings for RC fill.

11–6. Replacement Sourcing Prohibitions.

a. Units:

To ensure compliance with the Child Soldiers Protocol to the United Nations Convention on the Rights of the Child on the Involvement of Children in Armed Conflict, Soldiers under age 18 will not be assigned on a permanent change of station (PCS) or deployed on temporary duty (TDY) or temporary change of station (TCS) to duty stations outside of CONUS, except Alaska, Hawaii, the Commonwealth of Puerto Rico, or territories or possessions of the United States. Commanders must take all feasible measures to ensure that Soldiers do not take a direct part in hostilities.

b. AC Enlisted:

Trainees are not deployable as replacements until their contractual IET training is completed and they have signed into their first permanent unit. Commanders should not use recent IET graduates as replacements until they are fully indoctrinated into the unit and are otherwise deployable. Soldiers attending Non-Commissioned Officer Education System (NCOES) training/ specialized training in a TDY enroute status are available for use as replacements after they arrive at their next permanent duty location. Soldiers attending or scheduled for training in a TDY and return status are not considered as TTHS, and are available for use as replacements. Commanders at the O-6 level must coordinate for early removal or cancellation from training with HRC.

c. AC Officers:

Officers graduating from PCS officer courses (except OCS, BOLC, and WOBC) will be available for individual replacement processing. Officers on orders to units that will be deploying in the foreseeable future will not be counted as available. Graduates on orders to non-deploying units can be sent as individual replacements in a TCS status, attached to the units with which they will deploy. Upon completion of their TCS tour the officers will return to their original PCS assignment. After graduation

and before reporting to their deploying unit, these officers will report to their new assignments and be given at least two weeks to assist settling their Families.

11–7. Point of Contact (POC).

(a) HQDA, G-1, DAPE-MPZ-MM at DSN 227-5290/5-7808 or COMM 703-697-5290/5-7808. HQDAG1OPERATION@HQDA.ARMY.MIL.

(b) HQDA G-3/5/7, ODM at DSN 223-8983 or COMM 703-693-8983.

(c) HRC DCSOPS, DSN 221-2765/8308 or COMM 703-325-2765/8308.

(d) HRC DCSOPS, Mobilization Support Branch, DSN 221-2520/9098 or COMM 703-325-2520/9098

(e) OTJAG PP&TO, DSN 226-3943

CHAPTER 12 – MORALE, WELFARE, AND RECREATION

12–1. Purpose.

Provide personnel policy guidance to Army Service Component Commands (ASCC), Installation Commanders, and Unit Commanders pertaining to morale, welfare, and recreation (MWR) for military (Active and Reserves) and civilian (DA, Red Cross, AAFES and Contractor) personnel who are activated, mobilized, and/or deployed in support of contingency operations.

12–2. 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 12-6). 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 CFSC community recreation directorate. Family support activities will remain active during the entire mobilization period. Emphasis will be given to preparing for mobilization, reunion briefings, assistance, and transition issues. 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.

12–3. Family Readiness.

a. Briefing and Planning Phase:

(1) Pre-deployment briefings for Soldiers and Family members help equip them to cope with an upcoming deployment by acquainting them with unit plans and making available information and community resources. Operation READY is a key resource for Soldiers and Family members to obtain important information about all phases of deployment (http://www.arfp.org/skins/ARFP/display.aspx?ModuleID=2a285ab0-5db1-4f36-9b91-f2263c973c32&Action=display_user_object&Mode=user&ObjectID=443c554d-df17-4c37-bcd5-17e5be6056b6). Mobilization/deployment support for service members and Families is important to readiness and mission success.

(2) 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.

(a) Pre-Mobilization/Deployment Phase: Contact with Families. The most important goal for any Family readiness program is to strive for 100% contact with the spouses and Families of military members. Effective contact takes place at the unit/local level; so strong unit programs should be emphasized. Ideally, every spouse/Family has point of contact for Family readiness. Contact with Families should be sustained through all phases of the deployment cycle.

(b) The Army Commander's Guide to Family Readiness Group Operations has been created to help the Commander and Family Readiness Group leader understand the legal and ethical considerations of Family Readiness Group (FRG) support and funding. The rules in many Army and

DoD regulations have been modified (DA Pam 608-47 withdrawn); therefore, revised guidelines were published to help commanders and FRG leaders legally and ethically manage this extremely important facet of our expeditionary Army.

(c) Joint Mobilization Support. Close collaboration between regional active and reserve components is critical in supporting RC service and Family members. Make certain that all active and mobilized RC members and their Families receive pre-deployment, deployment and post deployment support.

(d) Identify and Support High-risk Families. Unit/Family program and services staff should be particularly sensitive to high-risk Families and Families that tend not to seek assistance. Special efforts should be made to provide these Families with appropriate intervention, assets and tools to sustain them through the entire deployment cycle.

(e) RC Access to Services. Ensure that all staff levels of relevant military organizations understand RC members' and their Families' eligibility for services.

(f) Financial Preparation. Maximize relationships with community based financial experts to assist Reserve and active component members with financial issues that emerge as a result of mobilizations and deployments.

(g) Homeland Security Planning for Response. With a new awareness of the possibilities of terrorist activities at home, planning for contingency must also include communication and information support to the deployed service member in such an event.

(h) Collaboration between Family Support and Casualty Operations. Planning for contingencies must include close collaboration between Family support and casualty operations at the local level. This must be an ongoing relationship established well before the need for response arises.

(i) Family Care Plan Currency and Viability. Each military unit should place specific focus on the currency and viability of the Family Care Plan for those unit members required to have one. In addition to any inspection or readiness requirement, each military unit should verify the validity of the Family Care Plans within their unit. Once un-executable Family Care Plans are identified, they should be intensively managed to ensure that the service member is a deployable asset.

(j) Informational Web Sites.

1. DOD Military Home front Website contains resources to address mobilization/ deployment issues for all service members and their Families.

2. OSD/Family Readiness Website: Reserve Affairs - Family Readiness

3. Army Reserve Family Programs: Army Reserve Family Programs - Online

4. United States Army Community and Family Support Center (CFSC): Family assistance web link for unit commanders to create a virtual Family readiness site http://www.armyfrg.org/skins/frg/home.aspx?AllowSSL=true and for Family members and others MyArmyLifeToo.

b. Mobilization/Deployment Sustainment Phase:

(1) Total Force Accessibility to Services and Increased Outreach. In the event of a major contingency, consider whether to set up Family Assistance Centers off the installation to improve accessibility to services. A large number of concerned Family members (e.g., parents and RC Families

who live long distances) may not have access to military installations. Units should develop a marketing plan to reach out to all impacted Family members.

(2) Technology. Units and installations should make maximum use of technology to disseminate information and support to Families. Websites, video-teleconferences, and toll free numbers with regularly updated recorded information can leverage significantly unit/ member communication with Families.

(3) Plan for Possible Family Evacuations. Ensure detailed plans are in place to support Families returned to CONUS as a result of evacuations from overseas sites.

(4) Strengthen Volunteer Unit-based Support Activities. Identify and create opportunities for informal support groups and unit-based volunteer organizations to be strengthened and to become a focal point for validated information, mutual support, and building a sense of community. As research shows that military Families go to friends first to gather information, these volunteer groups should receive appropriate support from command and Family support programs.

(5) Leverage Community Resources. As witnessed in the aftermath of 9/11, valuable assistance is available from a variety of non-profit community and Veterans Service Organizations. It is essential to build relationships with these community resources and to include their capabilities in plans for response to any contingency.

(6) 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.

(7) Commanders will ensure mobilizing/deploying units have a Family readiness website that is AKO accessible.

c. Post-Mobilization/Deployment Phase:

(1) 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).

(2) 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.

(3) Rear detachment commanders (RDC) will complete RDC training within 30 days of appointment as RDC. Training is available through Army Community Services or on line. The training is available on-line at www.myarmylifetoo.com or thru a one-week resident course with coordination with the ACS Mobilization/Deployment Coordinators at Ft. Hood and Ft. Bragg.

12–4. Family Assistance Centers and Army Community Service.

a. Active Army Family assistance is available through the installation Army Community Service (ACS).

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.

b. RC Family assistance is available through the closest installation. FORSCOM, NGB, USARC, and First Army will ensure that mobilized/ deploying Soldiers, civilians and their Families are provided the following information and assistance:

(1) Dependents of deploying personnel may call 1-800-833-6622 for Family assistance. Refer also to DA Pam 690-47, Appendix D, Family Deployment Criteria for additional information.

(2) Joint Forces Headquarters-State (JFHQ-ST) and Regional Readiness Support Commands (RRSCs), in coordination with unit commanders should ensure that Family members have received the Family support briefing required in FORMDEPS within the last twelve months and that a briefing provides updated information on entitlements and points of contact for support prior to the unit's deployment.

(3) Address and telephone number of state Family assistance office; address and telephone number of Family assistance center at the nearest military installation

(4) Information on essential services such as ID cards, DEERS enrollment, and other practical matters is available to Family members while the Soldier/civilian is deployed.

(5) TRICARE /Military Health System (MHS) information and beneficiary guidance can be obtained 24/7 at the official DoD web site – http://www.tricare.mil/. Users are able to search for information specific to their status and region of the country/world. This online version will be updated in real time, as changes occur.

12–5. 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. Lee Ratliff, COMM (404) 464-8970.

c. National Guard Bureau, COMM (703) 607-5405.

d. First Army, Larinza Stinnett, COMM (404) 469-3019, Larinza.Stinnett@First.Army.Mil.

CHAPTER 13 – RESERVE COMPONENT PROMOTIONS

13–1. Purpose.

Provide personnel policy guidance to Major Commands, Installation Commanders, Power Projection Platforms, Power Support Platforms and Personnel Support Centers pertaining to RC enlisted and officer promotions mobilized under contingency operations.

13–2. RC Enlisted Promotions

a. Regulations:

Army Reserve (USAR) and Army National Guard (ARNG) promotions will be accomplished in accordance with AR 600-8-19. This newly published AR is effective 21 Aug 06 and is applicable to all three components. Coordination with the Personnel Support Battalion and active Army commands may be required to support board actions and to ensure that promotions that occur while the Soldier is on active duty are properly documented in personnel and pay systems, as appropriate.

b. Applicable Soldiers:

(1) Individual members of the Ready Reserve ordered to active duty.

(2) Assigned members of a Selective Reserve Troop Program Unit (TPU) – ARNG or USAR.

(3) Deployed in AGR status in support of contingency operations under Temporary Change of Station (TCS) orders.

(4) IRR/IMA/TPU Soldiers serving on a Contingency Operation Temporary Tour of Active Duty (CO-ADOS) as volunteers.

(5) Assigned members of Warrior Transition Units (see chapter 7-2k for more information)

c. Promotion Authority Pre-mobilization Responsibility:

(1) Home of Record Commander ("home of record," unit/TPU/IRR, RC Commanders) will ensure that all eligible ARNG/USAR 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 the completed packet until the Soldier arrives at the intended destination, the promotion packet will then be forwarded to the appropriate promotion authority or servicing PSB as indicated in para 13-4 (below).

