

Army Regulation 614–200

Assignments, Details, and Transfers

Enlisted Assignments and Utilization Management

Rapid Action Revision (RAR) Issue Date: 3 September 2009

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UNCLASSIFIED

SUMMARY of CHANGE

AR 614-200

Enlisted Assignments and Utilization Management

This rapid action revision, dated 3 September 2009-

- o Adds Privacy Act and Freedom of Information Act responsibilities for Army organizations (para 1-4).
- o Adds guidance on the completion of the Warrior Attributes Inventory Assessment for noncommissioned officers (para 3-12).
- o Adds guidance on laterally appointing specialists to corporal posthumously (para 3-15).
- o Adds Special Duty Assignment Pay guidance for Soldiers performing duty as platoon sergeants and squad leaders in Warrior Transition Units and the White House Transportation Agency (paras 3-23d(17) and (18)).
- o Revises the Intelligence Career Program guidance (para 6-3).
- o Revises the Explosive Ordnance Disposal Career Program guidance (para 6-4).
- o Revises the Army Bands Career Program guidance (para 6-6).
- o Adds additional criteria for personnel assigned to the White House Transportation Agency including waiver authority for the Director, White House Transportation Agency (para 8-6).
- o Makes rapid action revision changes (throughout).

Assignments, Details, and Transfers

Enlisted Assignments and Utilization Management

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision (RAR). This RAR is effective 3 October 2009. The portions affected by this RAR are listed in the summary of change.

Summary. This regulation provides guidance on the selection of enlisted Soldiers for assignment, utilization, reclassification, detail, transfer, and training as implemented by DODI 1315.18.

Applicability. This regulation applies to Active Army enlisted Soldiers, excluding initial entry training Soldiers governed by AR 612–201 and those Soldiers detailed outside the Department of Defense. It also applies to the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve (including Active Guard Reserve Soldiers), unless otherwise

stated. During mobilization, the guidance in this publication may be modified by the proponent to support policy changes as necessary. This regulation is required during mobilization. The portion of this regulation that requires registration of military sexual offenders (chapter 3, section V) is punitive and violations of that provision may subject military sexual offenders to nonjudicial or judicial action under the Uniform Code of Military Justice.

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

Army management control process.

This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix C).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE-MPE), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commanding General, U.S. Army Human Resources Command (AHRC-EPO-P), 2461 Eisenhower Avenue, Alexandria, VA 22332–0450.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army and D and E for the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve.

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*This regulation supersedes AR 614–200, dated 27 June 2007. This edition publishes a rapid action revision of AR 614–200.

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Glossary

Chapter 1 Introduction

Section I General

1-1. Purpose

a. This regulation prescribes the reporting, selection, assignment, and utilization of Active Army (AA) enlisted personnel, excluding initial entry training (IET) Soldiers who are governed by AR 612-201. It provides general assignment policies and responsibilities for managing the enlisted force. Guidance in this regulation is in addition to that in AR 614-30. This regulation also prescribes—

- (1) Stabilized periods for selected units, agencies, and activities, and special category personnel and positions.
- (2) Procedures to be used by commanders to request stabilization for personnel within their organizations, certain approved positions within a unit, and units.

b. This regulation is not construed as authority for extending stabilized tours limited by statutes (such as Title 10, United States Code, Section 3914 (10 USC 3914)).

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

Section II Administrative Assignment Policies

1-4. Responsibilities

Responsibilities are listed in chapter 2. Also, heads of HQDA agencies and commanders of Army Commands, installations, and activities are required to have knowledge of AR 340-21 and AR 25-55.

1-5. Family Care Plan

To ensure that all Soldiers (regardless of grade) can deploy promptly and perform their military duties when not deployed, Family care plans (FCPs) to cover military Family members must be in place. The FCPs are governed by AR 600-20.

1-6. Exceptional Family Member Program

The Exceptional Family Member Program (EFMP) allows the U.S. Army Human Resources Command (HRC) to consider the special education and medical needs of exceptional Family members during the assignment process and reassigns Soldiers, when readiness does not require a specific reassignment, to an area where the Family member's needs can be accommodated. The EFMP is governed by AR 608-75.

1-7. Leave

Leave may be granted to each Soldier, upon request, at the discretion of the Soldier's immediate commander if it does not interfere with the Soldier's port call or reporting date. Leave policy is governed by AR 600-8-10.

1-8. Security clearance

a. Assignment instructions (AIs) from HRC will include personnel security requirements. AR 600-8-11 provides procedures for processing AIs requiring security clearance. Soldiers will not be held at the home station pending results of the investigation unless such guidance is in the assignment instruction.

b. Security clearance requirements for U.S. Army Reserve (USAR) and U.S. Active Guard Reserve (AGR) Soldiers are contained in AR 135-18.

1-9. Mode of travel

Air transportation is the chief mode of travel for Soldiers to and from assignment areas. (For exceptions, see AR 55-46.)

1-10. Deletions and deferments

Deletions and deferments are governed by AR 600-8-11.

1-11. Time-on-station

a. The time-on-station (TOS) requirements are established to enhance operational readiness by stabilizing Soldiers in

units to reduce PCS costs and to improve the quality of life by reducing personal and/or Family turbulence. When all other factors are equal, TOS is a primary consideration in selecting Soldiers for reassignment. TOS is computed from the month of arrival to the month of departure, inclusive.

b. The TOS applies only to continental United States (CONUS)-based Soldiers. Soldiers based outside of the continental United States (OCONUS) have designated tour lengths. TOS is not a consideration in the U.S. Army assignment process for OCONUS-based Soldiers. Soldiers will remain on station for the maximum number of years possible in accordance with Army requirements and consistent with force stabilization rules. Waiver approval authority regarding TOS requirements for assignments within or from CONUS is—

(1) The Director of Enlisted Personnel, HRC (if a serving general officer (GO) or commanding general (CG), AHRC when position is not occupied by a GO), for Soldiers who will have served less than 2 years TOS, or who are assigned to a life cycle managed (LCM) unit, at the time of reassignment.

(2) Division Chief, Enlisted Personnel Management Directorate (EPMD), HRC (if a serving colonel (COL) or Deputy Director, EPMD when position is not occupied by a COL), for Soldiers who will have served more than 2 but less than 4 years TOS at the time of reassignment.

1–12. Retainability

a. Soldiers shall not depart the CONUS unless they have the required retainability. The appropriate approval authority listed below may waive retainability restrictions on a case-by-case basis, or on a group basis, when unit moves, inactivations, base closures, or immediately available (IA) personnel are involved. The waiver request may be initiated at any level of command.

b. Moves from CONUS-to-CONUS require 2 years retainability (unless otherwise specified in this regulation) after arrival at the gaining installation. Soldiers who are changing occupational specialty as a result of retraining must have a minimum of 1 year service retainability. The waiver approval authority for CONUS-to-CONUS assignments is—

(1) Director, Enlisted Personnel, HRC (if a serving GO or CG, AHRC when position is not occupied by a GO), for Soldiers who will have less than one year service retainability after arrival at the gaining installation.

(2) Division Chief, EPMD, HRC (if a serving COL or Deputy Director, EPMD when position is not occupied by a COL), for Soldiers who will have more than 1 but less than 2 years retainability after arrival at the gaining installation.

c. Soldiers reassigned CONUS-to-CONUS or overseas-to-CONUS as a result of humanitarian reasons, prisoners, and patients, respectively, who cannot effectively be used at or in the vicinity of the installation, and Soldiers returning from operation contingencies overseas (operations in hostile environments) must have a minimum of six (6) months retainability at the gaining installation for exceptional moves.

1–13. Space Imbalanced Military Occupational Specialty Program

a. A space imbalanced military occupational specialty (SIMOS) condition exists when 55 percent of the authorizations are OCONUS. This program is intended for grades sergeant (SGT) through sergeant first class (SFC) and is designed to enhance personnel retention in the career force and to provide more effective use of enlisted Soldiers.

b. Participation in the SIMOS program by Soldiers holding a SIMOS is mandatory and will be closely monitored with primary emphasis on improving readiness of OCONUS units requiring Soldiers' skills, equity of OCONUS assignment, and CONUS turnaround time.

c. Soldiers with a secondary military occupational specialty (SMOS), that is SIMOS, will also be considered for inclusion in the SIMOS program. Consideration will be given to the status of current primary military occupational specialty (PMOS) and career progression military occupational specialty (CPMOS), need and availability of refresher training in SMOS upon deployment OCONUS, and PMOS and/or CPMOS upon return to CONUS and availability of Soldiers holding the SIMOS as PMOS.

Chapter 2 Responsibilities

Section I Department of the Army Headquarters Level

2–1. The Assistant Secretary of the Army for Manpower and Reserve Affairs

The Assistant Secretary of the Army for Manpower and Reserve Affairs. The ASA(M&RA) will—

a. Oversee assignment policy.

b. Approve second permanent change of station (PCS) assignments within the same fiscal year.

c. Waive criteria on assignment limitations for first-term Soldiers.

2-2. The Deputy Chief of Staff, G-1

Deputy Chief of Staff, G-1. The DCS, G-1 will—

- a. Develop assignment policy for enlisted personnel.
- b. Designate all command sergeant major (CSM) positions.
- c. Establish policy for the SIMOS program.
- d. Grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted.
- e. Establish stabilization policy for enlisted personnel.
- f. Establishes policy for the Enlisted Personnel Management System – U.S. Army Individual Ready Reserve (EPMS-IRR).

Section II

Field Operating Agencies

2-3. The Chief, Army Reserve

Chief, Army Reserve. The CAR will provide overall policy guidance for management of Troop Program Unit (TPU) Soldiers and manage AGR CSM positions. The CAR delegates to area commanders the following responsibilities:

- a. Developing assignment policy for enlisted TPU Soldiers.
- b. Providing policy guidance for the TPU CSM program administered by the CDR, U.S. Army Human Resources Command-St. Louis (HRC-St. Louis) (see para 7-17).
- c. Monitoring all TPU CSM (see para 7-17a).
- d. Develop procedures and programs pertaining to reclassification of USAR Soldiers.
- e. Classification/reclassification authority for Soldiers assigned to TPUs within their commands, except Regular Army and Active Guard Reserve (AGR) Soldiers serving in TPUs. This delegation cannot be delegated below the Army Command/Army Service Component Command/Direct Reporting Unit (ACOM/ASCC/DRU) level.

2-4. The Commanding General, U.S. Army Human Resources Command

Commanding General, U.S. Army Human Resources Command. The CG, USAHRC will—

- a. Interpret and implement policies initiated by the Deputy Chief of Staff, G-1 (DCS, G-1).
- b. Issue AIs.
- c. Manage the distribution of Soldiers to support the Army's mission worldwide.
- d. Manage the CSM program.
- e. Implement assignment and utilization policies and monitor sergeant major (SGM) assignments throughout the Army.
- f. Provide all Soldiers with broad opportunities for career progression and development, including approving applications for training.
- g. Supervise all personnel management functions for SIMOS, including identifying MOSs that are space imbalanced and publishing a SIMOS listing at least once a year.
- h. Make final decision on all joint domicile (JD) assignments.
- i. Administer and monitor the Special Duty Assignment Pay (SDAP) Program.
- j. Establish procedures for managing, developing, and assigning Soldiers in career development programs (Intelligence Career Program, Explosive Ordnance Disposal (EOD) Career Program, Army Band Career Program (ABCP), and technical escort (TE) training).
- k. Approve Bonus Extension and Retraining Program (BEAR) and Special Forces (SF) reenlistment option applications for training and assignment to SF units, including—
 - (1) Approving voluntary reclassification applications for training and assignment to SF units.
 - (2) Coordinating with Commander (CDR), U.S. Army John F. Kennedy Special Warfare Center and School (USAJFKSWC), (ATTN: AOJK-SP), Fort Bragg, NC 28307-5000, on those applications that require a waiver.
- l. Delegate, when necessary, approval authority to CDR, USAJFKSWC to—
 - (1) Approve waivers for BEAR and SF reenlistment option applications.
 - (2) Approve all voluntary applications, including waivers (when needed), for SF training and reclassification into career management field (CMF) 18.
 - (3) Award appropriate CMF MOS to AA Soldiers who have completed special forces qualification course (SFQC).
 - (4) Report Soldiers who fail to successfully complete the SFQC training to HRC (AHRC-EPA-C).
- m. Manage the Drill Sergeant (DS) Program. The CG, HRC has centralized control over the selection, assignment, classification, and release of all AA Soldiers assigned to the DS program. The DS Assignment Team (AHRC-EPD-D), Detailed Assignment Branch, Readiness Division, is the HRC point of contact for personnel matters concerning all active duty (AD) Soldiers in the program. This includes requests to enter, requests for deletion and/or deferment from the DS Program, requests for 3rd year DS extensions, and Soldier appeals to Drill Sergeant Program removal actions.

n. Develop procedures and programs to implement DA policy pertaining to reclassification, including reclassifications—

- (1) For staff sergeant (promotable) (SSG(P)) and above, regardless of MOS.
- (2) Requiring recoupment of bonus.
- (3) Resulting from change to the MOS structure reflected in DA Pam 611–21.

o. Grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted. This authority may be delegated to an authorized official in the grade of brigadier general (BG) or equivalent civilian grade level who directs assignment policies or procedures for the Army. This authority will not be delegated to commands.

p. Develop procedures to implement the policies established herein.

q. Control operational requirements of individual Soldier stabilization.

r. Exercise assignment approval authority for Soldiers assigned to stabilized positions.

s. Ensure that Reserve Component Career Counselor (RCCC) who, as part of the transition life cycle function, counsel, inform, and initially assign those Soldiers with or without a military service obligation (MSO) who are being released from active duty (REFRAD) into ARNGUS units, U.S. Army Reserve (USAR) TPU, or the IRR.

t. Budget for training, provide policy direction, and monitor the personnel management system of EPMS-IRR.

u. Delegate responsibility to CDR, HRC-St. Louis to manage and serve as the executive agent for EPMS-IRR. CDR, HRC-St. Louis also coordinates with the U.S. Army Reserve Command (USARC), USAR General Officer Command (GOCOM) commanders, and U.S. Army Recruiting Command (USAREC) in filling unit shortages. The CDR, HRC-St. Louis will implement policies for EPMS-IRR in coordination with other members of the Army staff and designates personnel managers to manage an appropriate number of USAR IRR Soldiers.

2–5. The Commander, U.S. Army Central Personnel Security Clearance Facility

Commander, U.S. Army Central Personnel Security Clearance Facility. The Commander, CCF will—

- a. Review criminal and investigative dossiers.
- b. Evaluate and make Army military security clearance eligibility determinations.

2–6. The Commanding General, U.S. Army Training and Doctrine Command

Commanding General, U.S. Army Training and Doctrine Command. The CG, TRADOC will—

- a. Publicize career development programs, and—
 - (1) Counsel prospective Soldiers on program opportunities and requirements.
 - (2) Ensure applicants are eligible before applying for membership or training.
- b. Develop initial and transition training to support the SIMOS Program.
- c. Review modification table of organization and equipment/table of distribution and allowances (MTOE/TDA) for SIMOS positions to maximize CONUS documentation and ensure proper utilization and assignment of Soldiers.
- d. Manage the DS Program by—
 - (1) Operating the DS school.
 - (2) Removing Soldiers from school (when reason warrants) and returning them to their home station.
 - (3) Completing academic evaluation reports.
 - (4) Providing strength management statistics.
 - (5) Providing vital information on all Soldiers who report to, as well as who graduate from, DS school.
 - (6) Providing historical data, including removal data, on Soldiers who have served DS duty.
- e. Approve reclassification of Soldiers in the grade of staff sergeant (SSG) nonpromotable, and below, when their MOS is authorized by the HRC reenlistment and/or reclassification IN/OUT call message or otherwise directed by HRC. (Responsibilities in this paragraph are further delegated to commanders of TRADOC installations.)

Section III

Other Commands and Organizations

2–7. Commanders of Army Commands, Army Service Component Commands, and Direct Reporting Units

Commanders of Army Commands, Army Service Component Commands, and Direct Reporting Units. Commanders of ACOMs, ASCCs, and DRUs will be responsible for the following personnel matters that pertain to their command or to agencies under their jurisdiction. Responsibilities in this paragraph are further delegated to commanders of U.S. Army Forces Command (FORSCOM) installations. FORSCOM will monitor and assist to ensure compliance with policies established by this regulation. Commanders will—

- a. Submit enlisted personnel requisitions to HRC reflecting personnel requirements. Applicable HRC branch e-mail addresses are listed in appendix B.
- b. Ensure that Soldiers within their commands are properly assigned and utilized.

c. Approve reclassification of their Soldiers. For AC, commanders will approve reclassification of Soldiers, SSG nonpromotable and below, when their MOS is authorized by the HRC's reenlistment and/or reclassification IN/OUT call message, or otherwise directed by HRC.

d. Ensure Soldiers are afforded an opportunity for training and that—

(1) Their applications are processed promptly.

(2) When selected, they are fully qualified.

e. Manage DS Program, if applicable, including providing HRC a central point of contact.

f. Administer, monitor, and supervise the SDAP Program for all Soldiers who receive SDAP within their respective commands. (See also app C regarding the management control process for SDAP.)

g. Publicize the career development programs and—

(1) Counsel prospective Soldiers on program opportunities and requirements.

(2) Ensure applicants are eligible for membership or training.

h. Approve or disapprove exchange assignments.

i. Publicize the SF Program.

j. Delegate to subordinate installation commanders authority to assign Soldiers, including determining Soldiers' suitability for assignments from a security standpoint. Commanders should consult with appropriate installation security officials to ensure Soldiers meet the security requirements of projected assignment.

k. Recommend approval/disapproval of all positions slated for stabilization.

l. Coordinate counterpart training for EPMS-IRR with CDR, HRC-St. Louis (AHRC-PL-S).

2-8. The Commanding General, U.S. Army Recruiting Command

Commanding General, U.S. Army Recruiting Command. The CG, USAREC will—

a. Be responsible for the SF Recruiting Program.

b. Award appropriate CMF 18 MOS to Reserve Component Soldiers who elect to qualify by attending resident instruction.

2-9. Directors of Army training centers and schools

a. *Directors of Army training centers and schools.* Directors of Army training centers and schools will—

(1) Grant waivers of qualifications specified in the Army Requirements and Resource Training System (ATRRS) course catalog, as appropriate.

(2) Evaluate ways to reduce or eliminate SIMOS (both current or projected) through changes to MTOE/TDA, MOS mergers or conversions, or in the case of new fielding modification of the fielding schedule.

(3) Identify non-SIMOS TDA positions within the personnel proponents' affected CMF to be recoded as SIMOS. If no CMF position can be identified as SIMOS, the director will coordinate with HRC (AHRC-PLI) and provide justification to identify other TDA positions for the affected SIMOS.

(4) Recommend changes in service-remaining requirements for those MOSs that are deemed critically short, thereby enhancing the return on the training investment and the maximum retainability of Soldiers in shortage skills.

b. The U.S. Army Training Center, Fort Jackson, is the Army proponent for and manages the DS Program.

2-10. Commanders of warrior transition units

Commanders of warrior transition units. Commanders having WTUs are responsible for reassignment of Soldiers being returned to duty (RTD) as follows:

a. *Continental United States Warrior Transition Unit.* Immediately upon the Soldiers being declared RTD, the WTU Commander (or first O-5 Commander in the chain of command, if the WTU Commander is not an O-5 or above) will request assignment instructions (AI) directly to the USAHRC via e-mail to AHRCEPOA@conus.army.mil.

b. *Outside continental United States Warrior Transition Unit.* Immediately upon the Soldier being declared RTD, the WTU Commander (or first O-5 Commander in the chain of command, if the WTU Commander is not an O-5 or above) will request AI via e-mail from their respective OCONUS Theater, CDR.

(1) If the OCONUS Theater, CDR determines that the Soldier will be reassigned within the OCONUS area, OCONUS CDR must provide WTU Commanders/O-5 the assignment decision within 5 days of RTD notification. Further, the OCONUS Theater, CDR will establish coordination with the servicing Installation Management Command (IMCOM) MPD to produce PCS orders within the 5-day required processing standard.

(2) If the OCONUS Theater, CDR determines that the Soldier cannot be reassigned within the OCONUS command or has a near term or expired DEROS, OCONUS CDR will forward request for AI as outlined in 2-10a above.

c. *U.S. Army Human Resources Command.* The USAHRC (AHRC-EPO-A) will provide AI and send an e-mail response to the WTU CDR/O-5 Commander; IMCOM CDR; IMCOM MPD Chief; HQ MEDCOM CDR; and the Soldier's AKO e-mail address. This notification of assignment by e-mail may be used as authority to issue Soldier's individual PCS orders.

(1) Report date for RTD Soldiers who are reassigned on the same installation (local move) will be within 10 days from the HRC e-mail assignment notification to WTU/MPD.

(2) Report date for RTD Soldiers assigned to a unit requiring a PCS will be within 60 days from HRC AI/RFO notification.

2-11. Local activity and unit commanders

a. Commanders of local activity and unit commanders. Commanders of local activity and unit commanders will—

(1) Update all field automated data base systems.

(2) Manage the SDAP Program at their level. (Ensure Soldiers receiving SDAP meet the necessary criteria.)

(3) Screen AI special instructions and initiate security clearances for secret and top secret within 60 days of AI.

(4) Manage the DS Program at their level, including—

(a) Ensuring Soldiers selected are eligible.

(b) Designating local DS manager to serve as point of contact with HRC (AHRC-EPD-D) and HQ TRADOC (ATBO-BE) on matters relating to the DS Program.

(c) Submitting “monthly status report messages” to arrive at HRC (AHRC-EPD-D) not later than the fifth working day of each month.

(d) Awarding Soldiers skill qualification identifiers (SQI) “X” and “8” on successful completion of DS school.

(e) Awarding, terminating, and reinstating SDAP (proficiency pay) to DSs. (For USAR Soldiers, refer to AR 140-10.)

(5) Recruit volunteers for assignment to airborne, ranger, and SF units, and recruiting team support.

(6) Ensure applications for assignments to 75th Ranger Regiment are processed promptly, including all security clearance requirements.

(7) Inform commanders of noncompliance, with utilization policies (see chap 3, sec II) for correction, and recommend courses of action that are available.

(8) Inform Soldiers of the specific duty military occupational specialty (DMOS) they are being assigned to, and, if different from the PMOS, CPMOS or SMOS, tell them the reason for assignment and its impact on their career.

(9) Report assignment eligibility and availability (AEA) codes (When applicable, include termination date.) to local Military Personnel Division/Brigade Combat Team/Brigade S-1 (MPD/BCT/BDE S-1).

(10) Initiate and maintain procedures to ensure prompt and complete processing of all required security clearance actions for Soldiers selected to attend the Special Forces Assessment and Selection (SFAS) course. An SF 86 (Questionnaire for National Security Positions) must be submitted on each SFAS course selectee and eligible Soldier granted an interim secret security clearance within 45 days of the Soldier’s return from SFAS.

b. In addition, commanders of those installations conducting DS school/training will submit academic evaluation reports (AR 623-3) on all Soldiers attending DS school to HRC (AHRC-EPD-D) and provide a by-name message to HRC (AHRC-EPD-D) and HQ TRADOC (ATBO-BE)—

(1) Listing Soldiers who report to each DS class.

(2) Listing Soldiers who graduate from each DS class.

c. USAR training divisions/separate brigade commanders will be responsible for conducting the DS Program within their units. Responsibilities include operation of DS schools and assignment to and referral from DS duties and other appropriate responsibilities contained in AR 140-10.

d. Control the assignment of Soldiers into and out of established organizations and positions and notify HRC (AHRC-EPO-P) when organization or position stabilization are no longer required.

2-12. Chiefs, Military Personnel Division/Brigade Combat Team/Brigade S-1 commanders

Chiefs, Military Personnel Division/Brigade Combat Team/Brigade S-1 commanders. Chiefs, Military Personnel Division/Brigade Combat Team/Brigade S-1 commanders will—

a. Implement assignment policies and procedures.

b. Update Soldier information on the Total Army Personnel Data Base (TAPDB) through the electronic Military Personnel Office (eMILPO) (for example, enrollment and disenrollment in the Married Army Couples Program (MACP) and change in marital status).

2-13. State Adjutants General and area commanders

State Adjutants General and area commanders. Within their areas of jurisdiction, State Adjutants General (AG) and area commanders are responsible for the personnel management programs outlined in this regulation. (The terms “area commands” and “area commander” as used throughout this regulation are defined in the glossary.)

Chapter 3 Enlisted Assignment System

Section I Managing Enlisted Assignments

3-1. Overview

The primary goal of the enlisted personnel assignment system is to satisfy the personnel requirements of the Army and the USAR. Secondary goals are to—

- a. Professionally develop Soldiers.
- b. Maximize dwell time.
- c. Meet Soldiers' personal desires.

3-2. Assignment selection criteria

a. Except for CONUS requirements that will be filled from OCONUS returnees who are IA, the primary considerations in reassigning a Soldier shall be the Soldier's current qualifications and ability to fill a valid requirement. Other factors such as availability, volunteer status, TOS, and other criteria shall be secondary. When Soldiers with the required qualifications are identified, then the other factors and criteria shall be considered.

b. Soldiers being assigned to an LCM unit must have at least 36 months retainability upon arrival at the unit.

c. Soldiers who are German aliens are ineligible for assignment to that country. Soldiers who are Turkish aliens will be offered the opportunity to decline an assignment to Turkey.

d. Former members of the Peace Corps will not be assigned to military intelligence duties for a period of 4 years following service with the Peace Corps. Soldiers who acquire an intelligence specialty after 4 years are ineligible for overseas intelligence duty in any country where they served or were trained to serve with the Peace Corps. The term "former member of the Peace Corps" includes former Peace Corps volunteers, volunteer leaders, and staff members. The term does not include persons who attended Peace Corps training but did not go OCONUS with the Peace Corps. This assignment restriction of former Peace Corps Soldiers will not be waived.

e. Soldiers released from civil or military prisons being restored to duty will not be assigned to the foreign country or area where the offense was committed.

f. Former officers or warrant officers reverting to enlisted status will be reassigned to another installation. They will be reported IA. Exceptions may be granted when—

- (1) The Soldier requests to remain at the original installation.
- (2) The installation commander concurs.
- (3) There is a valid vacancy.
- (4) No higher priority requirement dictates a reassignment.

g. Promotion of Soldiers to master sergeant (MSG) and below will not be the sole reason for a PCS. However, Soldiers selected for promotion will be considered for assignments in their promotable grade.

h. A sole surviving son or daughter may be exempt from assignment to a hostile fire area (see para 5-12).

i. The direct combat probability coding (DCPC) policy precludes assigning female Soldiers to units coded P1 on the TOE. Female Soldiers may be assigned to all other positions (interchangeable or female-only coded positions on MTOE). Identity codes on MTOE should correlate directly to codes on the TOE.

j. Prior to departure in compliance with AIs, Soldiers must take action to meet any remaining service requirement (see AR 601-280).

k. Soldiers will normally receive a reporting date not less than 150 days beyond the date AIs are issued by HRC.

l. Equal assignment opportunities are as follows:

(1) Assignments shall be made for all Soldiers without regard to their color, race, religious preference, ethnic background, national origin, age, marital status (except military couples), or gender (except where prohibited by statute and limitation of facilities) consistent with requirements for physical capabilities. This policy applies equally to both PCS and temporary duty (TDY) assignment actions.

(2) Personnel decisions, including those related to the assignments of Soldiers, shall not be affected, favorably or adversely, by the employment, educational or volunteer service activities of a Soldier's spouse, or solely by reason of a Soldier's marital status, subject to the following clarification:

(a) When necessary to ameliorate the personal hardship of a Soldier or spouse upon the request of the Soldier concerned, such as when a Family member requires specialized medical treatment or educational provisions.

(b) To facilitate the assignment of dual-career military married couples to the same geographic area.

(c) When otherwise required by law, such as instances in which a prohibited conflict of interest may exist between the official duties of a Soldier and the employment of the Soldier's spouse.

(3) Individual cases approved on a case-by-case basis.

m. Restrictions on assignments outside of the United States prior to completion of basic training are contained in

paragraph 3–8, AR 614–30. Limitations on the number of moves for First Term–Soldiers serving initial enlistments of—

(1) Three years or less shall be given no more than one assignment before their expiration term of service (ETS) following initial basic and skill training, unless required to serve in a dependent-restricted tour area overseas, in which case such Soldiers shall be given no more than two assignments in different locations.

(2) More than 3, but less than 4 years, shall be given no more than one CONUS assignment before their ETS following initial basic or skill training. If overseas assignment is required, the Soldier shall be given no more than two assignments before ETS.

(3) Four or more years, but less than 5 years, shall be given no more than two assignments in different locations before their ETS following initial basic and skill training, regardless of tour length.

(4) Five or more years shall be given no more than three assignments in different locations, provided one is an overseas assignment, before their ETS following initial basic and skill training, regardless of tour length.

n. The following reassignments of first term Soldiers are not subject to the limitations listed above:

(1) Reassignment to a different duty station to or from training based on the needs of the Army.

(2) Reassignments under the MACP.

(3) Reassignments under the Exceptional Family Member Program or for compassionate reasons.

(4) Reassignment of Soldiers disqualified for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification.

(5) Reassignment to or from patient or prisoner status.

(6) Reassignment of Soldiers determined as IA in accordance with table 3–2, Rule 18 of this regulation.

o. Unit moves shall not require Army-wide equitable assignment policy as required by this regulation.

p. Concurrent assignment of Soldiers of the same immediate Family to the same military unit is not prohibited. Good order and discipline shall be considered in determining whether members of the same Family are to be assigned to the same unit. Requests for reassignment to a different unit may be approved for all but one Soldier of the same Family and shall be based on military requirements.

q. Married Army couples and single Soldiers are eligible for duty worldwide and all assignments for which they qualify, including assignments to imminent danger or hostile fire areas. Single Soldiers and military couples with dependents shall have a current and viable Family care plan completed in accordance with AR 600–20. If the Soldier cannot or will not develop an adequate Family care plan, the Commander shall process him or her for separation in accordance with AR 635-200.

r. Refer to subparagraph 3–8*a*(5), AR 614–30 for overseas assignment restrictions of female Soldiers with newborns and military couples or single parent Soldiers in the process of adopting a child.

3–3. Assignment preferences

a. Soldiers' CONUS area of preference (CONAP) and overseas area of preference (ORSAP) are considered in the assignment process; however, assignments are made to fulfill Army requirements.

b. When selecting a preference, Soldiers should choose installations or geographic areas where their PMOS, SQIs, and additional skill identifiers (ASIs) are required.

c. Codes for areas of preference listed on enlisted records brief (ERB) are in AR 680–29.

3–4. Career management individual file

a. The career management branches maintain a career management individual file (CMIF) (see AR 600–8–104) for each SSG through SGM. However, depending on the PMOS, files are maintained for lower ranking Soldiers. These files are separate and distinct from the official military personnel files (OMPFs) maintained at U.S. Army Soldier Record Data Center (USASRDC) at Fort Benjamin Harrison, Indiana. HRC uses the CMIF in making career management decisions. The CMIF contains the following (list not all–inclusive):

(1) Enlisted records brief.

(2) Copy of enlisted evaluations and academic reports.

(3) Copy of relief for cause actions (DS, recruiters, and career counselors).

(4) Copy of most recent AIs.

(5) Copy of pending applications, requests, and other personnel actions relating to individual personnel management and administration.

(6) Photograph (SSG through SGM).

(7) Most recent copy of OMPF performance and service fiche.

b. The USASRDC will furnish copy of enlisted evaluation report and annual performance fiche to the appropriate career management branch. The MPD/BCT/BDE S-1 will furnish the other documents.

3-5. Enlisted Distribution and Assignment System

- a.* Enlisted Distribution and Assignment System (EDAS) is the principal automated source for information concerning enlisted assignment actions. It is an interactive, online system for enlisted assignments and distribution functions.
- b.* Installations primarily use eMILPO to update data on the TAPDB. The principal data bases used by EDAS are—
 - (1) Total Army personnel data base (active enlisted) (TAPDB(AE)).
 - (2) Requisition data base (REQDB).
 - (3) Organizational data base (ORGDB).
 - (4) Statistical data base (STATDB).
- c.* Field users use EDAS to create requisitions and to read data that they are authorized—for example, information on Soldiers assigned to their commands and incoming personnel.
- d.* Detailed instructions and specifics on the various data bases can be found in the EDAS Users Manual. (Contact HRC (AHRC-EPO-E).)

3-6. Enlisted distribution target model

- a.* The enlisted distribution target model (EDTM) is an automated system that creates enlisted distribution targets by MOS, grade, and unit identification code (UIC). The model fills each UIC reflected in the personnel manning authorization document (PMAD) with projected available inventory from the Military Occupational Specialty Level System (MOSLS) according to DCS, G-1 distribution policy.
- b.* The EDTM constrains the assignment process to coincide with the projected operating strength targets. It represents assets the Army realistically expects to be available for distribution. The model targets each UIC for fill according to the DCS, G-1 enlisted distribution policy. Therefore, the possibility exists (depending on the fill priority and projected inventory) for a unit to be targeted at less than authorized strength.
- c.* By using the EDAS management information subsystem, field personnel managers may view the targets—grouped by private (PV1) through specialist (SPC), SGT through MSG, and SGM—for the current month plus four through 12 months (CM+4 through CM+12). This is accomplished by using either the REPORT REQUEST (MO) (reports A, B, E, F, and J) or the STAT QUERY (MQ) (reports A and D).
- d.* The targets are produced monthly, or more frequently if changes to projected authorizations or operating strength warrant an update. (Questions on the EDTM may be referred to HRC (AHRC-EPD-M), 2461 Eisenhower Avenue, Alexandria, VA 22331-0450.)

3-7. Requisitions

- a.* The allocation of requisitions for each of the requisitioning activities listed below will be limited to the command's share of available inventory, determined by the EDTM. Requisitions are allocated to the field via EDAS at the 4-character MOS code (MOSC) level. Requisitioning activities then expand the allocations to the 9-character MOSC level, adding security requirements, other details, and special instructions (SI), if necessary, and transmit them to HRC by verifying requisitions in EDAS. The requisitioning activities are—
 - (1) CONUS installations.
 - (2) CONUS elements of functional commands.
 - (3) U.S. Army, Europe (USAREUR); Eighth U.S. Army (EUSA); U.S. Army, Pacific (USARPAC); and U.S. Army, South (USARSO).
 - (4) U.S. Army Medical Command (USAMEDCOM).
 - (5) U.S. Army Special Operations Command (USASOC).
- b.* All other requisitioning activities will determine their 9-character MOSC level requirements and any SIs and transmit them by creating requisitions in EDAS. If no requisitions are received from a particular requisitioning activity during the month, the assumption is that no requirement exists.
- c.* The EDAS will generate the control and serial number when the requisition is created. (See EDAS Users Manual for details.)
- d.* The lead time required in submitting personnel requisitions provides time for selecting and preparing Soldiers for movement. Actual lead times necessary for each ACOM/ASCC/DRU are established during the requisition allocation process or via direct communication between HRC and the supported command. (Questions on this process may be referred to HRC (AHRC-EPD), 2461 Eisenhower Avenue, Alexandria, VA 22331-0450.)

3-8. Stabilization of tours, assignment eligibility, and availability codes

- a.* The minimum TOS requirement for Soldiers assigned from or within CONUS is 48 months. Waivers may be granted individually on a case-by-case basis by the appropriate approval authority contained in paragraph 1-11b of this regulation provided that it is determined that the Soldier is the most qualified resource available. As an exception, Soldiers may be reassigned before completing minimum TOS requirements without a TOS waiver as outlined below (note: Soldiers are not exempt from meeting other requirements outlined in this regulation)—
 - (1) Reassignments to an overseas tour.

(2) Reassignments to a different duty station for training or educational purposes. This includes Soldiers being reassigned to the Sergeants Major Academy and all other schools requiring a PCS.

(3) Reassignments that are a direct result of major weapons system changes or unit conversions (for example, formation of a new unit manning system (UMS)). Moves associated with replacing a Soldier selected to man a new weapons system or unit are not covered by this exception.

(4) Reassignments to retrain Soldiers into new specialties in conjunction with reenlistment. In these instances, a 12-month minimum TOS will apply.

(5) Reassignments from the Office of the Secretary of Defense (OSD), the Organization of the Joint Chiefs of Staff, (OJCS), or a joint defense agency where the tenure is limited by statute or other provisions to a shorter tour.

(6) Reassignments under the Exceptional Family Member Program or for compassionate reasons.

(7) Reassignments to a different duty station in preparation for a unit deployment/move.

(8) Reassignments of first-term Soldiers.

(9) Reassignments to keep married Army couples together. In these instances, a 24-month minimum TOS will apply.

(10) Reassignments to fill higher-priority assignments.

(11) Reassignments when HQDA has determined it is in the best interest of the service or the individual Soldier.

(12) Reassignments based on being accessed, reassigned to a different duty station for initial skill training, or for separation.

(13) Reassignments due to disqualification from duty as a result of a loss of security clearance, professional certification, nuclear certification, medical qualification to perform assigned duties, or relief for cause from assignment, and where it has been determined that no vacant position exists within the limits of the same geographic location in which the Soldier may serve pending re-qualification or re-certification.

(14) Reassignments as prisoners including assignments to and from confinement or reassignment for the purpose of standing trial.

(15) Reassignments from patient status.

(16) Reassignments based on curtailment for the purpose of traveling outside of the travel restriction for pregnancy of the Soldier or Soldier's spouse, or reassignments for the purpose of receiving adequate medical care, including curtailment of female Soldiers from unaccompanied tours because of the lack of adequate obstetric care.

(17) Reassignments due to involvement in incidents that cause serious adverse publicity or embarrassment for the U.S. Government, that may jeopardize the mission, or that indicate that the Soldier is a potential defector.

(18) Reassignments based on Soldiers or their dependents being threatened with bodily harm or death and circumstances are such that military and civilian authorities are unable to provide for their continued safety. The installation's Criminal Investigative Division and Judge Advocate General Office shall verify the threats and circumstances.

(19) Reassignments based on completion or elimination from training or educational programs.

(20) Reassignments involving a low cost move as defined in the glossary.

(21) Reassignment actions based on waiver of completion of a full tour of duty in a joint assignment by the Secretary of Defense whereas the action would otherwise require a TOS waiver.

(22) Reassignments due to Soldiers being rendered excess as governed by the rules for immediately available Soldiers in paragraph 3-15 and table 3-2 of this regulation.

b. Requests for extension of stabilized tours (including organizations and selected positions) will be submitted as individual requests and must be fully justified. Requests for stabilization normally will not be approved when—

(1) The installation is overstrength in the Soldier's grade, substitutable grades, and MOS.

(2) The Soldier is not working in his or her PMOS or specialty.

(3) The Soldier is not in an authorized position .

(4) The Soldier is on assignment instruction.

c. AEA codes are a management tool used to identify the Soldier's eligibility and availability for reassignment. Table 3-1 will be used to determine appropriate AEA codes.

(1) When two or more AEA codes apply, the AEA code with the longest period of stabilization will be reported.

(2) The AEA codes will be processed immediately upon change of a Soldier's eligibility status.

(3) The AEA codes are based on the type of stabilization and the Soldier's circumstances. Some AEA codes require a termination date, which will be the date the Soldier becomes eligible for an assignment.

d. The eMILPO will be used for submitting AEA transactions.

e. Stabilization actions approved by HRC and HRC-processed AEA codes will have precedence over field processed AEA codes.

f. The AEA code "L" will automatically be created on the TAPDB—

(1) When a PCS arrival transaction is processed.