(2) Promotion Packet Composition and format. The promotion packets for promotion consideration for all mobilized Soldiers will contain the basic documents required for point verification, eligibility determination as necessary, and a copy of mobilization orders. Promotion/convening authorities will consider all packets for Soldiers meeting basic eligibility criteria as long as the documents are provided.

d. Active Duty for Operational Support (ADOS):

Promotion Policies for RC Enlisted Soldiers on Active Duty for Operational Support (ADOS) in Excess of 12 Months, dated 26 June 2006 and AR 600-8-19, chapters 5 and 6 for detailed information regarding ARNG, USAR, IMA, and IRR enlisted promotions.

13–3. 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) should 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 should utilize the promotion list as a first priority. Those Soldiers requiring Non-Commissioned Officer Education System (NCOES) whether promoted before or during the period of active duty will be given first priority for available NCOES course quotas upon return from active duty. State Adjutants General (MILPOS) will include active duty ARNG Soldiers in their promotion systems while under orders for partial mobilization.

(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 boards for Sergeant and Staff Sergeant.

b. NCOES:

(1) Reference: AR 600-8-19, para 1-27

(a) Effective on 1 JAN 04, HQDA G-1 suspended conditional promotions for enlisted Soldiers in the ranks of SGT to SFC. As of that date, Soldiers who were conditionally promoted to SGT through SFC based on the NCOES promotion requirement, are considered promoted without further condition. No promotion order adjustments are required. Soldiers previously administratively reduced under the provisions of current promotion polices based on their inability to complete the requisite NCOES course are not affected by this decision. Soldiers who were pending promotion following a previous NCOES failure (who have subsequently been re-recommended or reconsidered and selected will be promoted.

(b) Promotion to the ranks of SGM or CSM requires the completion of the Sergeant Majors Academy (SMA). However, Soldiers selected may be promoted conditionally IAW AR 600-8-19, para 1-27. Soldiers conditionally promoted must enroll in and successfully complete the SMA within 18-months for those attending the resident course and 36-months for those enrolled in corresponding studies course. The date the time requirements begin for non-mobilized Soldier is the effective date of promotion and for mobilized Soldiers is the date of REFRAD.

(c) Effective 29 Jul 04, HQDA G-1 granted a 1-year grace period for demobilizing and redeploying Soldiers (grace period begins on the date the Soldier arrives at the demob site).

(d) Promotion Consideration to SSG for Deployed/Mobilized Soldiers.

1. All Soldiers. See AR 600-8-19, para 1-27

2. MILPER Message 05-020, Procedural Guidance for Promotion Eligibility (SSG) and NCOES for Deployed Soldiers, 26 Jan 05, provides processing instructions for Active Army Soldiers ONLY.

3. Army National Guard Soldiers not deployed to Kuwait, Afghanistan, or Iraq. Army National Guard Soldiers not deployed to Kuwait, Afghanistan, or Iraq, submit a request for waiver through the chain of command. As a minimum, the request will include a memorandum with justification by the commander and chain of command's acknowledgement/recommendation, Mobilization orders, and an ATRRS print out.

4. Army National Guard Soldiers deployed to Kuwait, Afghanistan, and Iraq will request a waiver through the TSC or Servicing PSB. As a minimum, the request will include a memorandum with justification by the commander and chain of command's acknowledgement/recommendation, Mobilization orders, and an ATRRS print out.

5. Commands must provide a consolidated monthly report through the chain of command to DA, G-1. See local guidance for procedures.

c. AGR Soldiers:

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 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 reassessing into the AGR program Soldiers who were promoted while mobilized.

d. ARNG Authority to Promote:

(1) Commanders exercising UCMJ authority for ARNG Soldiers will advance Soldiers in their units in accordance with the criteria established in the ARNG Promotion and Reduction Policy and this chapter. 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. Once approved by their commanders, a copy of the approved DA Form 4187 will be forwarded to appropriate State Adjutant's General with coordination through NGB-ARH-S. Forward all requests to NGB-ARH-S, 1411 Jefferson Davis Hwy, Arlington, VA 22202 or FAX DSN: 327-5533 or COMM: 703-607-5533.

(2) A copy of the Soldier's promotion documents will be forwarded to the State concerned. The State must document all projected vacancy fills that will occur after demobilization. States cannot promote more Soldiers than they have vacancies.

e. ARNG Advancement to PV2-SPC:

Advancements to PV2, PFC, and SPC with effective date the first day of eligibility. Mobilized Soldiers must be in a promotable status on the effective date of promotion. As an exception to the ARNG Promotion and Reduction Policy, Soldiers may be advanced to SPC after they meet the 26 months TIS; 6 months TIG; and are recommended by their unit commander. This provision is for Soldiers that hold a valid Army MOS, but are not duty MOS qualified. Soldiers must agree to become DMOS qualified within two years after demobilization. This statement must be included on the DA Form 4187.

f. 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. State Adjutants General and/or the Soldier's unit commander (who exercises UCMJ authority) will initiate the promotion request on a DA Form 4187 (Personnel Action). The request must identify the position vacancy by UIC (DUIC), Paragraph, Line Number and incumbent. Forward all requests to NGB-ARH-S, 1411 Jefferson Davis Hwy, Arlington, VA 22202 or FAX DSN: 327-5533 or COMM: 703-607-5533.

g. Operational Deployment Document:

(1) States are authorized to promote enlisted Soldiers through the rank of Staff Sergeant 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 ARNG Promotion and Reduction Policy. 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.

(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. Soldiers promoted against an ODD position must be reassigned to a valid position within 12 months after REFRAD or be subject to reduction per ARNG Promotion and Reduction Policy. States are not authorized to exceed their total authorized positions for that grade and MOS.

(3) Promotions to the rank of SFC through Sergeant Major based on the ODD document are not authorized. States may request exception to policy on case-by-case basis. Exceptions will be forwarded through the JFHQ to NGB-ARH-S. Ensure all requests are fully justified and must include a copy of the EPS list and ODD document.

h. 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) Contingency Operation Temporary Tour of Active Duty, and Title 32 FTNG-OS while mobilized, is the respective State Adjutant General in coordination through National Guard Bureau. Mobilized Soldiers must meet the eligibility requirements outlined in the ARNG Promotion and Reduction Policy dated 1 February 2005 and the DA PPG. Effective with the change, promotion of title 32 AGR Soldiers that will place the Soldier in a higher controlled grade position upon leaving mobilized service, must receive approval from NGB-ARH, prior to publication of orders.

13–4. USAR Enlisted Promotions:

a. General:

(1) 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 when applicable.

(2) Army Reserve Drill Sergeants selected for Master Sergeant 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 5-47. 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.

(3) 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 command, incorporated on the local promotion list and promoted by the home of record promotion authority. 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.

(4) 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:

(1) The "home of record" or "donor" commander is defined as the commander, area command and/or chain of command prior to any cross level action. The home of record 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. (See charts below).

(a) Promotion Authority (The commands authorized to consider Soldiers and subsequently promote them):

Rank	Category/Status	Responsibility
SGT-SSG	TPU/IRR/DIMA (OCONUS)	Para 13-4b(2)(d) & (f)
SGT-SSG	IRR/DIMA (CONUS)	Commanders in the grade of LTC or higher, exercising UCMJ authority for mobilized IRR/DIMA Soldiers
SGT-SGM	TPU (CONUS)	HOR/Donor Command (Para 13-4b(4)(f)
SGT	AGR (OCONUS)	TSC/Servicing PSB
SSG	AGR (OCONUS)	HRC St Louis (AHRC-ARE)
SFC-SGM	TPU (OCONUS)	HOR/Donor Command (Para 13-4b(2)(f)
SFC-SGM	IRR/DIMA	HRC-Stl, Office of Promotions
SFC-SGM	AGR	HRC-Stl, Office of Promotions

(b) General policy quick reference by rank.

Rank	Program	Regulation
PV1-SPC	TPU/IRR/DIMA	AR 600-8-19, Chapter 5 [1,2,]
SGT-SSG	TPU/IRR/DIMA	AR 600-8-19, Chapter 5 [1,2,]
SFC-SGM	TPU	AR 600-8-19 Chapter 5 [1,2,]
PV1-SGM	AGR	AR 600-8-19, Chapters 2,3,4 [1,2,]
SFC-SGM	IRR/DIMCOM	AR 600-8-19, Chapter 6 [1,2,]

Notes:

[1]AR 600-8-19, paragraph 5-6a(4) The APFT is waived for deployed Soldiers where mission precludes the administration of the APFT. The Commander will include a statement in the Soldiers promotion packet indicating mission precludes the administration of the APFT. This does not include Soldiers who failed the most recent record APFT prior to deployment or failed to take the APFT within 18 Months of mobilization date.

[2]AR 600-8-19 paragraph 5-3b(2) , is waived allowing Soldiers to be promoted to SGT and SSG without regard to unit vacancies.

(2) Advancements to PV2 through SPC. The current Army Reserve, Active Army, or Army National Guard Company Commander.

(3) 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.

(4) 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 established in local Memorandums of Agreement remain in effect for mobilized and deployed Soldiers.

(5) Servicing PSBs are also granted promotion, convening, and orders publishing authority for promotions to SGT and SSG for deployed Army Reserve Soldiers. The Theater HRSC or Servicing PSB 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 Theater HRSC and each PSB 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, publishing promotion lists, publishing orders, and residual actions supporting promotion board procedures.

(c) Promotions to SFC - SGM. Provide direct support including consolidating announcements published by the various RRSCs/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. Theater HRSC, PSB and USARC will coordinate to resolve issues arising from this requirement.

(2) Commanders of IRR/DIMA Soldiers mobilized within CONUS will coordinate with HRC-STL (AHRC-RSN), HRCSMissionRequirement@conus.army.mil.

(3) The TSC and Servicing PSBs will establish procedures within the theater of operations to implement this guidance. The TSC and Servicing PSBs will coordinate with USARC (ARRC-PRP-E), the respective RRSCs, and HRC-STL (AHRC-RSN), HRCS_MissionRequirement@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/IRR/DIMA/AGR - USARC (ARRC-PRP-E). Email electronic copies to mailto:usarcg1EPMB@usar.army.mil.

(2) TPU - Home of Record/Donor Command.

(3) IRR / DIMA- HRC-STL (AHRC-RSN), HRCSMissionRequirement@conus.army.mil **,** (HRC-STL must process finance transactions for IRR and DIMA Soldiers)

(4) AGR – HRC-STL (AHRC-ARE)

e. NCOES:

(1) See section 13-3b for more details regarding NCOES.

(2) Army Reserve TPU Sergeants deployed or in pre-deployment to Kuwait, Afghanistan, or Iraq: Memorandum, US Army Reserve Command, AFRC-PRP-E, 18 Apr 05, subject: Promotion Consideration to Staff Sergeant (SSG) for Deployed/Mobilized Soldiers. 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.

(3) Army Reserve TPU Staff Sergeants and Sergeants First Class. Memorandum, US Army Reserve Command, ARRC-PRP-E, 15 Feb 06, subject: Promotion of Army Reserve Soldiers to Master Sergeant (MSG) and Sergeant First Class (SFC): 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.

(4) Army Reserve IRR/DIMA Soldiers, forward through chain of command to DAPE-MPE-PD, DCS, G-1.

(5) 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.

13–5. 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.

(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) Officers on Extended Tours of Active Duty Orders:

(a) Officers on active duty under the provision (UP) 10 U.S. Code, § 12301(d) are not mobilized, but are ordered to peacetime active duty to voluntarily fill actual or anticipated vacancies in the Active Army on Active Duty for Operational Support (ADOS) tours or volunteer for Active Duty for Operational Support (ADOS), in support of essential Active Army mission. These officers are ordered to active duty for other than a Presidential selected Reserve call-up, partial or full mobilization. Many of these officers are Individual Ready Reserve (IRR), Individual Mobilization Augmentee (IMA), or Retired Reserve officers. Currently, AR 135-155 allows for promotion of IRR and IMA officers at their promotion eligibility date (PED) without regard to holding a position of a higher grade, which does not require a policy change due to their active duty status.

(b) The Officer on ADOS or CO-ADOS is ordered to active duty to fill a specific Active Army vacancy. When an officer volunteers to fill the position requirement, he or she understands that it is at the grade specified in the tour announcement. When an officer becomes promotable, the officer can either 1) request release from active duty to accept the promotion in the TPU or 2) the TPU commander can reassign the officer to positions of higher grade, if a vacancy exists, and promote these officers regardless of their temporary active duty status because the officers remain assigned to the TPU, unless transferred to the IRR.

(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. 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 excluded from this change in policy, and are promoted under the provisions of AR 135-155 which allows for their promotion, to include promotion while mobilized, without occupying a vacant unit position in the higher grade.

(7) Individual Mobilization Augmentees 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. Army National Guard officers may continue to be considered for promotion under the 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.

(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-A 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-A. HRC-A will 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 match against a higher grade position prior to promotion and assigned to that 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 officer may also be matched to a higher position if matched against a valid higher-grade position in a unit (TPU or IMA).

13–6. 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 on DA Form 4187 from the officer's chain of command to HRC- Alexandria, ATTN: RC Liaison Officer Room 3N25, 200 Stovall Street, Alexandria, VA 22302 of fax to DSN 221-4838 or COMM 703-325-4838. Upon verification, HRC-A 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 will forward a copy of the promotion order and Federal recognition documentation to HRC-A, ATTN: RC Liaison Office. HRC-A will provide promotion documentation to appropriate DA agencies for final processing of related personnel actions.

(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.

13–7. Points of Contact

a. HQDA G-1, Military Personnel Management

(1) USAR Officer Promotions – LTC Bob Oreskovic, 703-695-6610

(2) ARNG Officer Promotions – LTC Emma Fristoe, 703-695-6603

(3) Warrant Officer Promotions – CW5 Michael Funk, 703-693-9962

(4) Enlisted Promotions – SGM Scott Martin, 703-695-7948

b. ARNG ARH, SGM Greg Heffner, 703-607-3453

c. USARC G-1, LTC Joannie Duff (404) 464-9451

13–8. References

a. AR 135-200, Active Duty for Missions, Projects, and Training for RC Soldiers

b. AR 140-10, Assignments, Attachments, Details, and Transfers

c. AR 140-111, US Reserve Component Reenlistment Program

d. AR 600-8-11, Reassignment

e. AR 600-8-19, Enlisted Promotions and Reductions, effective 21 Aug 06

f. AR 600-8-24, Officer Transfers and Discharges

g. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

h. AR 614-100, Officer Assignment Policies, Details and Transfers

i. AR 614-200, Enlisted Assignments and Utilization Management

j. AR 635-5, Separation Documents

k. AR 635-10, Processing Personnel for Separation

l. AR 635-200, Enlisted Personnel

m. DA PERSCOM, 26 MAR 02, MILPER Message 02-123, Clarification of Junior Enlisted Promotion Policy for Soldiers Mobilized and Affected by Stop Loss

n. HQDA MSG, 19 FEB 02, Subj: Enlisted Promotion Policy for Soldiers Mobilized and Soldiers Affected by Stop Loss

o. AR 135-155, Promotion of Commissioned Officers and Warrant Officers other than General Officers.

p. ASA (M&RA) Policy Memorandum, dated 17 DEC 2003, Subject: Promotion of Mobilized Reserve Component Officers on the Reserve Active Status List.

q. ALARACT 251/2005, subject: Enlisted Promotions and NCOES, DTG 091437Z Dec 05

CHAPTER 14 – ASSIGNMENT INSTRUCTIONS

14–1. Purpose.

Provide personnel policy guidance to Army Service Component Commands (ASCC), Installation Commanders, Power Projection Platforms, Power Support Platforms, and Personnel Support Centers pertaining to assignment instructions, special assignments and schools and direct commissioning for Soldiers in support of contingency operations.

14–2. Assignment Instructions (AI).

a. 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.

b. Requests:

Request 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. The command must meet all deployment criteria actions outlined in reference HQDA G-3/5/7, DAMO-AOC-CAT, 272331z NOV 02, Readiness Criteria for Deployment ISO OPLAN 1003 V-Final (contents classified) Enlisted Soldier operational deletion and/or operational deferment requests must follow procedures outlined in MILPER Message 04-086.

c. RC Soldiers that are not DMOSQ Qualified:

RC Soldiers with documented primary, secondary or an additional MOS, but who are not Duty MOS qualified (DMOSQ) to which assigned, can mobilize with their unit if the first General officer 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.

d. Operational Deletions & Deferments:

All requests for operational deletions and operational deferments must be submitted in hard copy to HRC-A (AHRC-EPO-P) and accompanied by a memorandum signed by the first General Officer in the chain of command. This signature authority may not be delegated. Requests containing one to four names will be sent directly to HRC-A from the installation. Requests containing five or more names are required to be forwarded through the requester's ASCC/higher headquarters. All stovepipe organizations (INSCOM, AMC, etc) will forward requests through their ASCC/higher headquarters. All requests for deletions and deferments based on unit deployments, where Soldier either is scheduled to deploy or has been deployed, will be submitted as operational deletions or operational deferments in accordance with guidance above. Call DSN 221-4422 with questions.

e. 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.

f. Coordination for Request:

All requests for RC Soldiers' compassionate reassignment will be coordinated with HRC-A. The active installation will forward the compassionate reassignment to HRC-A, ATTN: AHRC-PL-M-MS, (COMM 703-325-9091 DSN 221-9091) as prescribed by AR 614-100. HRC-A will notify the Soldier's unit chain of command of the individual's current attached status. HRC-A is also responsible for notifying the Soldiers' commander of the final disposition of the final compassionate reassignment, once completed.

g. 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.

14–3. Special Assignments and Schools.

a. RC Soldiers Not Mobilized for School:

RC Soldiers may be mobilized for training or to attend school in conjunction with a mobilization requirement. For clarification, this section pertains to RC Soldiers previously scheduled for training prior to the unit's alert for potential mobilization/ deployment (for RC Soldiers only, authority for training under this section will be up 10 USC 12302). Active Army/RC enlisted Soldiers scheduled for training TDY and return/deploy/mobilize with unit except as outlined below or directed by HRC-A or HRC-STL.

b. IG and EOA Training:

Proceed to training if Soldier's reporting date is more than two months prior to unit's mobilization/ deployment date. If a Soldier's reporting date is within two months of mobilization/deployment, the unit must coordinate with HRC-STL approval for the Soldier to mobilize/deploy with the unit. ATRRS should be cancelled after receipt of HRC-STL approval. ARNG units must coordinate with their State and/or NGB.

c. Recruiting Training:

Proceed to training if training is scheduled to begin with a report date within two months of the date the unit receives their deployment notification order. If a Soldier's reporting date is greater than two months after the date the unit receives their deployment notification order, the unit must coordinate with HRC-STL for approval to deploy/mobilize with the unit. The unit should forward exception requests to HRC-(ARPC-ARE). ATRRS should be cancelled after receipt of HRC-STL approval.

d. Drill Sergeant Training:

Proceed to training if training is scheduled to begin with a report date within two months of the date the unit receives their deployment notification order. If a Soldier's reporting date is greater than two months after the date the unit receives their deployment notification order, the unit must coordinate with HRC-STL for approval to deploy/mobilize with the unit. The unit should forward exception requests to HRC-STL (ARPC-ARE). ATRRS should only be cancelled after receipt of HRC-STL approval.

e. Non-Commissioned Officer Education System (NCOES):

Soldiers enrolled in a resident course will complete the course and join their units upon graduation unless instructed otherwise by HRC-A.

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

(2) Soldiers with a reporting date greater than two months 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.

(3) 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-A.

(4) RC Soldiers will have one year after redeployment/ mobilization to begin the training. After release from active duty, RC Soldiers will follow guidance contained in AR 140-158, Chapter 8, and NGR 600-200 Chapter 11.

(5) For Units deploying to OEF/OIF and other operational areas in support of GWOT, requests for operational deferment must be fully justified through the Division CSM to the first General Officer in the Chain of Command and submitted directly to HRC-A, ATTN: AHRC-EPT-TM. Reference ALARACT 069/2005, subject, NCOES Policy.

(6) Priority for scheduling Soldiers for NCOES is:

(a) Deploying Units

(b) Redeploying Units

(c) Remainder of the Army

f. MOS Producing School for RC Soldiers:

RC Soldiers scheduled to report to an MOS producing course, Command and General Staff College, Combined Armed Services Staff School, Captains Career Course, Officer Basic Course, or Warrant Officer Basic Course during the period of mobilization will not mobilize, unless coordination has been 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 their tour of duty in theater and prior to their transition leave/REFRAD. If the Soldier cannot attend the non-resident course because of mission requirements, the Soldier will be rescheduled upon demobilization. If the Soldier is not reassigned they will mobilize with the unit. Soldiers scheduled for a two-week phase of a non-resident course will mobilize with their unit.

g. OCS/WOCS-Ready Reserve:

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

h. OCS/WOCS-AC not Ready Reserve:

Active Army 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-A. 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-A.

i. 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-STL (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-STL (AHRC-OPD-RA) or COMM: 314-592-0683, which constitutes withdrawal of application. Soldier must reapply at their convenience.

(4) Exception Authority:

Exception authority is CG, HRC-A, RC Liaison Office, ATTN: AHRC-PL-M-MS, 200 Stovall Street, Alexandria, VA 22301.

14–4. References.

a. MILPER MSG 04-086

b. HQDA G-3/5/7, DAMO-AOC-CAT, 272331z NOV 02, Readiness Criteria for Deployment ISO OPLAN 1003 V-Final (contents classified)

c. DA Pam 611-21

d. AR 614-200, Chapter 5 (enlisted)

e. AR 614-100, Chapter 6 (officer / warrant officer)

f. AR 140-158

g. NGR 600-200

CHAPTER 15 – ARMY NATIONAL GUARD

15–1. Purpose.

Provide personnel policy guidance to Army National Guard (ARNG) Soldiers who are within CONUS, Hawaii, Alaska, District of Columbia, Commonwealth of Puerto Rico, US Virgin Islands, Guam, and OCONUS and activated, mobilized, employed, or deployed in support of contingency operations.

15–2. Full-Time National Guard Duty for Special Work (FTNGDSW) to Attend SRP.

States are authorized to place ARNG Soldiers on Full-Time National Guard Duty for Special Work 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.

15–3. Inactive National Guard (ING).

a. General:

Soldiers in the ING are members of the 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. Inactive National Guard (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 is applicable to ING Soldiers who are assigned or cross-leveled to alerted/mobilized units.

b. 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.

15–4. Individual Active Duty Training (IADT).