(2) Upon the AEA code termination date and will simultaneously update the eMILPO field record.

g. Currently there are 35 AEA codes.

(1) HRC exclusive: D, E, H, I, J, K, M, N, O, P, R, S, T, Y, 1, 2, 3, 4, 5, 6, 7, 8, and 9.

(2) Field and HRC: A, B, C, F, G, L, P, Q, U, V, W, X and Z.

**Table 3-1
Determining AEA codes**

Rule	Code	Description
1	A	Soldiers permanently ineligible for future assignments due to— a. Approved retirement or request for retirement. (See AR 635-200.) Termination date will be the effective date of retirement. b. Being involuntarily ordered to active duty for 12 months or less in an individual status or as a member of intact units. Termination date will be the ETS date. c. Signing a Declination of Continued Service Statement (DCSS) or not being able to reenlist or extend to meet the service-remaining requirement. Termination date will be the ETS date. However, these Soldiers may be considered eligible for other reassignments (CONUS and OCONUS) provided they have sufficient service remaining to meet the requirements of the new assignment. d. Being dropped from the rolls as a deserter. e. Confined as a result of conviction by special or general court-martial, or civil court.
2	B	Soldiers being considered for elimination from the Service or their assignment precludes their reassignment for an unspecified time. This code does not have a termination date. Examples are when a Soldier is— a. Being considered for separation or elimination (request for hardship discharge, conscientious objection, or those being considered or investigated for elimination due to unsatisfactory performance or misconduct). b. Being confined, is under investigation, or is awaiting trial by court-martial or civil court, or is under suspension of favorable personnel action. (See AR 600-8-2.) (This code will not be awarded to Soldiers whose suspension will end within 90 days.)
3	C	Soldiers temporarily ineligible for reassignment for the following reasons: a. Medical, convalescence. b. Student and/or trainees (except IET). c. Enrolled in the Army Substance Abuse Program (ASAP) inpatient rehabilitation. (See AR 600-85, para 4-11). d. Soldiers with field bar to reenlistment. (Termination date will be ETS date, not to exceed 12 months.)
4	D	AIT Platoon Sergeant Stabilization. Top of the system input only. Termination date will not exceed 24 months.
5	E	Computer Network Operators. Top of the system input only. Termination date will not exceed 60 months.
6	F	Soldiers who intend to accept Assignment Incentive Pay (AIP)-Korea. A 2-month termination date will be applied automatically upon Soldier's arrival in Korea. There is no termination date.
7	G	Soldiers stabilized under "special category." The termination date will not exceed 48 months.
8	H	Equal Opportunity Advisor/Inspector General Duty Stabilization. Termination date will not exceed 36 months.
9	I	Soldiers approved for warrant officer or officer candidate schools and are awaiting class start date.
10	J	Soldiers awaiting Medical Evaluation Board (MEB) or a Physical Evaluation Board (PEB). This code is top of the system generated based on assignment deletion code ED or reenlistment ineligibility code 9H. This AEA code carries 6-month stabilization.
11	K	CID Special Agent Accession/Training. Top of the system input only. The termination date will not exceed 15 months.
12	L	Soldiers eligible for PCS reassignment, subject to normal PCS time on station restrictions. There is no termination date.
13	M	Soldiers stabilized while awaiting a RETAIN System transaction for reenlistment or undergoing reclassification. This code will terminate upon completion of reenlistment and/or reclassification action.
14	N	CONUS-based Soldiers who have received a deployment indicator (DPLI transaction) denoting that they are currently deployed OCONUS.
15	O	Operational Deletion/Reset Stabilization. Soldiers who have received an approved deletion of assignment for operational reasons. This code is also used for reset stabilization as determined by HRC. The termination date will be based upon operational needs. Top of the system input only.
16	P	Lifecycle/Unit Reset Stabilization. Top of the system input only. Termination date will not exceed 18 months.
17	Q	Soldiers ineligible for assignment under the Lautenberg Amendment. Affected Soldiers are not eligible for firearms or ammunition. Soldiers cannot be assigned to units that require the possession, handling, or use of firearms or ammunition or be reassigned overseas. Soldiers cannot be deployed overseas. This code does not have a termination date.
18	R	Stabilized OCONUS Deploy/Redeploy 61 or more consecutive days.

**Table 3-1
Determining AEA codes—Continued**

Rule	Code	Description
19	S	Soldiers being reassigned or deleted from AI status for compassionate reasons. The termination date will be when the problem is resolved or 12 months, whichever occurs first.
20	T	Soldiers performing duties directed by HRC or when they are in a nomination hold status. There may be a termination date.
21	U	Soldiers who have enlistment commitments. The termination date will be computed for Soldiers enlisted for unit or station of choice from the date Soldiers are actually assigned to the unit or station. . Soldier's stabilization will not exceed 12 months. (Soldiers may terminate their stabilization by signing a waiver to the contract.)
22	V	Soldiers who have received an "individual stabilization," other than special category. Termination date will not exceed 24 months.
23	W	Soldiers who have received organization stabilization. Termination date will not exceed 48 months.
24	X	Soldiers stabilized for the following reasons: a. SSG through SGM assigned (and stabilized for 36 months) to Active Component/Reserve Component (AC/RC). This includes AC Soldiers attached to ARNGUS or RC units for duty in full time manning positions. b. Soldiers assigned (and stabilized for 36 months) to Reserve Officers Training Corps (ROTC). c. Soldiers assigned (and stabilized for 36 months) to U.S. Army Recruiting Command in administrative or support positions.
25	Y	Soldiers who have children (seniors/12th grade) graduating from high school. Termination date will be one month after child's graduation.
26	Z	Soldiers who have been confirmed as accepting Assignment Incentive Pay (AIP)-Korea. Termination date will be the DEROS date.
27	1	Lifecycle unit stabilization. Termination date will not exceed 36 months.
28	2	Soldiers have successfully completed the detailed recruiters' course and have arrived at the recruiting stations where they will serve as a recruiter. The termination date will not exceed 36 months.
29	3	Accession assignment incentive pay stabilization. Termination will not exceed 36 months.
30	4	Personnel proponent stabilization. Stabilization will be based on date of assignment to the installation. The initial stabilization period for all Soldiers is limited to 36 months. The stabilization period for Soldiers who are assigned from within the installation to the proponenty office will not exceed a total of 48 months on the installation for example, a Soldier with 24 months on station will only be stabilized up to 24 additional months for a total of 48 months on station).
31	5	Soldiers who have successfully completed the drill sergeants' course and have arrived at the installation where they will serve as a drill sergeant. Top of the system input only. The termination date will not exceed 36 months.
32	6	Identified for potential unit move. Top of the system input only. Termination date based on unit move date plus 90 days.
33	7	Soldiers assigned to lifecycle managed (LCM) units and who do not meet the service remaining requirement (SRR) of the LCM unit, but were approved exceptions to remain with or be reassigned to the unit. Termination date will be the Soldier's expiration term of service (ETS) date, or date eligible to return from overseas (DEROS) date if the Soldier is OCONUS.
34	8	Soldiers stabilized pending special assignment nomination (Presidential Support Activities and the White House; Explosive Ordnance Disposal (EOD), and so forth). Termination date will not exceed 24 months.
35	9	Soldiers identified to attend the Special Forces Assessment and Selection (SFAS) course. There is no termination date.

Section II Personnel Utilization

3-9. Objectives

- a. To ensure efficient use of enlisted Soldiers in accomplishing the Army mission.
- b. To place Soldiers in positions that require skills, knowledge, and abilities as shown by their PMOS, SMOS, or additionally awarded military occupational specialty (AMOS).
- c. To provide policies on personnel utilization that will strengthen and broaden MOS qualifications and prepare Soldiers for career progression, greater responsibility, and diversity of assignment.

3-10. Criteria

- a. Soldiers will be assigned to an organizational element according to the authorized MTOE/TDA/DMOS positions, consistent with their PMOS or CPMOS qualifications, and—
 - (1) The criteria for SIMOS is found in paragraph 1-13.
 - (2) The criteria for bonus recipients is found in AR 601-280, paragraph 5-12.
 - (3) The criteria for first sergeant (ISG) positions is found in chapter 8, section IV of this regulation.

(4) Soldiers with school-trained SQI/ASI will be assigned in the SQI/ASI for the minimum service-remaining requirement for the respective course. An SQI/ASI is not a substitute for an MOS and will not represent the sole skill requirement for any position.

(5) Defense Language Institute (DLI) graduates will be utilized in positions authorized foreign language ability. (Exceptions must be approved by HRC.)

(6) Non-bonus first-term Soldiers will serve in their PMOS during their first term of service. When exigencies dictate, commanders will assure PMOS utilization through the first 12 months after completion of advanced individual training (AIT). Commanders then may award SMOS or AMOS as appropriate. Only ACOM/ASCC/DRU commanders may grant exceptions, and exceptions may be granted for operational necessity only.

(7) Intelligence career program Soldiers will be assigned in their PMOS only, unless approved by HRC (AHRC-EPB-M).

(8) Soldiers with PMOS 42R or 42S (bandspersons) will be assigned in their PMOS only, unless approved by HRC (AHRC-EPC-G).

(9) Soldiers in the grades of SGT through SGM/CSM will be assigned to fill MOS and grade authorizations in MTOE troop units before filling TDA staff positions. Commanders with classification authority can authorize exceptions to meet essential local needs.

(10) Assign Soldiers within the same grade or up to two grades higher if no higher-ranking Soldiers are available. Utilization within the same or higher skill level should be considered. The higher skill level will include any other MOS to which the Soldier would advance in the normal line of progression in the MOS career pattern set forth in DA Pam 611-21.

(11) Assign Soldiers in the shortage or balanced MOS for which they are trained, provided current PMOS is listed as over-strength in DA Circular 611 series or as otherwise directed by HRC.

(12) Soldiers who were paired as "Buddy Teams" in designated training units will be assigned to the same installation by HRC under the Buddy Team Assignment Program (BTAP). Installations will further assign Soldiers to the same unit (ideally the same company, battery, squad and/or team) for the first 6 months of their assignment. The first colonel in the Soldiers' chain of command is the approval authority for buddy teams not being assigned to the same unit (company, battery, squad and/or team) for the first 6 months of their assignment.

(13) 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 PCS or deployed on 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. Nothing in this policy limits the Soldier's inherent right of self-defense.

b. When considering a SPC or corporal (CPL) for utilization at the higher grade, the following sequence should be followed:

- (1) Noncommissioned officer (NCO) position at present grade.
- (2) NCO position at a higher grade.

c. Supervised on-the-job training (SOJT) may be used to improve utilization and qualifications of Soldiers in their PMOS, SMOS, or ASI (except intelligence MOS). However, SOJT will not be used to—

- (1) Award MOS that requires formal school training described in DA Pam 611-21.
- (2) Change Soldiers' PMOS for the sole purpose of meeting local requirements.
- (3) Cause the loss of school trained assets.

d. As an exception, Soldiers may be utilized—

- (1) When the assignment is under actual combat conditions.
- (2) When the assignment is to meet an urgent military requirement to satisfy an exceptional need for special duty. (See glossary for definition of "special duty" and its two subsets, "borrowed military manpower" and "troop diversions.") Time is limited to 90 days, after which Soldiers must be returned to duties in their PMOS or CPMOS. Extensions will not be granted.

- (3) When the sole purpose of the assignment is to qualify Soldiers for a shortage MOS. The MOS and skill level must be authorized for the Soldiers' grade.

- (4) To support Reserve summer training.

- (5) When the assignment is under SI from HRC.

- (6) In specialist positions despite the Soldier's status as corporal. However, there must be no NCO vacancies in their current grade and same or higher skill level.

- (7) In their PMOS in a position one grade lower if they are excess (excluding CSM/SGM). This precludes PCS moves and offsets grade or space imbalanced conditions between OCONUS and CONUS. Soldiers directed to serve in a lower grade position must not be penalized in their noncommissioned officer evaluation report (NCOER). The first choice for utilization of the NCO under this exception will be in a lower grade NCO position. Installation strength manager will provide Soldiers utilized under this exception the specific reasons for such action.

(8) In their SMOS, AMOS, or in an MOS substitute for the PMOS in the same or higher skill level, as authorized in DA Pam 611–21, when there is no requirement for PMOS. Assignment will not exceed 12 months.

e. Commanders will maintain current inventories of authorized and actual strengths by MOS. Using MOS strength, utilization of Soldiers will be reevaluated periodically and MOS overages and shortages will be adjusted by reassigning Soldiers when appropriate. If an overage/excess still exists after the adjustment, Soldiers in the overage MOS and grade who have been assigned to the installation or activity the longest, since last PCS, will be reported as IA. (See para 3–16.) However, Soldiers pending reassignment will be utilized in a position most in line with their grade and qualifications.

f. Soldiers who must be reassigned due to the inactivation of a post, camp, or station will be reported 180 days before the inactivation date.

g. For rehabilitation transfers, refer to AR 635–200.

h. Soldiers determined to be infected with the Human Immunodeficiency Virus (HIV) will be reassigned per provisions of AR 600–110 and AR 614–30.

3–11. Noncommissioned officer education system graduates

Commanders will set policy on utilizing Soldiers in MTOE troop positions and TDA positions immediately following graduation from noncommissioned officer education system (NCOES) courses. The NCOES is designed to teach NCOs the skills necessary to perform their duties commensurate with their current or a higher grade.

3–12. Warrior Attributes Inventory Assessment

a. The Warrior Attributes Inventory (WAI) Assessment is a tool for evaluating NCO individual capabilities and potential for future assignments in the Institutional Army. Completion of the WAI assessment is mandatory for—

(1) Active Component (AC) NCOs upon promotion to the rank of sergeant (SGT). AC SGTs with a date of rank of 31 Dec 07 and earlier are not required to complete the WAI assessment.

(2) Reserve Component (RC) NCOs (SGT through SFC) upon entry into an Active Guard Reserve (AGR) Program. RC NCOs (SGT through SFC) accessed into an AGR program prior to 1 Apr 08 are not required to take the WAI assessment.

b. AC SGTs with a date of rank of 1 Jan 08 and later and RC NCOs (SGT through SFC) assessed into an AGR program on 1 April 08 and later must complete the WAI Assessment as a requirement for BNCOC graduation.

c. AC Soldiers will be notified of the requirement to take the WAI Assessment through the Army Training Requirements and Resource System (ATRRS) within one month of their promotion effective date. RC NCOs will be manually enrolled into the WAI Assessment on ATRRS by their respective component and will take the assessment as part of accessions in processing.

3–13. Conscientious objectors

a. Utilization of conscientious objectors is regulated by AR 600–43.

b. Commanders will try to effectively utilize conscientious objectors by assigning them to noncombatant duties and training—

(1) In any unit that is unarmed at all times.

(2) In any medical department.

(3) In any other assignment, the primary function of which does not require the use of arms in combat provided that such other assignment is acceptable to the individual concerned and does not require the individual to bear arms or to be trained in their use. (However, defense-type training consisting of unarmed defense, passage through minefields, search of casualties for booby traps, and disarming of booby traps found on casualties will be taught if a conscientious objector so requests.)

c. Service aboard an armed ship or aircraft or in a combat zone will not be considered to be combatant duty unless the individual concerned is personally and directly involved in the operation of weapons.

d. Excluding noncombatant duties and training, conscientious objectors are—

(1) Not allowed to avoid hazardous duties that may be part of the mission of the unit to which assigned.

(2) Subject to Army regulations and directives, including those on training and discipline.

(3) Available for worldwide assignments.

3–14. Skill qualification identifiers, additional skill identifiers, and language codes (fifth through ninth characters of military occupational specialty code)

a. The SQI is the fifth character of the MOSC and may be used with any MOS unless restricted by DA Pam 611–21. The fifth character of the MOSC will contain the letter “O” when the Soldier is not qualified for an SQI.

(1) The servicing chief, MPD/commander, BCT/BDE S-1 or the training activity commander will award fully qualified Soldiers appropriate SQI by publishing orders. Excluding SQI “X”, “Q”, “8”, or “B” (which maintain precedence while a Soldier is assigned to an authorized DS position, equal opportunity advisor (EOA) position, instructor position, or inspector general NCO position, respectively), the order of precedence for SQI is—

- (a) V—ranger–parachutist.
- (b) G—ranger.
- (c) S—special operations support personnel.
- (d) P—parachutist.
- (e) F—flying status.
- (f) M—first sergeant.
- (g) X—drill sergeant.
- (h) Q—equal opportunity advisor.
- (i) 8—instructor.
- (j) B—inspector general noncommissioned officer.
- (k) 4—non-career recruiter.
- (l) L—linguist.

(2) SQI “L” will be awarded to Soldiers who are qualified exclusively in a language and not in another SQI. Any awarded SQI takes precedence over SQI “L”; however, the Soldiers’ language identification code will be recorded in the eighth and ninth character of the MOSC even when it has been replaced by another SQI in the MOS.

(3) As an exception to *a*(1), above, only the Commandant, U.S. Army School of Aviation Medicine (USASAM), Fort Rucker, AL, may award 68W Soldiers SQI “F” and only after Soldiers have completed the Flight Medic Course (300–F6). (See ATRRS course catalog.)

(4) The SQI will be withdrawn and deleted from the MOS awarded when qualification skills are lost or when the Soldier withdraws from a voluntary program (for example, airborne or ranger duty).

b. The ASI is the sixth and seventh characters of the MOSC. It identifies skills requiring formal school training or other criteria specified in DA Pam 611–21. The ASI is associated with specific MOS as authorized in DA Pam 611–21. The sixth and seventh characters of the MOSC will contain “00” when the Soldier is not qualified for an ASI.

(1) Soldiers will be awarded ASI in both PMOS and SMOS when qualified.

(2) The ASI will be awarded when the Soldier meets the qualifying criteria outlined in DA Pam 611–21, for example, upon successful completion of new equipment training (NET), formal school training, as announced by DA Circular 611 series or as directed by HRC.

(a) Soldiers completing formal ASI training at Army Service schools will be awarded the ASI upon successful completion of the course. Mandatory utilization is required of school–trained ASI assets for the minimum service–remaining requirement (see table 4–1). Commanders will establish procedures to ensure ASI–qualified Soldiers serve in the position for which they were trained.

(b) The Commandant, U.S. Adjutant General School, Army Soldier Support Institute, Fort Jackson, SC, will award and withdraw ASI “F5.” Regional Support Command (RSC) commanders will award the ASI to USAR Soldiers.

(c) The Commander, Intelligence and Security Command, Fort Huachuca, AZ, will award and withdraw ASI “G9.”

(d) The Commander, U.S. Army Element School of Music, NAB (Little Creek), Norfolk, VA will award and withdraw ASI “C1.”

(e) The ASI “4A” will be awarded by AHRC (Reclassification Branch (AHRC–EPF–R)) to identify Soldiers who are awarded an MOS prior to formal training and who retain continued promotion eligibility (consideration, recommendation, and subsequent promotion) in newly acquired MOS (prior to completion of training). The MOS–producing school will remove the ASI when the Soldier has successfully completed mandatory MOS training.

(f) The ASI “4B” will be awarded when directed by AHRC (Reclassification Branch (AHRC–EPF–R)) to identify Soldiers who are awarded an MOS prior to formal training and who are otherwise ineligible for further promotion (consideration, recommendation, and subsequent promotion) until all mandatory MOS training is completed. BCT/BDE S–1s will track status for all Soldiers with ASI “4A”. Upon determination that a Soldier failed (due to their own fault–as determined by the unit commander) to attend or failed to complete training, ASI “4A” will be changed to ASI “4B”. The MOS–producing school will remove the ASI when the Soldier has successfully completed mandatory MOS training.

(g) Soldiers will not be awarded ASI “4A” or “4B” when the MOS reclassification is based on approved MOS mergers stemming from force structure changes as initiated by a Proponent. AHRC (Reclassification Branch (AHRC–EPF–R)) will award either ASI “Y2” or “Y3” as dictated by the approved Military Occupational Specialty Classification Structure (MOSCS) action. These Soldiers are otherwise MOS qualified and retain continued promotion eligibility.

(3) Battle staff operations (ASI 2S) commanders will select and train Soldiers for valid battle staff positions within 12 months of arrival at local duty station. Commanders will submit requests to stabilize battle–staff–trained NCOs to HRC (AHRC–EPO–P). Stabilization requests will be submitted only for Soldiers who received battle staff training within 12 months of arrival on station and who are serving in an authorized battle staff position. Upon approval, Soldiers will be given AEA code “G” with a 12–month termination date from date of approval.

(4) Only HRC and designated Army Service schools are authorized to withdraw an ASI except for ASI “Y2,” “4A,” or when directed by HRC. Withdrawal authority for ASI “F5” is Commandant, Army Soldier Support Institute, Ft

Jackson, SC.; withdrawal authority for ASI “G9” is Commander, Intelligence and Security Command, Ft Huachuca, AZ; and withdrawal authority for ASI “C1” is Commander, U.S. Army Element School of Music, Norfolk, VA.

(a) When a commander decides that a Soldier is no longer qualified, a request to withdraw the ASI is forwarded through channels to HRC (AHRC—appropriate career branch).

(b) Withdrawing an ASI does not require withdrawal of the related MOS, but withdrawing the MOS does require withdrawal of ASI. (An exception is when the newly awarded MOS is associated with the ASI per AR 611–1 and DA Pam 611–21.

c. The eighth and ninth characters of the MOSC identify a Soldier qualification in foreign languages (AR 11–6). Language codes may be used with any MOS. Soldiers qualified in a language will be awarded the proper language code by publishing orders in the same manner as for an MOS. The eighth and ninth characters of the MOSC will contain “YY” when a Soldier is not qualified in a language.

(1) For Soldiers with multiple–language skills—

(a) The control language (CLANG)/primary language is the language for which the Soldier most recently attended a full-length basic language course. If the Soldier has not attended a full-length basic language course (that is, a language conversion course, such as Persian Farsi to Dari, (called the mission language (MLANG)), the CLANG will remain the first trained or recruited for language for purposes of promotion and foreign language proficiency bonus (FLPB), but the Soldier can be assigned against a requirement in their MLANG. This will be the Soldier’s CLANG until the Soldier is no longer under an active duty Service obligation (ADSO) for the language or as determined by the appropriate branch manager. Branch managers will determine the CLANG based on proficiency level and requirements. Soldiers who meet the 2/2 standard can request to change their MLANG to their CLANG with AHRC approval based on the availability of authorizations/requirements by submitting a DA Form 4187 (Personnel Action). This will be used as the exception rather than the rule and will be based on the needs and discretion of the Army (AR 11-6).

(b) The code for the control language in which a Soldier received an enlistment bonus (EB) or selective reenlistment bonus (SRB) will be the code the Soldier is awarded.

(2) For Soldiers assigned to non–linguist positions, the language code will be for the language for which the Soldier was most recently trained.

(3) The SQI “L” will be withdrawn from MOSC when language proficiency for both listening and reading comprehension fall below the standards specified in AR 11–6. The two-character language identifier code will remain in order to track that the Soldier had training and/or proficiency at one time in the CLANG.

d. Soldiers’ MOSC (fifth through ninth characters) will be recorded and reported through eMILPO.

3–15. Lateral appointments

a. For lateral appointments to 1SG, see paragraph 8–23.

b. Lateral appointments are not required for Soldiers in the grade of SFC moving to or from platoon sergeant positions.

c. Commanders (O5 and above) may authorize lateral appointment of SPC to CPL without local selection board action provided the Soldier concerned is assigned to an authorized (documented) NCO position in their CPMOS.

(1) Lateral appointments will be announced by informal memorandum. The informal memorandum will be the only announcement of the lateral appointment.

(2) Soldiers appointed to CPL will retain the grade when reassigned from the NCO position, including permanent change–of–station moves. However, the unit commander may laterally appoint CPL to SPC without the Soldier’s consent or board action—

(a) For disciplinary action taken under the Uniform Code of Military Justice (UCMJ) (10 USC 815) that adversely affects the ability to perform duties as a NCO.

(b) For demonstrated substandard performance of technical or supervisory duties.

(c) Upon direction of HRC.

d. A lateral appointment from SPC to CPL is an administrative tool utilized by commanders to fill vacant NCO positions. As such, SPCs will not be laterally appointed posthumously to CPL except in those rare instances when the administrative process of approving such appointment was ongoing at the time of a Soldier’s death.

3–16. Immediately available Soldiers

a. Soldiers that cannot be properly utilized or are excess to unit requirements are considered IA, previously known as surplus.

b. Commanders will report IA Soldiers to HRC (AHRC—appropriate career branch) as soon as their availability date is known but no later than one day after availability date.

c. Table 3–2 contains rules to assist in the reporting process. However, when one of these rules does not adequately describe the particulars of a Soldier’s case, commanders will fully explain the situation.

d. Refer to paragraph 3–4, AR 614–30 for IA policies relative to Soldiers serving OCONUS.

Table 3–2
Determining IA Rules

Rule	Description
1	School failure—Soldiers who fail to complete courses at Army Service schools, training centers, officer candidate schools, civilian institutions, airborne schools, or DS or SF training, unless otherwise directed by HRC.
2	Return to duty (RTD) from warrior transition units CONUS and OCONUS WTU Commanders (or first O5 Commander in the chain of command if the WTU Commander is not an O5 or above) will report Soldiers as RTD in accordance with para 2-10, this regulation. HRC, Special Actions Branch (AHRC-EPO-A) is responsible for coordinating AIs for RTD Soldiers and notifying CONUS and OCONUS authorities as outlined in para 2-10.
3	Soldiers assigned to military personnel transportation and assistance offices in emergency PCS status who require further AIs.
4	Loss of qualifications—for example, loss of security clearance, professional certification, nuclear certification, or medical qualification to perform, relieved recruiter, airborne terminee, relief from duty for cause, or Soldier's failure to meet prerequisites for special reassignment under AR 50–5 and AR 50–6.
5	OCONUS returnees assigned to transfer station who are ineligible for transfer processing.
6	Prisoners in CONUS sentenced to punitive discharges who are being restored to duty in CONUS. Request AIs as soon as directed to restore to duty (AR 190–47).
7	Absentees restored to duty in CONUS when no provisions for disposition exist in AR 630–10.
8	Soldiers who, because of being in absent without leave (AWOL) status, or for other reasons, previously were withheld from shipment against AIs issued under AR 630–10.
9	Prior-service personnel who have enlisted or reenlisted under options for which pertinent regulations do not provide specific processing AI and no further training or less than eight weeks of basic training is required. Soldiers, inducted, reclassified, or ordered to active duty from an Army retired status will be included in this category. (Does not apply to Reserve Enlisted Program Soldiers ordered to active duty for training (ADT) only.)
10	Soldiers completing courses at Army Service schools, Navy, Air Force, or civilian schools (other than college-level training). Time frame for requesting AIs: a. Course over 12 weeks and all language training at DLI/East—no later than 60 days before graduation. b. Course 8–12 weeks—not later than 45 days before graduation. c. Course less than 8 weeks—not later than 15 days before graduation.
11	Soldiers completing college-level training at civilian schools. Identify Soldiers with reporting code 09D00 and request no later than 45 days before completion.
12	Trainees who become MOS-qualified and do not receive AIs. (See AR 612–201.)
13	Soldiers requiring rehabilitative treatment under the provisions of AR 600–85 Soldier must be assigned to an installation that can provide rehabilitative treatment. Area of preference should coincide with installation announced by HRC as having a rehabilitative capability.
14	Former officers (to include warrant officers) reverting to enlisted status (See AR 601–210 or AR 601–280.) who required a new PCS assignment. —when Soldier has command approval to be retained at current installation. —when Soldier has command approval to be retained in the OCONUS command (provided final approval is granted).
15	Soldiers who for security reasons require transfer from current post, camp, or station.
16	Soldiers completing stabilization for extreme Family problems and whose grade and MOS are not authorized at the present duty station.
17	Soldiers who have departed their permanent duty station en route to an OCONUS location on PCS orders and are directed to report to the nearest Army installation due to mobilization.
18	Soldiers who have been declared excess at their current duty station for any of the following reasons: a. Unit inactivation. b. Base closure or consolidation. c. Force structure changes. d. Reclassification or other actions changing the MOS of the Soldier. e. Promotion to E-9.

Section III

Personnel Classification/Reclassification

3–17. Classification

The enlisted MOS classification and structure, including the CMF, for the U.S. Army is prescribed by AR 611–1.

3-18. Scope of reclassification

An awarded MOS, especially the PMOS, represents significant time and effort, both to the Army and the Soldier. The needs of the Army will be the overriding factor in reclassification actions. However, in changing a PMOS, carefully consider the costs and benefits to the Army and the Soldier. Current policy and guidance in AR 611-1, DA Pam 611-21, ATRRS course catalog, and as announced in HRC reenlistment/reclassification IN/OUT call messages will be followed unless otherwise specified in this regulation.

3-19. Reclassification of primary military occupational specialty/secondary military occupational specialty

a. Soldiers will not be reclassified solely because they are not performing duties in their PMOS. However, Soldiers will be routinely reclassified as follows:

- (1) Administrative Reclassification of an MOS—
 - (a) For normal career progression.
 - (b) Erroneously awarded entry on ERB. These entries will be deleted per AR 600-8-104.
 - (c) Promotion to, or reduction from, grade that is not in line with, or authorized for, an MOS.
- (2) Voluntary Reclassification: Soldiers may request voluntary reclassification; however, they must meet the following criteria to be reclassified:
 - (a) The Soldier's current PMOS must be listed as over-strength (N/Y) and the requested MOS must be listed as short (Y/N) on the current Reenlistment/Reclassification IN/OUT call message published by AHRC.
 - (b) Soldier must meet the required criteria of DA Pam 611-21 for new MOS.
 - (c) Soldier cannot be on AI. (Soldier is considered on AI when assignment has been processed through EDAS, not date of notification.)
 - (d) Soldier must have completed 12 months at their current duty station.
 - (e) Soldier may not be serving on initial enlistment under the Army Civilian Acquired Skills Program (ACASP) (see AR 601-210).
 - (f) Soldier must agree, in writing, to recoupment of any unearned portion of the MOS specific enlistment/reenlistment bonus received for the current period of service (see AR 601-280).
 - (g) Soldier must be within 12 months of the date eligible for return from overseas (DEROS).
 - (h) Soldier may not be within 24 months of ETS.
 - (i) Soldier must have fulfilled all service-remaining requirements for promotion and assignments.
 - (j) When stabilized because of reenlistment, Soldier must waive their reenlistment option.
 - (k) Soldier must be fully eligible to reenlist or extend per AR 601-280.
- (3) Mandatory reclassification-Soldier not at fault—
 - (a) Disqualification resulting from action of the Military Occupational Specialty Medical Reclassification Board (MMRB) in accordance with AR 600-60.
 - (b) The MOS eliminated from MOS structure.
 - (c) Reserve Component Unit redesignation/restructure.
 - (d) When directed by AHRC (when possible, reclassifications will be limited to SSG and below with less than 15 years of active Federal service).
- (4) Mandatory reclassification-Soldier determined to be at fault—
 - (a) Disciplinary action taken under UCMJ when it adversely affects Soldier's performance in MOS.
 - (b) Loss of MOS qualifications (DA Pam 611-21). These cases will be determined and documented by a field grade officer. If a Soldier is retained after being processed for separation (See AR 635-200 for AC Soldiers and AR 135-178 for USAR Soldiers), a copy of the separation approval authority's decision must be included with the reclassification action.

b. For reasons not listed above, requests may be processed as an exception to policy and must identify criteria and document specific rationale showing how approval is clearly in the best interest of the Army. Only those requests that in the opinion of the reclassification authority merit consideration will be forwarded to HRC (AHRC-EPF-R). Documentation may include transcripts/certificates/correspondence showing Soldiers' training/educational and work experience for requested MOS.

c. For mandatory actions, the effective date for award of new PMOS will be the date of final action by AHRC or USARC ACOM/ASCC/DRUs, or a date as directed by AHRC for AC or USARC ACOM/ASCC/DRUs for USAR Soldiers. Paragraphs 3-14b(2)(e) or 3-14b(2)(f) will apply unless Soldier does not require formal training to be awarded the new MOS. In all cases where AHRC awards Soldiers an MOS prior to the completion of formal training, an associated ASI of "4A" will be awarded by AHRC. In instances where the Soldier is considered at fault—due to their own accord—of not completing MOS training as directed by AHRC, ASI "4B" will be awarded (refer to paragraph 3-14b(2)(f)). In instances where the Soldier is considered not at fault—due to Army's inability to schedule MOS training—ASI "4A" will remain until the Soldier completes MOS training (refer to paragraph 3-14b(2)(e)).

d. For voluntary actions, the effective date for award of new PMOS will be date of graduation from MOS training or date as directed by HRC (AHRC-EPF-R) or USAR (ARRC-PRP-E) approval authority.

e. A reclassification control number (RCN) is required for all personnel management actions that change Soldiers' PMOS (not applicable to USAR TPU) and will be cited in MOS orders unless the change resulted from—

- (1) Promotion.
- (2) Normal career progression.
- (3) Change to MOS structure.
- (4) New equipment training.
- (5) Award or withdrawal of PMOS OOL.
- (6) Reenlistment Retraining.

f. The servicing Career Counselor responsible for reclassification processing for mandatory and voluntary actions will refer to EDAS for processing procedures. AHRC (AHRC-EPF-R) is the approval authority for all Active Component reclassification actions.

g. Reclassification processing requirements on the Reenlistment, Reclassification, Reserve Component Assignment and Information Management System (RETAIN).

(1) Mandatory actions and requests for MOS producing Service schools identified in paragraph 3–18*h* below, and table 4–2 will be prepared in hard copy, including current ERB, and be processed through channels to the field, Career Counselor. The Career Counselor will complete initial RETAIN “determine eligibility” processing and, if appropriate, forward the documented action to HRC (AHRC-EPF-R).

(2) Voluntary actions will be prepared in hard copy, including ERB, and be processed through channels to the Career Counselor. The Career Counselor will process the action on RETAIN “request list-REQL” and, if appropriate, electronically submit to AHRC for action. AHRC will provide response electronically via RETAIN.

h. The SMOS or AMOS provides an alternative specialty for assignment when Soldiers cannot be utilized in their PMOS or CPMOS specialty. All Soldiers, regardless of grade, may possess one SMOS and one AMOS. However, Soldiers will not be awarded a SMOS or AMOS that progresses to their PMOS at the grade of SFC or below. Conditions for award of SMOS or AMOS are as follows:

(1) The USAHRC (AHRC-EPF-R) is the approval authority for award of SMOS to Soldiers with PMOS 00Z and for award of SMOS or AMOS within CMF 18, 97, or MOS 21D, 21P, 37F, 79R, 79S, 79T, 89D, 92R, and 35L.

(2) Award of MOS 31D as a SMOS is not authorized.

(3) For other MOSs, commands with reclassification approval authority (para 2–7*c*) may award a SMOS or AMOS when it is determined Soldier meets the MOS eligibility requirements outlined in DA Pam 611–21.

(4) Award of SMOS and AMOS will be done without a RCN and will cite this paragraph as authority on the orders.

i. For USAR Soldiers, the USARC (ARRC-PRP-E) is approval authority for CMF's 18, 46, and ASI 6T. ACASP reclassification requests for waiver of formal schooling will be submitted through the chain of command to the USARC ASCCs; ASCCs will coordinate with the appropriate proponent for approval.

j. USARC, 7th ARCOM, and 9th RRC have authority to reclassify USAR TPU Soldiers during operational necessity. USARC has the authority to further delegate this authority to their ASCCs.

3–20. Regimental affiliation

Combat Arms (CA) Soldiers reclassified to non-combat MOSs and vice versa must change their regimental affiliation to coincide with their new MOS. However, they may remain assigned to a battalion of the original regiment if a vacancy exists in the new MOS.

Section IV

Special Duty Assignment Pay

3–21. Scope

a. Special duty assignment pay is a monetary incentive paid to enlisted Soldiers who qualify for and serve in designated special duty (SD) assignments that have extremely demanding duties requiring extraordinary effort for satisfactory performance or an unusual degree of responsibility. Information and assistance may be obtained from HRC (AHRC-PLP-I).

b. The Secretary of the Army (SA) determines which SDs are eligible to receive SDAP and may initiate, terminate, increase, or decrease SDAP for any skill. There will be a biennial recertification process. Each ACOM/ASCC/DRU; USARC, 7th Army Reserve Command (ARCOM); 9th Regional Readiness Command (RRC); U.S. Army Civil Affairs and Psychological Operations Command (USACAPOC) for USAR; and State AG for ARNGUS, will submit a recertification memorandum that will be reviewed by DCS, G-1, and ASA(M&RA). Prior to the biennial requirement, DAPE-PRR-C will provide a memorandum of instruction. The DCS, G-1, and ASA(M&RA) will maintain oversight and currency of assignments that have been determined to be SD. Information and assistance may be obtained from DCS, G-1 (DAPE-PRR-C).

c. Receipt of SDAP depends on service in the SD assignment after meeting the applicable criteria. Entitlements to SDAP will not be made contingent upon successful achievement of assigned recruiting and reenlistment objectives or other additional requirements beyond the scope of this regulation.

d. Orders must be issued to award, change, terminate and reinstate SDAP. This is detailed in AR 600–8–105, Format 330, Proficiency Pay. It is recommended that personnel officers prepare a DA Form 2446 (Request for Orders) in accordance with AR 600-8-105. The request for orders must include the level of SDAP authorized. The DA Form 2446 is then forwarded to the BCT/BDE S-1 or MPD to issue the orders. Commanders authorized to publish orders for ADOS, ADOS-RC, ADT, or AT will issue orders to award, increase, or terminate SDAP. CDR, HRC St. Louis (AHRC-AR) will issue orders for USAR AGR Soldiers. State Adjutants General will issue SDAP orders for ARNGUS Soldiers except for Title 10 ARNGUS AGR Soldiers, for whom the Director, ARNG (ARNG Staff Management Office (NGB-ARZ-T)) will issue orders. The correct level of SDAP should be annotated in the additional instruction block of the order.

(1) A single order should be used to award or change each rate of pay including the appropriate effective dates. This rule also applies for Soldiers who PCS between SDAP assignments. (See para 3–22e(7)). Soldiers will continue to receive their SDAP entitlement at the same level upon arrival at the new duty station.

(2) The gaining command will publish orders that reflect the new assignment and level of SDAP and ensure the eMILPO database reflects the correct SDAP level.

(3) Losing commands will implement measures to ensure that SDAP termination orders are cut upon PCS when the Soldier is not PCSing to another SDAP assignment.

(4) Each order will contain the applicable SDAP pay rate. Current changes on SDAP policy and guidance on revised pay rates or categories will be announced via MILPER message pending official publication. Changes will be—

(a) Provided to the Soldier and the Soldier's finance office.

(b) Filed in the Soldier's Military Personnel File (MPF), or, if no MPF exists, changes will be maintained at the battalion S–1 where permanent orders are filed.

e. For records and reports, BCT/BDE S–1s must ensure that adjustments or changes to the Soldier's pay account are annotated on the Soldier's ERB.

3–22. Initiating special duty assignment pay

a. ACOM/ASCC/DRU commanders may request that SDAP be authorized for designated positions (not currently authorized) in their commands when the duty position meets at least one of the following criteria:

(1) Extremely demanding effort is necessary to ensure successful mission accomplishment.

(2) A greater than normal degree of responsibility (heavy and personal burden to ensure successful accomplishment of duties) than what reasonably could be expected in a regular military assignment for a Soldier's grade and experience.