Enlisted Soldiers currently in an IADT status may, if needed, join their unit, mobilized under the provisions of 10 USC 12302, upon completion of their initial entry training including MOS qualification. By putting them on the initial mob list and cutting orders against the original unit UIC or DUIC orders, the generation of an additional DUIC will not be necessary for these Soldiers. The JFHQ will be responsible for transportation of the Soldier to the respective CRC and coordination with the respective CRC to order the Soldier to active duty for deployment with the Soldier's unit. Soldiers will be ordered to active duty provided this action does not exceed the unit's strength cap as directed by HQDA. The unit commander will determine whether or not the Soldier should join a unit that has been mobilized under the provisions of 10 USC 12304.

15–5. Utilization Controls.

a. SSGs and below:

SSGs and below who cannot be properly utilized in an authorized MTOE or TDA position may be assigned and properly utilized in a position two up and one grade down for not longer than 24 months or

upon release from active duty. Soldiers serving in a lower graded position will not be penalized through the Noncommissioned Officer Evaluation Reporting System.

b. SFCs, MSGs, and SGMs:

SFCs, MSGs, and SGMs can only be utilized in positions in which they are qualified and commensurate with their grade. (Per NGR 600-200, paragraph 5-22b(5) and 5-22c(1).) Unit commanders can recommend an exception to policy from NGB-ARH or to First Army.

c. Commissioned Officers:

For commissioned officers the applicable MTOE or TDA position will determine the highest authorized grade in which a commissioned officer may be assigned for mobilization/ deployment (Reference NGR (AR) 600-100, paragraph 4-3f (1) through (10) for exceptions to this policy). There is no limit on assigning a commissioned officer to a position calling for a higher grade. However, as a guideline, due to the increased responsibility and authority, a commissioned officer should not be assigned to a position more than one grade higher than that of the officer, except in the most unusual circumstances.

d. Special Branches:

Priority for assignment of special branch officers must be to the officer holding the authorized grade and area of concentration (AOC) with exceptions for the paragraph and line number on the MTOE or TDA. Assigning special branch officers against non-special branch officer, warrant officer, and enlisted positions is not authorized. Special branch officers will be in positions that match their AOC (or in the case of Medical Service Corps Officers (MS), Medical Functional Area (MFA)), or in an authorized substitute position.

(1) AMEDD Officers:

(a) Medical Corps and Dental Corps officers may be assigned to any position in which their primary AOC matches (or is an authorized substitution for) the AOC of the position, regardless of grade.

(b) Physician Assistant (65D), Medical Service Corps (71-73 Series MFA and 67F AOC only) officers in the rank of Lieutenant Colonel (LTC) or below may be assigned to positions one grade above, same grade, to two grades below if they are AOC/MFA qualified, to include the required additional skill identifier (ASI).

(c) Army Nurse Corps (AN), Veterinary Corps (VC), Army Medical Specialist Corps (SP) except 65D, and MS officers (except 71-73 series MFA and 67F officers) may be assigned only to positions of the same grade, or positions one grade above the grade of the officer. All Colonels (COL) must be in authorized COL positions. However, if a state/territory's lowest valid vacancy for MS or AN officer is a Captain (CPT) position, Second Lieutenants (2LT) of those branches may be accessed/assigned/retained in the CPT position of matching AOC/MFA.

(2) Chaplain Corps (CH) Officers:

All CH Corps officers up to the grade of LTC may be assigned to CH positions of the same or higher grade or one grade below their current rank, however, they must not out-rank the commander by date of rank. All CH COLs will be assigned only to positions authorized for that grade and specialty. All CH officers must be assigned to positions coded AOC 56.

(3) Judge Advocate General's Corps (JA) Officers:

All JA officers up to the grade of LTC may be assigned to JA positions one grade above, same grade or one grade below. All JA COLs will be assigned only to positions authorized for that grade and specialty

(55). All JA officers must be assigned to positions coded AOC 55, unless granted an exception by the Office of the Judge Advocate General (OTJAG) and the Chief, National Guard Bureau (CNGB). Requests for exception to this policy will be forwarded to NGB-ARH-S.

e. Delegation Authority:

Authority to approve exceptions (i.e. release from Stop Loss) to Unit Stop Loss policy during a unit's alert and demobilization periods is delegated to the Adjutant's General, who may further delegate to the first General Officer in the alerted unit's Chain of Command in accordance with NGB-ARZ Memo, 31 Dec 02, "Delegation of Authority".

15–6. Military Occupational Specialty (MOS) Substitutions, Special Duty Assignments, and In Lieu Of Missions.

a. MOS Substitution Policy:

The Army National Guard Bureau allows MOS substitution for Soldiers deploying to Iraq or Kuwait. Combat arms MOSs, while deployed to Iraq or Kuwait, are deemed equivalent. Soldiers holding combat arms MOSs may be assigned interchangeably, unless otherwise directed by the unit commander. This policy applies to Infantry, Armor, Field Artillery, Air Defense Artillery and Combat Engineers. Exceptions to this policy are listed in the following paragraph. Reference National Guard Memorandum, subject: Military Occupational Specialty (MOS) Substitution for Soldiers Deployed to Iraq and Kuwait, dated 26 JAN 05.

b. Special Duty Assignments and In Lieu Of Missions:

Soldiers holding any valid MOS may fill vacancies in units that have been reconfigured as Security Forces (SECFOR), Convoy Security, Force Protection, Detainee Operations, or otherwise remissioned to preclude executing their organic MTOE mission. Specifically, Soldiers who are otherwise fully qualified in their Primary MOS (PMOS), or fully qualified Officers and Warrant Officers, may be assigned to a valid position on any Deployment Manning Document (DMD)/Organizational Manning Document (OMD) identified as MOS Immaterial (MOS IMM) for any SECFOR or otherwise remissioned unit. These positions are deemed to be MOS/AOC fully qualified for mobilization. First Army must complete and validate the training for units and individual replacements that have been reconfigured as SECFOR, Convoy Security, Force Protection, and Detainee Operations. Soldiers in the below categories must hold the appropriate MOS:

(1) Tracked Vehicle Crewman: Soldiers who will be required to operate tracked vehicles in theater will hold the appropriate MOS.

(2) Field Artillery and Air Defense Units: Soldiers operating in a MTOE fire support capacity must hold the appropriate MOS that is assigned to the Field Artillery or Air Defense Artillery position.

(3) Combat Engineers: Soldiers who are assigned to Combat Engineer Units in their MOS mission must hold the appropriate MOS.

c. Assignments Prior to Deployment:

Soldiers who are not Duty MOS Qualified (DMOSQ) for their assigned duty position may mobilize and deploy with Unit Commanders' certification of ability to perform duty position and State TAG approval.

d. Assignments After Deployment:

Soldiers can be assigned to positions for which they are not MOS qualified while deployed with certification from the first General Officer in the Chain of Command that the Soldier can perform the duties required of the position.

15–7. Cross-Leveling.

a. Involuntary cross-leveling outside commuting distance:

State AGs/CGs who can execute the timely integration of Soldiers into gaining units may do so upon alert or sourcing. In all other cases, Soldiers who are involuntarily cross-leveled will be reattached back to their losing organization for pay and administration. These Soldiers will retain their Organization Clothing and Individual Equipment (OCIE) (if it is equivalent to the gaining unit's authorized stockage) to ensure proper fit and ease of transition. Lateral transfers will be completed between units prior to mobilization day. Losing commands will ensure that Soldiers are prepared for all SRP and equipment/ clothing requirements. Soldiers will be issued with sensitive items by their new commands upon integration at the mobilization station.

b. Gaining unit incurs cost of travel and per diem:

If a Soldier from an alerted but non-mobilized unit is selected to be involuntarily cross-leveled to a unit that will be mobilized within his/her state, the gaining unit must incur the travel and per diem costs for that Soldier to attend training with the gaining unit if the Soldier lives outside the state-defined commuting distance. This will probably occur during the alert phase of mobilization. The State must have a commuting policy in place authorizing travel reimbursement for a Soldier before a Soldier is eligible for travel reimbursement. Soldiers in an IDT status are not authorized travel and per diem to attend drill with their assigned units. Again, all costs will be absorbed from within funded levels of budgeted costs in NGPA (IDT, AT, Readiness Management Period (RMP), and Additional Flight Training Period (AFTP)) and the associated support costs in OMNG.

c. T32 AGR Soldiers:

Hiring to backfill AGR Soldiers mobilized under partial mobilization authority is authorized. Soldier backfill is allowed on a cost basis, not to exceed fiscal year voucher authorizations. A ratio of 1:3 will be used for the substitution of equal grade Soldiers. For example, for every three AGR Captains mobilized, one Full Time National Guard Duty Mobilization (FTNGDMA) Captain is authorized as a backfill. Human Resource Officers (HROs) will notify NGB-ARH (ATTN: NGB-ARH-S) of all AGR Soldiers who do not deploy with their units of assignment with a by-unit list with the name, grade, MOS, the reason for non-deployment and actions taken to resolve each non-deploying AGR Soldier's issues. This report will be submitted within 24 hours after M-day.

15–8. Selective Retention Board (SRB)/Enlisted Qualitative Retention Board (EQRB).

Mobilized Soldiers not selected to continue after meeting a Selective Retention Board (SRB) for officers and warrant officers or an Enlisted Qualitative Retentions Board (EQRB) will be retained on active duty for the period of the unit's (UIC or DUIC) mobilization. The Soldier will remain under the provisions of RC Unit Stop Loss for an additional 90 days after his/her individual REFRAD date. The Soldier will be given another 90 days after stop loss is lifted to complete out-processing requirements.

15–9. Dual-Status Technicians.

Army National Guard Soldiers employed as dual-status technicians may be called up with their military units. Dual-status technicians may volunteer for mobilization with other than their own units with the approval of their unit commanders and TAG. The TAG and unit commander will approve/disapprove based on the impact the loss of the technician will have on the military organization as a military member. This procedure enables military commands to determine whether the absence of a technician,

who provides an added measure of continuity and institutional knowledge to the traditional workforce, will impact the effectiveness or readiness of another military unit who is also wartime tasked. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) requires the Human Resource Management Office (HRO) to place technicians who enter active duty on military leave, annual leave, leave without pay, or any combination of these. Technicians may be separated if they freely and willingly provide a written notice of intent not to return to their Technician position of employment. Refer to your HRO Office for additional guidance.

15–10. Mandatory Removal Date (MRD).

a. Officers:

RC Officers or warrant officers who must be REFRAD, retired or separated because they have reached, or will reach, their mandatory removal date for years of service or age during the initial mobilization period will not be mobilized. Exception to policy was granted from ASA (M&RA) to selectively continue, on a strictly voluntary basis, LTCs and COLs who will reach their MRD while in an alerted status or mobilized status (see chapter 5-4 f. for more information).

b. Military Technicians (Officers):

(1) Military technicians who have been retained beyond their MRD for the purpose of qualifying for a civil service retirement annuity, 10 USC 14702(a)(2), or essentiality who are involuntarily mobilized in their assigned position may mobilize and deploy with their unit. If their current retention date does not cover the entire mobilization period plus 90 days, the State will submit a request to NGB-ARH-S for the Soldier to be further retained to cover the unit mobilization period plus 90 days. If the request exceeds the authority at NGB level, it will be forwarded to the ASA (M&RA) who will determine if the Soldier will be further retained or approved for a Retiree Recall.