(3) Requirement of special qualifications met through rigorous screening and special schooling other than (over and above) a brief orientation.

b. Requests will be submitted to DCS, G–1 (DAPE–PRR–C), 300 Army Pentagon, Washington, DC 20310–0300. Requests will be submitted annually in December in time to be reviewed during the Program Objective Memorandum process and approved by ASA(M&RA). The request will address and include the following information in addition to other budgetary requirements. (Where possible, cite pertinent and applicable statutes, Department of Defense (DOD) directives, DOD instructions, and Army regulations):

(1) Selection process.

(2) Assignment process.

(3) Mandatory schooling.

(4) Documentation of MTOE/TDA duty positions.

(5) Utilization—length of tour.

(6) Recipients—number and location.

(7) Recommended level and annual cost.

(8) Milestones for implementation.

3–23. Eligibility criteria for special duty assignment pay

Enlisted Soldiers are eligible to receive SDAP when they—

a. Are entitled to basic pay and serving on active duty, full time National Guard duty (FTNGD), Active Guard Reserve (AGR), annual training (AT), Active Duty for Operational Support (ADOS), Active Duty for Operational Support-Reserve Component (ADOS-RC), active duty for training (ADT), or inactive duty training (IDT). HQDA may deny entitlement of SDAP to reserve Soldiers on active duty for less than 181 days. However, in the absence of such denial, enlisted members of the Reserve Components are eligible to receive SDAP when on active duty, if otherwise qualified.

b. Are serving in grade of PFC or higher.

c. Have completed special schooling required for qualification in the SD assignment or have completed equivalent on-the-job training (OJT). (The OJT must be at least as long as the formal school training and must fully qualify the Soldier in the SD assignment.)

d. Are qualified in one of the following authorized SD assignments:

(1) Production recruiters assigned recruiting objectives or production quotas who are actively involved in contracting applicants are authorized SD-6. Production recruiters are field recruiters (including Army Medical Department (AMEDD) detachment enlisted recruiters, SF recruiters, and tech warrant officer recruiters), station commanders, 1SG, battalion CSMs and/or SGMs, recruiter guidance counselors, and recruiter trainers (recruiting battalion and/or brigade senior and master trainers).

(2) Recruiters not assigned an objective are authorized SD-5. Recruiters in the positions of recruiting battalion operations NCOs or exhibitors (including AMEDD detachment operations NCOs and trainers) are authorized SD-5.

(3) Staff recruiters assigned to staff-level positions as CSMs and staff for brigade and Headquarters, USAREC (includes brigade and above); recruiter instructors assigned to the Recruiting and Retention School; or DA-level staff recruiters are authorized SD-4.

(4) Regular Army (RA) career counselors whose PMOS is 79S and Reserve Component retention and transition NCOs whose PMOS is 79V, grade E-8 and below, whose duty position entails reenlisting Soldiers currently on active duty or transferring or enlisting Soldiers into Reserve Components are authorized SD-4. Sergeants major are authorized SD-3.

(5) Command sergeants major whose raters and senior raters are all general officers (GOs) or senior executive service (SES) equivalent. If rater is—

(a) Brigadier general, SD-1 is authorized.

(b) Major general, SD-2 is authorized.

(c) Lieutenant general, SD-3 is authorized.

(d) General, SD-4 is authorized.

(6) Soldiers who have an SQI “X” and occupy a designated SDAP position as drill sergeant are authorized SD-5. Upon graduation from Drill Sergeant School, Soldiers will receive the SD-5 rate effective the date assigned to an authorized drill sergeant position.

(7) Soldiers who occupy special mission units (SMU) are authorized SD-3, SD-4, and SD-5 based on position requirement.

(8) The CMF 18, Special Forces Soldiers are authorized SD-5.

(9) Ranger qualified Soldiers, grade E-5 and above, assigned to special qualification identifier (SQI) “V” positions in the 75th Ranger Regiment are authorized SD-4. Ranger qualified Soldiers, grade E-5 and above, assigned to the 4th Tactical Psychological Operations Group are authorized SD-2.

(10) Accredited Criminal Investigation Division (CID) Special Agent whose PMOS is 31D, grade of SGT, in a specified SDAP position is authorized SD-3. Technical Escort Unit Soldiers in specified SDAP positions are authorized SD-3.

(11) Air Traffic Controllers (ATC) whose PMOS is 15Q (changed from 93C), grade E-3 and above, are authorized SD-3 or SD-4 based on their certification.

(12) Attaché noncommissioned officers who have an SQI of “7”, grade E5 and above, are authorized SD-3.

(13) The 160th Special Operations Aviation Regiment (SOAR) Soldiers are authorized SD-2, SD-3, or SD-4 based on position requirement

(14) Defense Courier Service (DCS) Soldiers in specified SDAP positions are authorized SD-1.

(15) On-Site Inspection Agency/Defense Threat Reduction Agency (OSIA/DTRA) Soldiers in specified SDAP positions are authorized SD-2.

(16) White House Communications Agency (WHCA) Soldiers are authorized SD-2 through SD-5, based on position requirement.

(17) Soldiers serving as cadre in a Warrior Transition Unit (WTU) or Community-based Health Care Organization (CBHCO) who are assigned or attached to documented platoon sergeant (PSG) or squad leader (SL) duty positions are authorized SD-5. Soldiers must be graduates of the Warrior Leader Course in order to be eligible for SDAP.

(18) White House Transportation Agency (WHTA) Soldiers are authorized SD-1 through SD-3 based on position requirement.

e. Are properly assigned and performing duties of the designated SD assignment. However, as an exception, Soldiers will continue to receive SDAP when they are no longer serving in SD assignments because they are—

(1) Performing additional duties that do not interfere materially with performance in the SD assignment.

(2) Performing temporary or special duties that do not exceed 90 days.

(3) Attending a course of instruction directly related to or necessary for continued qualification in the SD assignment.

(4) Attending a course of instruction in a new military specialty that has been designated to receive SDAP and the reclassification action is determined to be in the best interest of the Army. The amount of SDAP awarded to a Soldier

in retraining will be either the current award rate in the previous military specialty or the current award rate in the new retrained military specialty, whichever is less.

(5) In a patient status, including convalescent leave. The Soldier will retain SDAP not to exceed 12 consecutive months from the date of becoming a patient. However, when the disease is caused by intemperate use of alcohol or habit-forming drugs, entitlement to SDAP stops. (The termination effective date is the date the Soldier becomes a patient.)

(6) In an in-transit status.

(7) On authorized leave, including leave taken between two assignments qualifying for SDAP.

(8) Under investigation. A Soldier who is currently receiving SDAP is entitled to continuation of SDAP while in a temporary assignment or TDY and not performing duties requiring use of skill on which SDAP is based, for not more than 90 days. All Soldiers who are under investigation and reassigned temporarily are entitled to continuation of SDAP for up to 90 days. If the investigation is completed in less than 90 days and the Soldier is returned to SDAP duties, then the Soldier's SDAP entitlement will not stop. If the investigation is not completed in 90 days and the Soldier is returned to SDAP duties, then the entitlement is paid up to the 90th day. If the Soldier is not returned to SDAP duties after an investigation, resulting in unfavorable findings, then the SDAP entitlement continues through the 90th day of suspension from assigned duties or the date stated on the termination order, whichever is earlier, see rule 1 and 10, DOD Financial Management Regulation, Volume 7a, February 1999.

f. Situations that cannot be resolved should be forwarded through command channels with a case analysis and recommendation to HRC (AHRC-PLP-I), 200 Stovall Street, Alexandria, VA 22332-0400.

3-24. Method of payment

a. Special duty assignment pay is in addition to any other pay and allowances to which Soldiers are entitled. The monthly rate of pay equates to SD levels: for example, SD-1=\$75, SD-2=\$150, SD-3=\$225, SD-4=\$300, SD-5=\$375, and SD-6=\$450. These levels are further identified by positions listed in paragraph 3-22*d*. SD levels are also used for establishing new SDAP and as a guide for changes.

b. Experience gained from prior successful tours in the same SD for which the SDAP was awarded is creditable toward computation of the SDAP award level, if otherwise qualified.

c. The SDAP is computed based upon a 30-day month. Entitlement accrues from the date of authorization through the day before the effective date of the termination order. The SDAP will be prorated for that portion of the month in which the entitlement starts or ends.

3-25. Termination/reinstatement

a. When Special Duty Assignment Pay is designated for "reduction or termination of award," an effective date will be announced to the field at least 60 days in advance. Soldiers serving in a duty designated for termination of SDAP will have the SD pay reduced by 1/2 on the effective date of termination. Receipt of the 1/2 rate will continue for no longer than 12 months. Relieved Soldiers will not be reassigned until SDAP has been terminated and, if appropriate, reclassification action taken.

b. Soldiers' SDAP will be terminated when—

(1) The unit commander determines the Soldier has failed to maintain all the requirements for continued receipt of SDAP.

(2) The Soldier is reclassified to a specialty that is not designated to receive SDAP.

(3) The ASA(M&RA), during the biennial review determines receipt of SDAP is no longer appropriate.

c. The SDAP may be reinstated—

(1) By revoking the termination order when documentary evidence demonstrates the termination was in error.

(2) Immediately upon satisfying the requirements of this chapter.

d. Recommendations for removal from, or reinstatement to, SDAP positions will contain justification and will be sent through, and acknowledged by, the Soldier to the approving commander. The termination or reinstatement date is the actual date the Soldier was removed from or reinstated to the SD assignment.

Section V

Registration of Military Sexual Offenders

3-26. General

Provisions of 42 U.S.C. § 14071, Department of Defense Instruction (DODI) 1325.7, and AR 27-10 (chap 24) require registration of military sexual offenders with the Installation Provost Marshal and State sexual offender registration officials. Military sexual offenders include: Soldiers who have been convicted of covered offenses under the UCMJ; Soldiers who are required to register as sexual offenders under state or territorial law; and Soldiers who have been convicted by foreign governments of offenses equivalent to or closely analogous to the covered offenses under the UCMJ. The Department of the Army assignment management system must support the Soldier in meeting this

requirement. An assignment consideration code will be assigned to Soldiers who have qualifying courts-martial or civilian court convictions that require them to register as a military sexual offender.

3–27. Covered offenses

Offenses listed in AR 27-10, paragraph 24–2, and DODI 1325.7, enclosure 27, require a code to identify convicted Soldiers and their requirement to register as sex offenders.

3–28. Documentation in support of registration requirement

a. Upon any assignment that causes a change in the state or territory in which the Soldier resides or performs duties or attends military or civilian schooling, military sexual offenders are required to report to the Installation Provost Marshal Office, and request information on registration requirements in that state. During in-and-out-processing, military sexual offenders must be notified of the registration requirement. The notification will be made through the chain of command by personnel or legal channels.

b. The Installation Provost Marshal will provide the Soldiers with the “state registration” document that will register them on the installation where they are assigned. Soldiers must also report to the local or state police law enforcement agency to understand and comply with state registration requirements. Military sexual offenders are subject to registration requirements as a sex offender in any State or U.S. territory in which they reside, are employed, carry on a vocation, or are a student.

c. Military sexual offenders will provide the Installation Provost Marshal, State sexual offender registration officials, and chief local law enforcement officer of the jurisdiction in which they reside written notice of the date of their arrival in their jurisdictions, the sexual offense(s) of which convicted, and their requirement to register as a sex offender. Every address change must be reported in the manner provided by State law to the Provost Marshal within 5 calendar days before or after reporting to a new duty assignment or a change in their address. Offenders who fail to register or change or update such registration as required under a State sex offender registration program may be subject to criminal prosecution under State law and under the UCMJ, Article 92, for failure to obey an order or regulation.

3–29. Classification and utilization restrictions for military sexual offenders

Sexual offenses have no place in the Army. They degrade mission readiness by devastating the Army’s ability to work effectively as a team. Military sexual offenders will not be utilized or classified in any of the branches, military occupational specialties, or career management fields listed in table 3–3. Military sexual offenders currently utilized or classified in those branches, military occupational specialties, or career management fields will be immediately reclassified.

Table 3–3
Prohibited enlisted MOS / CMF for Soldiers convicted of sexually violent offenses

Military occupational specialty (MOS) or career management field (CMF)	Title /skill /skill qualification identifier (SQI)
27	Paralegal
31	Military police
46	Public affairs
56	Religious support
68	Medical
79	Recruitment and reenlistment
Immaterial	Inspector general NCO (SQI “B”)
Immaterial	Equal opportunity advisor (SQI “Q”)
Immaterial	Initial entry training units
Immaterial	Drill sergeant (SQI “X”)

Section VI

Enlisted Personnel Management System — U.S. Army Individual Ready Reserve

3–30. General

This section prescribes policies and establishes responsibilities for the Enlisted Personnel Management System-U.S. Army Individual Ready Reserve (EPMS-IRR). It applies to the Active Army and the USAR.

a. EPMS-IRR is the personnel management system designed to provide for the effective personnel life cycle management of an IRR Soldier's training and professional development to the extent that the Soldier will be a viable mobilization asset.

b. The EPMS-IRR provides IRR Soldiers with the opportunity for a balanced mix of training, experience, and career opportunities. This is accomplished through assignment to USAR TPU and Individual Mobilization Augmentation (IMA) positions, attendance at Service schools, and counterpart training with Active Army organizations.

(1) *Troop program unit assignments.* EPMS-IRR places priority on encouraging IRR Soldiers to join USAR and ARNGUS units.

(2) *Military education.* Soldiers will be encouraged to participate in active duty Service schools, Total Army School System (TASS) schools, and Army correspondence course programs to increase MOS proficiency.

(3) *Counterpart training.* Counterpart training is directed at developing the skills of each IRR Soldier. It gives the Soldier an opportunity for short ADT tours with an Active Army organization. Training is in designated positions to increase knowledge, skills, and performance of the individual's military occupational specialties (MOS). The training will be based on a Career Management Noncommissioned Officer's (CMNCO) evaluation of the Soldier's professional needs and Army mobilization requirements.

c. The IRR Soldiers will be given every opportunity to maintain MOS proficiency and further enhance their military careers consistent with resources and priorities. They will be encouraged to actively participate in highly flexible training phases and schooling and to seek assignment to USAR and ARNGUS units.

3-31. Operational policy

a. Each Area Command Army Reserve Major Subordinate Command, 7th ARCOM, and U.S. Army Special Operations Command (USASOC) must identify to the CDR, HRC St. Louis, (AHRC-EP-S), the designated point of contact for the coordination of enlisted personnel assignments.

b. The CMNCO provides counseling, career planning, and training for each Soldier. The CMNCO's mission is to—

(1) Retain qualified IRR Soldiers.

(2) Perform personnel mobilization screening.

(3) Retain MOS qualified Soldiers according to Army requirements.

(4) Assist in maintaining USAR TPU at authorized strength through unit liaison for assignment of MOS qualified Soldiers wherever possible.

(5) Provide professional development opportunities consistent with resources and priorities.

c. Commanders supporting counterpart training will—

(1) Designate a point of contact to coordinate the counterpart effort with HRC St. Louis. The point of contact will provide CDR, HRC-St. Louis, (AHRC-PL-S), 1 Reserve Way, St. Louis, MO 63132-5200, with information concerning IRR training requirements for their respective installation or organization. Provide the following information by 1 October of each training year and update information as required throughout the year:

(a) Type of training by MOS (field/garrison).

(b) Telephone number of the point of contact.

(c) Facsimile instructions.

(d) Reporting instructions (building, uniform, date, and time).

(e) Transportation available from airport (costs).

(f) Privately owned vehicle (POV) authorization.

(g) Military transportation available (rental car if required).

(h) Available quarters (costs).

(i) Available mess facilities (costs).

(j) Available facilities for issuing identification cards and tags.

(k) Available medical facilities to conduct physical examinations.

(l) Available dental facilities for panoramic x-ray.

(m) Available clothing issue facilities.

(n) Other special considerations relative to IRR training with the organization or installation.

(2) The training to be performed is that which was scheduled or mutually agreed upon by the Soldier, HRC- St. Louis, and the installation.

(3) DA Form 2166-8 (Noncommissioned Officer Evaluation Reports (NCOERs)) are prepared for sergeants (SGT) and above per AR 623-3. Ensure that NCOERs are submitted to Cdr, HRC- St. Louis, (AHRC-PA), 1 Reserve Way, St. Louis, MO 63132-5200, on completion of the counterpart training tour.

(4) Complete DA Form 5011 (Training Evaluation Summary) on all IRR specialists (SPC) and below who participate in AT/ADT. Mail it within 15 days after completion of such training to Cdr, HRC-St. Louis, (AHRC-PL-S), 1 Reserve Way, St. Louis, MO 63132-5200. DA Form 5011 is available on the World Wide Web at www.usapa.army.mil and the Army Electronic Library (AEL) CD-Rom.

d. Commander, HRC-St. Louis, will develop the overall annual projected requirements for counterpart training by

installation or organization. This projection will be based on the installation or organization's estimate of the maximum number of trainees and tours it can accommodate monthly over the upcoming fiscal year. Send this information directly to Cdr, HRC-St. Louis, (AHRC-PL-S), 1 Reserve Way, St. Louis, MO 63132-5200. FORSCOM installations or organizations will furnish an information copy to Commander, FORSCOM, (AFOP-RCM), Fort McPherson, GA 30330-6000, by 1 August each year.

Chapter 4

Attendance at Service Schools

4-1. Applicability

- a. This chapter applies to—
 - (1) The AA enlisted Soldiers.
 - (2) The ARNGUS and USAR Soldiers only when they are serving on active duty or ADT to attend Service school.
- b. This chapter does not apply to combat-disabled Soldiers who have reenlisted under AR 601-280 or have continued on active duty under AR 635-40. They will be processed under AR 635-40.

4-2. Application submission

- a. Applications for attendance at Service schools will be submitted to the appropriate approval authority listed in table 4-2.
- b. Soldiers serving on a stabilized tour must serve at least 5/6 of that tour prior to submitting an application for attendance at a Service school.
- c. Soldiers assigned OCONUS may submit an application for attendance at a Service school not less than 5 months or more than 12 months before DEROS.

4-3. Selection criteria

- a. Soldiers must meet the prerequisites (See AR 350-1 and ATRRS course catalog.) and MOS requirements (See DA Pam 611-21.) to attend a Service school. However, as an exception, Soldiers who possess other significant civilian-acquired skills or qualifications may be accepted for entry in the specific course for which applying. If it is later determined that enlistees are qualified for more advanced courses, they must waive their enlistment commitments in favor of the alternate course. Refer to AR 601-210, para 8-3 for processing procedures.
- b. Selection criteria for attendance at Navy and Air Force schools or for courses not listed in ATRRS course catalog will be announced by HRC.
- c. Selection of Soldiers will be based on the best qualified method. Selection of the best qualified Soldiers will be based on the requirement for technically trained personnel and the projected assignment for the Soldier. When excessive numbers of Soldiers apply for the same course or a limited number of quotas are available, HRC will select the best qualified personnel. Major commanders will not establish additional selection criteria.
- d. Soldiers selected to attend Service schools must be able to complete the service-remaining requirements in paragraph 4-6.
- e. Normally, Soldiers will be selected for schooling in the same CMF in which classified. A Soldier will not be selected for a course in the same career group that trains at a skill level lower than that for which the Soldier presently qualifies. School training should be in progressively higher skill levels to promote career progression of the Soldier. The following grade standards apply in selecting Soldiers for MOS training:
 - (1) *Specialist E4-level courses.*
 - (a) Privates E2 (PV2s) and privates first class (PFCs) may be selected for E4-level courses without regard to grade authorization.
 - (b) Only specialists in pay grades authorized in the MOS (including skill level) that the course trains for may be selected.
 - (2) *Noncommissioned officer-level courses.* Only Soldiers in the grade of E4 or higher will be selected for an NCO-level course. To qualify for selection, Soldiers must be in a grade equal to or lower than the highest grade authorized for the school-trained MOS (including skill level).
- f. Soldiers will not be selected for successive attendance at courses in different entry groups unless training in one course is a prerequisite for the other or training is directed by HRC.
- g. Soldiers who have successfully completed a Service school course will not be selected again for the same or an equivalent course unless such training is required to maintain proficiency in the MOS. Soldiers will not be selected to attend a course if, because of prior training or experience, they already possess the knowledge and skills that would be obtained through successful completion of the course. Requests for exception must clearly explain why school training is necessary if the Soldier—

(1) Holds, as primary, the MOS containing the skills taught in the course. It must be assumed that, if pertinent regulations have been followed, a Soldier who has been awarded a PMOS is fully qualified in that MOS.

(2) Does not hold the MOS for which the course trains but has performed duty in that MOS and is qualified for award of the MOS. (Unless otherwise prohibited by this regulation, a Soldier who has performed in an MOS for an extended period of time should be considered qualified and awarded the MOS.) Those MOSs that require formal training are identified in DA Pam 611–21.

(3) Is drawing SDAP and holds the MOS as a verified MOS.

h. Except as authorized in *e*, above, Soldiers who have completed a school course will not be selected again for school until they have served in their MOS for the time required by the service–remaining requirement.

i. Commanders who are OCONUS will select Soldiers to attend Army Service schools during the term of service in their command only when qualified Soldiers are not available through normal replacement channels. Selectees will attend the school in a TDY status. On completion of the course they will be returned to the OCONUS command. Temporary duty attendance at NCOES courses and return to the OCONUS command is authorized provided the Soldier will have at least six months remaining to serve in the OCONUS command after completing the course.

j. Soldiers may be involuntarily selected for schooling for retraining in shortage MOSs or to further their career development.

k. Soldiers who enlisted under the Stripes for Skills Program are ineligible to attend any MOS–producing school course until completion of one year of service in the accelerated grade awarded under the program.

l. Soldiers who do not meet the body composition standards of AR 600–9 will not be authorized to attend professional military schools. Professional military schooling, as defined in AR 600–9, includes all individual training courses beyond IET. This IET includes entry–course non–prior service personnel, basic training, AIT, one–station unit training or one–station training level.

m. The immediate commander will ensure Soldiers have the security clearance required for—

(1) The course of instruction.

(2) Award of an MOS following the course if it differs from that required for attending the course. Before the Soldier departs for school, the immediate commander will ensure that the Soldier has applied for a security clearance of the level required for award of the MOS.

4–4. Waivers

Soldiers may apply for waiver of course prerequisites in technical MOS–producing courses if they have previous related training and have demonstrated that they are capable of completing the course.

a. Waiver requests will be forwarded to the appropriate personnel proponent as defined in ATRRS course catalog. Application should include—

(1) Appropriate justification.

(2) All aptitude area scores.

(3) The course prerequisite(s) to be waived.

(4) Any outstanding facts to support the request.

b. Granting waivers for prerequisites is authority for the Soldier to be enrolled in the course for which applying.

c. Soldiers desiring to waive an enlistment commitment to attend a school course or to select an alternate course must sign the following statement: “I voluntarily waive enlistment choice made at the time of my enlistment in favor of attending (course number and title). I realize and fully understand that on school completion, I will be assigned according to the needs of the Army.”

d. Soldiers desiring to waive a reenlistment commitment should refer to AR 601–280, paragraph 4–4.

4–5. Administrative guidelines

a. Soldiers ordered to Army Service schools from organizations in CONUS will take clothing and equipment required by AR 700–84. Special clothing required for the course (See ATRRS course catalog.) will be furnished to Soldiers before they depart for school. Soldiers ordered to schools directly from an OCONUS command will be furnished required clothing and equipment that are available in the command. Items that are not available will be furnished to Soldiers on arrival at the school.

b. Soldiers will be advised that Family member travel and shipment of household goods to schools at Government expense is not authorized under Joint Federal Travel Regulations (JFTR) unless the Soldier is being assigned PCS to a school or installation to attend one of the following:

(1) A course of 20 weeks or more.

(2) Two or more courses for a cumulative period of 20 weeks or more at any one duty station.

c. Family members will not accompany Soldiers ordered to schools from OCONUS commands at Government expense when they are scheduled to return OCONUS, regardless of the length of the course. However, if Family members do accompany or join them at their own expense, Soldiers must be advised that they may encounter some of the following hardships:

- (1) On-post Family housing is not available. Students normally are not permitted to live off-post.
 - (2) In many areas, housing near schools or installations is unavailable or extremely costly. In some areas, if it is available, it is substandard.
 - (3) Rigid training schedules often preclude regular visits away from school or installation.
 - (4) Soldiers in CONUS who are entitled to Family member travel and shipment of household goods and who are selected for a course or courses of less than 20 weeks will sign the following statement, which will be filed per AR 600-8-104. "I have been advised of the provisions of JFTR, which restrict Family member travel and movement of household goods to schools at Government expense when scheduled course is less than 20 weeks in duration. I understand that if my Family members accompany me to the school, it will be at my own expense. I also understand that PCS orders for assignment on completion of course, when applicable, will authorize Family member travel and movement of household goods only from the station at which I attended school to the new PCS assignment. I further understand that if my PCS orders are canceled and I am returned to my old permanent station, I am not entitled to a dislocation allowance. Failure to complete the course satisfactorily will result in cancellation of the PCS portion of the orders."
- d.* Guidelines for assignment or attachment of Soldiers selected to attend Service schools will be specified in their orders.
- e.* Any leave en route to the school or on completion of the course will be granted under AR 600-8-10.

4-6. Service-remaining requirements

- a.* Unless HRC directs otherwise, in-Service Soldiers must meet the service-remaining requirements appropriate for the selected courses. This applies to Soldiers who attend Service schools in a PCS, TDY pending further orders (TDPFO), TDY en route, or TDY and return status. It also applies to those who attend functional courses, seminars, and so forth, at civilian institutions (on a contract or reimbursable basis) for training not available in the Service school system and where no other established service-remaining requirement exists. Soldiers who do not meet the service-remaining requirement must be processed in accordance with AR 601-280, paragraph 4-6, before they comply with orders directing movement to the school.
- b.* Service-remaining obligations for Soldiers who recycle for academic or disciplinary reasons, or who voluntarily recycle, will be computed from new course completion date. Extension of enlistment will be accomplished under AR 601-280 prior to restart of training.
- c.* Service-remaining requirements for Soldiers who complete training but do not possess required security clearance for award of CMF 18 will be computed from the date MOS is awarded. This does not apply if delay in granting of required security clearance can be attributed to processing delays.
- d.* The amount of service-remaining requirements will not be changed for students who meet prerequisites at the beginning of a course and are recycled through no fault of their own. Approval must be obtained from HRC (AHRC-EPF-R) for reclassified Soldiers (or Soldiers who have reenlisted for retraining) prior to placement in the next available course. Enlistment commitments will be honored without any additional service-remaining requirements.
- e.* Soldiers selected for additional schooling under special training programs before completing basic training (BT) or AIT must meet the service-remaining obligation prescribed by the regulation for that program.
- f.* The required amount of the service-remaining requirement will be computed from the completion date of the course. When Soldiers are selected to attend two or more successive courses, the combined course lengths will be added to obtain the total service-remaining requirement. This combined amount will not exceed 36 months. Service-remaining requirements will be based on the course length shown in table 4-1, unless otherwise stated. Soldiers eligible to, but refusing to take action to satisfy the service-remaining requirements must be processed in accordance with AR 601-280, paras 4-11 and 4-12.
- g.* Soldiers attending the following NCOES courses will incur a 6-month service remaining obligation upon graduation:
- (1) Basic Noncommissioned Officers Course (BNCOC).
 - (2) Advanced Noncommissioned Officers Course (ANCOC).
- h.* Soldiers attending the following courses will incur a 24-month service-remaining obligation upon graduation:
- (1) U.S. Army Sergeants Major Course (USASMC).
 - (2) Training associated with entry into and award of a CMF 18 MOS. Soldier must be able to serve 24 months active duty in a CMF 18 MOS duty position upon completion of MOS training (including completion of any required language/specialized skill training).
 - (3) Training associated with entry into and award of a CMF 37 MOS. Soldier must be able to serve 24 months active duty in a CMF MOS duty position upon completion of MOS training (including completion of any required language/specialized skill training).
- i.* Soldiers attending the following courses will incur a 36-month service-remaining obligation:
- (1) Middle Enlisted Cryptologic Career Advancement Program (MECCAP).
 - (2) Military Electronic Intelligence Signals Analyst Program (MESAP).

- (3) Military Intern Signal Intelligence (SIGNIT) Analyst Program (MINSAP).
- (4) Training associated with MOS 15R, 15S, 15T, 15J, or 15X (excluding ASI Q2 training).
- (5) Training associated with MOS 25B (Information Systems Operation Analyst).
- (6) Training associated with MOS 89D (Explosive Ordnance Disposal).

j. Soldiers attending the Battle Staff Course will incur a 12-month service remaining obligation upon completion of training.

k. Soldiers attending the Apprentice Special Agent Course (ASAC) will incur a 60-month service remaining obligation upon completion of training. This 60-month SRR only applies to the ASAC; other SRRs are governed by paragraph 4-6*f* and table 4-1.

l. Regular Army Soldiers who will become eligible to retire under Section 3914, Title 10, United States Code (10 USC 3914) or 10 USC 3917, must agree to meet their service remaining requirement to attend the selected course. Soldiers will be required to sign a statement before movement to the school acknowledging that they have been informed that voluntary retirement will not be approved until the required service is completed after either graduation or termination of class attendance. (See AR 635-200, para 12-9*c*).

m. Soldiers in the ARNGUS and USAR units on active duty who are selected to attend Service schools must sign an agreement that they will remain on active duty to complete the course although their units may be released from active duty earlier.

n. Soldiers scheduled for training as a result of participation in the BEAR program must be extended for the number of months stipulated in AR 601-280, chapter 6, prior to departure for training.

Table 4-1
Service obligation for training

Course length (in weeks)	Service time remaining (in months)
Less than 4	6
4-9	9
10-11	10
12	11
13	12
14-15	13
16	14
17	15
18-19	16
20	17
21	18
22-23	19
24	20
25	21
26-27	22
28	23
29	24
30-32	25
33-36	26
37-40	27
41-45	28
46-50	29
51-55	30
56-60	31
61-65	32
66-70	33

Table 4-1
Service obligation for training—Continued

Course length (in weeks)	Service time remaining (in months)
71–75	34
76–80	35
81 or more	36

Table 4-2
School Application Approval Authority

Courses	Approval authority
a. MOS-producing, except—	HRC (AHRC-EPF-R), Alexandria, VA 22331-0451
(1) CMF79, MOS 79R/79S	HRC (AHRC-EPF-R), Alexandria, VA 22331-045
(2) MOS 35L	HRC (AHRC-EPB-M), Alexandria, VA 22331-0453
(3) MOS 31D	HRC (AHRC-EPB-P), Alexandria, VA 22331-0453
(4) CMF 18, MOS 37F	HRC (AHRC-EPA-C), Alexandria, VA 22331-0452
b. Functional (including ASI/SQI) or non-MOS producing courses, except—	HRC (AHRC-EPF-S), Alexandria, VA 22331-0457
(1) Airborne	
(a) Training and assignment	HRC (AHRC-appropriate career branch), Alexandria, VA 22331-xxxx
(b) Training	HRC (AHRC-EPF-S), Alexandria, VA 22331-0457
(2) Ranger	HRC (AHRC-EPA-I), Alexandria, VA 22331-0452
(a) Training and assignment	
(b) Training	HRC (AHRC-EPF-S), Alexandria, VA 22331-0457
(3) AMEDD functional (non-MOS/non-ASI producing courses)	HQDA (SGPE-EDT), Washington, DC 20324

4-7. School assignment and classification

a. Soldiers' records will be evaluated upon arrival at school in a PCS status. Soldiers' qualifications will be evaluated to—

(1) Ensure input of qualified personnel to school courses. Evaluation will include verifying Soldiers meet course service-remaining requirements prior to start of training.

(2) Preclude unnecessary training of Soldiers already qualified in the skills and knowledge taught in the course.

(a) Soldiers who meet course prerequisites or those for whom a waiver has been obtained will be entered in the selected course.

(b) Soldiers may be assigned by school commandant to a course other than that for which selected only after approval by HRC, AHRC-EPF-R. A different assignment will be considered when a student fails to qualify for the selected course or is exceptionally qualified for a course other than the selected one, particularly a more advanced course. The HRC, AHRC-EPF-R, is the approval authority for requests to assign Soldiers to another course (see table 4-2). However, if the Soldier is attending school TDY, the commander shown in the TDY orders must grant approval first.

(c) Soldiers who, because of prior training or experience, possess some of the skills and knowledge of the course will be entered in the course. They will be given only the training needed to qualify for award of MOS, ASI, SQI, language identifier code (LIC), or other qualification identifier.

(d) Soldiers found to be fully qualified in all skills and knowledge in the selected course and who require no additional training will be classified into the appropriate MOS or awarded the ASI, SQI, LIC, and reported for assignment. HRC will be advised of these actions.

b. If Soldiers are erroneously ordered to school or if a course has been relocated, Soldiers will be reassigned as appropriate. Travel will be chargeable to Military Personnel, Army Funds (see DFAS-IN Regulation 37-1).

c. In exceptional cases, to correct serious misclassification in original selection, a school commandant may recommend to HRC that a Soldier be assigned to another school (course) that is better suited for the Soldier by qualification and interests. If HRC approves, assignment will be chargeable to Military Personnel, Army Funds (see DFAS-IN Regulation 37-1).

d. On successful completion of an MOS-producing course, graduates will be awarded the school-trained MOS. Reclassified Soldiers must possess an RCN to be awarded the new MOS.

e. Soldiers who successfully complete a course will receive a graduate certificate and MOS orders and have their records annotated per AR 600-8-104.

4-8. Dismissal from school

Soldiers may be dismissed from school per AR 350-1.

Chapter 5 Optional Assignments and Soldier Initiated Assignments or Actions

Section I Optional Assignments

5-1. Scope

Soldiers must volunteer for optional assignments. They also must be highly motivated to complete the required training and successfully perform the duties. Because of the unique mission or capabilities of the units, a high state of readiness is required. Therefore, volunteers will be assigned on a priority basis. Stringent screening processes exist to ensure that only the highest quality volunteers are accepted and assigned. Soldiers who desire to apply for duty or assignment may do so without regard to current assignment. Only fully qualified Soldiers will be accepted for duty in the following optional assignments:

- a.* Airborne positions.
- b.* Ranger positions.
- c.* Special Forces positions.
- d.* The United States Army parachute team (The Golden Knights).
- e.* The United States Army Marksmanship Unit.
- f.* Civil affairs positions.
- g.* Psychological operations positions.

5-2. Objectives

a. The objective of the Airborne Program is to ensure an adequate number of parachute-qualified Soldiers are available to maintain a high state of readiness.

b. The objective of the Ranger Program is to maintain Army readiness through ranger-qualified Soldiers (SQI "G" and "V").

c. The objective of Special Forces is employment of highly specialized elements to accomplish specially directed strategic missions in times of peace, conflict, and war, in support of national interests and/or security. Many of these special operation missions are conducted at times when employment of conventional military forces is not feasible or is not considered in the best interest of the United States. Training for, and participation in, these missions is arduous, somewhat hazardous, and often sensitive in nature.

d. The objective of The Golden Knights is to increase Army awareness of and to enhance the image of the Army both nationally and internationally. The Golden Knights are highly qualified Soldiers who support the Army mission by representing the Army worldwide through demonstration jumps, participation in national-and international-level jump competitions, and utilization of media relations/public contact opportunities in support of Army recruiting efforts.

e. The objective of the United States Army Marksmanship Unit is to select, equip, and train Soldiers to compete and win in interservice, national, international, and Olympic marksmanship competitions; promote the United States Army by fostering public confidence in Army marksmanship through an active public information and public relations program that focuses on the accomplishments and capabilities of USAMU competitive shooters; and enhance Army combat readiness by providing lessons learned from competitive shooting to the various small arms proponents.

f. The objective of Civil Affairs is employment of highly specialized teams and individuals to accomplish specially directed tactical to strategic missions across the full spectrum of conflict in support of military and national security objectives. Many of these missions have a civil-military effect of political and diplomatic significance. Civil Affairs operations are conducted in support of Department of Defense and interagency programs meant to reduce human suffering and assure operational success. Training for CA is rigorous and participation in these missions and activities is often sensitive in nature.

g. The objective of Psychological Operations is to affect the behavior and objective reasoning of foreign target audiences in an effort to create conditions favorable to U.S. military and political interests. PSYOP employs teams and detachments that perform missions of operational and strategic significance across the operational continuum. PSYOP supports conventional and special operations forces in an effort to influence neutral and hostile audiences favorable to

friendly advantage. Training for PSYOP is unique; ranging from warrior related shoot, move, communicate, and survive tasks to the intricacies of marketing and multi-media development and distribution.

5-3. Airborne duty (special qualification identifier "P" (parachutist))

a. Soldiers must successfully complete airborne training (be awarded SQI "P") to be assigned to an airborne position. (See chapter 4 for training.) Guidance for submitting an application for airborne training and assignment is in DA Pam 600-8, procedure 3-19.

b. Soldiers volunteering for airborne training must—

(1) Have completed BT and advanced individual training (AIT) (except for MOSs 37F and 92R) or the equivalent of such training. (That is, they must possess civilian-acquired skills or qualify for on-the-job AIT on graduation from BT.)

(2) Meet the medical qualifications for airborne training and duty. (See AR 40-501.)

(3) Achieve the aptitude score for the MOS in which enlisting; this applies to all potential airborne volunteer enlistees. Trainees with an enlistment option for MOS 37F or 92R will be scheduled by HRC (AHRC-EPD-M) to attend airborne training en route to MOS 37F or 92R training.

(4) Not have more than 30 days lost (10 USC 972) during current enlistment.

(5) Be less than 36 years old on the date of application. Soldiers in the grade of SGT or above may obtain a waiver for age with favorable recommendation from a medical doctor.

(6) Have enough service remaining on current enlistment to complete at least 12 months of service after airborne training. Applicants without enough service remaining to meet this requirement must take action to meet length-of-Service requirements. (See AR 601-280.) Action to meet time-in-Service remaining requirements must be completed before orders to attend airborne training are issued.

(7) Not be alerted for or on AI to an overseas area (either as an individual or as a member of a unit) unless the projected assignment is to an airborne unit.

(8) Not be under court-martial charges or investigation that may result in trial by court-martial.

(9) Not possess a DA-controlled or shortage MOS, unless that MOS is in an airborne TOE identified by SQI "P" for airborne-qualified Soldiers. Soldiers possessing a PMOS that are not in an airborne TOE are ineligible to apply for airborne training while so assigned.

(10) Not be in AIT. On declaration of general war or full mobilization, this criterion is suspended.

(11) Not be currently enrolled in or committed for any course for award of an MOS not shown in an airborne unit TOE. (Waiver may be requested if not already enrolled, provided application for airborne training contains a waiver of enlistment commitment.)

(12) Have completed any service obligation incurred as a result of previous training received at an Army course of instruction for an MOS not shown in an airborne TOE. (This does not apply if the MOS is in an overage status Army-wide within applicant's year group.)

(13) Not have deliberately terminated previous airborne duty or training. (This does not apply to those whose termination was based on extreme Family problems.) On declaration of general war or full mobilization, this criterion is suspended.

(14) Pass physical readiness test. The test will be—

(a) Not more than 30 days before the date of application and again not more than 15 days before the class start date for permanent party personnel. Those who fail to pass the second test will be reported to HQDA, AHRC-appropriate office symbol, for reassignment. Orders assigning the Soldier to airborne training will be revoked.

(b) Within two weeks before departing from the BT activity for Soldiers completing BT and attending airborne training before reported for on-the-job AIT.