(2) Military technicians who volunteer to go with a different unit than the one in which they were retained for the purpose of qualifying for a civil service retirement annuity or essentiality, will only be allowed to mobilize and deploy as a Retiree Recall. The military technician should be counseled that he/she would not be allowed to return to Mil Tech status upon REFRAD (See section 15-12, retiree recall, for more information).

c. Traditional (previously called “M-day”) Officers:

(1) Basic Branch and Special Branch-JAGs: Basic Branch and JAGs may request to be mobilized and deployed in Retiree Recall status. Upon REFRAD, the Soldier will revert to retiree status. If a deployed Soldier is involuntarily extended in theater, and it causes his/her MRD to “hit” while still deployed, the Soldier may process a request for Retiree Recall if he/she volunteers to remain in theater to complete the unit’s mobilization period. If the Soldier does not volunteer to convert to Retiree Recall, the Soldier will be returned to the Demobilization Station 60 days prior to his/her MRD.

(2) M-Day Officers (Medical Corps, Dental Corps, or Chaplains): Medical Corps, Dental Corps, or Chaplains, in accordance with 10 USC 14703, may submit a request to NGB-ARH-S to be retained beyond their MRD to mobilize and deploy. If a member of these Special Branches is currently retained under this provision of law and the date will not cover the entire unit mobilization period, these officers may submit a request to extend their retention date.

15–11. Mandatory Separation Date (MSD) for Traditional Soldiers.

Enlisted Soldiers will not be ordered to active duty if they will reach their mandatory separation date due to maximum age (60) during the mobilization period unless an exception to policy is granted by NGB-ARH, regardless if Stop Loss is in effect. Soldiers must meet all retention standards prior to approval. Soldiers who deploy without an approved exception to policy must REFRAD NLT 90 days prior to their

60th birthday or the time required allowing the Soldiers to take transition leave and clear their unit of assignment. Soldiers who will reach their mandatory separation date because of the mobilization period being extended may request to extend beyond age 60 for the period of the mobilization extension plus the 90 days required for demobilization. Requests must be submitted through the chain of command to the Chief, National Guard Bureau, ATTN: ARH-S, 1411 Jefferson Davis Highway, Suite 3900, Arlington, VA 22202-3231. All requests must include the following documents:

a. A formal request from the Soldier, including a statement that he/she has not applied for regular/non regular retirement. This statement must be verified by the MILPO.

b. A strong recommendation through the chain of command, including the Adjutant General, stating why this Soldier should be retained.

c. A current physical, including a DA Form 7349 if needed and Cardiovascular Screening.

d. Current DA Form 705 and DA Form 5500/5501.

15–12. Retiree Recall for Military Technicians Who Reach MRD During Mobilization.

a. Retiree Recall for Mil Techs:

Mobilized Military Technicians who will reach their MRD during their unit mobilization period and would like to remain on active duty must submit a retiree recall packet. A retiree recall packet includes the following documents:

(1) General Officer (GO) request from State TAG/ATAG to NGB-ARH including the UIC of the mobilizing unit, paragraph and line number or WIAS control number, and a copy of the mobilizing unit orders. Request must be signed by the TAG/ATAG including a POC listing a commercial phone number/DSN if available.

(2) Request from officer desiring the retiree recall (volunteering to go with a deploying unit from the state as a retiree recall).

(3) Copy of State Retirement Order transferring Officer to Retired Reserve.

(4) DA Form 160-R, Application for Active Duty. Complete all applicable items; add your current height and weight in Item 13, sign and date the form.

(5) DD Form 2808/2807-1 (SF88/93), Report of Medical Examination /Report of Medical History. If the physical is older than a year then the retiree will need a new physical. HRC St Louis (formerly AR-PERSCOM) can schedule a new physical once the GO request/DA Form 160R is received.

(6) DA Form 7349.

(7) DA Form 5500-R/5501, Body Fat Content Worksheet, if applicable.

(8) Verification of Security Clearance from the State Personnel Security Manager.

(9) Military Technicians who volunteer to go with a different unit other than the one in which they were retained for the purpose of qualifying for civil service retirement annuity/essentiality, will only be allowed to mobilize and deploy as a Retiree Recall. The Military Technician must sign a memo stating an understanding that upon release from active duty they will separate and return to the retired reserve and therefore be ineligible for reappointment into the ARNG or to continue technician service after mobilization.

The DA Forms 160-R, DA Form 7349 and DA 5500-R are available for download from the GKO Library. These forms are also found soldier services

b. Retiree Recall Packet Instructions:

Complete all forms and fax to NGB-ARH at (703) 607-3578 or mail the packet to the following address:

NGB-ARH
ATTN: Ms Marybeth Tepper
1114 Jefferson Davis HWY
Suite 3900, JP1
Arlington, VA 22202-1382

Questions concerning retiree recall to active duty for officers who have reached their MRD to NGB-ARH-S (703) 607-3297/ DSN 327-3297 or email Marybeth.Tepper@ngb.army.mil

15–13. Recruiting Against Mobilized Position.

a. General:

States are authorized to recruit for positions that are vacant in a mobilized unit or a derivative of a mobilized unit (DUIC). Soldiers who were cross-leveled into vacant positions in a mobilized unit will return to their original unit of assignment upon demobilization or become the valid position holder in the mobilized unit. If a Soldier was recruited against that position, the recruited Soldier is over-strength and not entitled to any bonus program. Do not recruit and contract for a bonus for a Soldier unless he/she is, and will remain, the valid position holder. Soldiers recruited into valid, vacant positions are considered the primary holder of the paragraph/line number and are, therefore, authorized all bonuses and incentives related to the position, if available. States are authorized to recruit personnel against mobilized units in an over-strength status, not to exceed 125%, per guidance set forth in the annual Over-strength Policy published by NGB-ARH.

b. Bonus Eligible Soldiers:

Soldiers who are bonus eligible in their original position and are cross-leveled into vacant positions will remain bonus eligible for the duration of the mobilization. This includes those Soldiers who are cross-leveled into positions for which they are not MOS qualified. Soldiers must be reassigned to their original bonus position/unit of assignment upon demobilization plus 180 days (waiverable to 365) to remain bonus eligible.

c. Military Personnel Management Officer (MPMO):

The State Military Personnel Management Officer (MPMO) must develop a viable force management plan to manage Soldiers who have been recruited into units that are mobilized to ensure they complete mandatory training while their parent unit is mobilized. Once these Soldiers are fully DMOSQ, they may be used for replacement operations and/or fall back into their assigned unit upon demobilization. The MPMO must manage all personnel who, as a result of continued recruiting, may be over-strength upon the unit's demobilization. These Soldiers must be placed into valid positions NLT the unit's demobilization date plus 180 days.

15–14. Active Guard Reserve (AGR) Assets.

a. AGR Soldiers as Mobilization Assets:

AGR Soldiers are full-time support assets, serving as essential mobilization multipliers for the units to which they are assigned. AGR Soldiers shall meet all mobilization and deployment standards, and shall

mobilize and deploy with their units unless directed by the AG. AGR Soldiers assigned against an MTOE paragraph and line number must be deployable and qualified for worldwide assignment. If AGR Soldiers do not meet medical deployment standards and cannot mobilize, they will be medically evaluated and moved into a non-deployable position.

b. Retirement:

Soldiers under stop loss and who are due to retire during their deployment period will remain with the unit until REFRAD. They will then be provided up to 4 months out processing time for retirement (see Chapter 2-4 for retiree recall information). Soldiers who are not under stop loss and are due to retire during their deployment must have an approved retirement by the AG prior to the Alert Order. Those AGR Soldiers will not deploy. They may apply to mobilize as a retiree recall.

c. Refusal to Extend:

AGR Soldiers who are mobilized and refuse to reenlist or extend for the full length of the active duty tour/mobilization will be involuntarily extended for the full length of the mobilization and REFRAD from the AGR Program upon completion of tour. The Army transition point will cut the separation/discharge orders to release the Soldier from the Army Reserve. The State will discharge the Soldier from the ARNG as a result of the discharge from the Army Reserve reference NGB-ARH memorandum, subject: Implementation Policy, Enlisted Promotions and Reductions of the ARNG Personnel, dated 1 February 2005.

d. Quarterly AGR Non-Deployability Report:

Each quarter of the fiscal year (FY) the Human Resource Officer through their respective AGR Manager will send a report to NGB-ARH-S of all AGR Soldiers who did not deploy with their mobilized unit of assignment. This report will be called the Quarterly AGR Non-Deployability Report. The report for the previous quarter will be submitted to NGB-ARH-S NLT the 15th of each month for the months of October, January, April, and July. The report will include the Soldier's name, unit, MOS, branch or functional area of concentration, the reason(s) for non-deployability, and what action(s) are being taken to resolve the problem. The Quarterly AGR Non-Deployability Report will only address AGR Soldiers that did not deploy with their unit of assignment. This is important when compiling the report because typically only AGR Soldiers assigned to a coded (mobilized) paragraph and line number on a Modified Table of Organization and Equipment (MTOE) will mobilize and deploy. However, there are circumstances when AGR Soldiers will be ordered to mobilize when assigned to a Table of Distribution and Allowance(s) (TDA) unit Joint Forces Headquarters (JFHQ) or a Joint Manning Document (JMD). The AGR Non-Deployability Report is an accurate and accountable report that may be reviewed by Congress and/or CNGB. Additionally, CNGB and Director, ARNG will have access to a tool that depicts the entire non-deployable Title 32 AGR force. Attached is an example of the report format.

e. Cross-Leveling AGR Soldiers:

AGR Soldiers may be involuntarily cross-leveled from non-alerted units to mobilizing units in order to meet deploying unit personnel readiness requirements. Non-deploying units; however, will not be decremented below the minimum acceptable personnel readiness levels IAW AR 220-1, Chapter 4. AGRs who mobilize as a result of being cross-leveled into a mobilizing unit within his/her state, must be re-accessed into the AGR program upon demobilization.

f. AGR Soldiers that Volunteer:

AGR Soldiers may volunteer for transfer to mobilizing units with TAG approval. The AG should consider AGR Soldier requests to volunteer on a case-by-case basis to ensure the quality of the full-time support of later-mobilizing units will not be degraded. Volunteer AGR Soldiers will be managed by the

responsible State. The gaining unit gains responsibility once they receive TAG release letter of the AGR Soldier.

(1) AGR Soldiers who mobilize with their UIC, must be re-accessed into the AGR program upon demobilization in accordance with provisions of United States Employment and Reemployment Rights Act (USERRA).

(2) AGR Soldiers who elect to voluntarily mob with a unit other than their current unit of assignment, may or may not be re-accessed into the AGR program upon demobilization based on the following guidance:

(a) AGR Soldiers who voluntarily mobilize with written TAG approval with a different UIC within his/her state must be re-accessed into the AGR program upon demobilization.

(b) AGR Soldiers who mobilize, complete the tour of assignment and volunteer to extend in theatre with a different unit must have written TAG approval prior to extension.

(c) Requirements for re-accession and subsequent duty in the AGR program must be IAW AR 135-18 and current policy.

g. Title 32 AGR Soldiers:

Upon mobilization**,** Title 32 AGR Soldiers will be released from Full-time National Guard Duty (FTNGD) the day before mobilization with their unit of assignment. The Soldier's current AGR orders will be amended to show a new end date of their AGR tour. To document completion of Title 32 Service, each mobilized AGR Soldier will be issued a DD Form 214 for AGR service at the mobilization station, with a Separation Program Designator Code of "MBK", narrative of "completion of required active service," and RE code of "1" IAW 32 USC 502(F).