(c) During AIT for new accessions to the Army, except as in *(b)*, above. Soldiers who fail the first test will be retested during AIT. Those who fail to pass the final test will be reported to HQDA, AHRC-EPD-S for reassignment.

(15) Meet medical, physical, and mental prerequisites for attending airborne training. (See AR 40-501 and ATTRS course catalog.)

c. Soldiers assigned to an airborne position or unit will serve a three-year tour unless—

(1) Physically disqualified.

(2) Exempted by the general court-martial convening authority (GCMCA).

(3) Separated from the Service.

(4) Accepted for another airborne, ranger, special forces, or other training or assignment that has higher priority.

d. Airborne Soldiers are managed by the career management branch that controls their MOS.

e. All airborne-qualified Soldiers are given equal consideration with their peers in career development actions.

f. Airborne-qualified Soldiers assigned to non-airborne positions may apply for reassignment to airborne positions. Experienced airborne-qualified Soldiers assigned to non-airborne duty positions may volunteer for permissive parachute status. Guidance is located in paragraph 5-7.

g. Airborne-qualified Soldiers may be involuntarily assigned to an airborne unit if necessary to maintain a high state of unit readiness.

h. Airborne-qualified Soldiers who are excess to the needs of a unit, regardless of MOS, may be reassigned to satisfy Army-wide requirements. First priority will be to assign them to other airborne units.

i. Soldiers who were rejected for, or relieved from, airborne training or duty (because of temporary physical limitation or failure to qualify in the physical readiness test) and who later qualify for airborne training or assignment may reapply for airborne training or duty.

j. Soldiers desiring to terminate their airborne status may submit a request to terminate through their chain of command stating their desire to be removed from airborne duty and that they do not desire future airborne status.

(1) If Soldier has served 36 months or longer in current airborne assignment, the GCMCA will approve the request and direct removal from airborne status to include withdrawal of SQI "P." Approval authority may be delegated as local GCMCA dictates.

(2) If Soldier has served less than 36 months in current airborne duty assignment, airborne status may not be terminated unless the GCMCA approves the request.

(3) Approved airborne termination requests will be forwarded to appropriate installation work center for withdrawal of the airborne SQI and termination of hazardous duty incentive pay (if applicable). (See *l*, below.)

k. For Department of the Army directed prospective airborne assignments issued via EDAS the following applies:

(1) Reassignment work centers must conduct individual interviews to determine Soldiers' eligibility for airborne assignment. Soldiers must be advised that they must serve 36 months in the designated assignment.

(2) Soldiers must select an option and initial the airborne option statement located on the eMILPO report, which reads, "I (decline) (accept) this airborne assignment" (initials).

(3) If airborne assignment is declined, the reassignment work center will—

(a) Submit deletion of assignment instructions.

(b) Forward copy of the airborne assignment option statement to the appropriate installation personnel work center for withdrawal of SQI P and termination of hazardous duty pay (if applicable).

(c) File original (or copy) of airborne option statement in Soldier's reassignment folder.

l. Designated work centers will, upon receipt of approved Soldier-initiated airborne termination requests, approved command-initiated removal actions, or airborne options statements—

(1) Issue appropriate MOS order (using MOS action order procedures in eMILPO) withdrawing the airborne SQI. (Refer to *o*, below.) Using the above eMILPO function will automatically generate a transaction to update the TAPDB.

(2) Terminate hazardous duty incentive pay, if applicable.

(3) Ensure proper distribution of orders (including installation finance work center, if applicable).

m. Soldiers desiring to terminate in lieu of locally directed airborne reassignment, refer to *j*, above.

n. Soldiers who have been terminated from airborne duty will be reported to HRC (AHRC-appropriate career branch) for appropriate reassignment action.

o. Soldiers who terminate airborne status will have SQI "P" withdrawn. Since SQI "V" and ASIs "F7," "W8," and "W9" are dependent on SQI "P," those, if held by the Soldier will also be withdrawn. In addition, SQI "S" will be withdrawn, except for those Soldiers who hold an MOS in CMF 15 or MOS 15P, which are exempted from the airborne requirement for SQI "S." (See DA Pam 611-21.)

5-4. Ranger assignments (skill qualification identifier "G" (ranger) and "V" (ranger parachutist))

a. Male Soldiers may volunteer for ranger duty. They will be briefed on all aspects of ranger duty prior to submitting their applications.

b. There are two types of ranger assignments, assignments to—

(1) The Ranger Training Brigade (RTB).

(2) The 75th Ranger Regiment (airborne positions).

c. Soldiers who volunteer for ranger training must meet the minimum medical fitness standards (see AR 40-501), the prerequisites for ranger training (see chap 4 and ATRRS course catalog), and, when applicable, the prerequisites for airborne training. Soldiers will attend training TDY and return to parent organization or TDY en route to assignment.

d. Soldiers desiring an assignment with the Ranger Training Brigade (RTB) should contact HRC, (AHRC-EPA-I (Ranger Team)).

e. Assignments to the 75th Ranger Regiment are voluntary. Soldiers desiring an assignment must submit a formal application to HRC (AHRC-EPA-I (Ranger Team)) and meet the following criteria:

(1) Hold an MOS and grade that is authorized in the 75th Ranger Regiment (verify authorized MOS with HRC (AHRC-EPA-I) (Ranger team)).

(2) Be airborne-qualified or qualified to attend airborne training. (See chap 4.)

(3) Be ranger-qualified or qualified to attend ranger training (see chap 4) if Soldier is combat arms or combat support MOS, SGT and above.

(4) Have 24 months retainability upon arrival at the 75th Ranger Regiment, or take action to acquire sufficient service to meet the minimum period prior to departing losing command. (See AR 601–280.)

(5) Be eligible for and retain as a minimum a “secret” clearance.

(6) Not be undergoing court–martial proceedings, under investigation that may result in trial by court–martial, or under suspension of favorable personnel actions. (See AR 600–8–2.)

(7) Not be convicted by special or general court–martial or have any record of time lost under 10 USC 972 during current term of service.

(8) Not be an airborne or ranger terminee, unless the termination was due to medical release or compelling exceptional circumstances.

f. Soldiers who enlist for the 75th Ranger Regiment need not apply. They will be assigned according to their enlistment commitment.

g. Soldiers stationed OCONUS may submit their application no less than five months prior to their DEROS. However, Soldiers selected for the 75th Ranger Regiment and/or training will complete the normal OCONUS tour, unless an exception is granted.

h. Soldiers who are CONUS–based may submit their application anytime; however, they must serve one year TOS prior to PCS.

i. Soldiers in the grades of SPC and below (and normally combat service support MOS regardless of grade) are assigned to the 75th Ranger Regiment prior to attending school. Once these Soldiers meet the unit selection criteria and are determined to be qualified, they will attend ranger training TDY and return.

j. Combat arms and combat support MOS Soldiers in the grades of SGT and above will attend training en route to the 75th Ranger Regiment.

k. Ranger–qualified Soldiers (with SQI “V”) may be assigned to the 75th Ranger Regiment for unit readiness.

l. Upon successful completion of ranger training, Soldiers will be awarded SQI “G” when non–airborne–qualified or “V” when airborne–qualified.

m. Soldiers will be terminated from ranger duty with the 75th Ranger Regiment when—

(1) They request termination from the regiment and/or airborne status.

(2) They refuse to jump from an aircraft while participating in an airborne operation.

(3) Their security clearance is withdrawn.

(4) They lose physical qualifications.

(5) They fail to fulfill professional requirements or are found unsuitable as evidenced by any of the following (not all–inclusive):

(a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than six months confinement or a fine in excess of \$5,000.

(b) Initiation of any adverse administrative elimination action for reasons specified in AR 635–200.

(c) Repeated failure to perform MOS–, SQI–, or ASI–related duties after counseling.

(d) Any other act or series of acts inconsistent with the integrity, professionalism, and conduct required of a ranger.

n. Soldiers terminated from 75th Ranger Regiment status will be reported as IA. (See para 3–15.)

5–5. Special Forces assignments (policy and selection criteria)

a. Initial Accessions Program (IAP). Males desiring to volunteer for SF duty should contact the nearest recruiting office provided they—

(1) Must be 20 years of age by ship date to CMF 11 One Station Unit Training (OSUT) and have not reached their 30th birthday prior to ship date.

(2) Qualified for, and volunteer for airborne training (must have airborne stamp on physical).

(3) Must be a U.S. citizen (nonwaiverable).

(4) Minimum scores of 107 general technical (GT) and 98 combat operation (CO).

(5) High School Diploma Graduate (Tier 1). (HSSR authorized for DEP-In only. Must have high school diploma prior to ship date).

(6) Must be eligible for a SECRET clearance.

(7) Must volunteer to attend airborne training after the completion of OSUT.

(8) Must successfully complete all pre–basic training tasks required by the United States Army Recruiting Command (USAREC) prior to ship date. The Army Physical Fitness Test (APFT) must be completed within ten days of ship date. Individuals will be enlisted in pay grade E–3 (based on HQDA exception for this option). Those individuals who fail to successfully complete any pre–basic training tasks will have their contract renegotiated and only authorized advanced promotion based on provisions of AR 601–210.

(9) Those individuals already MOS qualified as 11B and airborne qualified, will enlist under option 18 (U.S. Army

First Assignment-No Training Enlistment Option) with assignment to Fort Bragg, NC, and once inprocessed will start training with Special Operations Preparatory & Conditioning (SOPC) Course.

(10) Must complete the Defense Language Aptitude Battery (DLAB) test within 30 days of DEP-In with a minimum score of 70 (waiverable) or a Defense Language Proficiency Test (DLPT) with a minimum of 1/1 reading and listening score, given within the last 6 months.

(11) Must have a physical profile rating of no less than 111221 and meet additional requirements for eyes and vision in accordance with AR 40-501 paragraph 5-3g3, and 5-3g4.

b. 18X Training Path. Individuals who are non prior service (NPS), days of service/prior service (DOS/PS) and require retraining will enlist under Option 3 (U.S. Army Training of Choice Enlistment Option), MOS 18X, will ship to Fort Benning, GA and follow the training path listed below:

(1) Inprocessing through the Reception Battalion.

(2) OSUT for MOS 11X. Soldiers must achieve an APFT score of 229 with a minimum of 60 points in each event upon completion of OSUT, using the standards for age group 17-21.

(3) Airborne training.

(4) The SOPC Course (Fort Bragg, NC). This course is two weeks in duration, consisting of physical conditioning, land navigation, and small unit team building. Individuals must obtain an electrocardiogram (EKG) prior to their arrival at SOPC Course.

(5) Once Soldiers meet all criteria, they will be scheduled for Special Forces Assessment and Selection (SFAS) (3 weeks 3 days) as outlined in ATRRS course catalog.

c. In-Service Recruits. Male Soldiers (SPC/CPL through SFC) desiring to volunteer for SF duty should contact the Special Operations Recruiter Battalion (SORB) (Commander, USAJFKSWC, (AOJK-SP-R), FT Bragg, NC 28307-5200. Direct inquiries to the recruiting center; comm: 910-432-1818 or DSN: 239-1818) provided they—

(1) Must be an active duty male Soldier.

(2) Must be a U.S. citizen (non-waiverable).

(3) Must be a high school graduate or have general education development (GED) certificates.

(4) Must have a GT score of 107 or higher.

(5) Must be airborne qualified or volunteer to attend airborne training.

(6) Must be able to swim 50 meters wearing boots and battle dress or Army combat uniform prior to beginning the SFQC. All Soldiers will be given a swim assessment at the SFAS course.

(7) Must be able to score a minimum of 229 on the APFT, with no less than 60 points in each event, using the standards for age group 17-21.

(8) Must be able to meet medical fitness standards as outlined in AR 40-501.

(9) Must be eligible for a SECRET security clearance.

(10) No Soldier, regardless of MOS or basic branch will be recruited if he is unable to reclassify from his current MOS or basic branch into CMF 18.

(11) Not currently serving in a restricted MOS or branch.

d. Additional criteria exclusive to enlisted applicants:

(1) Stabilization of current drill sergeants and detailed recruiters will not be broken.

(2) Specialists, corporals, and sergeants that successfully complete the SFAS Course will normally have their retention control points waived to attend the SFQC. Upon successful completion of SFQC, they will be allowed continued service. Staff sergeants approaching their retention control points will not be allowed to apply. SPC/CPL through SSG must have no more than 14 years TIS when volunteering for SFAS. Sergeants first class must have no more than 12 years TIS and 9 months time-in-grade when applying for the SFAS Course and they must be either airborne or ranger qualified. Sergeants first class must attend the SFAS Course within 90 days of volunteering and also be able to have a PCS to the SFQC within 6 months of selection from the SFAS Course.

(3) Soldiers on assignment will not be allowed to attend the SFAS Course without their branch's prior approval. Soldiers on orders to a short tour area will be allowed to attend the SFAS Course if a deferment is not required. These individuals will be scheduled for the next available SFQC after their date eligible for return from overseas. Soldiers who volunteer for the SFAS Course prior to receiving assignment notification will be deferred to allow for SFAS Course attendance.

(4) Outside Continental United States based Soldiers may attend the SFAS Course in a temporary duty (TDY) and return status anytime during their tour. Upon successful completion of the SFAS Course, Soldiers will be scheduled for the next available SFQC provided they have completed at least two-thirds of their overseas assignment obligation and have received approval from the United States Army Human Resources Command for curtailment of the remainder of their overseas tour obligation. Soldiers serving on a short tour will not have their assignment curtailed.

(5) Continental United States based Soldiers may attend the SFAS Course in a TDY and return status anytime during their tour. Upon successful completion of SFAS, Soldiers will be scheduled to attend SFQC ensuring that they will have completed at least 1-year time on station prior to PCS.

(6) Must have a minimum of 24 months remaining TIS upon completion of the SFQC.

- e.* All applicants must not—
- (1) Be barred to reenlistment or be under suspension of favorable personnel action.
 - (2) Have been convicted by court-martial or have disciplinary action noted in their official military personnel fiche under the provisions of the Uniform Code of Military Justice (Article 15). This provision can only be waived by the Commanding General, U.S. Army John F. Kennedy Special Warfare Center and School (USAJFKSWCS) on a case-by-case basis.
 - (3) Have been terminated from SF, ranger, or airborne duty, unless termination was due to extreme Family problems or a medical condition that has been resolved.
 - (4) Have 30 days or more lost time under 10 USC 972 within the current or preceding enlistment.
- f.* Completed applications should be forwarded to the recruiting station responsible for servicing the designated area as listed in Table 3-1, USAREC Pam 601-25. For information on the recruiting station responsible for the designated area call (910) 432-1818, (910) 432-1650 or 1-800-USA-ARMY, extension 498. The application will be forwarded to the SORB (Commander, USAJFKSWC, ATTN: AOJK-SP-R, FT Bragg, NC 28307-5200 for final review and formal review and formal scheduling for attendance at the SFAS Course.
- g.* Soldiers must successfully complete the SFAS course before they can attend the SFQC. Soldiers will attend the course in a TDY and return status and normally attend at anytime; however, the following exceptions apply:
- (1) Soldiers on OCONUS AI must have their career branch's approval to attend but will not be scheduled for SFQC until completion of their prescribed tour.
 - (2) Soldiers on AI to dependent-restricted short tour may attend SFAS if a deferment is not required but will not be scheduled for SFQC until completion of their prescribed tour.
 - (3) Soldiers who volunteer for SFAS prior to receiving AI will be deferred to allow attendance at the SFAS course. Graduates' assignment to the SFQC will take precedence over any assignment conflict provided the Soldier volunteered for SFAS prior to receiving AI.
 - (4) Soldiers who volunteer for SFAS prior to receiving deployment orders will be deferred to allow attendance at the SFAS provided their unit has not requested and received an exception to policy for operational needs. Soldiers volunteering for SFAS after receiving deployment orders will deploy with their unit, except as exempted by AR 600-35.
- h.* Upon successful completion of the SFAS course, Soldiers will be evaluated for placement in the most applicable SFQC. Soldiers will be rescheduled for SFQC, as required, through the USAJFKSWCS SFQC coordinator and AHRC-EPA-C. Prerequisites for the SFQC are in ATRRS course catalog. Soldiers will be scheduled for the next available SFQC provided—
- (1) A second PCS in the same fiscal year is not required for OCONUS-based Soldiers.
 - (2) Soldiers who are CONUS-based have completed at least 12 months TOS prior to PCS to school.
- i.* Soldiers must obtain at least an interim secret clearance (based on initiation of an entrance national agency check (ENTNAC)) prior to starting the SFQC and be able to obtain a final secret clearance prior to graduation.
- j.* Upon successful completion of the SFQC, graduates will be credited with Warrior Leader Course (WLC) and BNCOC attendance as applicable.
- k.* Upon successful completion of SFQC, service remaining obligation for CMF 18 duty is 24 months.
- l.* Voluntary requests for reclassification may be submitted after completion of 24 months in a CMF 18 duty assignment. However, Soldiers will not be released from CMF 18 duty assignment or scheduled for training prior to completion of 36 months SF duty.
- m.* All requests for deletion or deferment of Soldiers on assignment instructions in CMF 18 must be submitted to HRC for approval.
- n.* Soldiers will be terminated from SF duty, CMF 18 MOS withdrawn, and reported for reclassification and assignment when—
- (1) They request termination from SF duty or airborne status.
 - (2) They refuse to jump from an aircraft while it is airborne.
 - (3) Their security clearance is withdrawn.
 - (4) They lose physical qualifications.
 - (5) They fail to fulfill professional requirements or are found unsuitable, as evidenced by any of the following (not all inclusive):
 - (a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than 6 months confinement or a fine in excess of \$5,000.
 - (b) Initiation of any adverse administrative elimination action for reasons specified in AR 635-200.
 - (c) Repeated failure to perform MOS- or ASI-related duties after counseling and rehabilitative reassignment.
 - (d) Any other act or series of acts inconsistent with the integrity, professionalism, and conduct required of a SF Soldier.

- a.* Soldiers terminated from SF duty will be reported as IA.

5-6. The United States Army parachute team (The Golden Knights)

Information regarding selection, training, and assignment for duty for the USAPT may be found in AR 215-1, paragraph 8-20c. Soldiers desiring further information may also contact USAPT Operations at DSN: 236-4800 or COMM: (910) 396-4800.

a. All demonstration parachutist positions are stabilized for an initial period of 48 months upon selection and assignment to the USAPT. Extensions may be requested in 24 month increments. Initial stabilization period combined with extensions will not exceed a total of 10 years.

b. The competitive parachutist positions and tandem parachutist positions in the USAPT will be stabilized for an indefinite period of assignment, utilizing the appropriate AEA code. These Soldiers are retained based on their expertise and continued excellence in the competition and tandem arenas of parachuting. Their retention is required for the US Army to be competitive at the Nationals and World levels of parachuting as world class competitive athletes, and tandem parachutists performing VIP tandems for selected high-visibility, category 1 level individuals as defined by the Office of the Chief of Public Affairs. The level of expertise required to perform these duties are extremely critical for mission success. The USAPT commander will immediately report to HRC, as available for immediate assignment, Soldiers removed from any authorized competitive or tandem parachutist position.

5-7. Permissive parachuting policy

a. Permissive parachuting is an Army personnel program for experienced airborne-qualified Soldiers on active duty, members of the Army Selected Reserve, and Army Individual Ready Reserve Augmentees (IRR-A) who are assigned to non-airborne duty positions. Soldiers who volunteer for permissive parachute status should have a desire for future airborne assignments and seek to enhance and maintain their static-line military parachuting skills. As an exception, ROTC and USMA cadets may perform permissive parachute jumping when participating in Cadet Troop Leadership Training (CTLT) with AA units, provided their requests are pre-approved by their respective commanders, that is, CG, cadet command and superintendent, USMA.

b. Prerequisites.

- (1) Must possess SQI "P," "S," or "V" or hold MOS in CMF 18.
- (2) Must meet minimum airborne experience requirement, that is, have at least three verifiable cumulative years of parachuting duty in an airborne position.
- (3) Must complete Airborne Refresher Training Course. (See FM 3-21-220.) Completion date must be within the 6-month period preceding the date of the scheduled permissive parachuting jump.
- (4) Must be medically qualified for parachuting duty per AR 40-501, be in good physical condition as indicated by most recent Army physical fitness test, and meet the height and weight standards in AR 600-9.
- (5) Must meet membership requirements of *a*, above, and personally volunteer for permissive parachute status.
- c.* Permissive parachuting jumps can be counted for senior and master parachuting ratings.
- d.* No hazardous duty pay is authorized, and no orders are published for permissive parachute jumping.
- e.* Injury received while performing permissive parachuting activities is normally determined to have been incurred in the line of duty.
- f.* An approved exception to policy does not have to be resubmitted when requesting an additional six months in permissive parachute status.
- g.* Permissive parachuting status will not be approved for requests that do not meet the prerequisites in *b*, above or for:

- (1) A period longer than 6 continuous months.
- (2) Jumping with foreign forces unless the Army participant has a definable directed mission role with such foreign forces.
- (3) Jumping related to or motivated by personal, recreational, or ceremonial reasons, for example, jumping with Family members at airborne graduation ceremonies or with sport parachute teams.
- (4) Jumping that is likely to increase airborne program resources.
- (5) Jumping other than static-line.
- (6) Soldiers with no desire to serve in future airborne duty assignments.
- (7) Performing jumpmaster, assistant jumpmaster, or safety personnel duties.
- h.* Approval authorities.

(1) The ACOM/ASCC/DRU commanders; Unified and Special Command (U&SC) commanders; Director, Army National Guard of the United States (ARNGUS); Chief, Army Reserve (CAR), for personnel under their jurisdiction.

(2) Defense Intelligence Agency (DIA), for qualified Army personnel assigned to its overseas locations.

(3) HQDA, Deputy Chief of Staff, G-3/5/7 (DCS, G-3/5/7) (DAMO-SSF) for personnel in the Personnel Exchange Program (PEP), Foreign Area Officer (FAO) Program, and School of Other Nations (SON) Program.

(4) Commanding General, USA Cadet Command and Superintendent, USMA for ROTC and USMA cadets under-going CTLT with the AA.

(5) Approving authorities may delegate approval authority to subordinate organizations that exercise GCMCA. If delegated, the GCMCA will also consider requests from Soldiers under its jurisdiction but who are not subject to the ACOM/ASCC/DRU command authority. A copy of each delegation document will be forwarded to HQDA, Deputy Chief of Staff, G-1 (DAPE-MPE), 300 Army Pentagon, Washington, DC 20310-0300.

(6) Personnel officers will—

(a) On a continuing basis, forward copies of each instrument of delegation to HQDA, Deputy Chief of Staff, G-1 (DAPE-MPE), 300 Army Pentagon, Washington, DC 20310-0300 if approval authority is delegated to GCMCA.

(b) Ensure that approvals are properly authenticated by the Commander/GCMCA (usually a GO) and a copy of each completed permissive parachuting action is forwarded to HQDA, DCS, G-1 (DAPE-MPE).

(c) Disapprove requests that are not in accordance with the policies herein.

(d) Forward favorable recommendations for exception to the policies herein to HQDA, DCS, G-1 (DAPE-MPE), for final action.

(e) Establish controls to maintain continuous account of personnel approved for permissive parachuting status.

5-8. United States Army Marksmanship Unit

The mission of the U.S. Army Marksmanship Unit (USAMU) is to select, equip, and train Soldiers to compete and win in inter-Service, national, international, and Olympic marksmanship competitions; promote the United States Army by fostering public confidence in Army marksmanship through an active public information and public relations program that focuses on the accomplishments and capabilities of USAMU competitive shooters; and enhance Army combat readiness by providing lessons learned from competitive shooting to the various small arms proponents (see DAGO 1995-15).

5-9. Civil Affairs assignments (policy and selection criteria)

a. Soldiers, both male and female, (SGT through SSG (P)) desiring to volunteer for Civil Affairs. duty should contact HRC-Alexandria (EPMD, CMF 38 manager) at commercial (703) 225-8399 or DSN 221-8399 or the SORB (Commander, USAJFKSWCS (AOJK-SP-R), Fort Bragg, NC 28310-9600), provided they meet these qualifications:

(1) A physical demands rating of moderately heavy.

(2) A physical profile of 222221.

(3) Qualifying scores. A minimum score of 100 in aptitude area ST in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.

(4) A security clearance of Secret.

(5) A U.S. citizen or naturalized citizen.

(6) Are high school graduates or have GED certificates.

(7) Are not under suspension of favorable personnel actions (see AR 600-8-2).

(8) No information in Provost Marshal, intelligence, MPF or medical records which would prevent the granting of a security clearance under the provisions of AR 380-67.

(9) No derogatory or adverse information that would preclude the granting of a Secret security clearance (Provided within the SF 86).

(10) No records of conviction by a court-martial.

(11) No record of conviction by a civil court for any offense other than minor traffic violations.

(12) Do not have any lost time under 10 USC 972 within current or preceding enlistment. A waiver for up to but no more than 30 days lost time will be considered for exceptional circumstances.

b. Complete mandatory formal training. Completion of MOS 38B training conducted under the auspices of the JFK Warfare Center and School for initial entry Soldiers, AC RECLASS NCOs and by the Civil Affairs/PO TASS BN for USAR MOS 38B reclassification.

c. Active Army (Soldiers must be in grade SGT with a minimum of 5 years of active Federal Service or be in grade SSG; Soldiers must complete the Airborne Course, if not already qualified) Restricted to the grade of SSG and below. By exception award of the MOS for SSG (P) and SFC is authorized with written approval of the proponent, CG, U.S. Army John F. Kennedy Special Warfare Center and School, (AOJK-SP), 28310-9600). On an as available basis, Soldiers will attend and successfully complete the Search, Evasion, Resistance, Escape (SERE) Level C (High Risk) Course.

d. Upon successful completion of 38B reclassification training, service remaining obligation for CMF 38 duty is 24 months. For Soldiers who attend the Special Operations Language Training (SOLT), the remaining active duty service obligation will begin upon completion of SOLT.

e. Voluntary requests for reclassification may be submitted after completion of 24 months in a CMF 38 duty

assignment. However, Soldiers will not be released from CMF 38 duty assignment or scheduled for training prior to completion of 36 months of duty.

f. All requests for deletion or deferment for Soldiers on assignment instructions in CMF 38 must be submitted to HRC for approval.

g. Active duty Soldiers will be terminated from Civil Affairs duty, CMF 38 MOS withdrawn, and reported for reclassification and assignment when—

- (1) They request termination from Civil Affairs duty or airborne status.
- (2) Their security clearance is withdrawn.
- (3) They lose physical qualifications.
- (4) They fail to fulfill professional requirements or are found unsuitable, as evidenced by any of the following (not all inclusive):

(a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than six months confinement or a fine in excess of \$5,000.

(b) Initiation of any adverse administrative elimination action for reasons specified in AR 635–200.

(c) Repeated failure to perform MOS– or ASI–related duties after counseling and rehabilitative reassignment. Any other act or series of acts inconsistent with the integrity, professionalism, and conduct required of a CA Soldier.

h. Soldiers terminated from Civil Affairs duty will be reported as IA.

5–10. Psychological Operations assignments (policy and selection criteria)

a. Both male and female Soldiers desiring to volunteer for and branch transfer to psychological operations (PSYOP) should contact HRC-Alexandria (EPMD, CMF 37 Manager) at commercial (703) 325–8399 or DSN 221–8399 or contact the SORB (Commander, USAJFKSWCS, (AOJK-SP-R), FT Bragg, NC 28310–9600) or direct inquiries to the recruiting center, commercial: 910–432–1643 or DSN: 239–1643/1641, provided they—

- (1) Are high school graduates.
- (2) Are airborne–qualified, or are qualified for and volunteer to attend airborne training.
- (3) Are not under suspension of favorable personnel actions. (See AR 600–8–2.)
- (4) Do not have any lost time under 10 USC 972 within current or preceding enlistment. A waiver for up to but no more than 30 days lost time will be considered for exceptional circumstances.
- (5) Have not been convicted by court–martial or have disciplinary action under UCMJ, Art. 15, in their OMPF. This provision can only be waived in special circumstances by CG, USAJFKSWCS.
- (6) Have not received a bar to reenlistment.
- (7) Have not been terminated from SF, ranger, or airborne duty, unless termination was due to medical release or voluntary termination due to compelling exceptional circumstances that were—
 - (a)* Documented at the time of the termination.
 - (b)* Endorsed by the chain–of–command.
- (8) Are a U.S. citizen.
- (9) Are able to reclassify from current MOS into CMF 37.
- (10) Soldiers will be scheduled for the next available class.

b. 37F reclassification course provided—

- (1) A second PCS in the same fiscal year is not required for OCONUS–based Soldiers.
 - (2) Soldiers who are CONUS–based have completed at least 12 months TOS prior to PCS to school.
- c.* Soldiers must obtain at least an Interim Secret clearance (based on initiation of an entrance national agency check (ENTNAC)) prior to starting the 37F reclassification training and be able to obtain a final secret clearance prior to graduation of the full training path and PCS unit of assignment.

d. Upon successful completion of the 37F reclassification course, graduates will—

(1) Attend SOLT. However, this may be waived if the Soldier demonstrates proficiency to an interagency language roundtable (see AR 11–6) rating of 1/1 in one or more languages. Soldier must take the Defense Language Aptitude Battery prior to attendance at SOLT.

(2) On an as available basis, Soldiers will attend and successfully complete the SERE Level C (high risk) course.

e. Upon successful completion of 37F reclassification training, service–remaining obligation for CMF 37 duty is 24 months. For Soldiers who attend SOLT, the remaining active duty service obligation will begin upon completion of SOLT.

f. Voluntary requests for reclassification may be submitted after completion of 24 months utilization in a CMF 37 duty assignment. However, Soldiers will not be released from CMF 37 duty assignment or scheduled for training prior to completion of 36 months of duty.

g. All requests for deletion or deferment for Soldiers on assignment instructions in CMF 37 must be submitted to HRC for approval.

h. Active duty Soldiers will be terminated from PSYOP duty, CMF 37 MOS withdrawn, and reported for reclassification and assignment when—

- (1) They request termination from PSYOP duty or airborne status.
 - (2) Their security clearance is withdrawn.
 - (3) They lose physical qualifications.
 - (4) They fail to fulfill professional requirements or are found unsuitable, as evidenced by any of the following (not all inclusive):
 - (a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than 6 months confinement or a fine in excess of \$5,000.
 - (b) Initiation of any adverse administrative elimination action for reasons specified in AR 635–200.
 - (c) Repeated failure to perform MOS– or ASI–related duties after counseling and rehabilitative reassignment.
 - (d) Any other act or series of acts inconsistent with the integrity, professionalism, and conduct required of a PSYOP Soldier.
 - (5) They do not attend SOLT (unless previously language–qualified).
- i.* Soldiers terminated from PSYOP duty will be reported as IA.

Section II

Soldier–Initiated Assignments

5–11. Exchange assignments

- a.* For mutual convenience, Soldiers may request on a DA Form 4187, exchange assignments, often referred to as SWAP assignments (current duty only), with other Soldiers. Both Soldiers must agree and be of the same grade and MOS and be similarly qualified. The initiating Soldier must include the following statement on the DA Form 4187: “I have read and understand the provisions of AR 614–200 and hereby waive any and all claims against the U.S. Government for transportation for me, my Family members, my household goods, and my personal property incident to travel and shipment resulting from reassignment from (current station) to (new location), as requested by me. I further agree to waive any and all claims against the U.S. Government for mileage allowance and/or per diem allowance for me and my Family” and include the other Soldier’s statement. (See fig 5–1.)
- b.* Exchanges must be CONUS to CONUS or OCONUS within the same OCONUS command.
- c.* The commanders of both Soldiers concerned must concur in the proposed exchange assignment and agree on the date of assignment.
- d.* Soldiers must have served at least 12 months at current duty station and have at least 12 months time remaining in service upon arrival at the gaining installation.
- e.* Soldiers will pay all costs incurred in relocation, and all travel time will be charged as ordinary leave.
- f.* Eligibility for foreign Service does not change, and no stabilization period is authorized for either Soldier.
- g.* Soldiers in receipt of AIs, or in a deployed status, are not eligible.
- h.* If a married Army couple currently occupying a common household is separated because one Soldier is granted an exchange assignment, the other Soldier may not apply for reassignment to the same installation to reestablish a joint residence.

(DATE)

STATEMENT

I agree to an exchange assignment with Ford, Kevin J., 000--00--0000, SGT 11B20 presently stationed at Fort Defense, VA. If this request is approved, I understand that all expenses (including transportation of family members and household goods) incident to this reassignment will be borne by me. I further understand that any time used as travel time between duty stations will be charged against me as ordinary leave. The following personal data is submitted:

Name: ROSS, Louis, Grade: SGT, E5 MOS: 11B Unit and station: Co A, 2d BN, 4th Inf, 86th Inf Division, Fort Service, NY 01122.

Figure 5-1. Sample Statement of Understanding for an Exchange Assignment

5-12. Assignment of sole surviving son and/or daughter

a. A sole surviving child is the only remaining son or daughter in a Family where the father, or mother (or one or more sons or daughters), served in the Armed Forces of the United States and because of hazards with such military Service—

- (1) was killed.
- (2) died as a result of wounds, accident, or disease.
- (3) is in a captured or MIA status.
- (4) is permanently 100-percent physically disabled (including 100-percent mental disability), as determined by the Veterans Administration or one of the military Services.

b. Acquiring or retaining sole surviving son and/or daughter status shall not depend on the existence of any other living Family member, including a sole surviving son with one or more surviving sisters or including a sole surviving daughter with one or more surviving brothers.

(1) The continued existence of a Family unit shall not be required for qualifying as a sole surviving son and/or daughter.

(2) The Soldier may qualify as a sole surviving son and/or daughter through either his or her father or mother. The parent through whom the Service member seeks to qualify does not need to be living, but the Soldier shall be the only remaining son and/or daughter, natural or adopted, of that parent.

c. A sole surviving son and/or daughter may not be assigned to a PCS, a TDY, or duties involving actual combat with the enemy if he or she, or one of his or her parents, or spouse submits a written request for non-combat duty. On approval of such a request, a sole surviving son and/or daughter shall not be assigned to any overseas area designated as a hostile-fire or imminent-danger area nor to duties that may subject him or her to combat with the enemy.

d. A Soldier acquiring sole surviving son and/or daughter status (or is reinstated) when serving in a hostile fire area or imminent danger area or when performing combat duties shall be reassigned from there upon approval of a request for an assignment restriction. However, this policy does not preclude assigning sole surviving sons and/or daughters to overseas areas where combat conditions are nonexistent.

e. Soldier-initiated sole surviving son and/or daughter requests (DA Form 4187 or memorandum) will be forwarded through command channels to CG, HRC-Alexandria, Special Actions Branch (AHRC-EPO-A), 2461 Eisenhower Avenue, Alexandria, Virginia 22331-0450 for approval. Table 5-1 below contains detailed guidance for submission of Soldier-initiated sole surviving son and/or daughter requests.

f. A Soldier's parent(s) or spouse may submit requests for approval of sole surviving son and/or daughter status on behalf of the Soldier directly to CG, HRC-Alexandria, Special Actions Branch (AHRC-EPO-A), 2461 Eisenhower Avenue, Alexandria, Virginia 22331-0450. All requests will include substantiating evidence and identification of all personnel involved. Table 5-2 below contains detailed guidance for submission of sole surviving son and/or daughter requests initiated by Soldier's parent or spouse.

g. The Special Actions Branch will process assignment deletions, update Soldier's EDAS' record, and complete any

other assignment related tasks required to reflect assignment restriction based on sole surviving son and/or daughter status.

h. Waiver of assignment restriction. When the parent(s) or spouse of a qualified sole surviving son and/or daughter requests protective assignment for an eligible Soldier, the Soldier shall be afforded the opportunity of waiving the parental or spousal request before a final determination is made by the approval authority. Soldiers may also waive previously approved sole surviving son and/or daughter exemptions when initial approval was based on his or her own application.

(1) Soldiers who have waived sole surviving son and/or daughter status may request reinstatement of that status at any time. Until the request is approved, the Soldier will be removed promptly to a “safe haven” within the combat zone until reassignment. Requests for reinstatement of sole surviving son and/or daughter status will be forwarded through command channels to CG, HRC-Alexandria, (AHRC-EPO-A), 2461 Eisenhower Avenue, Alexandria, Virginia 22331-0450 for approval.

(2) A Soldier who has been advised of the provisions of this paragraph who then enlists, reenlists, or extends voluntarily his or her period of active duty with the U. S. Army after the date of notification of the Family casualty on which the sole surviving son and/or daughter status is based shall be considered as automatically having waived his or her rights to the protective assignment.

i. Separation policies regarding survivorship of Soldiers who become sole surviving sons and/or daughters after enlistment are contained in AR 635-200, Section II, para’s 5-4 through 5-7.

Table 5–1

Procedures for Requesting Sole Surviving Son and/or Daughter Status-Soldier Request

Step 1:

Action required by: Soldier

Description of action(s):

- a. Inform immediate supervisor and unit commander of intention to apply for sole surviving son and/or daughter status (or reinstatement of sole surviving son and/or daughter status).
- b. Initiate request using DA Form 4187 (or memorandum).
- c. Attach supporting documentation to DA Form 4187 (or memorandum)
- d. Submit request and supporting documentation to Unit commander/MPD/BN/BDE/BCT S-1 for processing.

Step 2:

Action required by: Unit commander/MPD/BN/BDE/BCT S-1

Description of action(s):

- a. Counsel Soldier on sole surviving son and/or daughter criteria, policy, and assignment restrictions outlined in para 5-12, AR 614-200.
- b. Review DA Form 4187 (or memorandum) and supporting documentation to ensure Soldier is eligible for sole surviving son and/or daughter status.
 - (1) If Soldier does not meet eligibility criteria, provide them with reason(s) for disapproval.
 - (2) If additional verification/supporting documentation are required, inform Soldier and suspense action pending receipt of additional information.
- c. If Soldier meets eligibility criteria, prepare commanders' recommendation(s) (unit, battalion, and/or brigade/brigade combat team commander).
- d. Forward recommendation(s), DA Form 4187 (or memorandum), and supporting documentation to next higher headquarters for recommendation.
 - (1) If the Soldier is in receipt of assignment instructions (AI) or on orders to a combat zone or hostile fire area, ensure that the Soldier is held at home station pending the approving official's decision.
 - (2) If the Soldier is already assigned within a combat zone or hostile fire area, take immediate action to remove them from the hostile-fire area or move them to a safe haven within the combat zone until the approval authority has had an opportunity to review the case and make a decision.
 - (3) If necessary, submit request for deferment for Soldiers in receipt of AI's pending decision on case.

Step 3:

Action required by: GCM Authority/Division CDR/CDR in grade of COL or above

Description of action(s):

- a. Review DA Form 4187 (or memorandum), recommendation(s), and supporting documentation for completeness.
- b. Prepare and attach memorandum recommending approval (if complete and Soldier meets eligibility; otherwise, disapprove and return for correction).
- c. Forward entire package to Chief, Special Actions Branch (AHRC-EPO-A) for final decision.

Step 4:

Action required by: Chief, Special Actions Branch (AHRC-EPO-A)

Description of action(s):

- a. Review DA Form 4187 (or memorandum), supporting documentation, and recommendation(s) for completeness.
 - b. Coordinate legal review of package as necessary.
 - c. Once package has been verified as complete and legally sufficient, approve Soldier's request.
 - d. Upon favorable consideration of Soldier's request for sole surviving son and/or daughter status (or reinstatement), Chief, Special Actions Branch (AHRC-EPO-A) will authorize the assignment limitation, coordinate all applicable reassignment actions with Soldier's Career/Specialty branch, and notify Soldier and chain of command of actions taken.
 - e. If case is not favorably considered (package does not meet regulatory guidance), disapprove and inform Soldier and Soldier's chain of command of reasons for disapproval. Note: Only the Soldier can request to waive sole surviving son and/or daughter status or request reinstatement of sole surviving son and/or daughter status previously waived.
-

Table 5–2
Procedures for Requesting Sole Surviving Son and/or Daughter Status-Spouse or Parents

Step 1:

Action required by: Spouse or Parents

Description of action(s):

- a. If necessary, seek information and assistance on requesting sole surviving son and/or daughter status on behalf of Soldier. This information can be obtained from the closest MPD/BN/BDE/BCT S-1, Soldier's unit, or from the Chief, Special Actions Branch (AHRC-EPO-A).
- b. Initiate request for sole surviving son and/or daughter status on behalf of Soldier.
- c. Attach supporting documentation to the request.
- d. Submit request and supporting documentation directly to Chief, Special Actions Branch (AHRC-EPO-A) for processing and final approval.

Step 2:

Action required by: Chief, Special Actions Branch (AHRC-EPO-A)

Description of action(s):

- a. Review spousal or parental request and supporting documentation for completeness.
 - (1) If Soldier does not meet eligibility requirements, provide Soldier's spouse or parents with reasons for disapproval.
 - (2) If additional verification/supporting documentation are required, inform requesting party and suspense action pending receipt of additional information.
- b. If Soldier meets eligibility criteria and all supporting documentation is present, inform Soldier and chain of command of pending action.
- c. If necessary, submit request for deferment for Soldiers in receipt of AI's pending approval of case.
- d. Coordinate legal review of package if necessary.

Step 3

Action required by: Unit commander/MPD/BN/BDE/BCT S-1

Description of action(s):

- a. Upon notification by Chief, Special Actions Branch (AHRC-EPO-A) of the submission of a request by Soldier's spouse or parents for sole surviving son and/or daughter status on his or her behalf, counsel Soldier on sole surviving son and/or daughter criteria, policy, assignment restrictions, and on his/her right to waive the spousal or parental request before a final determination is made by the approval authority.
 - (1) If the Soldier is in receipt of assignment instructions (AI) or on orders to a combat zone or hostile area, ensure that the Soldier is held at home station pending the approving official's decision.
 - (2) If the Soldier is already assigned within a combat zone or hostile area, take immediate action to remove him/her from the hostile-fire area or move him/her to a safe haven within the combat zone until the approval authority has had an opportunity to review the case and make a decision.
- b. Have Soldier prepare and submit a written request if he or she elects to waive sole surviving son and/or daughter status based on request submitted on his/her behalf by spouse or parents.
- c. Submit waiver request to Chief, Special Actions Branch (AHRC-EPO-A) by most expeditious means available.

Step 4:

Action required by: Chief, Special Actions Branch (AHRC-EPO-A)

Description of action(s):

- a. If Soldier decides to waive spousal or parental request, inform spouse or parent initiating the request. No additional action is required.
 - b. If Soldier does not waive spousal or parental request and package has been verified as complete and legally sufficient, approve Soldier's request.
 - c. Upon favorable consideration of Soldier's request for sole surviving son and/or daughter status, Chief, Special Actions Branch (AHRC-EPO-A) will authorize the assignment limitation, coordinate all applicable reassignment actions with Soldier's Career/Specialty branch, notify spouse or parent initiating the request, Soldier, and chain of command of actions taken.
 - d. If case is not favorably considered (package does not meet regulatory guidance), inform spouse or parent initiating the request, Soldier, and Soldier's chain of command of reasons for disapproval.
-

5–13. Exemption from assignment to duty in a designated hostile fire area

a. Assignment to duty in a hostile-fire or imminent-danger area (hereinafter referred to as "hostile-fire area" (HFA)) must be shared equitably by all similarly qualified Soldiers except as outlined above in paragraph 5–12 and as follows:

(1) If a Military member of a Family is killed, dies, 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 disabled, due to service in a HFA, then Soldiers of the same Family will be exempt, upon request, from serving in designated HFAs or, if serving in such an area, will be reassigned from there.

(2) Assignment of conscientious objectors shall be subject to the restrictions contained in paragraph 3-13 of this regulation and AR 600-43.

(3) Wounded Soldiers who have been hospitalized 30 or more days outside a hostile-fire area due to a specific hostile-fire action resulting from combat service shall not be returned to such service during the tour when wounded. Soldiers reassigned under this paragraph, may be eligible for subsequent hostile-fire area tours. Soldiers may also return voluntarily to a hostile-fire area, if medically qualified. The provisions of this paragraph shall not apply to Soldiers hospitalized for injury, accident, or illness not attributable to hostile-fire action. This prevents considering cases such as self-inflicted wounds and other non-combat causes.

b. Requests for exemption from duty in a HFA (DA Form 4187 or memorandum) may only be submitted by the Soldier, and will be forwarded through command channels to CG, HRC-Alexandria, (AHRC-EPO-A), 2461 Eisenhower Avenue, Alexandria, Virginia 22331-0450 for approval. Table 5-3 below contains detailed guidance for submission of requests for exemption from duty in HFAs. Requests for combat exemptions may be submitted at anytime. A Soldier submitting a request for exemption from his or her assignment should be retained in place until action on his or her application is finalized.

c. Upon favorable consideration, the Special Actions Branch (AHRC-EPO-A) will process assignment deletions and any other actions required to reflect the HFA assignment restriction.

d. Soldiers who withdraw their approved HFA exemption may request reinstatement of the exemption at a future point in time. For reinstatement submission and approval procedures, refer to paragraph 5-13*b* above.

e. For the purposes this paragraph, Family members include the following:

(1) Father and mother. This includes stepfather, father by adoption, stepmother, mother by adoption, or those who have stood in loco parentis for at least 5 years.

(2) Brothers and sisters. This includes stepbrothers, brothers, by adoption, half brothers, stepsisters, sisters by adoption, or half sisters.

(3) Husband and wife.

(4) Children.

(a) Legitimate child.

(b) Legally adopted child.

(c) Stepchild, if a member of the household at the time of death of the Soldier or former Soldier.

(d) An illegitimate child of a female Soldier or a former female Soldier.

(e) An illegitimate child to whose support a male Soldier or former Soldier shall have been ordered or decreed judicially to contribute, decreed judicially to be the father, or shall have acknowledged in writing under oath that he is the father.

(f) A person standing in loco parentis minimally for 5 years before death to the Soldier or former Soldier.

Table 5-3
Procedures for Requesting Exemption from Assignment to Duty in a Designated HFA

Step 1:

Action required by: Soldier

Description of action(s):

- a. Inform immediate supervisor and unit commander of intention to apply for exemption from assignment to duty in a designated hostile fire area (or reinstatement of HFA exemption)
- b. Initiate request using DA Form 4187 (or memorandum).
- c. Attach supporting documentation to DA Form 4187 (or memorandum)
- d. Submit request and supporting documentation to Unit commander/MPD/BN/BDE/BCT S-1 for processing.

Step 2:

Action required by: Unit commander/MPD/BN/BDE/BCT S-1

Description of action(s):

- a. Counsel Soldier on exemption from assignment to duty in a designated hostile fire area criteria, policy, and assignment restrictions outlined in para 5-13, AR 614-200.
- b. Review DA Form 4187 (or memorandum) and supporting documentation to ensure Soldier is eligible for exemption from assignment to duty in a designated hostile fire area (or reinstatement of HFA exemption).
 - (1) If Soldier does not meet eligibility requirements, provide him/her with reasons for disapproval.
 - (2) If additional verification/supporting documentation are required, inform Soldier and suspense action pending receipt of additional information.
- c. If Soldier meets eligibility criteria, prepare commanders' recommendation(s) (unit, battalion, and/or brigade/brigade combat team commander).
- d. Forward recommendation(s), DA Form 4187 (or memorandum), and supporting documentation to next higher headquarters for review/recommendation.

Step 3:

Action required by: GCM Authority/Division CDR/CDR in grade of COL or above

Description of action(s):

- a. Review DA Form 4187 (or memorandum), recommendations, and supporting documentation for completeness.
- b. Prepare and attach memorandum recommending approval (if complete and Soldier meets eligibility; otherwise, disapprove and return for correction if necessary).
- c. Forward entire package to Chief, Special Actions Branch (AHRC-EPO-A) for final decision.

Step 4:

Action required by: Chief, Special Actions Branch (AHRC-EPO-A)

Description of action(s):

- a. Review DA Form 4187 (or memorandum), supporting documentation, and recommendation(s) for completeness.
- b. Coordinate legal review of package as necessary.
- c. Once package has been verified as complete and legally sufficient, approve Soldier's request.
- d. Upon favorable consideration of Soldier's request for sole surviving son and/or daughter status (or reinstatement), Chief, Special Actions Branch (AHRC-EPO-A) will authorize the assignment limitation, coordinate all applicable reassignment actions with Soldier's Career/Specialty branch, and notify Soldier and chain of command of actions taken.
- e. If case is not favorably considered (package does not meet regulatory guidance), inform Soldier and Soldier's chain of command of reasons for disapproval.

Notes:

¹ Only the Soldier can request exemption from assignment to duty in a HFA, request to withdraw exemption from assignment to duty in a HFA, or request reinstatement of exemption from assignment to duty in a HFA previously withdrawn.

Section III

Compassionate Actions

5-14. Overview

a. Compassionate actions are requests from individual Soldiers when personal problems exist. The two types of compassionate requests are when personal problems are—

- (1) Temporary (resolvable within a year).
- (2) Not expected to be resolved within a year.

b. Soldiers may be reassigned, deleted or deferred from AIs, or attached as a result of an approved compassionate request. Soldiers requesting reassignment may be assigned to an area other than their requested geographical preference based on availability of medical services and the needs of the Army.

c. Soldiers may request reassignment from—

- (1) CONUS to CONUS.
- (2) OCONUS to CONUS.
- (3) CONUS to OCONUS.
- (4) Within same OCONUS command.

- d.* Normally, the following conditions alone are not a basis for a compassionate request:
- (1) Soldier's desire is to be in a new area.
 - (2) Divorce or separation that is the result of Family separation due to military requirements.
 - (3) Legal actions and court appearances for matters relating to divorce and/or child custody issues.
 - (4) Recent awarding of custody of dependent child or children to the Soldier under the terms of a divorce or legal separation by temporary or permanent court order.
 - (5) Sole parenthood.
 - (6) Pregnancies involving threatened miscarriage, breech birth, cesarean section, or RH incompatibility of spouse.
 - (7) The problem expected to be resolved by Family members joining the Soldier at their duty station.
 - (8) Minor allergies suffered by the members of the Family due to climatic conditions.
 - (9) Problems relating to home ownership or housing shortages.
 - (10) Financial problems alone or as the result of mismanagement of financial affairs by the Soldier or the Soldier's Family or problems related to an off-duty job, spouse's job, or private business activities.
 - (11) Chronic problems relating to parents or parents-in-law.
- e.* Soldiers are not authorized to submit more than one request for reconsideration for the same or similar extreme Family problem.
- f.* Commanders who are GCMCAs will review each application to determine that established criteria has been met. Requests that do not meet standards for a change in assignment will not be approved by GCM authority. Applications that are not approved will be returned to Soldiers. Reasons for disapproval will be specified.
- g.* Guidance for requesting compassionate actions for USAR AGR Soldiers is contained in para 4-2*k*, AR 140-30.

5-15. Criteria

- a.* Compassionate requests must be initiated by the individual Soldier concerned. Spouses of Soldiers enrolled in the MACP will receive compassionate consideration unless otherwise indicated in the remarks section of DA Form 3739 (Application for Compassionate Actions). However, this does not guarantee favorable consideration.
- b.* Compassionate consideration will be given for problems that cannot be resolved through the use of leave, correspondence, power of attorney, or the help of Family members or other parties.
- c.* Compassionate consideration will be given only for Family members. A Family member includes spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the Soldier. Other persons, including parents-in-law, may also be considered provided they are documented as authorized Family members. (See AR 600-8-14.) If the problem is based on conditions of the parents-in-law, there must be no other Family members of the spouse's Family to help solve the problem.
- d.* There must be a valid MOS and grade authorization at the requested installation or activity. Director, EPMD, HRC may waive the MOS and grade authorization when a valid MOS and grade authorization does not exist at the requested installation or activity and the Office of the Surgeon General has recommended approval. Waiver of MOS and grade authorization will only apply to extreme cases involving the Soldier's spouse or child. Upon completion of 12-month stabilization, Soldier will be awarded AEA code "L" and may be placed on assignment to a location where MOS is authorized.
- e.* Soldiers' AIs may be deferred (see AR 600-8-11) pending the results of their compassionate request. However, Soldiers in basic training will not be deferred from AIT pending the results.
- f.* Soldiers having an unfulfilled enlistment commitment must sign a waiver statement if their compassionate request is approved.
- g.* Soldiers requesting compassionate reassignments from OCONUS locations where medical care for Family members is not available, as determined by appropriate medical authorities (European Regional Medical Center or ACOM/ASCC/DRU Surgeon General), must submit appropriate medical documentation verifying care is not available.

5-16. Supporting documentation

The following documentation will be included (as appropriate) with DA Form 3739 (see fig 5-2).

- a. Medical problems.* A signed statement from the attending physician giving the specific medical diagnosis and prognosis of illness. The statement will include date of onset, past and anticipated periods of hospitalization, period of convalescence, and anticipated life expectancy for terminal cases. The statement will list any other factors that establish the Soldier's presence as having a bearing on the medical condition. For cases involving reassignment from OCONUS location where medical care for Family members is not available, include documentation from appropriate medical authorities stating that fact (see para 5-15*g*).
- b. Legal problems.* A signed statement from a licensed attorney stating the problem and the reasons why solutions other than reassignment of the Soldier are unacceptable. If applicable, a copy of court order, divorce decree, or other pertinent legal documents will be submitted.
- c. Rape/child abuse.* Statements from police, social service agencies, and/or examining physicians.

d. Marital and dependent status. When cases involve reassignment of Soldiers to dependent-restricted tours, a statement by the Soldier, witnessed by an officer, will be included. It will specify that the Soldier has been advised that travel for dependents at Government expense is not authorized (see JFTR para U5222D).

e. Other problems. Supporting statements from responsible persons (for example, clergymen, social workers, court clerks, American Red Cross personnel) who have personal knowledge of the problem.

APPLICATION FOR COMPASSIONATE ACTIONS

For use of this form, see AR 614-200; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, USC, Section 301.
PRINCIPAL PURPOSE: To determine eligibility for compassionate action.
ROUTINE USES: Information may be referred to appropriate authorities to determine if compassionate action can be approved.
DISCLOSURE: Disclosure is voluntary. Failure to furnish information requested may result in denial of request for compassionate action.

FORWARD APPLICATION TO HQDA (TAPC-EPC-S). SUBMIT ONE COPY ONLY. The soldier is advised that if this request for compassionate action is approved, he/she may be assigned to duties in other than PMOS; further, a waiver of any enlistment/reenlistment commitment must be accomplished (AR 601-210, chapter 8 and AR 601-280, chapter 4). If submitted by soldier on leave, DDALV or in attached status, a copy of DA Form 31 or orders must be included with this request.

1. I REQUEST:

- a. REASSIGNMENT TO Fort Bragg, NC
- b. DEFERMENT OF _____ DAYS FROM ORDERS TO _____
- c. DELETION FROM ORDERS TO _____
- d. PERMISSIVE ATTACHMENT OF _____ DAYS AT _____ EFFECTIVE _____

2. NAME (Last, First, MI) Clemente, Roberto		3. SSN 000-00-0000	4. RANK SFC	5. PRO-PAY CATEGORY N/A
6. ENL COMMITMENT Indefinite	7. PMOS 75H40	8. SMOS 71L40		9. LATEST PCS 3 Sep 98
10. CURRENT STATUS	<input checked="" type="checkbox"/> DUTY	11a. ASG/ATCH UNIT HHC, 109th Inf Bn Ft. Lewis, WA 00000		11b. PHONE NO. Comm (000) 000-0000 DSN 000-0000
	<input type="checkbox"/> ORDINARY LEAVE			
	<input type="checkbox"/> EMERGENCY LEAVE			
12. DEROS N/A	13. DROS 4 Aug 83	14. MARITAL STATUS Married		15. DATE OF MARRIAGE 11 Nov 95
16a. NAME OF SPOUSE Beryl Clemente		16b. AGE 35	16c. PRESENT ADDRESS OF SPOUSE 1814 Jackson Street, George, WA 0000	
17. BASD 9 Nov 83	18. PEBD 9 Nov 83	19. ETS 15 Oct 04		20. HOME PHONE NO. (Include area code) (000) 000-0000

21. AUTHORIZED FAMILY MEMBERS, CHILDREN OR OTHERS AUTHORIZED AS FAMILY MEMBERS IAW AR 640-3.

NAME	AGE	RELATIONSHIP	ADDRESS
Joseph Clemente	4	Son	Same as item 16c.

22a. PARENTS (To be completed by all soldiers. Indicate if parents are deceased.)

NAME	AGE	ADDRESS	MONTHLY INCOME	HEALTH
FATHER: Deceased				
MOTHER: Juliet Clemente	60	1462 Waycross Street Highpoint, NC 0000	\$400	Poor
FATHER-IN-LAW: Deceased				
MOTHER-IN-LAW: Deceased				

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Figure 5-2. Sample of a Completed DA Form 3739

22b. THIS REQUEST IS BASED ON LOCO PARENTIS. I RESIDED WITH THE FOLLOWING PERSONS FROM _____ (Month/Year) TO: _____ (Month/Year)					
NAME	AGE	ADDRESS	MONTHLY INCOME	HEALTH	
23. SOLDIER'S BROTHERS AND SISTERS WHETHER LIVING AT HOME OR ELSEWHERE AND OTHER MEMBERS OF FAMILY. (Include brothers/sisters-in-law, if request is based on in-law problems.)					
NAME	AGE	RELATIONSHIP	ADDRESS	OCCUPATION	MONTHLY INCOME
24. HAS SOLDIER SUBMITTED ANY PREVIOUS REQUESTS FOR COMPASSIONATE ACTION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, INCLUDE DATE SUBMITTED, CIRCUMSTANCES PROMPTING THE REQUEST, AND FINAL DECISION.					
25. GIVE REASONS FOR REQUESTING COMPASSIONATE ACTION (If illness or injury is involved, attach statement from attending physician, IAW AR 614-200, chapter 5.) Mother has had a heart attack. The diagnosis is blockage of the Arteries. The prognosis for recovery is poor. Life expectancy is one year or less.					
26. WHAT ATTEMPTS HAVE BEEN MADE BY SOLDIER TO REMEDY THE CONDITIONS OTHER THAN APPLYING FOR A COMPASSIONATE ACTION? Leave to assist, financial support, etc.					
27. REMARKS					
28a. I have been interviewed by a commissioned officer and have been advised that false statements on this application will constitute a violation of the UCMJ 1951 (as amended) and may subject me to a trial by court-martial.					
b. SIGNATURE OF APPLICANT				c. DATE	
29a. I certify that the information on the request for compassionate action contained herein <input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL					
b. TYPED OR PRINTED NAME OF COMMANDER/AUTHORIZED REPRESENTATIVE		c. SIGNATURE		d. DATE	
Donald D. McAlluff CPT, TC, PERS OFCR				15 MAR 00	

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Figure 5-2. Sample of a Completed DA Form 3739-Continued

5-17. Compassionate requests when problems are temporary

The following criteria is in addition to the criteria listed in paragraphs 5-14 and 5-15.

- a. The problem must be temporary and resolvable within 1 year.
- b. The problem neither existed nor was foreseen at the time of the latest entry on active duty. Reenlistment without a break in service is not considered to be the latest entry on active duty.
- c. Commanders with GCMCA, on a one-time-basis, may—
 - (1) Temporarily defer, up to 60 days, Soldiers' AIs when the request for Family travel was submitted late due to extensive evaluation and testing of Family members identified during mandatory medical screening in support of the EFMP (not applicable to IET students).
 - (2) Delete Soldiers' AIs when, within nine months of Soldiers' report date—
 - (a) The spouse or minor child is deceased.
 - (b) There has been a documented rape of spouse or minor child, and the Soldier's presence is essential to resolve related problems.
 - d. Situations not stated in *c*, above, will be decided by HRC (AHRC-EPO-A). The following are examples of conditions that normally warrant approval:
 - (1) Terminal illness with less than 12 months' life expectancy of an immediate Family member documented by attending physician.
 - (2) Scheduled major surgery of Soldier's spouse or minor child with 12 months or less recovery/rehabilitation documented by attending physician.
 - (3) A recent severe psychotic episode involving a spouse or child.
 - (4) Soldiers' minor children are being made wards of the court or placed in an orphanage or foster home as a result of Family separation. Separation must be the result of military Service and not of neglect or misconduct on the part of the Soldier.
 - (5) Adoption cases in which the home study (deciding if a child is to be placed) has been completed and a child is scheduled to be placed in Soldiers' home within 90 days. Additionally, if Soldiers are pending reassignment action, the Soldiers must have initiated the adoption proceedings before notification of reassignment.
 - (6) Soldiers en route from an accompanied OCONUS tour to an unaccompanied OCONUS tour may be deferred for up to 30 days. The deferment is for settlement of Family when the Soldier's presence is required for unforeseen problems.

5-18. Compassionate requests when problems are not expected to be resolved within one year

The following criteria are in addition to the criteria listed in paragraphs 5-14 and 5-15.

- a. A second PCS in the same fiscal year is not involved.
- b. A valid requirement (requisition) for the Soldier's grade and PMOS must exist at the desired location.
- c. The following are examples of conditions that normally warrant approval:
 - (1) Extreme Family problems stated in paragraph 5-15*b* that cannot be resolved in 1 year.
 - (2) A recent death in the Soldier's Family, other than spouse or minor child, when extenuating circumstances exist.
 - (3) Serious chronic health problems.
 - (4) Disabling allergies that will be aggravated by climatic conditions.

5-19. Compassionate reassignments under emergency conditions

a. Soldiers in a leave status may apply for a change in assignment or attachment through the commander of the nearest Army installation or activity that has a personnel or administration office provided—

- (1) They have a verified compassionate problem that can be resolved only by remaining in the area of attachment.
- (2) The local commander, based on Soldier's supporting documents, determines that one of the following emergency situation exists:
 - (a) Documented/recent death of an authorized Family member (see para 5-15*c*).
 - (b) Documented terminal illness of an authorized Family member.
 - (c) Documented/recent rape of an authorized Family member.
 - (d) Documented child abuse/child custody/child protective service case where the child is at risk of being placed in foster care or placed for adoption (this would include incarceration of an authorized Family member with a minor child/children).
 - (e) While on leave, a Soldier may request attachment when (1) prior to the Soldier's departure on leave, the Soldier's request for compassionate reassignment was processed and forwarded by the Soldier's assigned activity or installation and the request was received at HRC; or (2) while the Soldier is on leave, a documented emergency (as noted in (a) through (d) above) occurs and the Soldier has not yet submitted a request. HRC (AHRC-EPO-A) is the

approval authority for requests for compassionate attachment. The period of attachment will be for 10 days (or as otherwise directed by HRC (AHRC-EPO-A)).

(f) Emergency medical evacuation of an authorized Family member.

(g) Emergency as severe as those listed in *(a)* through *(f)* above (these should be considered only on a limited case-by-case basis). Contact HRC (AHRC-EPO-A) prior to submitting attachment request in EDAS.

b. Soldiers with situations that do not qualify as an emergency situation will be instructed to return to their parent unit and submit their compassionate attachment application through their parent unit.

c. An Army installation is defined as any unit that normally initiates personnel actions. This includes, but is not limited to, military entrance processing stations (MEPS), U.S. Army Recruiting Battalion, and depots.

d. Normally, Soldiers who are returned from OCONUS on emergency leave qualify as emergency cases. These Soldiers may contact the nearest military personnel and transportation assistance officer (MPTAO). Soldiers who cannot report to an installation should contact HRC (AHRC-EPO-A). Attachment requests may be forwarded to HRC via EDAS (Compassionate Attachment Function).

e. Soldiers may be attached for 10 days (or as otherwise directed by HRC (AHRC-EPO-A)), to the installation or activity processing the request when authorized by HRC (AHRC-EPO-A) and Soldiers have submitted a compassionate request at the assigned activity or installation prior to departure on leave, or documented emergencies, as noted in *a*, above, exist for submitting a compassionate reassignment request.

f. Attachment for Soldiers on leave from or en route between CONUS installations must have approval of the gaining commander and HRC (AHRC-EPO-A).

g. During attachment—

(1) Soldier's grade and MOS do not have to be authorized at the installation or activity processing the request.

(2) Payment of per diem and travel allowance is not authorized.

(3) The compassionate reassignment request (if not submitted prior to the attachment) must be processed, forwarded, and received at HRC prior to the conclusion of the 10-day attachment period. If HRC has not received the application prior to the conclusion of the 10-day attachment period, then the Soldier will be released from attached status and directed to comply with current assignment instructions or return to the parent unit.

(4) Soldiers will remain at the installation and perform duties as directed by the commander. Soldiers will be granted enough free time to permit them to document their request. However, any absence in excess of 72 hours will be charged as ordinary leave.

h. If the compassionate reassignment application has been submitted to HRC (AHRC-EPO-A), then the Soldier will remain attached until a reply is received. If no response has been received within 10 days, then local commanders must contact HRC (AHRC-EPO-A) for the status and appropriate action.

i. Release from attachment.

(1) Soldier will be released from attachment as directed by HRC (AHRC-EPO-A).

(2) Under no conditions may installations grant attachment extensions for compassionate reasons without approval from HRC (AHRC-EPO-A).

j. The maximum period of attachment will not exceed 60 days. If a Soldier seeks attachment for more than 60 days, the action should be submitted as a reassignment, not an attachment. The 60-day period includes the initial period of attachment for a Soldier submitting a compassionate reassignment request from a location other than their parent unit.

Section IV

Married Army Couples Program

5-20. Applicability

Provisions of this section apply to regular Army (RA) Soldiers married to members of the RA, other U.S. military Services, or Reserve Components. Soldiers married to civilians are not included. Guidance for USAR AGR Soldiers married to other USAR AGR Soldiers is contained in AR 140-30, para 4-2j.

5-21. Scope

a. Married Army couples desiring joint assignment to establish a common household (JD) must request such assignment by enrolling in the MACP. Application for enrollment must be submitted not later than 30 days from the date of marriage. Marriage must be valid per AR 37-104-4. Action based on intended marriage will not be considered even as an exception to policy.

(1) Only one Soldier needs to request enrollment in the MACP when both Soldiers are serviced by the same MPD/BCT/BDE S-1 (signatures of both Soldiers are required); otherwise both must apply.

(2) The servicing MPD/BCT/BDE S-1 will submit the appropriate spouse information using the Personnel Services Function in eMILPO. This capability is found under the Soldier Program Application using the procedure for creating a request for enrollment into the MACP. Soldiers are not officially enrolled until their spouse information is updated on the TAPDB.

(3) After submission of the spouse data through eMILPO, the MPD/BCT/BDE S-1 will verify enrollment against the MACP microfiche received bimonthly or by accessing the EDAS Personnel SSN Query Function (PS Screen). Verification of enrollment must be made prior to notifying Soldiers of the status of their enrollment request.

(4) When one Soldier is considered for reassignment, the other Soldier is automatically considered for assignment to the same location or area. Assignment instructions for each member will indicate whether or not a joint assignment is approved. If one Soldier is considered for assignment, and the other Soldier does not have sufficient time remaining to ETS for an assignment and does not reenlist or extend, the provisions of the MACP do not apply.

(5) Enrollment guarantees JD assignment consideration; however, it does not guarantee that the couple will be assigned together at the same location and/or at the same time.

(6) Consideration is continuous as long as the couple remains enrolled in the program.

b. Favorable consideration for JD assignment will depend on—

(1) A valid requisition/requirement existing in the same area for both Soldiers' military PMOS or branch (officers) and grades.

(2) Career progression of both Soldiers not being adversely affected and Soldiers being otherwise eligible for the assignment.

c. Married Army couples that do not enroll in the MACP indicate that JD assignments are not desired; therefore, this cannot be used as the basis to request deletion from an assignment.

d. Other RA married Soldiers may not enroll in the MACP but may request reassignment to join their spouses by submitting a DA Form 4187 if—

(1) Married to a member of another U.S. military Service.

(2) Married to a member of the Reserve Component and that spouse is ordered to active duty for one year or more.

5-22. Criteria

a. The guideline for a JD is assignments close enough together for Soldiers to establish a common household (50-mile radius or one hour driving time of each other). Married Soldiers will not be assigned so that they will be in their spouse's rating chain.

b. Deferment or early arrival requests for couples to travel together will not be considered.

c. Married Army couples must meet their military obligations (regardless of assignment) to the same extent as unmarried Soldiers or Soldiers married to civilians.

d. As an exception, a reassignment may be granted by HRC, regardless of Soldier's time on station, to establish a joint domicile when a Soldier's spouse is assigned to a Warrior Transition Unit (WTU) (not applicable for exception if spouse is assigned as WTU cadre). The Soldier desiring reassignment to the spouse's WTU location must initiate the request for reassignment.

e. A reassignment in CONUS, under the MACP, to establish a JD may be granted as an exception. Reassignment is contingent on the following:

(1) A valid requisition exists in the Soldier's grade and MOS at the gaining installation, and assignments are near enough to each other to establish a JD.

(2) Losing installation does not have a critical shortage in the Soldier's grade and MOS.

(3) Soldiers have served a minimum of 24 months (12 months when volunteering to join spouse in an OCONUS area) time-on-station when departing the losing duty station for a CONUS to CONUS reassignment. Soldiers may submit a voluntary request for OCONUS after 6 months time-on-station if military spouse is located OCONUS for movement after completion of 12-month TOS requirement. If both Soldiers are assigned to CONUS locations, a request for CONUS reassignment may be submitted after 14 months (for movement upon completion of 24 months TOS requirement) for PCS at Government expense.

(4) Soldiers must have 24 months time-in-Service remaining after arrival at gaining installation (must be able to serve prescribed tour to join spouse overseas). If needed, this service may be acquired through extension or reenlistment prior to departing the losing duty station.

f. When a Soldier is reassigned to join spouse, neither will be involuntarily reassigned for at least 12 months from the date the reassigned Soldier arrives on station. This policy will also apply when both are reassigned to establish a common household. The 12-month period will be computed from the latter of the two arrivals when the arrival dates differ. The term "involuntarily reassigned" does not include deployments or other TDY requirements.

g. Soldiers who are otherwise qualified and not within the reenlistment window may extend their current term of enlistment to have a joint ETS month with their spouse. This extension will not exceed 23 months and will be limited to the number of months necessary to accomplish the joint ETS.

h. All married in-service couples with joint physical and legal custody of one or more children under age 18 or Family members (regardless of age) incapable of self care must have an approved FCP. (See AR 600-20.)

i. The JD assignments will not be considered when one Soldier is attending school in a PCS status. However, consideration will be given upon school completion.

j. Married Army couples may be assigned to the same OCONUS area if—

- (1) There is a valid vacancy for both Soldiers.
 - (2) A common household can be established as determined by the gaining command.
 - (3) Both have enough remaining service to serve prescribed tour. If needed, this service may be acquired through extension or reenlistment prior to departing the losing station. However, neither Soldier will be exempt from OCONUS Service if criteria in (1) or (2) above does not exist at the time both are voluntarily or involuntarily assigned OCONUS.
 - (4) Both have served a minimum of 12 months at current CONUS duty stations.
- k.* Family travel (see AR 55–46) is not automatic upon approval of a JD assignment. Soldiers must apply for Family travel and receive approval from the OCONUS command prior to their Family's departure.
 - l.* When a married Army couple on an approved OCONUS JD assignment arrives OCONUS at different times, the first arriving Soldier's DEROS will be automatically (without Soldier's consent) adjusted to equal the spouse's DEROS. The second arriving Soldier is not authorized a tour curtailment to meet the spouse's DEROS.
 - m.* When JD assignment to a short-tour OCONUS area cannot be accomplished, the spouse will not be automatically placed on AI to the same area. However, the spouse may submit an individual request to the same short-tour area or a different short-tour area. (This assignment does not provide for establishment of a JD, and the couple is not entitled to Government Family housing or other special considerations based upon their marital status.) Normally, an assignment to establish a common household in a short-tour area will not be approved if housing is not available.
 - n.* Married Army couples with minor Family members may volunteer for assignment to a dependent-restricted OCONUS area providing they have proper care for their Family members. They will serve the unaccompanied tour unless they request extensions.
 - o.* If a married Army couple with Family members are both involuntarily assigned to a dependent-restricted OCONUS area, one Soldier may request a temporary deferment to arrange for care of the Family member(s).
 - p.* Married Army couples assigned together to a short-tour area that authorizes Family members will serve the accompanied tour. However, if the AIs do not indicate Soldiers are assigned under the MACP, the couple (even though they share a common household) will serve the unaccompanied tour. Couples may request tour extensions.
 - q.* When one member of a married Army couple separates from active duty prior to completion of prescribed tour, the remaining Soldier is still obligated to complete the tour.
 - r.* The OCONUS tour lengths for married Army couples are prescribed in table 4–1 of AR 614–30.
 - s.* When either member of a married Army couple completes an unaccompanied overseas tour, neither Soldier will be required to serve a similar tour until they have served together in CONUS or OCONUS for at least 12 months, when possible.

5–23. Soldiers in advanced individual training

Soldiers who marry during or after AIT and have not proceeded to their first unit of assignment and who desire a JD with their spouse, will be enrolled in the MACP. When enrolled, the Soldiers will be automatically provided JD assignment consideration prior to completion of training. Both Soldiers must apply unless they are both attending AIT at the same location (both signatures required).

- a.* When a married Army couple are both in AIT, they will be considered for assignment to the same area. If one spouse has an enlistment commitment for a specific location (unit or station), both Soldiers will be assigned to that location, if possible.
- b.* When each member of a married Army couple has an enlistment commitment for a different location, one spouse (in some instances both) must waive the commitment in order for them to be assigned together.
- c.* Soldiers will be retained in AIT pending outcome of JD requests.
- d.* Soldiers will not be retrained to accommodate a JD request.

5–24. Permissive assignments

a. A permissive assignment (at no cost to the Government) CONUS to CONUS or intratheater OCONUS areas is another means for a married Army couple to establish JD. (Only one of the Soldiers need apply.)

b. Area moves that are CONUS to OCONUS, OCONUS to CONUS, intertheater, and short tour OCONUS under permissive conditions are not authorized.

c. An application for permissive assignment will include a statement that the application, if approved, is subject to the following rules:

- (1) Soldiers must have at least 12 months but less than 24 months at current station. (This cannot be waived.) However, Soldiers may submit request for permissive assignment after serving six months at current duty station for movement after completion of the 12-month TOS requirement.
- (2) A valid requirement must exist for the Soldier's grade and MOS at the gaining location.
- (3) Soldiers must have, or acquire, sufficient service to complete at least 12 months at the gaining location. Soldiers who are CONUS-based will be stabilized for 12 months at the gaining installation. Soldiers based OCONUS will extend their DEROS, when necessary.
- (4) Soldiers will pay all expenses incident to travel to the new duty station, including transportation of Family

members and shipment of household goods. Soldiers will also arrange for shipment of household goods. Government facilities, including packing, movement, and storage will not be used. Soldiers may, however, obtain advice from the local transportation office.

(5) Travel time in conjunction with the move will be charged as ordinary leave.

(6) A permissive assignment request may be withdrawn at any time prior to departing the current duty station. If the request is withdrawn, AIs will be revoked.

5-25. Disenrollment from Married Army Couple Program

a. Soldiers may terminate enrollment in the MACP at any time by initiating a DA Form 4187 to their servicing MPD/BCT/BDE S-1. Failure to update MACP information or change marital status will cause continued JD assignment consideration (including Soldiers who are legally separated or divorced).

b. Soldiers that are legally separated or divorced must update current marital status through their servicing MPD/BCT/BDE S-1. Soldiers will be automatically disenrolled from the MACP when the eMILPO transaction submitted by their MPD/BCT/BDE S-1 updates their marital status in the HRC data base.

c. Soldiers, including those not legally separated or divorced are required to submit an application (DA Form 4187) with both signatures to their respective MPD/BCT/BDE S-1. If both Soldiers are serviced by the same MPD/BCT/BDE S-1, only one member need submit the application. However, both signatures are required.

Section V

Stabilization for Soldiers with High School Seniors

5-26. Applicability and criteria

Soldiers with Family members in high school may request stabilization from PCS movement during the child's senior year. The intent of the program is to provide stability to Soldiers with Family members in their junior and senior years of high school. The provisions of this section apply to RA Soldiers only. Army National Guard and Army Reserve Soldiers should contact their servicing personnel office for guidance. RA Soldiers assigned to non-Army agencies or units must comply with all directives and regulations that apply to their command before submitting their request (for example, Soldiers assigned to the Defense Courier Service (DCS) must comply with DOD Directive 5200.33). Submission requirements are outlined below.

5-27. Submission of requests

a. Requests should be submitted no earlier than March of the student's sophomore year, and not later than the commencement of the student's junior school year (for example, Student's projected graduation date is Jun 2008; submit request between March – September 2006). Requests submitted outside of this time frame will be considered as an exception to policy and must be justified as to the delay of submission. Soldiers may be eligible to PCS before the start of the student's junior year of high school.

b. Human Resource Command (Director, EPMD) is the approval/disapproval authority. All requests will be submitted to HRC for consideration, regardless of chain of command recommendation.

Soldier will request stabilization using a DA Form 4187 or memorandum. The request will be submitted through the chain of command to the ACOM/ASCC/DRU level, for a recommendation prior to forwarding to HRC-Alexandria (AHRC-EPO-P) for consideration. Soldier's request will include the following:

(1) A letter/memorandum from the high school with the student's name, SSN, and projected graduation date (included as an attachment to the request).

(2) A statement on the Soldier's request: "Student (child's full name) is enrolled in DEERS." All students must be enrolled in DEERS and must be under the direct care/custody of the Soldier submitting the request.

(3) A copy of the DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment) will be attached to the Soldier's request if the student's last name is different from the Soldier's.

(4) Outside continental U.S. Soldiers whose DEROS is prior to requested stabilization date must include the following statement in their request: "I will extend my foreign service tour to meet the stabilization requirement. Based on my new DEROS, I understand that I must still meet the required time remaining in service requirement to be eligible for reassignment to CONUS."

d. Soldiers enrolled in the MACP must both apply if both desire stabilization under these provisions.

e. Requests for stabilization of CSM/SGM and/or selectees for the USASMC will be coordinated with HRC, CSM/SGM Branch (AHRC-EPS).

f. For Soldiers on assignment instructions, normal reassignment rules apply. That is, Soldier may request deletion or deferment in accordance with AR 600-8-11. These requests will be considered as an exception to policy.

g. Stabilization under these provisions may be changed or canceled due to the changing needs of the Army.

Chapter 6 Career Development Programs and Instructor/Adviser Positions

Section I Career Development Programs

6-1. Overview

a. A career development program is a system of intensive management of selected MOS or CMF. These programs are established to ensure that there are enough highly trained and experienced Soldiers to fill positions that require unique or highly technical skills. To develop Soldiers with the required proficiency, career fields within each program often require—

- (1) Frequent movement from one job to another to gain required experience.
- (2) An above average frequency of advanced training.
- (3) Lengthy or frequent training periods.

b. Each program provides the opportunity for career progression to the highest enlisted grade within one or more MOS included in the program. Only the most highly qualified and career-motivated Soldiers will be accepted into the following career development programs:

- (1) Intelligence.
- (2) Explosive Ordnance Disposal.
- (3) Technical Escort Training.
- (4) Army Bands Career Program.