(1) After mobilization, the AGR Soldier will be issued a DD Form 214 at the demob station for mobilized service, with a Separation Program Designator Code of "MBK", narrative of "completion of required active service," and RE code of "1" IAW 10 USC 12302. Upon completion of mobilized duty, the AGR Soldier will be reassessed into the AGR program with orders effective the day following that published on DD FORM 214.

(2) After mobilization, AGR Soldiers are subject to the same standards for performance of duty in IDT and AT duty as returning traditional Guardsmen (See chapter 10-21 for more information).

h. Strength Accounting:

Title 10 AGR Soldiers (including Title 32 AGR Soldiers who are mobilized under Title 10 status) are counted against AGR end-strength UP 10 USC 12302. Upon demobilization, AGR Soldiers who were originally on Title 32 status will revert back to the respected State. Title 10 AGR Soldiers will continue to remain in Title 10 status.

i. Backfilling AGR positions:

Backfilling AGR personnel mobilized on Title 10 status is authorized. States are not authorized to backfill the position with another AGR Soldier; however, they may fill the position with a Soldier from the Full Time National Guard Duty Mobilization Augmentee (FTNGDMA) program.

j. Full Time National Guard Duty Mobilization Augmentee (FTNGDMA) Program:

Request for FTNGDMA are against the State's mobilization savings and is calculated as 1/3 of mobilization AGR Soldier pay from the present until the end of the fiscal year or demobilization date, whichever is earlier, minus:

(1) Total dollars of over execution compared to your AGR authorized end-strength, minus,

(2) Total dollars to pay remaining augmentee cost, minus,

(3) Total dollars to pay augmentee requests

(4) The automated Mobilization Augmentee Program uses dollar offsets as the baseline for calculations rather than the number of mobilized Soldiers. This does not include 1:1 recruiter backfill programs or other special interest areas. The ratio for the Mobilization Augmentee Program will continue to be a ration of 3:1 on the funding available to the States to supplement the FTS mission.

(5) Mobilization Augmentees are also authorized prior to actual mobilization. Units scheduled for mobilizations that have not earned or have limited Mobilization Augmentee funds are eligible to use other funding sources provided coordination is conducted with NGB-ARM. States that do not have sufficient funds are allowed to exceed their Available Funds (creating a negative balance) with the following guidance:

(a) Execute the intent to provide funding for Augmentees within 30 days of the scheduled Mobilization Date (dates may be adjusted according to available funding).

(b) Remain within the 3:1 ratio of anticipated MOB Soldier Savings for one Augmentee Cost.

(c) Receive NGB-ARM approval to overdrive their authorized End Strength in support of mobilized units.

(d) Provide written request to NGB-ARM to process these types of Augmentees.

(6) The accrued MOB Savings dollars are not carried forward to the next month. Each month of unspent dollars is decremented from the State for use by the Mobilization Augmentee program. NGB-ARM reserves the right to change the 3:1 ratio of mobilized Soldiers for each Augmentee as the FY progresses, dependent upon the availability of funds.

k. Re-Accession upon Demobilization:

Upon demobilization, all AGR (T10 and T32) Soldiers will be re-accessed into the AGR program. Soldiers who do not meet continuation requirements will be processed IAW AR 135-18.

(1) AGR Soldiers who were promoted will be re-accessed into the AGR program. If a position commensurate with grade and MOS/AOC is not available, they will be placed in a position commensurate with grade only and will have one year to become MOS/AOC qualified IAW AR 135-18, or be released from full-time National Guard duty in the AGR program. AGR Soldiers will be given priority placement into positions possessing the grade and MOS/AOC they possessed upon demobilization.

(2) An AGR Soldier who cannot be assigned to a valid Full time Support (FTS) position commensurate with grade will be re-accessed into the AGR program in a position commensurate with the level of responsibilities they vacated upon mobilization. At the end of a 12-month period AGR Soldiers must:

(a) Be assigned to a position for which they are qualified (military grade and MOS/AOC);

(b) Take an involuntary administrative reduction (for enlisted personnel) to a grade commensurate to an FTS position for which they are MOSQ; or

(c) Be released from full-time National Guard duty in the AGR program. If at any time during that 12-month period the AGR Soldier accepts reassignment to a lower-graded position, he/she will be administratively reduced upon assignment.

(3) AGR Officers who are promoted while mobilized and return to their respective States have 12 months to find a comparable position or they will be transferred into the Individual Ready Reserve (IRR).

l. Schools for AGR (T32) Soldiers:

Title 32 AGR Soldiers are authorized to attend Active Component (AC) military courses during mobilization with approval from the first General Officer in the Soldier's mobilized chain of command. The Soldier must have a confirmed seat in the school. The Soldier must report to the course with a signed 1610 travel order. AGR Soldiers are not authorized to attend RC schools (see chapter 14-3 for more information).

15–15. Personnel Information Management.

a. Activation and REFRAD of Soldiers in ARNG Personnel Systems:

(1) Units:

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 date in the Control Data area will be the same as the unit’s date of entry on Title 10 status. The transaction will generate the START-DATE-DUTY-DEERS-ELIG from the control screen date. The system will generate an END-DATE-DUTY-DEERS-ELIG date of two years minus one day. Enter the appropriate campaign code (such as “BJ” – Operation Joint Forge (SFOR) or “EF” – Operation Enduring Freedom which includes Operation Iraqi Freedom), statutory authority code, and executive order in the appropriate positions of the HQ-Local Data Personnel field on the OIUL transaction screen. The OIUL transaction will create a separate EADT transaction for each unit member.

(a) 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.

(b) 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-STL. 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. Enter the UPC of the unit with which the Soldier will serve (if known) in the UPC-ATCH field and enter “47” as Type-Attachment code. Enter the appropriate campaign code (e.g., “BJ” or “EF”) statutory authority code, and executive-

order number in the appropriate positions on the EADT transaction screen to identify personnel ordered to active duty in support of a contingency operation. The Soldier's END-DATE-DUTY-DEERS-ELIG date will be the termination date provided in the orders. 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. The date which follows the REFRAD date (i.e., the date returned to drilling status) will be entered as the Control Data date. The END-DATE-DUTY-DEERS-ELIG date will be the date prior to the Control Data date (i.e., the date of REFRAD). Before processing an OIUR transaction, a Duty Position (DPOS) transaction must be completed for each Soldier who will not be REFRAD with the unit. Code "999Z" (individual ordered to active duty) will be used for the POSN-NBR-EXCESS-IND for those Soldiers not returning 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. The date that the active duty period begins will be used as the "Date Start Duty DEERS Eligibility." The date that active duty period ends will be used as the "Date End Duty DEERS Eligibility." When the Soldier is returned to FTNGD, do not use the original AGR Program start date. Use the date of return to FTNGD as the new "Date Start Duty DEERS Eligibility."

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.

(1) Submit the OIUL on the day of mobilization to ensure timely transfer of information, using OESTS code "M". The use of OESTS code "G" is incorrect. OESTS code "G" will delete the unit structure and remove these Guardsmen from the end-strength of State and the ARNG. It may affect the entitlement of the unit's Soldiers and their dependents to active duty benefits (e.g., commissary, PX, medical, MGIB).

(2) 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.

15–16. ARNG Orders.

a. General:

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.

b. Special Instructions:

(1) Orders published citing partial mobilization authority (10 USC 12302) will specify an initial period of active duty of up to 12 months. Orders published citing PRC authority (10 USC 12304) will specify an initial period of active duty that does not exceed 270 days.

(2) Orders will include the special instruction "Call 1-800-336-4590 (National Committee for Employer Support of the Guard and Reserve) or check on-line at Employer Support of the Guard and Reserve if you have questions regarding your employment or re-employment rights."

(3) Orders will include the special instruction: "If upon reporting for duty you fail to meet deployment medical standards based on a temporary profile or temporary medical condition you may be released

from active duty and returned to place of residence, subject to a subsequent order to active duty upon resolution of the temporary profile or condition."

15–17. Mobilization Roster and Civilian Employment Information.

Inputting Data Information: Commanders using the RCAS Unit Personnel System (UPS) may review and edit civilian employment information at the Employment Address and Phone Data Edit screen. Commanders not using UPS must collect this data manually, using an Excel spreadsheet. 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. For Soldiers who have been or will be ordered to active duty in support of partial mobilization or PRC, the unit should record the telephone number of the manager or employer human resource official as "supervisor area code and telephone number". 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, and (i) 'yes/no' indication if NCESGR or the State committee may contact the employer. 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.

15–18. ARNG Military Personnel Records.

The State Adjutant General will provide MPRJ, medical, and dental records to the mobilization station (MOBSTA) to support deployment packet development. The MPRJ, medical, and dental records will be returned to State control upon completion of processing to support RC administrative actions.

a. Deployment Packets:

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). The completed deployment packet will include a copy of:

(1) DA Form 7425 (Readiness & Deployment Checklist)

(2) Active duty (mobilization) orders (Format 165)

(3) DD Form 93, Record of Emergency Data

(4) SGLV 8286, SGLI Election and Certificate

(5) SGLV 8286A, SGLI Family Coverage Election (married personnel)

(6) Personnel Qualification Record (SIDPERS GPFR-1790)

(7) DA Form 2-1, Personnel Qualification Record – Part II

(8) DD Form 2766, Adult Preventive and Chronic Care Flowsheet.

(9) SF-601 or PHS Form 731 (Immunization record)

(10) DD Form 2795, Pre-Deployment Health Assessment

(11)DD Form 2796, Post-Deployment Health Assessment

(12)MMRB/MDRB Determination or documentation of waiver approval by MMRBCA for permanent 3 or 4 physical profiles

(13)DA Form 3645, Organization Clothing and Individual Equipment Record

(14)Security manager memorandum indicating security clearance and date

(15)Military pay documents (in accordance with ASA (FM&C) Finance Mobilization and Demobilization Standing Operating Procedure)

b. DD Form 214:

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.

15–19. Family Program Guidance.

a. General:

The National Guard Family Program (NGB-FP) serves to provide support and assistance for military Family members. NGB-FP provides policies, guidance, resources, procedural assistance, and consultation to support the development and implementation of a National Guard Family Program within each state and territory.

b. State Family Program Directors:

A strong Joint service Family support network is organized in each state and territory by the State Family Program Directors (SFPD). The SFPDs are the primary resource in providing Family readiness support to commanders, Soldiers and their Families during all phases of the deployment. During the deployment there is need for 100 percent outreach to Family members, which is done by our SFPDs and Family Readiness Volunteers.

c. Family Assistance Centers (FACs):

With each deployment Family Assistance Centers (FACs) are activated in the geographically dispersed areas. The FAC is the primary entry point for any military Family member needing assistance during the deployment process. The primary services provided by the FACs are: information, referral, outreach and follow up. Listings of FACs are located on the National Guard Family Program website at www.guardfamily.org.

d. National Guard Family Program:

National Guard Family Program website at www.guardfamily.org contains deployment resources to include separation handbooks, useful links, hot topics and training modules to keep Family members informed.

e. Army One Source:

Army One Source is also provided to our Soldiers and Family members. One Source supplements existing Family programs with a 24-hour, seven days a week toll free information and confidential referral telephone line and internet/web based service. It is available at no cost to our Soldiers and Family members. It provides information ranging from everyday practical advice to deployment and reintegration issues and will provide referrals to professional civilian counselors for assistance. http://www.militaryonesource.com/skins/MOS/home.aspx, user ID: army, password: onesource.