6-2. Objectives

a. The Intelligence Career Program's objectives are to—

- (1) Improve the intelligence capability of the Army.
- (2) Provide highly skilled Soldiers to fill enlisted intelligence requirements within DOD and military intelligence units within the Army.
- (3) Provide opportunities and incentives for career enhancement in the intelligence field.
- (4) Provide an inventory of Soldiers directly engaged in intelligence activities.

b. The EOD Program objectives are to—

- (1) Provide individual training, intensive career management, and development of Soldiers according to their demonstrated ability and potential for advancement.
- (2) Retain qualified Soldiers through greater opportunities, incentives, and job satisfaction.

c. The TE training objective involves duties that include close association with or possibly exposure to toxic chemicals and other hazardous materials during operations and training.

d. The ABCP objectives are to—

- (1) Improve the musical and military proficiency of Army bands.
- (2) Prepare enlisted Soldiers for positions of leadership and responsibility in band operations, including administration, training, and supply.

6-3. The Intelligence Career Program

a. Soldiers must possess a PMOS in CMF 35 or qualify for entry into these MOSs by meeting the prerequisites in DA Pam 611-21, including the applicable security clearance required for the position. Waivers will only be approved in exceptional cases when in the best interest of the Army.

b. Language training eligibility requirements, including schedule of applicable language courses, are in AR 11-6. When feasible, career Soldiers in MOS 35P should be trained in a second operational language.

c. Soldiers applying for training in MOS 35L must consider the following:

(1) Soldiers stationed OCONUS may apply for training in MOS 35L after arrival in the OCONUS unit but not later than 5 months before DEROS.

(2) Soldiers applying for training in MOS 35L who have less than 10 months remaining OCONUS may be required to—

(a) Voluntarily extend the OCONUS tour pending final approval (6 to 9 months processing time required).

(b) Return to CONUS and serve at least 1 year at the new station before attending school. (Soldiers must sign a statement to this effect.)

(3) All newly accredited 35L Soldiers will serve a probation period for 1 year or until age 21, whichever is longer. The probation period will start the first day of duty following award of MOS 35L. During this period, Soldiers will not be utilized on sensitive investigations, except under special circumstances. Overall performance, capabilities, and potential during this period will be evaluated continuously. Within 30 days after the probation period, a special recommendation will be submitted stating whether the Soldier should be retained in MOS 35L.

d. Soldiers assigned MOSs in CMF 35 may not have their MOSs withdrawn without approval. However, pending approval, Soldiers may be suspended from duties in CMF 35 and assigned other duties for the following reasons:

(1) Expressing a desire not to perform duties in their assigned MOS. This expressed desire is not to be used solely to evade an assignment that the Soldier thinks is unsatisfactory.

(2) Committing acts of disaffection, disloyalty, or subversion.

(3) Exhibiting character deficiencies, including indiscretions or improprieties below standards prescribed in this section.

(4) Possessing an undesirable mental attitude (such as an expression of subversion, disloyalty, or disaffection).

(5) Losing badge or credentials through negligence (MOS 35L).

(6) Abusing operational privileges granted to certain intelligence Soldiers.

(7) Demonstrating inability to perform duties commensurate with military grade and standards.

e. Soldiers assigned MOS 09L may not have their MOS withdrawn without approval. However, pending approval, Soldiers may be suspended from duties in MOS 09L and assigned other duties for the following reasons:

(1) Expressing a desire not to perform duties in their assigned MOS. This expressed desire is not to be used solely to evade an assignment that the Soldier believes is unsatisfactory.

(2) Committing acts of disaffection, disloyalty, or subversion.

(3) Exhibiting character deficiencies, including indiscretions or improprieties below standards prescribed in this section.

(4) Possessing an undesirable mental attitude (such as an expression of disaffection, disloyalty, or subversion).

(5) Demonstrating inability to perform duties commensurate with military grade and standards.

f. When Soldiers are suspended, disciplinary or administrative action may be taken under the UCMJ or other pertinent regulations.

g. When Soldiers are disqualified for duties (AR 380–67, para 2–200) in the Intelligence Career Program, they will be reclassified. Soldiers who are mandatorily reclassified out of an MOS in CMF 35, will not hold, as either an SMOS or AMOS, any MOS in CMF 35.

h. When Soldiers are released from the Intelligence Career Program for reasons outlined in AR 380–67, paragraph 2–200, the U.S. Army Central Personnel Security Clearance Facility will be notified.

6–4. The Explosive Ordnance Disposal Career Program

a. The EOD Career Program is a volunteer program designed to train Soldiers in locating, identifying, evaluating, rendering safe, recovering, and disposing of foreign and domestic conventional, nuclear, chemical, and biological ordnance; improvised explosive devices (IEDs); weapons of mass destruction, and large vehicle bombs; as well as conducting Post Blast investigations and intelligence gathering operations on first seen explosive ordnance items, IEDs and their fuzing and/or triggering systems, and other explosive ordnance related items or components. Soldiers serving in the EOD Career Program also support very important person (VIP) missions for the U.S. Secret Service, U. S. State Department and other Federal agencies. Upon completion of formal training, Soldiers are awarded MOS 89D (Explosive Ordnance Disposal Specialist).

b. Non-prior-Service Soldiers must meet the training selection standards, prerequisites, and MOS requirements outlined in DA Pam 611-21 and this regulation for accession into the EOD program. Soldiers (PVT thru SGT) who have completed at least 2 years active federal service may volunteer for initial EOD training provided they meet the training selection standards prerequisites and MOS standards outlined in DA Pam 611-21 and this regulation. Sergeants applying for initial EOD training must not be in a promotable status and have less than 2 years time in grade as of the date of the completion of the EOD volunteer statement (completed during the EOD interview).

c. Soldiers, SFC and below, who were previously qualified but have not worked in MOS 89D for 36 months or more may volunteer for reentry into the program (MOS 89D). However, Soldiers must meet the training selection standards, prerequisites, and MOS requirements outlined in DA Pam 611-21 and this regulation and must complete all refresher and/or developmental training as directed by the Personnel Proponent. All Soldiers will complete NCOES Technical Track training for MOS 89D for their skill level when reentering the program if such courses were not completed prior to their departure.

d. Soldiers are not eligible to apply when they—

(1) Are assigned (or alerted, or under orders for assignment) to units alerted for OCONUS movement.

(2) Are under court-martial proceedings, investigation that may result in trial by court-martial, or suspension of favorable personnel actions. (See AR 600–8–2.)

(3) Have been relieved from EOD training or duty due to punitive action, cancellation of security clearance, academic failure, or personal request for relief from EOD.

(4) Have received enlistment bonus (EB) or variable reenlistment bonus (VRB) for current service obligation.

(5) Have lost time under 10 USC 972 within 2 years of the date of application.

(6) Are serving OCONUS. (Soldiers may apply from 10 through 5 months before DEROS.)

(7) Have had their EOD badge revoked under provisions of AR 600–8–2.

e. Soldiers desiring to participate in the EOD Career Program should contact the EOD unit closest to their current duty station. The EOD unit commander or first sergeant will provide further guidance on current application policies and procedures. First-term Soldiers who enlisted for EOD training will be interviewed upon entry into basic training. The interview will include the nature and requirements for the training and duties. EOD interviews, volunteer statements, documentation of chemical and bomb suit testing, and letters of acceptability will not be valid if more than 15 months has elapsed between initiation of documents and reporting for training. EOD candidates will be notified that should they be removed from EOD duties and returned to a prior MOS or reclassified. MOS 89D will not be retained as a secondary or additional MOS without concurrence of the MOS personnel proponent and final approval by USAHRC. A copy of approval will be filed in the Soldiers OMPF IAW AR 600-8-104.

f. When Soldiers complete the prescribed EOD training, they will be—

- (1) Awarded MOS 89D and appropriate skill level.
- (2) Assigned to EOD duties under the current policies and directives.

g. A copy of the EOD volunteer statement will be maintained in the OMPF per AR 600-8-104.

h. When Soldiers are approved for EOD training, they will be attached (effective 90 days before Phase I training report date) to the EOD company for OJT. Soldiers may be attached earlier provided their current commander agrees. When the approval is received less than 90 days before the reporting date, Soldiers will be attached as soon as possible. A PCS is not authorized, and the attachment must not involve expenditure of Government travel funds.

i. Initial training for entry into the EOD program is a two-phase process. Phase I is conducted at Redstone Arsenal, Alabama; and Phase II is conducted at Eglin Air Force Base, Florida. Accepted volunteers will PCS to attend formal training.

j. Soldiers who fail to complete the prescribed EOD training or who enter the training and later are found to be unqualified will be removed from the EOD program and reassigned.

k. Soldiers accessed into the EOD program who have previously completed any MOS specific NCOES technical tract training must complete MOS 89D technical tract training upon completion of the basic EOD course.

l. Soldiers involuntarily reclassified due to over strength in the EOD Career Program may request reentry into the program should a shortage develop.

m. Soldiers may terminate their volunteer status at their discretion (DA Pam 600-8). Termination of volunteer status will result in immediate reclassification from MOS 89D and reassignment from the assigned EOD unit. MOS 89D will not be designated as a secondary or alternate MOS in conjunction with this type of reclassification action. Soldiers who voluntarily terminate EOD status may not reapply for the EOD program.

(1) As per paragraph 8-22a(3), AR 600-8-22, if a Soldier has not satisfactorily served in a TOE or TDA EOD position for 18 months, the EOD badge will be revoked.

(2) If the Soldier has not met the service obligations for the MOS 89D producing school referenced in chapter 4 of this regulation upon termination of EOD volunteer status, then all EOD certifications will be revoked.

(3) All unearned incentives (that is, enlistment bonus, reenlistment bonus, BEAR, CSRB, and so forth) will be recouped by the Government.

(4) All service obligations (that is, enlistment, reenlistment, extension, training, or promotion) will be transferred to the new MOS.

n. *Unique assignments.* EOD Soldiers assigned to the Weapons of Mass Destruction and the Technical Escort Programs must have 48 months time-in-service remaining upon assignment to these specialized positions and will be stabilized for a period not to exceed 48 months time-on-station.

6-5. The Technical Escort Training Program

a. Active duty Soldiers (PV2 through MSG) may volunteer for TE training, provided they meet the selection standards and prerequisites in ATRRS course catalog and the MOS requirements in DA Pam 611-21 for the following MOS:

- (1) Chemical Operations Specialist (74D).
- (2) EOD Specialist (89D).

b. Soldiers are not eligible to apply when they—

- (1) Are assigned (or alerted, or under orders for assignment) to units alerted for OCONUS movement.
- (2) Are alerted or under orders for OCONUS movement.
- (3) Are under court-martial proceedings, investigation that may result in trial by court-martial, or suspension of favorable personnel actions. (See AR 600-8-2.)
- (4) Have been previously rejected for or relieved from TE training or duty because of punitive action, cancellation of security clearance, academic failure, or personal request for relief from TE duties.
- (5) Are serving OCONUS (exception: Soldiers may apply ten through five months before DEROS).

c. Soldiers will be advised of the following prior to submitting an application:

- (1) The nature and requirements for the training and duties.
- (2) TE duty assignment according to current policies and directives, upon completion of TE training.

d. Technical escort training is held at the U.S. Army Missile and Munitions Center and School, Redstone Arsenal, AL.

(1) If a vacancy exists at Soldier's current installation, Soldier will return to that installation after completing the course (TDY and return).

(2) If no vacancy exists, Soldier will attend the course TDY en route to PCS. When Soldiers have Family members, AIs will be issued when course attendance is approved. Otherwise, they will attend the course in a TDPFO status.

e. Graduates of the TE training will be awarded ASI J5.

f. Soldiers assigned in a chemical surety program must be qualified or eligible to qualify under AR 50-6, chapter 3.

g. A Soldier who fails to complete the prescribed TE training, or enters the training and later is found to be unqualified, will be removed from training and released from the TE program (see AR 50-6).

h. Soldiers may request voluntary release from the TE Program. However, when Soldiers commit an offense while in training that causes disqualification for continued training, they will not be allowed to voluntarily withdraw from TE training. Soldiers will be processed under AR 50-6, chapter 3.

6-6. The Army Bands Career Program

a. Soldiers who hold, or are later awarded, PMOS 42R or 42S are automatically members of the ABCP.

b. Soldiers may be selected to enter the ABCP on enlistment, reenlistment, or voluntary reclassification into PMOS 42R or 42S. (See AR 601-210 for enlistment options.)

c. Soldiers may not apply for entry in the ABCP when they are—

(1) Serving on an enlistment that receives an enlistment or reenlistment bonus. Soldiers may only apply on subsequent reenlistment.

(2) Alerted for or on orders to an assignment OCONUS.

(3) Under suspended favorable personnel action. (See AR 600-8-2.)

(4) Former members of the ABCP who were involuntarily removed from the program for cause or for failure to maintain a required level of proficiency.

d. To be selected for membership in the ABCP, applicants must meet prerequisites in ATRRS Course Catalog for course 450-F1 (Bandsperson Basic Instrumentalist) and have the following:

(1) Ability to read musical notation in the clefs appropriate to their instruments.

(2) Working knowledge of major and minor scales and their related arpeggios, intervals, fundamentals of general musical notation, musical terminology, and key signatures most commonly encountered in band literature for their instruments.

(3) An audition evaluation that meets standards determined by the Commandant, USASOM to meet technical proficiency requirements. Information on audition procedures and standards may be obtained by contacting HQ, USASOM at DSN 253-5671, Directorate of Training, the band liaison at any USAREC brigade headquarters, or any active component Army band commander.

(4) Soldiers enlisting for the ABCP are enlisted under the ACASP. Additional information and requirements are found in AR 601-210, chapter 7.

e. Formal technical (musical) training for enlisted personnel consists of the following three courses of instruction conducted at the U. S, Army School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA:

(1) Bandsperson Basic Instrumentalist 450-F1, which trains qualified initial enlistees, retrainees, or selectees as instrumentalists of authorized Army bands.

(2) Army Band BNCOC, which trains qualified Army band SSG (SGT(P)) in technical duties required of band section leaders. Selection limited to members of ABCP.

(3) Army Band ANCOC, which trains qualified Army band SFC, SSG(P), and SSG to conduct ensembles and to assume additional duty unit positions (supply, administration operations) required of Army band SFC personnel. Selection limited to members of ABCP.

f. Except for special band enlistees, all prospective band members will attend AIT at the U.S. Army School of Music.

g. Soldiers who have PMOS 42R or 42S will not be assigned or utilized in an MOS outside that series without prior approval from HRC (AHRC-EPC-G). Exceptions are—

(1) Soldiers pending reclassification out of an PMOS 42R or 42S may be utilized as directed by installation or division commander.

(2) Soldiers temporarily unable to perform duty as bandspersons may be utilized as directed by the unit commander.

(3) Soldiers in the ABCP may be assigned as noncareer recruiters (SQI "4 "). For Soldiers in the ABCP who are returning from assignment as noncareer recruiters, and en route to BNCOC or ANCOC, the Command Sergeant Major (CSM) of the USASOM, in the role as Commandant of the NCO Academy, may postpone performance of instrumental auditions required for course completion of BNCOC and ANCOC . The CSM of the USASOM will determine the need for postponements based on such criteria as are necessary to ensure fairness to the Soldier on a case-by-case basis.

h. Special band members are—

- (1) Soldiers assigned to the following band activities are designated as special band members, PMOS 42S.
 - (a) U.S. Army Band (Pershing's Own).
 - (b) U.S. Army Field Band.
 - (c) U.S. Military Academy Band.
 - (d) Old Guard Fife and Drum Corps.
- (2) The commander of the respective band selects special band members. Selection will be based on the needs of the band and the qualification standards established by that commander. As a minimum, special band members must exhibit the highest standards of military bearing, personal appearance, and discipline for special bands to accomplish their mission. Prospective special band musicians must demonstrate superior musical expertise equivalent to professional performers in the civilian community. In addition to the standard requirements of the ABCP, PMOS 42S applicants for the U.S. Army Band (Pershing's Own) and the Old Guard Fife and Drum Corps (3d U.S. Infantry) must be qualified for assignment to a presidential support activity. (See chap 8, sect I.)
- (3) Prospective special band support personnel must demonstrate outstanding technical skills in their area of expertise. Soldiers assigned to the U.S. Army Field Band as motor transport operators (88M) must meet the requirements in paragraph 8-10.
- (4) AR 601-210 provides specific instructions for civilian personnel desiring to apply for enlistment into special bands.
- (5) Active duty personnel desiring to apply for a position in a special band are required to submit a packet to the commander of that special band for screening. This packet should consist of—
 - (a) A resume.
 - (b) An official DA photograph.
 - (c) An audition tape that includes examples of technical proficiency in a variety of musical styles for Soldiers applying for a musical position.
 - (d) A copy of the ERB.
 - (e) Copies of the previous five DA Forms 2166-8 (Noncommissioned Officer Evaluation Report (NCOER)).
 - (f) A memorandum from the Soldier's current commander agreeing to release the Soldier from current assignment for reassignment within 180 days of the audition, if selected and allowing the applicant to audition at the site of the band for which the application is being made.
- (6) The stabilization period for Soldiers assigned as special band members to band activities listed in paragraph 6-6i(1) above is indefinite.
- (7) Withdrawal of MOS 42S. When Soldiers are no longer assigned to organizations authorized MOS 42S positions, the PMOS 42S will be withdrawn by EPMD, HRC. Army personnel are not authorized SMOS 42S.
 - i. Removal from the ABCP or U. S. Army School of Music.
 - (1) Soldiers may request removal from the ABCP by applying for voluntary reclassification out of PMOS 42R or 42S in accordance with paragraph 3-19. Approval authority is HRC (AHRC-EPF-R).
 - (2) Approval authority for involuntary reclassification from a PMOS 42R or 42S is HRC (AHRC-EPF-R). Soldiers will be involuntarily reclassified for the following reasons:
 - (a) Due to failure to maintain proficiency in an ASI associated with PMOS 42R or in PMOS 42S as determined by the bandmaster. Refer to paragraph *j*, below, for instrumental deficiency documentation.
 - (b) Because of disqualifying physical defects.
 - (c) For disciplinary reasons when, as a result of disciplinary action, the Soldier can no longer satisfactorily perform duties in the MOS.
 - (3) Voluntary termination of special band member status will include removal from the ABCP unless the Soldier has completed the level of NCOES prior to obtaining special band member status required for current grade.
 - (4) Soldiers undergoing initial training for entry into the ABCP may be relieved from enrollment and removed from the program for—
 - (a) Academic deficiencies.
 - (b) Disciplinary actions.
 - (c) Disqualifying physical or medical defects.
 - (d) Compassionate or hardship reasons.
 - (e) Falsification of facts on application.
 - (f) Character or leadership deficiencies.
 - j. To document instrument deficiency after completion of AIT—
 - (1) Soldier must be counseled in writing by the bandmaster regarding an instrumental performance deficiency. Specific aspects of the Soldier's instrumental performance will be discussed. Soldier will be informed that he/she will be required to audition in 90 days to verify instrumental performance ability.
 - (2) Ninety days after the initial notification, the Soldier will audition for the bandmaster and the band senior

sergeant using the procedures promulgated by the Commandant, U. S. Army School of Music. The bandmaster may not delegate this responsibility.

(a) Soldiers who achieve a passing score in the audition are considered to be MOS-qualified and will be counseled to that effect in writing. No further action is required.

(b) Soldiers who fail this audition will be counseled in writing by the bandmaster regarding this failure. Ninety days after the first audition, the Soldier will be administered a second audition. This audition will be videotaped and will be administered by the Soldier's commander under the guidelines furnished by the USASOM. The videotape will be sent to the Commandant, USASOM for grading.

(3) After grading the videotape, the Commandant, USASOM will notify, by memorandum, both the Soldier taking the audition and the unit commander of the final score of the audition. A copy of the grading sheet will be attached to this memorandum.

(4) Soldiers who achieve a passing score in the audition are considered to be MOS-qualified, regardless of grade or duty position. Soldiers who fail the audition will be processed for reclassification in accordance with chap 3, sect III.

Section II

Enlisted Instructor or Adviser Positions

6-7. Scope

Only the highest quality Soldiers will be assigned as instructors or advisers. Normally, Soldiers assigned as instructors will hold SQI "8". Soldiers assigned to these positions will be stabilized for a period of 36 months. However, HRC may reassign Soldiers with less than 36 months in accordance with paragraph 3-8a(10) of this regulation. Soldiers may volunteer or be selected for an instructor or adviser position, as appropriate, at the following:

a. Active component to reserve component (AC to RC) (including full time manning (FTM)) and Reserve Officers' Training Corps (ROTC).

b. Uniformed Service schools.

c. U.S. Army Sergeants Major Academy (USASMA).

d. Basic Officer Leader Course, Phase Two (BOLC, II).

6-8. Objectives

a. The objective of AC to RC and FTM advisers, and ROTC instructors is to support the training and readiness of Reserve Components.

b. The objective of Uniformed Service school instructors is to train Soldiers enrolled at Army Service schools, Joint Service schools, and inter-Service schools in their respective course curriculums.

c. The USASMA's objectives are—

(1) To train eligible Soldiers in the following courses:

(a) Command sergeant major (including spouse's course).

(b) Sergeant major (resident and nonresident).

(c) First sergeant.

(d) Battle Staff.

(2) To provide common core training for BNCOC and ANCOG.

(3) Proponency for WLC and enlisted professional development for the Army.

d. The BOLC, II is a six-week, field-intensive, rigorous course which is reliant upon the quality and diversity of NCO Instructors to train newly commissioned officers. Its objectives are to—

(1) Develop competent, confident and adaptive warrior leaders by training newly commissioned officers and warrant officers in warrior tasks, battle drills, and on how to perform in leadership positions.

(2) Develop by endstate, an officer who demonstrates the characteristics of an Army leader, lives the Army values, embodies the Army culture, and who is ready to lead small unit tactics upon arrival at their first duty assignment.

6-9. Selection criteria

The initial selection criteria for instructor duty are as follow:

a. Be a high school graduate or possess the GED equivalent.

b. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, unusual foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. In regards to alcohol and drug abuse, this restriction does not apply to Soldiers declared rehabilitation successes under the Army Substance Abuse Program (ASAP).

c. Possess mature judgment and initiative.

d. Have served at least 3 years of active Federal Service in any branch of the Armed Forces.

e. Have three years time remaining in-Service upon arrival at assignment or be able to reenlist or extend to meet the requirement.

- f. Have a security clearance consistent with that required to attend the requisite instructor course.
- g. Meet minimum reading grade level (RGL) and language grade level (LGL) (measured by Test of Adult Basic Education (see AR 350–1)) required for attendance to the requisite instructor course.
- h. Display good military bearing.
- i. Meet the body composition requirements in AR 600–9.
- j. Be able to pass the APFT.
- k. Be fully qualified in the MOS for which instructor duty is desired and have at least one year of experience in that MOS.
- l. Have recently held a leadership assignment.
- m. Have a demonstrated ability to be an instructor.
- n. Have no speech impediment.

6–10. Active Component to Reserve Component full-time manning advisers and reserve officers training corps instructors

- a. In addition to the criteria in paragraph 6–9, Soldiers must—
 - (1) Be SSG or above.
 - (2) Have a “1” or “2” under E of physical profile.
 - (3) Have Family members (EFMP enrolled) who are free from medical limitations or conditions requiring regular, continued treatment or consultation that cannot be treated at a civilian medical center and the cost offset by Tri-care and/or Tri-care supplemental insurance.
 - (4) Have a GT score of 100 or higher.
 - (5) Be competitive for promotion to the next higher grade as evidenced by NCOERs.
 - (6) Have had an assignment to a TOE unit within the last two years.
 - (7) Be in possession of, or be able to obtain, a civilian driver’s license and have no limitations preventing the operation of a military vehicle.
 - (8) If a SSG, be an BNCOC graduate.
 - (9) If a SFC, be an ANCOC graduate.
 - (10) If a SGM, be an SGM Academy course graduate, or have successfully served in positions of increased responsibility with troops.
- b. Soldiers will not be assigned consecutive tours of duty as AC to RC, FTM advisers, or ROTC instructors.
- c. To the extent practicable, Soldiers assigned to ROTC units will not be reassigned during the semester year and not until after advanced camp.
- d. Soldiers should be aware that assignment may be to a location where Government support facilities, such as hospitals, exchanges, and commissaries, may not be available.

6–11. Uniformed Service school instructors

- a. In addition to the initial selection criteria in paragraph 6–9, Soldiers must—
 - (1) Be SSG or above; however, exceptions will be considered on a case-by-case basis to secure the best qualified instructors available.
 - (2) Possess “1” under “S” and “1” or “2” under “E” of physical profile.
 - (3) Be equal in grade to the level of students that will attend the course.
 - (4) Be graduates of the course they will instruct.
 - (5) Have a GT score of 100 or higher for assignment as an Ordnance School instructor.
- b. Assignment of instructors at joint or inter-Service schools will be coordinated with the host Service school.

6–12. Sergeants Major Academy instructors

- a. In addition to the criteria in paragraph 6–9, Soldiers must—
 - (1) Be U.S. citizens (by birth or naturalization).
 - (2) Be SFC or above.
 - (3) Possess a “1” under “S” and “1” or “2” under “E” of physical profile.
 - (4) Have a minimum GT score of 100.
 - (5) Be a SGM course graduate if SGM or if performing duties as a SGM course instructor, writer, and/or evaluator.
 - (6) Be an Advanced NCOES course graduate if SFC or MSG.
 - (7) Be a 1SG course graduate and have 24 months experience as a 1SG if performing as a 1SG instructor, writer, and/or evaluator.
 - (8) Be a battle staff course graduate and have 12 months experience on a battle staff at battalion level or higher to perform duties as battle staff course instructor, writer, and/or evaluator.
- b. Back to back instructor assignments are allowed for SGM Academy instructors.

c. Final approval of all instructor assignments will be made by the Commandant, SGM Academy.

6–13. Basic Officer Leader Course, Phase II Instructors

In addition to the criteria in paragraph 6–9, Soldiers must—

- a. Successfully complete the BOLC, II Instructor Certification Program.
- b. Have a minimum GT score of 100. This criterion may be waived to 90 by HRC (AHRC-EPD) on a case-by-case basis.
- c. Have had an assignment to a TOE unit within the last 2 years (exceptions apply to RC personnel with comparable experience and Soldiers completing tour of duty as drill sergeants, AIT platoon sergeants, or recruiters).
- d. Have served in principle duties of PMOS within the last 2 years (4 years if completing a tour as a drill sergeant or recruiter).
- e. Be competitive for promotion to the next higher grade as evidenced by evaluation reports.
- f. Have no record of conviction by court-martial or time lost under 10 USC 972 during current enlistment or within the last 3 years, whichever is longer.
- g. Not be flagged under provisions of AR 600-8-2.
- h. Have served as a PSG in an MTOE unit, if SSG(P) or SFC and proposed assignment is to a BOLC, II PSG position (or equivalent position in TDA units for RC Soldiers).
- i. Be a graduate of BNCOC, ANCOC, or equivalent upon assignment to BOLC, II
- j. No record of assault on superior, subordinate, spouse, or child.
- k. Possess appropriate interpersonal skills to interact, coach, and mentor newly commissioned officers.
- l. Not have any medical conditions or profiles which would hamper their performance as a BOLC, II instructor.

Chapter 7

Sergeant Major of the Army, Command Sergeants Major, and Sergeants Major

Section I

Overview

7–1. Scope

a. This chapter applies to Soldiers in the grades of CSM and SGM, and Soldiers who have been selected for appointment to CSM or promotion to SGM. Sections I through IV apply to ARNGUS and USAR Soldiers only when they are serving on Federal active duty, other than ADT. Sections V through IX establishes policies for the assignment and utilization of USAR CSM and CSM designees. A USAR CSM designee is defined as a SGM, first sergeant (1SG), or MSG, selected by a CSM selection board for appointment to CSM. This applies to—

- (1) Command sergeant major and CSM designees—
 - (a) Assigned to TPUs.
 - (b) Assigned to individual mobilization augmentee (IMA) control group positions.
 - (c) Serving on active duty in an AGR status.
 - (2) Sergeant majors (eligible for reappointment) (para 7–42) assigned to Control Group (Reinforcement) of the IRR.
- b. This chapter also provides policy for assignment and utilization of CSMs and SGMs.

7–2. Centralized management

All CSMs, SGMs, and Soldiers who have been selected for appointment to CSM and promotion to SGM will be managed by HRC, CSM/SGM office. All correspondence concerning assignment and utilization of these Soldiers, including obtaining branch clearances, will be directed to HRC (AHRC–EPS), Alexandria, VA 22331–0450. However, combat zone commanders may assign these Soldiers without prior HRC approval, provided these approvals are also reported to HRC (AHRC–EPS).

7–3. Sergeant Major of the Army

The Sergeant Major of the Army (SMA) is appointed by the Chief of Staff of the Army (CSA) and serves at the discretion of the SA. The SMA is normally selected by the newly appointed CSA and the normal SMA tour length is four years, concurrent with the tour of the CSA.

7–4. Frocking

Master sergeant (P) and command sergeants major (Designee(D)) who are assigned to or branch–cleared for an authorized SGM or CSM position may wear the grade of SGM or CSM (as appropriate). An MSG(P) will only be frocked to a SGM position when the interest and the image of the U.S. Army would be severely jeopardized otherwise. The number of frocked SGMs is limited to ten percent of the approved SGM promotion list. The Soldier must be on an

approved promotion list and occupying a valid SGM position. Frocking will not be approved to provide an interim fill for the SGM or CSM position. The frocking request must be initiated by the first COL commander (or equivalent) in the Soldier's current or gaining command. Approval authority is HRC (AHRC-EPS).

a. Soldiers must be either currently enrolled in the Sergeant Major Nonresident Course or be a graduate of the SGM course.

b. Soldiers must not be under suspension of favorable personnel actions (see AR 600-8-2).

c. There will be no orders published to authorize frocking; however, frocking may be announced informally. Because frocking is not an official promotion, no presentation ceremony is required. However, where a formal ceremony is desired, figure 7-1 is the suggested format.

d. Identification cards and official records (ERB) will not be changed to show a frocked grade.

e. For Soldiers frocked to CSM positions—

(1) The priority for fill is to assign a serving CSM or SGM CSM(D).

(2) DA Form 4873 (Certificate of Appointment to Command Sergeant Major) (see fig 7-2) will be presented at an appropriate ceremony on the effective date of frocking. DA Form 4873 is available through normal publications supply channels.

Headquarters
Command
City, State

15 May 1995

SUBJECT: Frocking Authority

By direction of the Department of the Army, MSG James M. Joseph, 123--45--6789, is authorized to wear the grade of Sergeant Major effective this date, in view of his selection for promotion to the grade of Sergeant Major, United States Army.

BY ORDER OF THE SECRETARY OF THE ARMY:

**APPROVING COMMANDER
SIGNATURE BLOCK**

Figure 7-1. Sample of Suggested Frocking Format



CERTIFICATE OF APPOINTMENT

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

*Know Ye, that reposing special trust and confidence in the
patriotism, valor, fidelity and abilities of*

SAMUEL J. JOSEPH

I do hereby confirm this appointment to

COMMAND SERGEANT MAJOR

in the

UNITED STATES ARMY

to rank as such from the fifteenth day of July

You are therefore charged to faithfully and impartially discharge the duties required by this appointment. As Command Sergeant Major, you fulfill your role in the efficient accomplishment of the unit's mission by providing advice and initiating recommendations to the commander and staff on all matters pertaining to enlisted personnel and their families. By providing counsel and guidance to noncommissioned officers and other enlisted personnel of the command, you satisfy your responsibility for the welfare of the unit's personnel. Also, as the senior noncommissioned officer in your command, you are provided a special charge to uphold military customs and traditions and to enhance the professionalism in the Noncommissioned Officer Corps and the Army by executing established policies and directives according to the Uniform Code of Military Justice.

*Given this first day of August in the year of
our Lord two thousand and one*

BY ORDER OF THE SECRETARY OF THE ARMY:

CHIEF OF STAFF



SERGEANT MAJOR OF THE ARMY

DA FORM 4873, JAN 2000 Previous editions are obsolete

Figure 7–2. Sample of a Completed DA Form 4873

Section II Command Sergeant Major Management

7-5. Designation of command sergeant major positions

- a. Establishment of a CSM position is appropriate only if—
 - (1) The incumbent is to be the principal enlisted assistant to the commander in an organization with enlisted troop strength equivalent to a battalion or higher level.
 - (2) Commanded by a lieutenant colonel (LTC) or above.
- b. The TDA equivalent to a battalion is an organization that is commanded by a LTC or higher; the commander has authority over 300 or more enlisted Soldiers.
- c. Enlisted Soldiers under the commander's authority will include—
 - (1) Those authorized by TDA and MTOE of subordinate units in the official chain of command.
 - (2) Assigned students, transients, trainees, and patients.

7-6. Selection of command sergeant major

- a. A CSM selection board, or Appointment Advisory Panel (AAP) (in support of the U.S. Army Special Bands), will convene as required to select personnel for appointment as CSM. The zone of consideration for selection will be as announced by HRC, or in the case of the U.S. Army Special Bands, the promotion approval authority. The CSM Program is a voluntary program; therefore, Soldiers who meet the announced selection criteria must accept or decline consideration in writing.
- b. A CSM acceptance or declination statement (see figs 7-3 and 7-4, respectively) must be completed each year prior to the scheduled selection board. These statements will not be filed in the Soldier's OMPF and will not be reviewed by selection board members. They will be used only for administrative purposes in assembling records of Soldiers desiring consideration for CSM selection.
- c. Soldiers selected for CSM will not be allowed to decline appointment unless extreme hardship or compassionate reasons are cited in the request.
- d. Soldiers will not be eligible for CSM selection (unless otherwise designated in the board announcement message) when they have—
 - (1) An approved application for retirement.
 - (2) Previously been removed from the CSM Program or CSM selection list, either voluntarily or involuntarily.
 - (3) Over 26 years of active service as of the selection board's convene date.
 - (4) Attained age 58 years, 7 months by the selection board's convene date.
 - (5) Executed a CSM Declination Statement by the selection board's convene date.
 - (6) Failed to execute a CSM Acceptance Statement by the selection board's convene date.
- e. The provisions of *d*(3) and (4), above, are to ensure that all Soldiers have sufficient allowable service remaining after appointment to be eligible for worldwide assignment.
- f. Qualifications for selection require that Soldiers possess the highest qualities of leadership, integrity, dedication, and professionalism. Performance must demonstrate potential commensurate with duties and requirements described in AR 611-1 and DA Pam 611-21 for CSM.
- g. The selection board or advisory panel will consider performance and commendatory and disciplinary data contained in the OMPF. Soldiers in the announced zone of consideration may write to the president of the board inviting attention to any matter of record on file at USASRDC that they feel is important in considering their records. Communications will be sent to the address shown in the message that announces the zone of consideration and must be received before the convening date of the board. The communication will not be acknowledged by the board. Communications addressed to the president of DA selection board or advisory panel are considered privileged information and are to be filed with the board proceedings. They will not be included in the Soldier's OMPF. Communications from third parties, including a Soldier's chain of command, are not authorized.
- h. The board will select personnel to fill existing and projected vacancies for a selected period consistent with the needs of the Army.
- i. A selection list will be announced and will include administrative instructions for appointment of the selected Soldiers.

David Joseph, 123--45--6789

2 April 1995

I accept consideration for Command Sergeant Major (CSM) and I understand that if selected I may not decline or voluntarily withdraw from the CSM Program prior to appointment unless extreme hardship or compassionate reasons exist. I also acknowledge that consideration by this selection board for CSM will include the review of my entire Official Military Personnel File (OMPF), including disciplinary data in my restricted fiche, if applicable. I understand that if I am selected for CSM and I am not a graduate of or a selectee for the U.S. Army Sergeants Major Academy (USASMA) (resident or nonresident course) that I will automatically be selected for resident USASMA. I understand this statement becomes an acceptance statement for attendance and I may not decline attendance except for compassionate reasons.

SIGNATURE BLOCK

Figure 7-3. Sample of an Acceptance Statement for CSM consideration

Louise A. Joseph, 123--45--6789

2 April 1995

I decline consideration for Command Sergeant Major (CSM) and I understand that this declination will not preclude me from being considered by subsequent boards for which I remain eligible. This statement will not be seen by the promotion or selection board and will not become a part of my Official Military Personnel File (OMPF).

SIGNATURE BLOCK

Figure 7-4. Sample of Declination Statement for CSM consideration

7-7. Appointment to command sergeant major

- a.* Upon CSM assignment, the MSG(P) or SGM, CSM designee will be frocked or laterally appointed to CSM on the date the Soldier vacates the former position en route to the CSM position, or as directed by HRC.
- b.* Sergeant majors will be simultaneously reclassified to PMOS 00Z5.
- c.* Master sergeant (P) will be laterally appointed to CSM and reclassified to PMOS 00Z5 concurrent with promotion to SGM and with same effective date as effective date of promotion to SGM.
- d.* Date of rank of CSM is the same as date of rank to SGM.

7-8. Certificate of Appointment to Command Sergeant Major

- a.* Upon receipt of memorandum of appointment from HRC (AHRC-EPS) directing appointment of a SGM to CSM, the servicing MPD/BCT/BDE S-1 or local commander will prepare DA Form 4873 for presentation at an appointment ceremony. The local commander will complete the certificate with the Soldier's name, date of rank to SGM, and effective date of appointment to CSM. DA Form 4873 is available through normal publication supply channels.
- b.* For the purpose of completing the DA Form 4873, the date of rank and effective date of a frocked CSM will be the same as the date the Soldier is authorized to be frocked.

7-9. Assignment and utilization

Command sergeant majors will be assigned only to positions that have been designated as CSM positions. Priority of fill for CSM positions is at battalion level, brigade level, and finally nominative positions. CSM at battalion or brigade level should not be assigned to the next higher level unless a replacement for the battalion or brigade level can be provided within 30 days. Vacancies should exist only at brigade or higher level of command.

a. Initial entry training CSM positions will be filled with Soldiers who have previously served a successful tour as a DS.

b. To improve training and readiness at battalion and brigade levels, CSM will be assigned and utilized only in battalion- and brigade-level positions that are related to their background CMF. The following flexibility is authorized:

(1) If the brigade and CSM background cannot be a pure match, a CSM with a background that is the same as other units within the brigade can be assigned. For example, an armor background CSM can be assigned as the infantry-heavy brigade CSM since the brigade consists of infantry and armor battalions.

(2) Command sergeant major positions at NCO academies, Army garrisons, and Army communities may be considered background immaterial. NCO academies at the proponent schools must be filled by CSM with background commensurate with the proponent.

(3) Substitutable specialties will be determined by proponents. Substitutions currently approved include CMF 18 (SFs) to backgrounds the CSM previously served (infantry, engineering, medical, communications, or intelligence).

(4) As an exception, combat zone commanders will assign CSM and personnel on the selection list to or between CSM positions; however, this is not authority to appoint SGM to CSM without prior HRC approval. A combat zone commander may further delegate to division and separate brigade commanders the authority to reassign CSMs. These actions will also be reported to HRC (AHRC-EPS).

c. Exceptions to place selected Soldiers in specific assignments to broaden their experience and knowledge will only be made by HRC (AHRC-EPS).

d. The three basic levels of CSM positions are battalion level, brigade or group level, and nominative positions. Units commanded by a COL that do not meet the requirement for designation as brigade or group level may request, with adequate justification, such designation.

(1) Battalion level positions are those in which CSM serves in a unit commanded by a LTC or COL.

(2) Brigade- or group-level positions are those in which the CSM serves in a unit commanded by a BG or a COL and has at least one subordinate unit that is authorized a CSM. Units commanded by a COL that do not meet the requirement for designation as brigade or group level may request, with adequate justification, such designation.

(3) Nominative positions are those in which the CSM serves in a unit commanded by a BG or above.

e. Initially, CSMs will be assigned at battalion level. Based on performance, they will be considered for progression to brigade- or group-level positions. After successful performance at brigade or group level, CSM may be considered for nominative positions as described below.

(1) When such a position is established or when a replacement is required due to reassignment or retirement of the incumbent, the commander will be queried to determine any special qualifications that may be desired in the CSM.

(2) Human Resource Command (AHRC-EPS) will request nominations from the ACOM/ASCC/DRU.

(3) Nominative CSM positions are those in support of commands authorized at least a major general commander. They are—

(a) Headquarter, National Training Center.

(b) Headquarter, Joint Readiness Training Center.

(c) Corps of Cadets, U.S. Military Academy.

(d) 7th Army Training Command.

(e) Headquarter, Soldier Support Institute.

(f) U.S. Army Sergeants Major Academy.

(4) All CSMs nominated for nominative positions must—

(a) Be recommended for a nominative position.

(b) Have served successfully at brigade level (colonel level or equivalent) for at least 12 months.

(c) Be able to serve at least 24 months prior to mandatory retirement date.

(d) Be able to meet the criteria of the screening commander.

(5) Command sergeant major serving in nominative positions in CONUS incur a 36-month stabilization with provisions for a one-year extension. Those CSMs in nominative positions will remain in position until completion of their normal tour unless—

(a) They are selected for another nominative assignment.

(b) The commander obtains approval from the first 4-star GO serving in the chain of command for initiation of a nominative slate. If approved, the incumbent will be afforded retention in present position for 6 months or normal end of tour, whichever is sooner.

(6) Commanders of those CSM who are serving in their 3rd year in a nominative position will be notified by

message that stabilization is nearing termination, and action should be initiated, if desired, to request a 12-month extension of stabilization in the nominative position. If extension is required, the following must be accomplished:

(a) DA Form 4187 initiated by the serving CSM requesting a 12-month extension of stabilization.

(b) If the commander approves the extension, the completed action, including the commander's approval, will be forwarded to CDR, HRC (AHRC-EPS). If the request is disapproved or the CSM does not take action within the time frame stated below to extend, a nominative slate will be generated by HRC.

(7) Those CSM who have served 3 or more years in the current nominative position, but who do not have enough time remaining in-Service to be PCS'd CONUS-to-CONUS (24 months) due to mandatory retirement, will be retained in the current position.

(8) Those CSM serving in nominative positions overseas who desire an extension of 12 months will request their extension as part of a normal foreign Service tour extension (FSTE).

(9) All requests for extensions will be submitted to HRC (AHRC-EPS), 2461 Eisenhower Ave., Alexandria, VA 22331-0450 not later than seven months prior to termination of initial 36-month tour.

f. Normally, CSMs are stabilized for 30 months, except for OCONUS areas where stabilization will not exceed normal tour length. Stabilization in CONUS units will begin on the date assigned to the installation. Stabilization may be terminated when necessary to meet priority requirements or to maintain tour equity.

g. Positions that are CONUS will be filled from OCONUS returnees, IA Soldiers, and Soldiers within and between commands. Assignments that are TDY in excess of 60 days will be coordinated with HRC (AHRC-EPS) to avoid dual assignment actions.

h. Assignments that are OCONUS will be filled from CONUS-based Soldiers and Soldiers within and between OCONUS commands.

(1) Career management field background of CSM will be considered as the military qualification. Therefore, tour equity will be determined by CMF backgrounds, and turnaround time between OCONUS tours may vary accordingly.

(2) Command sergeant major may volunteer for foreign Service or consecutive OCONUS tours (COT) under AR 614-30.

7-10. Release from Command Sergeant Major Program or removal of command sergeant major(D) from recommended list

a. Involuntary removal from CSM Program. HRC and commanders may identify Soldiers (by reviewing evaluation reports and other official communications) for involuntary removal from the CSM program or CSM(D) recommended list (whichever applies), when their physical status, conduct, or performance is below standards set for the program.

(1) Soldiers recommended for removal will be notified, through channels, of the basis for removal and supporting documentation (if appropriate).

(2) Soldiers may submit, in writing, any matters in rebuttal, mitigation, or extenuation. If they elect not to submit such matters, they will so indicate in writing.

(3) Upon receipt of the Soldier's response, each commander in the chain of command will review the matters presented and include an appropriate recommendation (retain or remove) and forward the action to the removal authority. For command-initiated removals, the removal authority is the first GO exercising GCMCA. For HRC-initiated removals, the removal authority is the CSM/CSM(D) Advisory Board.

(4) Upon final determination of command-initiated removals, a copy of all documents relating to the removal actions will be forwarded to CDR, HRC (AHRC-EPS). Documents related to removals initiated by HRC will be forwarded through the GCMCA and, when the case still warrants removal, will be forwarded to the CSM/CSM(D) Advisory Removal Board for final determination.

(5) Soldiers will be notified in writing (through command channels) of the final determination.

(6) If Soldiers are released from the CSM program for reasons outlined in AR 380-67, the commander will forward DA Form 5248-R (Report of Unfavorable Information for Security Determination) to Commander, U.S. Army Central Personnel Security Facility.

b. Voluntary withdrawal from CSM Program. Since the CSM Program is a voluntary program, Soldiers may request to voluntarily withdraw under the following conditions:

(1) Soldiers with compelling personal reasons may submit a voluntary withdrawal request at any time. Other Soldiers may request voluntary withdrawal provided they—

(a) Have not been alerted for AIs.

(b) Have fulfilled OCONUS tour requirements outlined in JFTR, Appendix Q, Table 1, when stationed OCONUS. Effective date of withdrawal will be one day before departure from OCONUS command.

(c) Have completed 24 months as a CSM at current CONUS station. CSM selectees assigned to a CSM position at the same installation where currently serving must also complete 24 months in that position after appointment to CSM.

(2) Requests must be forwarded through command channels to CG, HRC and include—

(a) Reason for withdrawal.

(b) Statement indicating Soldier understands that withdrawal disqualifies them from future consideration for CSM.

- (3) CG, HRC will make final determination on withdrawal requests based on the needs of the Army.

Section III Sergeant Major Management

7-11. Overview

Sergeants major and Soldiers selected for promotion must be managed efficiently and effectively. Soldiers' pattern of assignments will be in a variety of positions; primarily they will be within the Soldiers' CMF based on proven performance and professional development. This is designed to utilize the Soldiers within their areas of expertise, which will take advantage of personal interests, aptitude, and experience.

7-12. Assignment and utilization

a. Sergeants major and Soldiers whose names are on a DA-approved selection list for promotion to SGM will be assigned to TOE, MTOE, and TDA positions. This is done based on unit authorizations.

b. Requirements for CONUS will be filled from OCONUS returnees, IAs, and by assigning Soldiers within and between commands.

c. Requirements for OCONUS will be filled from CONUS-based Soldiers and Soldiers within or between OCONUS commands. SGMs may volunteer for foreign service and SGMs serving OCONUS may volunteer for consecutive OCONUS tours (COTs) (see AR 614-30).

d. Sergeant major serving in authorized positions will be stabilized for 24 months; however, in OCONUS areas stabilization will not involuntarily exceed normal tour length. Stabilization may be terminated to meet priority requirements or to maintain tour equity.

e. Soldiers must be eligible for and retain as a minimum a SECRET security clearance.

7-13. Nominative assignments

To determine acceptance for projected vacancies, SGMs will be nominated for assignments to presidential support activities; Office of Secretary of Defense; Office, Secretary of the Army; and Office, Joint Chiefs of Staff. No other agencies or activities will be furnished nominations for SGM. When appropriate, the losing commander will be requested to provide necessary personnel data and security forms to the gaining commander.

Section IV Command Sergeant Major and Sergeant Major Position Tracking

7-14. Overview

a. The objective of the position tracking is to—

(1) Establish a combined reporting and requisitioning system for planning, programming, and controlling assignments of CSM, SGM, and MSG(P) within the Army.

(2) Permit the most effective utilization of SGM through long-range planning according to current and projected needs of the Army.

b. Position tracking is used in lieu of submitting individual requisitions. Requirements on each report remain valid until they are either—

(1) Filled.

(2) Cancelled by the reporting agency.

(3) Replaced or changed by a later report.

c. Reports will show the reporting agency's projection for assignment and reassignment of all SGM and MSG(P) within the command. Reports will also reflect requirements for replacements to be provided by HRC (AHRC-EPZ-E). Prior to any internal reassignment action, commands are required to obtain branch clearances to avoid assigning Soldiers against positions that have been filled by internal adjustments.

7-15. Reporting requirements

a. Each requisitioning activity or agency that has CSM, SGM authorizations, or CSM/SGM/MSG(P) Soldiers assigned will report these positions and/or Soldiers to HRC (AHRC-EPS). The cover letter will include the grade, name, and telephone number of a point of contact. Reporting agencies may also request branch clearance for proposed internal adjustments in the cover letter; however, a projected reassignment in the report will not serve as a request for branch clearance.

b. Reports will be submitted biannually by the second Monday of the month according to the schedule below.

(1) January and July from HQDA and Joint Activities and DA field operation and defense agencies.

(2) February and August from Functional commands.

(3) March and September from OCONUS commands.

(4) April and October from FORSCOM.

(5) May and November from TRADOC.

(6) June and December from Special management commands.

c. The CSM/SGM MILPC-63 report is a hardcopy document initiated by each installation/Division, DCS, G-1 that documents where all CSM/SGM/MSG(P) within an installation/command are physically assigned. The report will be categorized by CSM positions (designated by the DA, DCS, G-1) and SGM positions as they appear on the PMAD. The report will contain the following data:

(1) *Column a, position identification.* This column will contain—

(a) *Line number.* CSM positions begin with 001, SGM positions begin with 501 and both are numbered in sequence.

(b) *Career management field background.* For CSM positions, identify CMF most closely related to the mission of the organization. For SGM positions, identify MOS (five characters).

(c) *Unit identification code.* Report 2nd–6th characters.

(d) *Command code.* Report the code identifying the major command of the unit.

(e) *Unit designation.* Self-explanatory.

(f) *Geographic location.* Self-explanatory.

(g) *Army post office (APO) or ZIP code.* Self-explanatory.

(h) *Country code or CONUS requisition area code.* As applicable (see AR 680–29).

(i) *Position level.* For CSM, indicate position level: battalion—level 1, brigade/group—level 2, and nominative—level 3. For SGMs also indicate duty section when the position title does not adequately describe the duties.

(j) *Family travel status.* For positions OCONUS, state type of travel authorized for movement of Family members and the tour length (see AR 680–29, para 2–7).

(2) *Column b, special requirements.* This column is used to identify special qualifications that the incumbent must possess, such as security clearances, ASI, or language codes. Also, indicate any required SIs. For CSM level 2 positions, include grade of unit commander. If grade of commander is COL, report subordinate units authorized a CSM. Indicate suitable alternative CMF qualifications for CSM positions and MOS substitutions for SGM positions. For ROTC instructor positions also include name of the school and duty station.

(3) *Column c, incumbent.* List name, grade, social security number (SSN), and DEROS (if OCONUS) of the Soldier filling the position. List known gains with all their information underlined.

(4) *Remarks.* Indicate programmed internal changes by showing name, grade, SSN, DEROS, line number of current position, and effective date the change is planned. If the incumbent is to be reassigned locally, indicate position and effective date of reassignment. (Note that all programmed internal adjustments require prior branch clearances.) Include any additional information, such as voluntary or mandatory retirement dates or departure date of incumbent. Replacements will not be furnished for retirees until HRC (AHRC–EPS) receives a copy of the approved retirement. Also, for SGMs serving on advisor duty, indicate if serving in an authorized position other than grade SGM, authorized MOS, grade duty title, and unit the Soldier advises.

7–16. Interim reports

Frequent changes occur in authorization documents. The reporting activity will report promptly any approved changes to CSM/SGM authorizations. For deletions, only the position number and date of report must be given. For additions, all information must be reported (see para 7–15).

Section V

The U.S. Army Reserve Command Sergeants Major Program

7–17. Management and command authority of command sergeant major and command sergeant major designee

All CSM and CSM designees will be managed under a centralized management program administered by HRC St. Louis (TPU/IMA/IRR) and Office of the Chief, Army Reserve (OCAR) (AGR). Management includes the administrative action necessary to effect assignment, reassignment, training, reclassification, appointment, reappointment, and removal. Command authority rests with the commands indicated below.

a. Each area command for all TPU Soldiers assigned to that command. Area commanders are authorized to delegate this authority no lower than the next subordinate USAR general officer command. This authority may not be further delegated.

b. The Cdr, HRC–St. Louis (AHRC–RSW–M) for Soldiers assigned to the IRR and to IMA positions.

c. Office of the Chief, Army Reserve, (DAAR–ZX) for CSM and CSM designees serving in the USAR AGR program.

7–18. Objectives

The USAR CSM Program is designed to improve the effectiveness of Soldiers occupying the most responsible enlisted positions in the USAR. The objective of the program is to appoint the best-qualified Soldiers possessing the highest

qualities of leadership, integrity, dedication, and professionalism to fill CSM positions. The objectives of the management program are to—

- a. Ensure the efficient use of CSM to enhance USAR readiness and mission accomplishment.
- b. Provide USAR commands with CSM whose experience and training have been expanded by progressive assignments.
- c. Improve the effectiveness of CSM by providing a diversity of assignments.
- d. Provide CSM assignments with greater responsibility at progressively higher levels.
- e. Avoid stagnation of CSM in assignments that will inhibit or preclude the normal career progression of other senior NCOs.

Section VI

Assignment and Utilization

7–19. General assignment policy

Only the management authority in paragraph 7–17 will issue orders to assign CSM, SGM eligible for reappointment, and CSM designees to CSM positions. This includes the movement of a CSM to another position in the same command.

a. A CSM designee will be assigned and appointed to CSM by the management authority (para 7-17) when an available CSM position cannot be filled by the reassignment of another CSM.

b. A CSM will be reassigned—

- (1) To Selected Reserve (TPU or USAR Control Group IMA) positions, as available.
- (2) To the IRR (USAR Control Group Reinforcement) as a SGM.
- (3) To AGR CSM positions, as available.
- (4) As a CSM to the Retired Reserve, if eligible and the CSM's application is approved.

c. A CSM can be assigned to any level of CSM position without regard to CMF or past MOS experience (first consideration should be to CMF background) except CSM positions in Special Forces Groups. CSM in Special Forces Groups must be airborne qualified and possess MOS 18Z.

d. It is necessary and encouraged for command authorities to coordinate selection and assignment functions between major subordinate commands (MSC) (for USARC units) or area command (for other than USARC units) to provide increased potential for more diversified and progressive CSM assignments.

e. The three levels of CSM position assignments are battalion, brigade, and nominative.

(1) Battalion level positions are those in which the CSM serves in a unit generally commanded by a lieutenant colonel or colonel.

(2) Brigade level positions are those in which the CSM serves in a unit generally commanded by a brigadier general, or commanded by a colonel with at least one subordinate unit authorized a CSM. Noncommissioned Officer Academy CSM positions are considered brigade level positions.

(3) Nominative positions are as follows:

(a) Regional Readiness Command, ARCOM or Division CSM positions and GOCOM CSM positions if the GOCOM does not report directly to another area commander.

(b) Individual Mobilization Augmentee CSM positions commanded by a major general or higher.

(c) The OCAR CSM, USARC CSM, and United States Army Civil Affairs and PSYOP Command (Airborne) (USACAPOC(A)) CSM positions are the only AGR positions that are nominative.

(d) The initial assignment (appointment) of a CSM should be at battalion level. Based on performance, the CSM should be considered for progression to a brigade level position. After successful performance at brigade level, a CSM should be considered for nominative positions per paragraph 7–21. In some commands, the ideal progression of a CSM may be precluded by geographic limitations or TOE/TDA authorizations. In such cases, commands are encouraged to adopt an alternate assignment policy to employ and extend the experience of a CSM, if possible.

(e) Command sergeant major may only be assigned to CSM positions. They may not be carried overstrength, double slotted or assigned to a special category code in eMILPO-USAR. Any such CSM assignment or status disqualifies the Soldier for CSM appointment and requires reappointment to SGM. Such reappointment must comply with section IX of this chapter.

7–20. Routine assignment policy

a. Command authorities must establish a rotational assignment plan that achieves, as much as possible, the objectives of paragraph 7–18 and 7–19. This plan will identify CSMs 6 months prior to completing a stabilized or extended assignment or upon reaching maximum years of service or age for—

- (1) Rotational reassignment to a CSM position of equal or higher command level, if possible.
- (2) Extension of assignment (para 7–35).
- (3) Voluntary reassignment to the Retired Reserve or IRR.

(4) Immediate reassignment outside the command. This includes involuntary reassignment to the IRR if there is no SGM position available.

b. Identify vacancies that cannot be filled through the command's rotational assignment plan to the management authority (para 7-17).

c. The management authority will consolidate and announce vacancies to all command authorities upon receipt. All CSM and SGM with reappointment eligibility may apply for these positions. Positions not filled through the announcement process will be filled from the CSM selection list. AGR CSM positions will be filled from the primary selection list until exhausted and if necessary from the alternate list.

7-21. Nominative selection and assignment policy

a. When a nominative position requires the assignment of a CSM, the management authority (para 7-17) will query the command to determine if there are any special qualifications the commander may desire in the nominated CSM.

b. The nominative position will be announced by the management authority as available for selection. The method of announcement must ensure that all CSM and SGM having reappointment eligibility (para 7-42), regardless of USAR Control Group assignment, will have the opportunity to request consideration for selection. The announcement will include any special qualifications desired by the commander. It will also include the closing date (no less than 90 days) for receipt of applications, address for mailing of packets, point of contact at the command with the nominative position, and other administrative details.

c. The command may either—

(1) Review the records and make the selection.

(2) Informally convene a board to nominate the best-qualified applicants.

(a) The board will consist of an uneven number (a minimum of five) of officers and CSM, with the appropriate representation of minority and female personnel.

(b) The board will screen the records and nominate the best qualified for the commander's consideration and selection. The board will nominate the number specified by the commander. If no number was specified, the board will nominate at least three Soldiers.

d. After completing the process in *c*(2)(a) or (b) above, the commander will make their final selection and inform the management authority. The management authority will process the selectee for assignment to the position on the date requested by the commander.

7-22. Appointment of acting command sergeant major

a. When a command loses an authorized CSM and the position cannot be filled by the reassignment of a serving CSM or the assignment of a CSM designee, the command may appoint an acting CSM. This acting condition will remain until a CSM selection board selects a CSM designee to fill the position, or until a CSM is assigned to the position.

b. The acting CSM should be a SGM, 1SG, or MSG.

c. The acting CSM will serve in the current grade held. If not already a SGM, he or she will not be promoted to SGM against the CSM position. The acting CSM will not be frocked to CSM. The acting CSM will remain assigned to his or her current duty position.

d. The command will notify the management authority (para 7-17) which will then officially appoint the Soldier by memorandum as an acting CSM.

7-23. Command sergeant major vacancies and projected vacancies

A CSM position vacancy is an authorized CSM position that does not have an assigned CSM incumbent. A projected vacancy is an authorized CSM position in a unit scheduled for activation or an incumbent is scheduled for removal based on the following conditions:

a. Retirement (AR 140-10, chap 6; AR 635-200).

b. Maximum age (AR 140-10, para 7-3b(1)(c)).

c. Maximum years of service (AR 140-10, para 7-2g) (Not applicable to USAR Control Group (IMA)).

d. Completion of a stabilized tour of assignment (para 7-35).

(1) Approved voluntary reassignment (AR 140-10, para 2-19) or withdrawal (para 7-41).

(2) For cause (AR 135-178 or AR 635-200).

(3) Retention control point (RCP) for USAR AGR CSM (AR 140-111), chapter 8).

Section VII

Selection of Command Sergeant Major Designee and Appointment as Command Sergeant Major

7-24. General

When a current or projected CSM position vacancy cannot be filled by the reassignment of a CSM or SGM with

reappointment eligibility (para 7-42), a CSM designee, if available, will be assigned to the position and appointed CSM. This section prescribes the policy for the selection of CSM designees and subsequent appointment as CSM.

7-25. Command sergeant major Selection Board policy

a. Annually, Cdr, HRC (AHRC-MSL), will announce the tentative date for the USAR CSM Selection Board that will consider Soldiers for appointment to CSM. The announcement will contain, at a minimum, the convening date of the board, zone(s) of consideration, suspense date for receipt of packets, and any special eligibility considerations. This announcement must be made at least 4 months in advance of the board convening date. Copies of the announcement will be sent to—

- (1) Headquarter, Department of the Army, DCS, G-1 (DAPE-MPE).
- (2) Office of the Chief, Army Reserve (DAAR-ZX) and (DAAR-CSM).
- (3) Commanding General, FORSCOM (FCAG-PSM) and (FCCM).
- (4) Commander, HRC-St. Louis (AHRC-EP-S), (AHRC-AR), and (AHRC-CSM-S).
- (5) Area commands (other than USARC) and USARC MSC as appropriate.

b. The board will be convened by the DA Secretariat for Selection Boards (Reserve Components), HRC-St. Louis, to select Soldiers as CSM designees without regard to vacancies. The board will select the best-qualified Soldiers in accordance with the board MOI.

c. The MOI will be issued by HQDA (DAPE-MPE) and will prescribe the instructions and guidance to the board, the oath to be taken by the board members, the reports to be submitted, and other administrative details as required.

d. Appearance before the board by a Soldier or his or her representative is not authorized. However, Soldiers may write a letter to the president of the board calling attention to any matter concerning themselves that they consider important. Third party letters or letters containing criticism or reflecting upon the character, conduct or motives of any individual will not be provided to the board.

e. The board will review the packets submitted per paragraph 7-30*d* and select the best-qualified Soldiers.

f. The DA Secretariat will prepare the results of the board in accordance with the board MOI. Soldiers will be placed on the selection list based on seniority which will be determined by DOR, then PEBD when DOR are the same, then age (oldest first) when DOR and PEBD are the same.

g. After HQDA (DAPE-MPE) approves the board report, the report will be sent to Cdr, HRC (AHRC-MSL-E), who will release the selection results with an official release date and time to the following:

- (1) All area commands.
- (2) Commander, HRC-St. Louis (AHRC-RSW-M).
- (3) Commander, HRC-St. Louis (AHRC-AR).
- (4) Office of the Chief, Army Reserve (DAAR-ZX).
- (5) Commanding General, FORSCOM (FCAG-PSM).

h. When a TPU or IMA CSM position cannot be filled with a CSM, the command authority (para 7-17) will report the vacancy to HRC-St. Louis (AHRC-RSW-M) for fill. The position will be filled by the next CSM on the selection list, based on seniority, who is geographically available and otherwise qualified.

i. An AGR CSM designee will be attached to an AGR CSM position, when available, by OCAR (DAAR-ZX) under the AGR management process.

j. Commander, HRC-St. Louis (AHRC-RSW-M), is responsible for reporting (to the Sergeants Major Academy) the names of Soldiers for enrollment in the Sergeants Major Course who are selected for appointment to CSM and have not enrolled in or completed the course.

7-26. U.S. Army Reserve Command Sergeant Major Selection Board composition

Selection boards will consist of an uneven number of voting members, but no less than five. As a minimum, the board must consist of the following:

- a.* The board president will be a general officer.
- b.* A command sergeant major, Regular Army.
- c.* Two USAR TPU CSM.
- d.* One USAR AGR CSM.
- e.* At least one member must be a female.
- f.* At least one member must be of a minority group.
- g.* An officer or warrant officer appointed to serve as recorder without vote.

7-27. Eligibility for selection board consideration

a. For TPU and IMA positions, any SGM, 1SG, or MSG is eligible for consideration by a CSM selection board. The Soldier must be in the zone(s) of consideration outlined in the announcement and the Soldier must be—

- (1) Assigned to the Ready Reserve.
- (2) Eligible for continued membership in the TPU or IMA position for at least 4 years.

(3) A graduate of, currently enrolled or willing to accept enrollment in the U.S. Army Sergeants Major Course. (Soldiers who are not a graduate or currently enrolled must meet SMC enrollment eligibility requirements before they can be considered by the board.)

(4) Not excluded by paragraph 7–28.

b. All eligible MSG, 1SG and SGM serving on AGR status will be considered by a CSM selection board unless the Soldier submits a declination statement (para 7-29). The Soldier must be in the zone(s) of consideration outlined in the announcement and the Soldier must be—

(1) Able to serve on AGR status for at least 3 years.

(2) A graduate of, currently enrolled or willing to accept enrollment in the U.S. Army Sergeants Major Course. (Soldiers who are not a graduate or currently enrolled must meet SMC enrollment eligibility requirements before they can be considered by the board.)

(3) Not excluded by paragraph 7–28.

7–28. Soldiers not eligible for selection board consideration

a. A Soldier is not eligible for selection board consideration who—

(1) Is assigned to the Retired Reserve or has requested reassignment to the Retired Reserve (unless the request is withdrawn before the board convenes).

(2) Is 55 years of age without completion of the SMC or 57 years of age maximum during the month in which the selection board is convened.

(3) Does not meet the selection criteria announced in the board zone announcement message.

(4) Has accrued over 31 years of total military service since the Soldier's pay entry basic date during the month in which the selection board is convened. (This provision does not apply to Soldiers applying for USAR Control Group (IMA) CSM vacancies.)

(5) Has executed a statement declining consideration (para 7–29) (AGR only).

(6) Was removed from the CSM Program, or a CSM selection list, voluntarily or for cause. A Soldier who voluntarily withdrew to enter on AGR status or a tour of duty (para 7–36) is exempt from this ineligibility status.

(7) Is under the control of civil authorities or is under arrest.

(8) Action has been initiated that may result in the following:

(a) Discharge per AR 135–178 or AR 635–200.

(b) Reclassification for inefficiency or disciplinary reasons.

(c) Punishment under Uniform Code of Military Justice or while any punishment is in a suspended status.

(d) Reassignment to the IRR as an unsatisfactory participant per AR 135–91.

(9) Is not eligible for reenlistment per AR 140–111.

(10) Has been certified as failing to meet the body fat standards of AR 600–9.

(11) Was previously selected and declined enrollment, has been denied enrollment, was declared a no-show, failed to complete or was disenrolled from the SMC. However, a Soldier who later obtains re-enrollment eligibility from the USASMA may apply for consideration by the board.

(12) Not in one or more of the categories listed in AR 600–8–19, paragraph 1–10.

b. The authorities cited in paragraph 8–2 or the DA Secretariat will remove a Soldier's packet from board consideration if it is discovered that the Soldier was ineligible for board consideration or that the packet was not prepared according to the instructions in paragraph 7–30. The packet will be returned to the Soldier with an explanation of the reason for nonconsideration. The Soldier will be immediately notified. The Soldier may resubmit the packet to the board in question, if eligible and time permits.

c. The authorities cited in paragraph 7–17 will request removal of a Soldier's name from the CSM designee selection list when it has been determined that the Soldier was ineligible for consideration by the selection board. Before this action is taken, the Soldier will be notified and offered the opportunity to rebut the reason for the removal action.

7–29. Active guard and reserve declination of command sergeant major consideration

a. Active Guard and Reserve Soldiers who meet the qualifications for consideration, but do not desire to serve as a CSM, may decline consideration. The following statement will be used: Declination Statement for AGR Soldiers. NAME, SSN, and DATE I decline consideration for command sergeant major. I understand that this declination will not preclude me from being considered by subsequent boards for which I remain eligible. This statement will not be seen by the promotion or selection boards and will not become a part of my military records. (Insert Signature Block.)

b. Soldiers selected for CSM will not be allowed to decline appointment unless extreme personal hardship or compassionate reasons are cited in the request. The command authorities (para 7–17) have final approval authority.

7–30. Preparation, composition, and submission of packets

a. Commanders and custodians of records will assist Soldiers in assembling a packet for consideration.

b. The packet will consist of the following, unless modified by the DA Secretariat board announcement message:
(1) Reproduction of DA Form 2 and DA Form 2-1 (Personnel Qualification Record) certified by the records custodian (not applicable for IRR Soldiers for whom personnel managers will submit RDMS screens one through three).

(2) Statement of height and weight which has been verified by the commander. If the Soldier exceeds the weight standard of AR 600-9, a copy of DA Form 5500 (Body Fat Content Worksheet (Male)), or DA Form 5501 (Body Fat Content Worksheet (Female)), as appropriate, must be enclosed with the commander's statement.

(3) Reproductions of the last five NCOERs certified by the records custodian.

(4) One official photograph taken in accordance with AR 640-30.

(5) Reproduction of a "Complete-the-Record" (report code 9) NCOER, if applicable per AR 623-3, paragraph 3-60*b* (certified by the records custodian).

(6) An outline of qualifications prepared by the Soldier in the format shown in figure 7-5.

(7) A completed Sergeants Major Course Administrative Data Sheet (for those Soldiers who are not enrolled or who have not completed the SMC).

(8) A statement signed by the Soldier that the data contained in the packet is correct and accurate (see para 7-30*c* below).

(9) An acceptance statement indicating the maximum distance in miles that the applicant is willing to travel, beyond the normal 50-mile/90 minute limit, for consideration of assignment to also include all positions within that extended geographical area.

c. The Soldier will audit the completed packet and verify that the data contained therein is current and accurate by including a statement to that effect and that he/she understands that an incomplete packet may not be reviewed by the board. This requirement will not be waived and applies to all Soldiers.

d. Packets will be forwarded directly to the command authority for review to ensure Soldiers are eligible for consideration and the required documents are included. This authority may be delegated no lower than the first USAR general officer in the chain of command. A memorandum of transmittal will be prepared to submit packets to Commander, U.S. Army Human Resources Command (AHRC-MSL-E), 1 Reserve Way, St. Louis, MO 63132-5200.

e. Incomplete packets or packets for Soldiers who are not eligible may be returned by any reviewing command.

7-31. Appointment or reappointment to command sergeant major

a. On assignment to a CSM position, a SGM will be laterally appointed, or reappointed to the grade of CSM and reclassified to PMOS 00Z5, by the management authority (para 7-17). The effective date of the reclassification and appointment or reappointment will be the date the Soldier is assigned to the position (TPU/IMA) or vacates the former position (AGR) en route to the CSM position. The management authority may also direct a future effective date of appointment for AGR Soldiers (subject to the limitations in AR 600-8-19).

b. On assignment to a CSM position, a CSM designee (1SG or MSG) will be promoted to SGM in his or her current CMF. The SGM will then be laterally appointed to the grade of CSM and reclassified in PMOS 00Z5. This may be done concurrently by the promotion and management authority. The effective date of promotion to SGM, lateral appointment to CSM, and reclassification will be the date the Soldier is assigned to the position (TPU/IMA) or vacates the former position en route to the CSM position (AGR). The management authority may also direct a future effective date of appointment for AGR Soldiers (subject to the limitations in AR 600-8-19, para 1-8*b*).

c. The date of rank for a CSM is the date of rank of his or her promotion to SGM.

d. AGR Soldiers voluntarily or involuntarily released from the CSM program will be ineligible for reappointment unless selected by a subsequent CSM selection board.

7-32. Appointment orders

Lateral appointment or reappointment as CSM will be made on DA Form 4187 or memorandum. Award of PMOS 00Z5 will be announced in orders per AR 600-8-105, Format 310 (Individual format). The date of rank as SGM remains unchanged.

7-33. Posthumous appointment

A Soldier is eligible for posthumous appointment or reappointment as a CSM, provided the Soldier's death was not a result of his or her own misconduct and one of the following has occurred:

a. The Soldier had been selected by a CSM selection board under this chapter and the results were approved by HQDA before death.

b. The Soldier voluntarily withdrew from the CSM Program to enter on AGR status and death occurred while on AGR status as a SGM.

c. The Soldier was involuntarily removed from the CSM Program for other than cause.

7-34. Certificate of appointment to command sergeant major

- a.* When an SGM, who is a graduate of the SMC, is appointed to CSM, a DA Form 4873 will be issued by Cdr, U.S. Army Human Resources Command.
- b.* When a Soldier is promoted to SGM and laterally appointed to CSM on the condition that he or she successfully completes the SMC per AR 600-8-19, a DA Form 4873 will be issued by CG, HRC, on successful completion of the SMC.
- c.* Certificates may be obtained by providing name, SSN, date of rank, date of CSM appointment, DA Form 1059 (Service School Academic Evaluation Report) indicating completion of SMC, and return address to Cdr, U.S. Army Human Resources Command (AHRC-MSL-E), 1 Reserve Way, St. Louis, MO 63132-5200.
- d.* DA Form 4873 will not be retroactively issued for appointment to CSM before 1 February 1981.

Section VIII

Stabilization, Removal, and Termination

7-35. Stabilization on assignment to a command sergeant major position

a. On assignment to a CSM position, a CSM will be stabilized in that position for 4 years (TPU/IMA). The stabilized period of assignment starts on the date of assignment to a CSM position while in the grade of CSM. To complete the stabilization period a CSM must have 4 years of cumulative service as a CSM. A CSM must serve 12 months in an assignment before voluntary reassignment can occur. Exceptions to this policy will be considered only in unique circumstances. Exceptions must be fully justified, endorsed by the chain of command, and approved by the command authority (para 7-17). If a CSM is reassigned prior to serving 12 months, the stabilization date will remain the same. Time served as an acting CSM prior to appointment to CSM will not be computed as part of the period of stabilization.

- b.* During stabilization, the removal or reassignment of a CSM will be voluntary unless—
 - (1) Removed for cause (para 7-37).
 - (2) The CSM position is abolished (para 7-38).
 - (3) Removal is based on maximum age or years of service (AR 140-10).
 - (4) For the needs of the Service (AGR only).
- c.* On completion of a stabilized period of assignment, a CSM may be—
 - (1) Retained in the position only under the conditions cited in *d* or *e* below.
 - (2) Reassigned to another CSM position if available. The reassignment must be voluntary and includes TPU and IMA positions. Needs of the Service will dictate reassignment of AGR CSM.
 - (3) Voluntarily withdrawn from the CSM Program, reclassified, and laterally appointed to SGM for assignment to a SGM position if available.
 - (4) Voluntarily reassigned to the Retired Reserve, if eligible and applies therefore.
 - (5) Involuntarily reassigned to the Control Group (Reinforcement) as a CSM.
- d.* A TPU/IMA CSM who enters AGR status for the specific purpose of accepting an AGR nominative position ((para 7-19e(3)(c) with the approval of the ASA(M&RA) as an exercise of secretarial plenary separation authority (para 5-3, AR 635-200), when no other provision of AR 635-200 applies will be released from active duty and the AGR program—

- (1) On completion of stabilization, unless extended for continued service in the same position or selected to fill another nominative progressive position.
- (2) On removal from the position for any other reason.

e. On completion of a stabilized period of assignment, USARC for units under their control and OCAR for all other units (includes 7th ARCOM, 9th RRC and USACAPOC), may extend a CSM in his or her current CSM assignment for efficient personnel management. Retention of an incumbent CSM must be based on a hard to fill position (cannot be filled with a CSM or CSM designee); in a high priority unit; or to delay reassignment pending a known and projected position vacancy; or for operational reasons. When so determined and fully justified:

- (1) United States Army Reserve Command and OCAR will provide Cdr, HRC-St. Louis (AHRC-EP-S) with a copy of the approved extension for processing and cutting of orders.
- (2) United States Army Reserve Command and OCAR may authorize retention of an incumbent CSM under paragraph *d* for the number of months required, but not to exceed 24 months. The extension of assignment may not exceed the CSM's maximum years of service date unless an exception to remain in an active status has been granted by the CAR (AR 140-10).

(3) During this term of retention the CSM is not stabilized and is subject to voluntary or involuntary reassignment.

f. At least 6 months before completion of a stabilized TPU assignment, a military technician (dual status) assigned to a TPU CSM position may submit a request for continued stabilization in the position.

- (1) The request will be sent through command channels and the area command to HQDA, DCS, G-1, ATTN:

DAPE-MPE, 300 Army Pentagon, Washington, DC 20310-0300. The military technician (dual status) will not be removed from the CSM position while the request is pending final determination by OCAR.

(2) If OCAR approves the request, the CSM will be stabilized in the CSM position. This will be until he or she qualifies for an immediate unreduced civil service annuity; is removed for cause; reaches age 60; or until another unit position (CSM or SGM) is available, whichever comes first. If assigned to other than a CSM position, the military technician (dual status) will have reappointment eligibility if stabilization requirements have been met.

g. A CSM will not be extended for the sole purpose of departing concurrently with the commander.

7-36. Reappointment to sergeant major to perform tours of duty or to attend the U.S. Army Sergeants Major Academy

a. Appointments and reappointments between SGM and CSM under this paragraph will be announced on DA Form 4187. Reclassification will be published in orders per AR 600-8-105, Order Format 310 (Individual format).

b. If a tour of duty is available, a CSM may request a tour of ADT, ADOS, or ADOS-RC. These tours are described in AR 135-200 and AR 135-210. However, if the tour does not specifically require the services of a CSM, or if the duty or training purpose of the tour is not related to the function of a CSM, then a CSM must be reclassified and appointed SGM on the day before entry on the tour of duty. Unless removed from the tour of duty under conditions that would preclude reappointment (such as for cause) on the day following completion of the tour of duty, the SGM will be reclassified and reappointed CSM.

c. A CSM who is selected and accepts attendance at the resident SMC will attend in the grade of SGM. The CSM will be reclassified and appointed SGM on the day before departure from his or her organization en route to the USASMA. Upon release from active duty (AT/ADT) the SGM will be reclassified and reappointed to CSM, if otherwise qualified.

7-37. Involuntary removal from Command Sergeant Major Program (for cause)

a. A CSM or CSM designee who fails to be effective or maintain the expected high standards of a CSM is subject to removal from the CSM program. The immediate commander will prepare an appropriate recommendation for removal from the CSM Program.

(1) When a commander determines that a CSM is ineffective, appropriate counseling will be provided to the CSM per AR 600-20. The counseling will be documented on DA Form 4856 (Developmental Counseling Form), in a memorandum, or annotated on the DA Form 2166-8-1 (Noncommissioned Officer Evaluation Report Counseling and Support Form).

(2) If the recommendation for removal is based on a single incident or act of misconduct, counseling is not required if the commander determines it is not appropriate under the circumstances.

b. The recommendation with supporting documentation will be in memorandum format and will be sent by certified, restricted delivery mail or presented in person to the CSM. The CSM will be given 30 days from the receipt of the recommendation to submit a written rebuttal. If the CSM elects not to submit a rebuttal, he or she will so indicate by written endorsement. Failure of the CSM to respond constitutes waiver of that right.

c. If, after a review of any rebuttal submitted by the CSM, the immediate commander determines the Soldier should still be removed from the program, the entire case will be forwarded through command channels to the authorities cited in e, below.

d. Each commander in the chain of command will review the case and make recommendations by endorsement.

e. The authorities below will take final action on the recommendation. This authority will not be further delegated.