15–20. Points of Contact.

a. AGR Personnel: NGB-ARH, DSN 327-3296 or (703) 607-3296.

b. DEER's Enrollment: NGB-ARP-S, DSN 327-4189 or (703) 607-4189.

c. Deployment/Operations Branch: NGB-ARR-D, DSN 327-7364 or (703) 607-7364.

d. Leave, Health and Life Insurance, TSP and Retirement: DSN 327-1458/Comm (703) 607-1458.

e. Return to civilian duty, appeal rights or documentation of personnel actions related to entering active military duty: DSN 327-1475/Comm 703-607-1475.

f. Labor-Management issues: DSN 327-5499/Comm 703-607-5499.

g. Enlisted Personnel: NGB-ARH, DSN 327-3302 or (703) 607-3302.

h. Family Program: NGB-FP, DSN 327-5405/(703) 607-5405 or 1-888-777-7731.

i. Finance: DSN 699-3987 or DSN 699-3991.

j. Full-Time Manning: NGB-ARM, DSN 327-7226 or (703) 607-7226.

k. Health Service: NGB-ARS, DSN 327-9532, (703) 607-9532 or (703) 607-7140.

l. Deployment Environmental Surveillance: USACHPPM (800) 222-9698 or http://chppm-www.apgea.army.mil/desp/default.htm.

m. MEDPROS and MODS: DSN 761-4976, COM 703-681-4976.

n. ARNG Medical Issues: DSN 327-7143, COMM (703) 607-7143

o. Legal: NGB-JA, DSN 327-2738/2712 or (703) 607-2738/2712

p. Line of Duty/Incap Pay: NGB-ARP-DA, DSN 327-9155 or (703) 607-9155.

q. Personnel Information Management / Records: NGB-ARP, DSN 327-9163 or (703) 607-9163.

r. Personnel Readiness/Mobilization Processing: NGB-ARH, DSN 327-3403/3453 or (703) 607-3403/3453

s. Officer Personnel: NGB-ARH, DSN 327-3299 or (703) 607-3299.

t. Training: NGB-ART, DSN 327-7311 or (703) 607-7311.

15–21. Additional References:

Additional references include: Guard and Reserve Family Readiness Programs Toolkit at www.defenselink.mil/ra; Guide to Reserve Family Member Benefits at http://www.defenselink.mil/ra/documents/benefitshandbook.pdf ; Operation READY at www.armycommunityservice.org; AR 608-1, *Army Community Service Program*; NGR 600-12/ANGR 211-1, *National Guard Family Program*; and FORMDEPS, VOL III, Annex C, *Reserve Component Unit Commanders Handbook* (RCUCH).

ACRONYMS CHART

ACRONYMS	
AA	Active Army
AC	Active Component
ACAP	Army Career and Alumni Program
ACS	Army Community Service
AER	Academic Evaluation Report
AGR	Active Guard/Reserve
AI	Assignment Instructions
AIP	Assignment Incentive Pay
AKO	Army Knowledge Online
AO	Area of Operations
APFT	Army Physical Fitness Test
USARCENT	United States Army Central
ARNG	Army National Guard
ASA (M&RA)	Assistant Secretary of the Army (Manpower and Reserve Affairs)
ASCC	Army Service Component Commands
AT	Annual Training
AWOL	Absent Without Leave
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
CAC	Common Access Card
CBHCO	Community Based Health Care Organization
CDE	Chemical Defense Equipment
CEI	Civilian Employment Information
CENTCOM	United States Central Command
CERP	Commander's Emergency Response Program
CFLCC	Coalition Forces Land Component Command
CIDC	Criminal Investigation Command
CIVTRACKS	Civilian Tracking System
CJTF	Combined Joint Task Force
CLT	Casualty Liaison Team
CMAOC	Casualty and Mortuary Affairs Operations Center
COLA	Cost of Living Allowance
CONOPS	Contingency Operations
CO-ADOS	Contingency Operation Active Duty for Operational Support
CRC	CONUS Replacement Centers
CZTR	Combat Zone Tax Relief
DARTS	Deployment and Readiness Tracking System
DCS	Deployment Cycle Support
DFR	Dropped From Rolls

ACRONYMS	
DIMA	Drilling Individual Mobilization Augmentee
DJMS	Defense Joint Military Pay System
DMIS	Deployment Medication Information Sheets
DMOSQ	Duty MOS Qualified
DoD	Department of Defense
DRM	Director of Resource Management
DUIC	Derivative Unit Identification Code
DUSTWUN	Duty Status Whereabouts Unknown
EAD	Extended Tour of Active Duty
ESA	Expiration of Service Agreements
ETS	Expiration (of) Term of Service
FCG	Foreign Clearance Guide
FCP	Family Care Plan
FLPP	Foreign Language Proficiency Pay
FORSCOM	Forces Command
FRG	Family Readiness Group
FSA	Family Separation Allowance
FY	Fiscal Year
GCMCA	General Court Martial Convening Authority
GOMO	General Officer Management Office
GTAS	Graphical Training Aids
GWOT	Global War on Terror
GWOTEM	Global War on Terror Expeditionary Medal
GWOTSM	Global War on Terror Service Medal
HDP-L	Hardship Duty Pay - Location
HFP	Hostile Fire Pay
HHG	Household Goods
HQDA	Headquarters, Department of the Army
HRC-A	Human Resources Command - Alexandria
HRC-STL	Human Resources Command - St.. Louis
HS	Home Station
IA	Individual Augmentee, Individual Augmentation
ICDC	Iraq Civil Defense Corps
IDP	Imminent Danger Pay
IDT	Inactive Duty Training
IET	Initial Entry Training
ILD	In Line of Duty
IMCOM	Installation Management Command
ING	Inactive Army National Guard
IPE	Individual Protective Equipment
IRR	Individual Ready Reserve

ACRONYMS	
ITA	Invitational Travel Authorization
ITO	Invitational Travel Orders
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
LAD	Latest Arrival Date
LOA	Letter of Authorization
LD	Line of Duty
MDW	Military District of Washington
MEDEVAC	Medical Evacuation
MEDPROS	Medical Protection System
MFH	Military Funeral Honors
MIA	Missing in Action
MMRB	MOS Medical Retention Board
MOS	Military Occupational Specialty
MRD	Mandatory Removal Date
MRP	Medical Retention Processing
MSO	Military Service Obligation
MTF	Medical Treatment Facility
MTOE	Modification Table of Organization and Equipment
MWR	Morale, Welfare, and Recreation
MYOS	Maximum Years of Service
NBC	Nuclear, Biological, and Chemical
NCOER	Non-Commissioned Officer Evaluation Report
NCOES	Non-Commissioned Officer Education System
NDSM	National Defense Service Medal
NGB	National Guard Bureau
NIA	New Iraqi Army
NOK	Next of Kin
NRP	Non-unit Related Personnel
BOLC	Basic Officer Leadership Course
OCAR	Office of the Chief, Army Reserve
OCIE	Organizational Clothing and Individual Equipment
OEF	Operation Enduring Freedom
OER	Officer Evaluation Report
OHA	Overseas Housing Allowance
OIF	Operation Iraqi Freedom
OMAR	Operations and Maintenance Army Reserve
OMARNG	Operations and Maintenance Army National Guard
ONE	Operation Noble Eagle
OSD	Office of Secretary of Defense
PAI	Personnel Asset Inventory

ACRONYMS	
PCC	Personnel Control Center
PDES	Physical Disability Evaluation System
PDS	Permanent Duty Station
PE	Personal Effects
POV	Privately Owned Vehicles
POW	Prisoner of War
PRC	Presidential Reserve Call-up
R&R	Rest and Recuperation
RC	Reserve Components
REFRAD	Released from Active Duty
RRSC	Regional Readiness Support Command
SDP	Savings Deposit Program
SELRES	Selected Reserve
SLA	Special Leave Accrual
SMIF	Soldier Management Individual File
SRP	Soldier Readiness Processing
SSI-FWTS	Shoulder Sleeve Insignia for Former Wartime Service
TAG	The Adjutant General
TC	Transition Center
TCS	Temporary Change of Station
TDA	Table of Distribution and Allowances
TDP	TRICARE Dental Program
TDY	Temporary Duty
TP	Temporary Profile
TPU	Troop Program Unit
TRADOC	Training and Doctrine Command
TSP	Thrift Savings Plan
TST	Tuberculosis Skin Testing
TTAD	Temporary Tour of Active Duty
UCMJ	Uniform Code of Military Justice
UIC	Unit Identification Code
UMR	Unit Manning Roster
USAR	United States Reserve Component
USARC	United States Army Reserve Command
USARPAC	US Army Pacific Command
USASOC	US Army Special Operations Command
USC	United States Code
VA	Veterans Affairs
WIAS	Worldwide Individual Augmentation System
WOBC	Warrant Officer Basic Course
WTC	Warrior Transition Course

ACRONYMS	

INDEX

1

10 USC 12301, 3, 18, 19, 20, 24, 25, 29, 37, 44, 45, 48, 66, 96, 113, 116, 136, 138, 151, 152, 153, 158, 161, 162, 184, 185, 186, 189, 197, 198, 199, 200, 202, 203, 213, 214, 218, 224, 235, 238, 239, 241, 259, 261
full mobilization, 19, 25, 38
10 USC 12301(d), 3, 19, 20, 24, 29, 44, 45, 48, 96, 116, 136, 138, 151, 152, 158, 161, 162, 184, 185, 186, 189, 197, 198, 199, 200, 202, 203, 205, 213, 214, 218, 224, 235, 239, 241, 259, 261
10 USC 12302, 18, 19, 20, 21, 23, 24, 25, 40, 44, *45*, 66, 68, 96, 116, 136, 152, 153, 158, 160, 161, 185, 189, *196*, 197, 198, 199, 202, 203, 212, 213, 217, 220, 233, 235, 238, 240, 241, 242, 245, 249, 257, 259, 261
Partial Mobilization, 19, 25, 45, 69, 185, 220
10 USC 12304, 18, 19, 20, 21, 23, 24, 66, 153, 158, 161, 202, 203, 238, 240, 241, 242, 249, 259, 261
Presidential Reserve Call-Up, 19, 20, 23, 153, 221, 259, 261, 268
10 USC 12305, 20, 21

2

24 cumulative months, 20, 154
25-day REFRAD Rule, 110

A

Absent without Leave, 24, 25, 28, 81, 92, 93, 196, 245, 265
Accountability, 28, 68, 81, 89, 93, 94, 99, 107, 108, 189, 199, 223
Accounting Classification, 62, 155, 157
Accrued Leave, 205
Activation of Units, 25
Active Duty for Operational Support, 42, 43, 44, 61, 89, 155, 158, 162, 163, 185, 186, 205, 213, 222, 223, 224, 225, 232, 239, 265
Active Service Tour Continuation Board (ASTCB) for ARNG, 66, 68
AMEDD Professional Filler System, 69
Anthrax Vaccine, 119
APFT Post-deployment, 213
Armed Forces Reserve Medal, 192
Army Career and Alumni Program, 74, 199, 201, 202, 203, 265
Army Community Service, 230, 264, 265
Army Knowledge Online, 25, 46, 84, 85, 94, 158, 166, 192, 230, 265
Army Wounded Warrior Program, 199, 200
Assigned not joined, 92
Assignment Incentive Pay, 3, 151, 152, 153, 163, 186, 265
Assignment Instructions, 4, 244, 265

B

Basic Allowance for Housing, 79, 144, 155, 265
Basic Allowance for Subsistence, 144, 145, 265
Billeting Standards, 25
Boots on the Ground, 23, 31, 69, 151, 152, 153, 158, 186, 189, 221, 224

C

Casualty
Operations, 4, 99, 229
Reporting, 173
Casualty Operations, 4, 99, 229
Casualty Reporting, 173
Change in Status, 24
Child Soldier Protocol, 73
Citizenship, 96, 97
Civilian Accountability, 93
Civilian Employment Information, 24, 261, 265
Civilian Entitlements, 170
Civilian Orders, 50
CIVTRACKS, 86, 94, 265
Combat Zone Tax Relief, 164, 265
Common Access Card (CAC), 3, 77, 88, 89, 203, 204, 265
Compassionate Reassignment, 244
Conscientious Objector, 72
Contingency Operation Active Duty for Operational Support, 19, 43, 44, 61, 155, 158, 162, 163, 185, 186, 205, 213, 222, 223, 224, 225, 232, 239, 265
contingency operations, 45, 196
Contingency Operations, 22, 55, 58, 59, 60, 62, 63, 64, 88, 91, 99, 102, 145, 158, 215, 240, 265
Construction, 60
Contingency Operations Construction, 60
Contingency Operations Extended Active Duty, 186
Contingency Operations of Active Duty for Operation Support, 19, 43, 44, 61, 155, 158, 162, 163, 185, 186, 205, 213, 222, 223, 224, 225, 232, 239, 265
Contractor Travel, 171
CONUS Replacement Center (CRC), 25, 28, 35, 39, 42, 50, 51, 58, 65, 67, 70, 78, 82, 83, 84, 85, 86, 88, 89, 94, 102, 103, 105, 106, 108, 119, 149, 163, 167, 184, 189, 190, 191, 205, 208, 209, 210, 222, 223, 226, 249, 265
Convalescent Leave, 157
Cost Estimates, 59
Cost of Living Allowance (COLA), 80, 144, 265
Criminal Investigation, 58, 147, 265
Cross-Leveling of Personnel, 86

D

DD Form 1610, 43, 50, 51, 80
DD Form 2796 (Post-Deployment Health Assessment), 112, 127, 128, 135, 136, 137, 138, 139, 142, 143, 262
Delay or Exemption Requests, 23

Demobilization, 4, 18, 25, 35, 78, 82, 93, 99, 136, 138, 139, 156, 169, 187, 188, 204, 209, 223, 225, 253, 258, 262
Dental
  Class 3 or 4, 125
  Guidance, 124
  Records, 111, 139, 191
  Screening, 168, 215
Dental Guidance, 124
Dental Records, 111, 139, 191
Dental Screening, 168, 215
Deployment and Readiness Tracking System (DARTS), 83, 265
Deployment Cycle Support, 37, 49, 52, 53, 65, 68, 74, 97, 109, 136, 171, 190, 214, 215, 238, 265
Deployment Eligibility, 22, 98
Deployment Medication Information Sheets, 141, 266
Deployment Packets, 78, 190, 262
Direct Commissioning, 247
Disability Severance Pay, 149, 150
Drill Sergeant Training, 246
Dual Lodging, 43, 147

E

Emergency Leave, 157, 205
Employment/Reemployment Rights, 40
Environmental Monitoring/Environmental Health, 128
EOA Training, 245
Equipment, 3, 59, 79, 102, 103, 107, 114, 134, 222, 225, 256, 262, 265, 266, 267
Equipment Accountability, 107
ETS/ESA while on Active Duty, 65
Evaluation Reports, 191
Excess Baggage, 84
Executive Order 13223, 19, 40

F

Failure to Report, 92
Family Assistance Centers, 229, 230, 263
Family Care Plan, 72, 74, 168, 229, 266
Family Readiness, 228, 229, 230, 263, 264, 266
Family Support Activities, 213
Favorable Personnel Actions, 195
Female Hygiene Items, 141
Foreign Language Proficiency Pay, 149, 266
Forms
  DA 2173 (Statement of Medical Examination and Duty Status), 112, 137, 138, 139, 195, 196
  DA 261 (Report of Investigation), 138
  DD 1610, 43, 50, 51, 80
  DD 214 (Certificate of Release or Discharge from Active Duty), 32, 36, 48, 49, 68, 78, 79, 82, 93, 162, 163, 187, 190, 191, 201, 202, 203, 257, 263
  DD 2215 (Reference Audiogram), 114
  DD 2766 (Adult Preventive and Chronic Flow Sheet), 79, 80, 111, 115, 127, 128, 136, 143, 262
  DD 2795 (Pre-Deployment Health Assessment), 79, 111, 127, 128, 130, 137, 138, 262
Full Mobilization, 19, 25, 38
Fund Cites, 61

G

Government Credit Cards, 62

H

HIV Testing, 112
Hostage, 72

I

Identification Cards, 98, 215
Immunizations, 116, 142
IMPAC Credit Card, 142
Inactive National Guard, 249
Individual Augmentation Approval, 26
Individual Augmentation Requests, 26
Individual Augmentation Requirements, 26
Individual Deployment Flow, 80
Individual Fill Requirements, 51, 97
Individual Orders, 39, 69
Influenza, 117
Installation Requirements, 52
Involuntary Separation Action, 68

J

Joint Manning Document, 26, 30, 49, 256

L

Lautenberg Amendment, 72, 73, 75, 98, 100
Leave, 24, 81, 92, 156, 157, 162, 163, 165, 166, 167, 205, 214, 264, 265, 268

M

Malaria Chemoprophylaxis, 122
Mask Accountability, 108
Maternity Care, 206
MEDEVAC, 196
Medical Entitlements, 131
Medical Evacuation (MEDEVAC), 45, 196, 207, 267
Medical Logistics, 141
Medical Processing, 135
Medical Purchases, 142
Medical Records, 112
Medical Retention Processing, 19, 45, 112, 116, 136, 138, 201, 205, 267
Medical Retention Standards, 138, 206
Medical Screening of IRR, 111
Medical Screening Responsibility, 110
Medical Specialty Pay, 148
Medically Evacuated Soldiers, 115
MEDPROS, 31, 83, 110, 111, 112, 113, 114, 115, 116, 121, 124, 125, 135, 136, 138, 143, 206, 264, 267
Military Benefits, 164
Military Orders, 36, 38, 39, 171, 215
Military Personnel Records, 77, 191, 262
Mobilization Checklist, 82
Mobilization Deferment, 212

Mobilization of Reserve Component Units, 56
Mobilization Orders, 23, 50, 69, 199
Mobilization Station, 50, 52, 67, 71, 78, 85, 90, 184, 188, 202
MODS, 45
Mortuary Affairs, 98
MOS Producing School, 246
Movement of Soldiers, 49

N

Non-Citizen Soldiers, 96
Non-Deployable Criteria, 70

O

OCIE, 3, 58, 102, 103, 108, 109, 222, 223, 226, 267
OCS, 73, 226, 241, 247
Officer Basic Course, 20, 29, 71, 76, 81, 246, 267, 268
Operation Enduring Freedom, 19, 22, 61, 88, 103, 192, 193, 259, 267
Operation Iraqi Freedom, 19, 22, 61, 88, 100, 103, 143, 192, 193, 214, 220, 259, 267
Operation Noble Eagle, 19, 22, 113, 125, 190, 221, 261, 267
Operational Deletions and Deferments, 99
Operational Policies, 23
Oral Contraceptives, 141
Order to Active Duty, 20, 38
Orders
  Active Component, 68, 148, 153, 200, 261
  AGR, 68, 257
  Army Reserve National Guard (ARNG), 261
  Civilian, 50
  Civilians, 51
  Individual, 39, 69
  Initial Mobilization, 23
  Temporary Change of Station (TCS), 39, 42
  Temporary Duty (TDY), 40, 41, 42, 43, 50
Organizational Clothing and Individual Equipment (OCIE), 3, 58, 102, 103, 108, 109, 222, 223, 226, 267
Orthodontic Appliances, 126
Overseas Housing Allowance (OHA), 80, 144, 267

P

Partial Mobilization, 19, 25, 45, 69, 185, 220
Passports and Visas, 87
Per Diem, 146
Personal Effects, 99, 268
Personnel Accounting, 97, 208, 216
Personnel Protective Equipment, 114, 134
Personnel Protective Equipment and Medications, 114, 134
Personnel Recovery Training, 85, 86
PERSTEMPO, 68, 87, 90
Pharmacy Support, 140
Physical Evaluation Board, 32, 137
Pregnancy Testing, 113
Pregnant Soldiers, 74
Pre-Separation Counseling, 201
Presidential Reserve Call-Up, 19, 20, 23, 153, 221, 259, 261, 268
Prisoner of War (POW), 72, 268
Privately Owned Vehicles (POV), 27, 35, 51, 155, 156, 167, 171, 268

R

RC Unit Stop Loss, 66, 96, 100, 238, 249, 252
Recruiting Training, 245
Regional Medical Commands, 140
Reimbursable Costs, 59
Reintegration Training, 190
Remobilizing RC Soldiers, 185
Replacements
  Army Reserve, 93
  Individual Medical Replacement (IMA), 221, 224
  Individual Medical Replacement (IMA), 221
  Individual Medical Replacement (IMA), 224
Rest and Recuperation (R&R), 3, 57, 58, 158, 162, 165, 166, 167, 268
Retiree Recall, 29, 31, 32, 158, 192, 253, 254
Retiree Recall Request, 32
Reunion Programs, 230

S

Separation Transactions, 203
Soldier Accountability, 89
Soldier Health Assessment, 128
Special Assignments and Schools, 245
Stabilization, 4, 211, 212
Statement of Non-Availability, 52, 145
Stop Loss/Stop Move, 3, 21, 66, 70, 100
Storage of Household Goods, 155
Strength Accounting, 21, 68, 257
Students, 73
Subsequent Call-ups, 20
Subsistence-in-kind, 146
Substance Abuse, 73, 76

T

Tax Filing Extension, 165
Temporary Duty Household Goods Weight Allowance, 155
Temporary Profile, 268
Tetanus-diphtheria, 118
Thrift Savings Plan, 165, 268
Time in Service, 65
Time-in-Grade Requirement, 238
Training Requirements, 27, 37, 81, 95, 212
Transportation and Travel for Contractors, 50
Travel Vouchers, 147
TRICARE, 136, 140, 168, 169, 208, 231, 268
Typhoid, 118

U

Unit Reconstitution, 212
Unit/Installation Requirements, 52

V

Vaccinations, 116
Vision Readiness, 115
Voluntary Extensions, 185
Voluntary Separation Actions, 66

W

Warrant Officer Basic Course, 20, 29, 71, 81, 246, 268
Weapons Accountability, 108
Weapons Training, 95
WOCS, 73, 247