(1) The area commander or deputy commander for TPU Soldiers.

(2) Commander, HRC-St. Louis, for IMA Soldiers.

(3) The CAR or Deputy CAR for AGR Soldiers.

f. The CSM will be informed in writing of the final determination through command channels. A copy of the final decision will also be provided to HRC-St. Louis (AHRC-AR for AGR Soldiers) or (AHRC-EP-S for TPU and IMA Soldiers).

g. A copy of all approved removals will be sent to the management authority for action to—

(1) Remove a CSM designee from the CSM selection list.

(2) Reclassify a CSM to SGM and reassign to another TPU that has a vacant SGM position with suitable MOS, to Control Group (Reinforcement), or transfer to the Retired Reserve, if requested.

(3) Reclassify and reassign an AGR CSM to an AGR SGM position, the IRR or to the Retired Reserve, if requested and otherwise qualified.

h. Any recommendation for the removal of a CSM made under this paragraph must be accompanied with a "Relief-for-Cause" evaluation report (report code 5). This will be done according to AR 623-3, paragraph 3-59. The CSM may appeal the report as provided in AR 623-3, chapter 6.

7-38. Abolished, redesignated, or reorganized command sergeant major positions

a. If a CSM position is abolished or redesignated to SGM, the incumbent will be reported to the management

authority in paragraph 7-17. The CSM will be processed according to paragraph 7-35c as having completed a stabilized period of assignment. A CSM designee on a selection list, scheduled for assignment to an abolished CSM position, will not be removed from the list. Unless removed for cause or other regulatory authority, the CSM designee will remain on the list for assignment to a CSM position if one becomes available. The removal of a CSM because the position was abolished is considered as involuntary.

b. In the event of a TPU reorganization, the CSM will be retained in the reorganized CSM position(s) if CSM positions are authorized by the TOE/TDA. The CSM's stabilized assignment will continue in effect and is based on assignment to the previous CSM position. If a CSM position is not authorized or available in the reorganization, the CSM will be processed according to paragraph 7-35c as having completed a stabilized period of assignment.

c. If a TPU relocates within reasonable commuting distance from the CSM's home, the incumbent retains the position. If the unit relocates outside reasonable commuting distance (AR 140-10, para 1-10), the CSM has the option to—

- (1) Retain the position.
- (2) Withdraw, and be considered to have completed a stabilized period of assignment.

7-39. Voluntary withdrawal from Command Sergeant Major Program other than for retirement

a. A CSM may withdraw from the CSM Program, for other than retirement, by furnishing written notice to his or her commander. The notice of voluntary withdrawal will be sent through channels to the management authority in paragraph 7-17. On approval, the CSM will be reclassified to SGM.

b. The management authority will reclassify and reassign the Soldier to a SGM position, if available. If a SGM position is not available, the Soldier may voluntarily accept—

- (1) Reduction and reassignment to an existing vacancy in a lower grade.
- (2) Reassignment to Control Group (Reinforcement) as a SGM.

c. The losing commander must initiate reassignment action when a CSM voluntarily withdraws from the program. Cdr, HRC-St. Louis (AHRC-EP-S) will, upon notification, complete the reclassification action and publish the appropriate orders. The following are considered as voluntary withdrawals:

(1) A CSM who, at his or her own request, is reassigned or placed in a position other than a CSM position. An exception to this is the CSM who requests reassignment to the Retired Reserve.

(2) A CSM who voluntarily enters on active duty (Active Army or AGR) as a SGM, or has taken a grade reduction to MSG.

d. Requests for voluntary withdrawal from the CSM program for an AGR Soldier must include—

- (1) Reason for withdrawal.
- (2) A statement indicating the Soldiers understands that withdrawal disqualifies them for reappointment to CSM unless a subsequent CSM selection board selects them.

7-40. Termination of command sergeant major appointment

a. A CSM will be reclassified to SGM when voluntarily or involuntarily removed from assignment to a CSM position.

b. The management authority will immediately reclassify the CSM as a SGM. This is mandatory when a CSM—

- (1) Voluntarily withdraws from the CSM Program (para 7-39).
- (2) Is reassigned to another position that is not a CSM position (para 7-35c).
- (3) Removed for cause (para 7-39).

Section IX

Reappointment to Command Sergeant Major

7-41. Reappointment authority

a. An SGM may be reappointed to CSM under this section without referral to a CSM selection board.

b. The authority to reappoint a CSM rests with the USARC for units under its control and OCAR for all other units.

7-42. Reappointment policy

a. A SGM will be reappointed to CSM if he or she—

(1) Was reclassified as SGM with reappointment eligibility under paragraph 7-35c and has been reassigned to a CSM position.

(2) Voluntarily withdrew from the CSM Program to enter on active duty (Active Army or AGR). On release from active duty, is assigned to a CSM position or the Retired Reserve.

(3) Was reclassified as SGM under paragraph 7-35c and is transferred to the Retired Reserve.

(4) Could not complete 4 years of stabilization as a result of operational requirements.

b. The following Soldiers are not authorized CSM reappointment if he or she—

(1) Voluntarily withdrew from CSM Program (para 7-39). Exceptions in cases involving cogent personal reasons (examples of cogent personal reason include, but are not limited to, hardship and employment conflict) will be considered by Cdr, HRC-St. Louis (AHRC-EP-S).

(2) Was removed for cause.

(3) Is otherwise eligible and not in one or more of the conditions listed in paragraph 7-28.

c. Active Guard and Reserve Soldiers may only be reappointed to CSM by appearing before a CSM selection board.

OUTLINE OF QUALIFICATIONS

NAME

GRADE

SOCIAL SECURITY NUMBER

DATE OF RANK

DATE OF BIRTH

CURRENT ASSIGNMENT *(Include para and line number of TOE/TDA.)*

TOTAL YEARS OF MILITARY SERVICE FOR LONGEVITY

MONTHS SERVED ON ACTIVE DUTY AND HIGHEST GRADE ATTAINED

CAMPAIGNS *(If none, so state.)*

DECORATIONS *(If none, so state.)*

UNIT LOCATION AND THE PROXIMITY OF MEMBER TO UNIT WHERE POSITION VACANCY EXISTS

MILITARY EDUCATION *(Diplomas/certificates of completion from military schools should be attached. Include enrollment in extension courses or attendance at TASS or the former USARF schools to further career and maintain proficiency in MOS.)*

MEMBERSHIP ON BOARDS/COUNCILS *(Include participation as a member of promotion selection boards, classification boards, NCO advisory councils, etc., on a voluntary basis with or without pay or points, if applicable.)*

UNSATISFACTORY YEARS FOR RETIREMENT PURPOSES *(Identify the year(s) if applicable.)*

EXPERIENCE AS A SGM

HOME ADDRESS

CIVILIAN EDUCATION *If a degree is being pursued, specific comments should be made to include curriculum pursued, institution, and projected date of completion.)*

CIVILIAN OCCUPATION/POSITION

Figure 7-5. Format for outline of qualifications

Chapter 8 Assignment to Specific Type Organizations/Activities or Duty Positions

Section I Presidential Support Activities

8-1. Scope

a. This section applies to all DA organizations that assign AA enlisted Soldiers to duties involving regular or frequent contact with or access to the President or presidential facilities, communications activities, or modes of transportation. These assignments are divided into two categories:

(1) Category 1 includes Soldiers assigned—

(a) On a permanent or full-time basis to duties in direct support of the President, including the office staff of the Director, White House Military Office (WHMO) and all individuals under his/her control. This includes Soldiers assigned to presidential aircrew, associated maintenance and security; WHCA; presidential retreat; White House Transportation Agency (WHTA); presidential mess and medical facilities; and other administrative positions at the White House.

(b) On a temporary or part-time basis to duties supporting the President such as selected security, transportation, flight-line safety and baggage personnel, and others with similar duties.

(c) To the Office of the Military Aide to the Vice President.

(2) Category 2 includes Soldiers assigned to honor guards, ceremonial units, military bands that perform at presidential functions and facilities, and designated units requiring a lesser degree of access to the President or presidential support activities.

b. Certain designated positions within Category 1 that are the most sensitive presidential support activities are also identified as Category A billets.

c. Only the best qualified Soldiers will be considered for nomination and assignment to presidential support duties. Consideration will be based on a determination that their assignment is clearly consistent with optimum presidential security.

d. A nominee will not be selected if serious derogatory information is revealed during their background review. Denial or revocation of a security clearance for access to classified information will automatically disqualify a Soldier for nomination and assignment to presidential support duties.

8-2. Qualification criteria

Initial selection criteria for presidential support duties are as follows:

- a.* Must be a U.S. citizen (by birth or naturalization).
- b.* Must have a record of excellent credit and conduct and outstanding job performance, past and present.
- c.* Must be exceptionally well qualified in applicable MOS.
- d.* Must exhibit a high degree of maturity, discretion, and trustworthiness beyond reproach.
- e.* Must be diplomatic and courteous in deportment.
- f.* Must exhibit superior military bearing, neatness, and manner.
- g.* Must meet body composition requirements prescribed in AR 600-9.
- h.* Must have no record of arrests by civil or military authorities or frequent involvement with law enforcement agencies that clearly indicates irresponsibility or disrespect for the law (including traffic violations).
- i.* Must have no record of civil conviction, except for minor offenses that do not disqualify for top secret (TS) security clearance under AR 380-67.
- j.* Must have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment.
- k.* Must have no personal habit or traits of character that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability.
 - l.* Must be a high school graduate or GED equivalent.
 - m.* Must have a minimum GT score of 110 (can be waived to 100).
 - n.* Must possess a "1" under "S" of physical profile.
 - o.* Immediate Family members must be U.S. citizens who are not subject to physical, mental, or other forms of duress by a foreign power and who do not advocate or practice acts of force or violence to prevent others from exercising their rights under the Constitution or laws of the United States, any State, or subdivision thereof. Immediate

Family includes spouse, offspring, living parents, siblings, or other relatives or persons to whom the Soldier is closely linked by affection or obligation.

8-3. Investigative requirements

a. Soldiers must have a Single Scope Background Investigation (SSBI) completed within 12 months before selection to presidential support activities.

b. Soldiers selected for initial assignment to a Category A billet will also be required to complete (within three days of selection) a tax information disclosure form (Tax Check Waiver) and a Financial Disclosure Report. Soldiers already cleared for presidential support duties in category 1 positions, who are nominated for Category A billets from within a support unit, will complete a Tax Check Waiver and Financial Disclosure Report as well as the expanded scope investigation check (White House Special Background Investigation) to at least the completion date of their previous SSBI.

c. The SSBI will be updated at 5-year intervals for Soldiers who have been assigned continuously to presidential support duties.

8-4. Assignment termination

a. Soldiers may apply for reassignment from presidential support duties.

b. Soldiers may be temporarily suspended or permanently removed when they are, or appear to be, unsuitable for the required duties. Permanent removal for cause will be based on information that is valid grounds for administrative, disciplinary, or other adverse action. Unfavorable information under the purview of AR 600-37 must be resolved before permanent removal.

c. Assignment to presidential support activities is automatically terminated when Soldiers are—

(1) Reassigned on completion of normal tour of duty.

(2) No longer qualified to perform duties for medical reasons, lack of proficiency, or for cause.

d. Disqualification of Soldiers for nomination or assignment to presidential support duties is not, in itself, grounds for any further action (administrative, personnel, disciplinary, or security related). Disqualification may not necessarily be an adverse reflection on the ability or character of Soldiers to perform other and non-presidential support duties.

e. Soldiers terminated for reasons other than cause may be renominated for presidential support duties.

8-5. White House Communications Agency

a. Soldiers assigned to the WHCA provide secure and unsecured telecommunications for the President at all times in any worldwide locale. WHCA also provides telecommunications support for the Vice President, the U.S. Secret Service, the White House Staff and other officials as designated.

b. These assignments entail OJT and continuing education on some of the most advanced telecommunications/electronics equipment in existence, extensive travel throughout the world, stabilized tours for up to six years in the Washington, DC area, and, in some positions, shift work.

c. In addition to the qualifications in paragraph 8-2, Soldiers must—

(1) Have 2 years time-in-Service and at least 48-months' time remaining in-Service.

(2) Possess a "1" or "2" under E of physical profile.

d. Soldiers may volunteer or be nominated for assignments.

8-6. White House Transportation Agency

a. Soldiers assigned to the WHTA provide transportation and transportation support to the President and presidential staff.

b. In addition to the qualifications in paragraphs 8-2 and 8-3, to be assigned to the WHTA, Soldiers—

(1) Must have 48 months service remaining requirement (SRR).

(2) Have less than 17 years time-in-service upon reporting to the Agency (waiverable).

(3) Possess a "1" or "2" under E of physical profile.

(4) Be SSG or above (waiverable).

c. Master driver (88M only) must have 8 years of experience as a motor transport operator (in addition to (b) above).

d. The Director, WHTA, is the approval authority for waiver requests to the above waiverable criterion.

e. Soldiers may volunteer or be nominated for assignments to the WHTA. Once assigned, Soldiers will be stabilized for a period not to exceed 48 months time on station (TOS).

8-7. First Battalion 3rd U.S. Infantry (The Old Guard) and attached units assignments

a. Duties in these assignments include the security of the Nation's capital and the Army's official ceremonial units that conduct—

(1) Military funerals at Arlington National Cemetery and National Capital Region (NCR).

- (2) Parades in the Military District of Washington (MDW).
- (3) Special military pageants and shows.
- (4) Wreath placement at the Tomb of the Unknown Soldier and the John F. Kennedy gravesite.
- (5) Arrival and departure ceremonies at the White House and the Pentagon hosted by the President, Vice President, Secretary of State, Secretary of Defense, or the Chief of Staff of the Army.

b. In addition to qualifications in paragraph 8–2, Soldiers must—

- (1) Volunteer and not be in receipt of AIs.
- (2) Have physical profile serial code “A” with allowance of “2” for eyes.
- (3) Be able to perform ceremonial functions without glasses or with contact lenses.
- (4) Be within the following ranges to meet height requirements:
 - (a) *Males.* Minimum height of 5’10” and maximum height of 6’4”.
 - (b) *Females (MOS 31B only).* Minimum height of 5’8” and maximum height of 6’2”.
- (5) Have 36 months (SPC and above) or 30 months (PFC and below) time remaining in-Service upon arrival at assignment.

c. When Soldiers’ assignments are terminated, voluntarily or involuntarily, with The Old Guard (or attached units), their name, grade, and SSN must be reported to the HQDA security office.

Section II

Specific Type Duty Positions

8–8. Observer/controller at combat training centers

a. Only the most highly qualified Soldiers are selected to serve as observer/controller (O/C) at the following CTC locations:

- (1) National Training Center Operations Group, Fort Irwin, CA.
- (2) Joint Readiness Training Center (JRTC), Fort Polk, LA.
- (3) Combat Maneuver Training Complex (CMTC) Operations Group, APO AE 09173.
- (4) Battle Command Training Program (BCTP), Fort Leavenworth, KS.

b. To serve as O/C at a CTC, Soldiers must—

- (1) Be SSG or higher.
- (2) Have at least 24 months of service remaining upon assignment.
- (3) Have had an assignment to TOE unit within the last 2 years.
- (4) Have served in principle duties of PMOS within the last 2 years (four years if completing a tour as a DS or recruiter).
- (5) Be high school graduates or have a GED equivalent.
- (6) Be competitive for promotion to the next higher grade as evidenced by evaluation reports.
- (7) Have GT score of 110 (may be waived to 100).
- (8) Meet body composition requirements in AR 600–9.
- (9) Have no restrictive physical profile (must possess a “1” or “2” under E of physical profile).
- (10) Have no record of conviction by court-martial or time lost under 10 USC 972 during current enlistment or within last three years, whichever is longer.
- (11) Not be flagged under provisions of AR 600–8–2.
- (12) Have served as a platoon sergeant or equivalent in MTOE unit, if SSG(P) or SFC. Exceptions will be approved by HRC (AHRC-EPA-I) on a case-by-case basis for Soldiers without platoon sergeant experience.
- (13) Have served as a 1SG, if SFC(P) or MSG.
- (14) Be graduates of the Battle Staff Course or have equivalent experience for an assignment to the BCTP.
- (15) Complete the Combined Arms Training Activity (CATA) “certification process” upon arrival at the CTC.

c. An assignment to NTC requires primarily heavy (mechanized/armor) experience, while JRTC requires primarily light (MTOE divisions, brigades, regiments, or battalions that are titled “light,” “air assault,” “airborne,” “mountain,” or “ranger”) experience. However, both locations train and evaluate heavy/light and light/heavy rotations.

d. Normally, Soldiers are assigned as O/C for 2 years; however, they may be removed earlier if they fail to meet qualifications in *b*, above.

8–9. U.S. Military Entrance Processing Command assignments

a. Soldiers must be highly qualified and meet the following criteria:

- (1) Be serving in the grade of SGT or higher unless the individual has a critical skill.
- (2) Possess good military bearing, meet body composition requirements in AR 600–9.
- (3) Be a high school graduate or possess a GED equivalent.
- (4) Have excellent character and moral background.

- (5) Have no current record of excessive indebtedness or a history of recurring indebtedness.
 - (6) Have no record of conviction by court-martial, of time lost during current enlistment, and/or nonjudicial punishment under UCMJ within the last 3 years.
 - (7) Have no record of civil conviction other than those that normally are waived to permit the Soldier to enlist or reenlist.
 - (8) Be financially able to maintain their families in communities where Government support facilities, such as hospitals, exchanges, and commissaries may not be available.
 - (9) Be able to read and speak English clearly without speech impediments.
 - (10) Be in possession of, or able to obtain, a civilian driver's license and have no physical limitations preventing the operation of a military sedan.
 - (11) Must have enough time remaining in-Service to complete the prescribed tour (3 years) or be eligible under AR 601-280 to reenlist or extend.
- b.* Soldiers whose personal conduct or performance of duty warrant reassignment prior to completion of a normal tour of duty will be reported for reassignment under AR 601-270, chapter 4.

8-10. Motor Transport Operator (88M) at United States Army Field Band

Due to the high public visibility and extensive TDY requirements of this assignment, Soldiers must be highly qualified and meet the following criteria:

- a.* Possess an excellent driving record and be qualified to drive both commercial-style tractor-trailers and buses.
- b.* Be SPC(P) through MSG.
- c.* Not have a lifting profile or any lifting restrictions. Must be able to lift large, heavy cases of equipment.
- d.* Display good military bearing and appearance.
- e.* Possess or be eligible for Government credit card.
- f.* Be diplomatic and courteous in deportment. Must be able to answer the public's questions about their vehicles, career, and the Army in general.
- g.* Be able to travel TDY a minimum of 120 to 150 days a year with no OCONUS travel restrictions.
- h.* Meet body composition standards in AR 600-9.
- i.* Have no history of financial difficulty.

8-11. Enlisted aides on the personal staff of general officers

a. Certain GOs are authorized enlisted aides on their staff to perform tasks and details that, if performed by the officers, would be at the expense of their primary military and official duties. The Chief of Staff, Army, is entitled to four enlisted aides. Other GOs in Government quarters are entitled to aides based on budget constraints and requirements of each GO position.

b. Enlisted aide duties must relate to the military and official duties of the GO and, thereby, serve a necessary military purpose. The propriety of duties is determined by the official purpose they serve rather than the nature of the duties. In connection with military and official functions and duties, enlisted aides may perform the following (list not all inclusive—provided only as a guide):

- (1) Assist with care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment.
- (2) Perform as point of contact (POC) in the GO's quarters. Receive and maintain records of telephone calls, make appointments, and receive guests and visitors.
- (3) Help to plan, prepare, arrange, and conduct official social functions and activities, such as receptions, parties and dinners.
- (4) Help to purchase, prepare, and serve food and beverages in the GO's quarters.
- (5) Perform tasks that aid the officer in accomplishing military and official responsibilities, including performing errands for the officer, providing security for the quarters, and providing administrative assistance.

c. Normally, enlisted aides hold PMOS 92G; however, Soldiers with other PMOS may be assigned if requested by the GO.

d. Soldiers may volunteer for enlisted aide duty at any time and will remain in the pool of available Soldiers, provided they meet the following prerequisites:

- (1) Possess a current food-handler's certificate (or be qualified for a certificate).
- (2) Be graduates of the food service specialist course or have like experience. Volunteers who have attended a culinary institute for 6 months or longer, even if non-graduates, will be considered as having a civilian-acquired skill in MOS 92G.
- (3) Have at least 24 months of active service remaining.
- (4) Have an aptitude area score of 90 or higher in aptitude area composite OF (operators and food).
- (5) Possess or be able to obtain a driving permit.
- (6) Have no information on record that may preclude a favorable SSBI (must receive a favorable SSBI before assignment).

e. Enlisted aides serving on the GO's staff may be reassigned to the GO provided—

- (1) The GO so desires.
- (2) The enlisted aide is authorized in the new assignment.
- (3) Clearance is obtained from HRC.

f. Enlisted aides assignment OCONUS and return to CONUS may be made without regard to OCONUS tour limitations.

g. Soldiers attending the Starkey Institute of Household Management to become certified household managers will incur a 24-month service remaining obligation upon completion of training. This is the only formal training for the Enlisted Aide Program. Soldiers holding PMOS 92G will be awarded ASI "Z5." For all other Soldiers, the ASI will be displayed in the DMOS.

h. Soldiers may voluntarily withdraw from duty as an enlisted aide at anytime. They may also be involuntarily removed and have ASI "Z5" withdrawn.

i. Have a thorough background screening conducted by HRC. Soldiers with Type I reports of unfavorable information disqualifiers will be permanently excluded from enlisted aide duty. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded for consideration for enlisted aide duty for 5 years from the date of the disqualifying incident.

j. Type I reports of unfavorable information disqualifiers (automatic rejection) are:

(1) Sexual harassment; assault characterized as moderate or severe; spouse or child abuse characterized as moderate or severe; rape; or indecent acts with minors (see table C-1, incident severity index, AR 608-18, and the case review committee (CRC) determination).

(2) Incest, bestiality, adultery, sexual activity with subordinate Soldiers, or fraternization.

(3) Conduct in violation of the Army's policy on participation in extremist organizations or activities.

(4) Any court-martial conviction in the Soldier's career, provided it has not been reversed by a higher court or other appropriate authority.

(5) Any repeat offenders (or combination) of Type II offenses (see k(1) through k(5) below) anytime during Soldier's career.

k. Type II reports of unfavorable information disqualifiers (time related – any record of unfavorable information below committed within 5 years of enlisted aide duty consideration):

(1) Driving under the influence (DUI).

(2) Assault and/or spouse or child abuse characterized as mild (see table C-1, AR 608-18, and the CRC determination).

(3) Any drug offense.

(4) Larceny/theft.

(5) A traffic violation with six points or more assessed.

8-12. Inspector general positions

a. Soldiers SSG(P) through SGM are nominated, or may volunteer, and must be accepted by The Inspector General (TIG) for IG duty positions.

b. To qualify, Soldiers must—

(1) Not be on AIs.

(2) Be high school graduates or have GED equivalency.

(3) Have 36 months' service remaining or be eligible to extend or reenlist (see AR 601-280).

(4) Possess mature judgment and initiative.

(5) Be diplomatic and courteous.

(6) Display good military bearing and neatness.

(7) Be citizens of the United States (by birth or naturalization).

(8) Have demonstrated ability or potential to serve in positions of increasing responsibility.

(9) Have excellent character, good moral background, and emotional stability.

(10) Have no record of—

(a) Punishment under UCMJ, Art. 15.

(b) Conviction by court-martial.

(c) Time lost during current enlistment.

(d) Derogatory information contained in IG records as screened by the U.S. Army Inspector General Agency (USAIGA).

(11) Have no record of civil conviction, except for minor offenses.

(12) Meet body composition requirements in AR 600-9.

(13) Have an "A" or "B" profile serial code and a "1" under "S" factor of physical profile.

c. Soldiers assigned to IG duty positions must first attend the Department of Army Inspector General (DAIG)

School conducted by the USAIGA at Fort Belvoir, VA. Upon successful completion of the course, Soldiers will be awarded SQI "B."

d. Soldiers detailed to an IG duty position on OCONUS must serve the overseas tour elected in accordance with AR 614-30. However, Soldiers assigned locally to fill IG duty positions are stabilized for 24 months, unless they are released for cause or physical reasons. Soldiers approved by TIG for IG duty will not be reassigned or removed without TIG approval until completion of designated tour stabilization.

e. Normally, NCOs will not serve consecutive or repetitive tours as an IG. Nominations for repetitive or consecutive IG tours must be approved by TIG.

Section III

Drill Sergeant Program

8-13. Scope

a. Drill sergeants are the primary representatives of the Army during the formative weeks of an enlistee's training; therefore, only the most professionally qualified Soldiers will be assigned to DS duty.

b. Soldiers may volunteer or be involuntarily selected for DS duty. DSs are authorized only for the specific purpose of training—

(1) Recreates in reception stations.

(2) Soldiers undergoing basic combat training.

(3) DS candidates at DS schools.

(4) Soldiers undergoing English as a second language training at the Defense Language Institute English Language Center (DLIELC), Lackland AFB, TX, or the Puerto Rico Army National Guard Language Center, Puerto Rico.

(5) Soldiers undergoing physical readiness training at authorized fitness training units.

c. Active Army and USAR/ARNGUS Soldiers from all career fields will be considered for selection and assignment into the program.

d. On declaration of general war or full mobilization, provisions of this section remain unchanged.

e. During the initial orientation at the Drill Sergeant School, drill sergeant candidates will be asked to fill out the Background Screening Assignment Eligibility Questionnaire indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II Report of Unfavorable Information within the previous 12 months. Forms will be forwarded to HRC (AHRC-EPO-A (EBSS)). If a Soldier indicates possible misconduct that could be a disqualifier from DS duty, HRC will make the final determination and notify the DS school if the Soldier will be removed from the school.

f. Soldiers who refuse to complete DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire) are subject to further background screening and/or removal from the DS school. A Soldier's refusal and any adverse information of a nature of that requested in DA Form 7424 discovered during the investigation will be reported to HRC (AHRC-EPO-A (EBSS)), USAR, or ARNG as appropriate. HRC will make the final determination and notify the DS school if the Soldier will be removed from the school.

8-14. Drill sergeant candidate prerequisites

a. Drill sergeant candidates are AA, U.S. Army Reserve-AGR, U.S. Army Reserve Troop Program Unit (USARTPU) members, ARNGUS/ARNG drilling members (defined in the glossary), or IRR Soldiers who—

(1) Expend Government funds in compliance with AA, U.S. Army Reserve-AGR, USAR TPU members, ARNGUS/ARNG drilling members, and Individual Ready Reserve DS school/assignment orders.

(2) Have reported to DS school but were already assigned to the DS school installation when selected for the DS Program.

b. Drill sergeant candidates must meet the following prerequisites:

(1) Be physically fit (maximum profile guide is 111221), however, some conditions may be allowed via waiver; meet body composition requirements in AR 600-9, and be able to pass the APFT (no substitution of events) upon arrival at DS school.

(2) If age 40 years of older must have the appropriate medical clearance (see AR 40-501) at the time of request. Medical clearance should state that Soldier is medically cleared for DS duty.

(3) Have no record of emotional instability as determined by screening of health records and clinical evaluation by competent mental health officer. (NCOs initially receiving a negative behavioral health evaluation, that is subsequently reversed by a competent, licensed, doctoral-level mental health provider, may be renominated for DS duty). Positive evaluation must be from a licensed, doctoral-level mental health provider. This applies to both Active Army and USAR Soldiers.

(4) Have no speech impediment.

(5) Be a high school graduate or possess the GED equivalent.

(6) Display good military bearing.

- (7) Have demonstrated leadership ability during previous tours of duty and have demonstrated capability to perform in positions of increasing responsibility as senior NCO in the Army, as reflected on the NCOERs.
- (8) Have had no court-martial convictions.
- (9) Have no record of disciplinary action, to include letters of reprimand, or time lost under 10 USC 972 during current enlistment or in last 5 years, whichever is longer.
- (10) May not have received EB or SRB for current service obligation if PMOS is not among those authorized for DS positions if AA Soldiers.
- (11) Have a minimum GT score of 100. This criterion may be waived by the Commanding General of Fort Jackson to not less than 90 on a case-by-case basis for SGT thru SFC candidates. Requests for waiver will be for Soldiers who have a successful record of service in leadership positions and have completed college degree requirements or are continuing to further their education at the collegiate academic level.
- (12) Have qualified with M16A2 or M-4 carbine rifle within last 6 months.
- (13) Be SGT through SFC (SGT must have a minimum of one year time-in-grade and be a graduate of the Warrior Leader Course (WLC) prior to nomination) (not applicable to USAR/ARNGUS Soldiers nor to DS school first sergeant positions).
- (14) Have a minimum of 4 years total active Federal Service. SGT candidates must also have a minimum of 1 year time-in-grade and have 2 years service remaining after the completion of DS duty.
- (15) Have a commander's evaluation by a LTC or higher. Commander (LTC or higher) will personally interview the Soldier (this may not be delegated) and ensure Soldier meets prerequisites. Commanders will consider the "whole Soldier" when making their recommendation. Input should include, but is not limited to, demonstrated leadership ability and potential; physical fitness; character/integrity; the Soldier's ability to perform in stressful situations; any incidents of abuse that the chain of command is aware of. All negative evaluations must include a full explanation.
- (16) All DS candidates will have a thorough background screening completed by their component's background screening authority prior to reporting to DS school. However, on a case-by-case basis, the Director, EPMD may authorize a drill sergeant candidate to begin training at the DS school based on a favorable interim screening determination, while a final background screening report is pending. Interim screening approval is for the purpose of attendance at the DS school only. Soldiers granted interim screening approval will not be assigned or authorized to perform duties as a drill sergeant until a favorable background screening determination has been completed. Soldiers assigned to and attending drill sergeant school based on interim background screening, who later receive a final background screening disqualification for such duty may be reassigned. Authority for reassignment determination or waiver for Soldiers in this category is the Director of Enlisted Personnel, HRC. Background screenings are conducted to determine Soldiers' suitability to serve in sensitive duty positions. Processes and criteria for background screenings and security clearances are independent and unique. Background screenings have no relationship to nor do they impact security clearances. Consequently, a Soldier who possesses a TS clearance may not be cleared during the background screening process. Soldiers with Type I reports of unfavorable information disqualifiers will be excluded from DS duty permanently. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded from consideration for DS duty for 5 years from the date of the incident.
- (17) Type I reports of unfavorable information disqualifiers (automatic rejection):
- (a) Sexual harassment; assault characterized as moderate or severe; spouse or child abuse characterized as moderate or severe; rape; or indecent acts with minors (see table C-1, incident severity index, AR 608-18, and the CRC determination).
 - (b) Incest, bestiality, adultery, sexual activity with subordinate Soldiers, or fraternization.
 - (c) Conduct in violation of the Army's policy on participation in extremist organizations or activities.
 - (d) Any court-martial conviction in the Soldier's career, provided it has not been reversed by a higher court or other appropriate authority.
 - (e) Any repeat offenders (or combination) of Type II offenses (see paras (18)(a) through (18)(e) below) anytime during Soldier's career.
- (18) Type II reports of unfavorable information disqualifiers (time related—any record of unfavorable information below committed within five years of DS consideration):
- (a) Driving under the influence.
 - (b) Assault and/or spouse or child abuse characterized as mild (see table C-1, AR 608-18, and the CRC determination).
 - (c) Any drug offense.
 - (d) Larceny/theft.
 - (e) A traffic violation with six points or more assessed.
- (19) Other disqualifiers: Any record of unfavorable information other than the above in the past 3 years.
- (20) The Director of Enlisted Personnel, HRC, will make the final decision on all potentially disqualifying cases that fall outside of those specifically identified in paragraphs (17) and (18) above. HRC will screen and/or coordinate the following records for all potential DS candidates based on the criteria listed in (16), above:

(a) Department of the Army Inspector General's records.

(b) Personnel security and criminal records indexed in the Defense Clearance Investigations Index (CDII) as present in the Army Investigative Records Repository (AIRR), Army Crime Records Center (ACRC), the Defense Security Service (DSS), and other Federal agencies and military departments-CCF.

(c) Official military personnel file restricted files-SRDC.

(d) Family and Morale, Welfare and Recreation Command (Family advocacy) records.

(21) Soldiers who are disqualified for DS duty based on background screening will be notified via AKO e-mail. The e-mail includes the agency that reported the potentially disqualifying information (see para (20) above) and the agency's address. The Soldier is informed that he/she may request appeal of the decision by submitting a written appeal to CDR, HRC (AHRC-EPO-A), Enlisted Background Screening Section, 2461 Eisenhower Avenue, Alexandria, VA 22331-0450. The appeal request must be endorsed by the first GO in the chain of command. The Director, EPMD is the approval authority for all waivers and may request decision from the CG, HRC, or the DCS, G-1 when warranted.

c. U.S. Army Reserve Soldiers may have the following waived:

(1) Noncommissioned Officer Education System BNCOC requirement. (Soldier must be a Warrior Leader Course graduate.)

(2) Time-in-Service requirement reduced to 3 years; however, effective 1 October 2009, the time-in-Service waiver will be deleted and the time-in-Service requirement will increase to 4 years.

(3) Grade to CPL.. (However, to attend AA DS school, Soldier must be a prior-Service training candidate appointed as an acting SGT.)

8-15. Qualification criteria

a. Soldiers stationed OCONUS may submit application no earlier than 14 months and no later than 10 months prior to their DEROS.

(1) A curtailment of OCONUS tour for the sole purpose of entry in the DS Program will not be granted.

(2) Soldiers selected, and in receipt of AI, for the DS Program will not be extended OCONUS.

b. Soldiers based CONUS must complete at least 16 months at their current installation prior to submitting an application. Soldiers will not PCS until completion of at least 24 months TOS. However, as an exception, Soldiers may submit an application earlier when they are assigned to an installation where DS positions are authorized.

c. Soldiers must successfully complete DS school prior to performing DS duties.

(1) Soldiers based CONUS who are located at installations without a DS school will attend school in a TDY and return status.

(2) Soldiers located at installations where a DS school is located will be attached to the school for training.

(3) Soldiers returning from OCONUS will be assigned to the installation where they will be a DS. Continental U.S.-based Soldiers will attend school in a TDY and return status.

8-16. Drill sergeant tour of duty

a. Upon successful completion of DS school, Soldiers will—

(1) Be awarded SQI "X." and "8".

(2) Be awarded DS identification badge per AR 600-8-22.

(3) Be eligible for SDAP in accordance with this regulation, chap 3, paras 3-23 through 3-25.

(4) Incur a 24-month obligation for DS duty. The 24 month obligation begins on the actual reporting date to the gaining unit. Soldiers must take appropriate action to meet the length of service requirement prior to attending school (see AR 140-111, AR 601-280, and NGR (AR) 600-200).

b. Active Army DSs will be stabilized for 24 months with an option to extend, on a one-time basis, for an additional 6 to 12 months. The stabilized tour will begin the month the Soldier reports to the DS position (gaining unit), and will terminate 24 months later on the last day of the month from the actual reporting day. (Ex: if start date is 070113, term date will be 090131). Normally, the DS tour will not exceed 36 months, however; some conditions may be allowed via waiver. The approval authority for third year extensions requested prior to completing 18 months, will be the first General Officer in the DSs chain-of-command. All other requests will be approved at HRC (AHRC-EPD-D).

c. Active Army Soldiers will normally serve only one tour as a DS.

d. Prior DSs who have completed successful tours as DS must serve not less than 36 months in a valid career progression TOE assignment before reentering the DS program.

(1) Former DSs requesting subsequent tours must still be qualified in accordance with paragraphs 8-15 and 8-16.

(2) Prior DSs must complete TRADOC-approved DS refresher training course before being assigned to DS duties.

e. The Active Army Drill Sergeant of the Year maybe assigned to HQ, TRADOC, Fort Monroe, VA.

f. Reassignment after a tour of DS duty outside Soldiers PMOS/CPMOS is prohibited.

g. Active Army DSs who are selected for promotion to MSG will continue to serve in authorized DS positions until the last day of the month prior to promotion. AA DS candidates who have already started or graduated from DS school

when selected for promotion to MSG will continue to comply with DS AIs. (Soldier will remain a DS until the last day of the month prior to promotion to MSG.)

h. Drill sergeant school graduates in the grade of CPL, assigned to USAR units, will be considered drill corporals until attaining the grade of SGT. They will not be authorized to wear DS-distinguishing accessories (hat or badge) or to perform as DSs until promoted to SGT. (The drill corporal will follow the Drill Corporal Program per TRADOC Regulation 350–16.)

i. In accordance with TRADOC Reg 350-16, change 1, app F, mental health evaluations will be conducted during wellness week for all mid-tour and third-year DSs.

8–17. Removal from the Drill Sergeant Program

a. Installation, U.S. Army Training Center, separate brigade and/or appropriate equivalent commanders may remove AA Soldiers from the DS Program (while in candidate status or while assigned DS duties) for any of the following reasons. (Removal authority must be at least colonel level command and may be delegated to subordinate commanders or deputy commanders/commandants in the grade of colonel or higher including commanders/commandants of other Services. Policy governing relief from DS duty for USAR Soldiers is contained in AR 140–10.):

(1) Arriving unqualified to DS school—Soldiers that do not meet the course prerequisites, including body composition requirements in AR 600–9.

(2) Failure to pass the APFT. (See AR 350–1.)

(3) Academic failure (DS school).

(4) Temporary medical reasons that will prevent Soldier from completing the course (DS school) in the specified time. (See TRADOC Reg 350–16.)

(5) Administrative issues, which include emergency leave that would require the removal of a drill sergeant candidate from the program, execution of a Declination of Continued Service Statement, separation due to end of term in service, promotion to master sergeant, or approved reclassification. All other administrative removals must be approved by the Director of Enlisted Personnel, HRC.

(6) Failure to maintain high standards of military appearance, military courtesy, bearing, conduct and/or professionalism—including noncompliance with body composition requirements in AR 600–9 and testing positive for drugs.

(7) Infractions of training policies or violations of the UCMJ.

(8) Lack of proper motivation, provided individual counseling has been unsuccessful, including failure to enter or complete DS school.

(9) Medical reasons, including pregnancy, when condition prevents Soldier from performing DS duties.

(10) Hardship or Family problems that prevent Soldier from performing DS duties.

(11) Soldiers in a DS candidate status, or serving as a drill sergeant, may submit applications for attendance to Service schools such as Warrant Officer Candidate School, Special Forces Assessment and Selection, and Battle Staff upon completion of 18 months of their stabilization period as outlined in paragraph 8-16a(4). If selected for attendance to these or any other Service school, Soldier will receive a class date after termination of their drill sergeant stabilization period. The approval authority for this waiver is the Director of Enlisted Personnel, HRC.

b. HRC, Chief, Readiness Division (AHRC–EPD-D) is the removal authority for AA Soldiers who are stationed in CONUS and who become unqualified for DS assignment/duties (see *a*, above) after graduation from DS school and prior to departing current installation (other than DS installation) on DS assignment instructions. Request for removal will be forwarded through current installation command channels to HRC (AHRC–EPD-D) and will include recommendation (approval/disapproval) from the first commander in rank of colonel. Requests will include all supporting documentation as appropriate (see *g*, below).

c. During initial orientation at DS school, DS candidates will fill out DA Form 7424 indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II reports of unfavorable information within the previous 12 months. The DA Form 7424 will be forwarded to HRC (AHRC-EPD-D (EBSS)). If a Soldier indicates possible misconduct, which could be a disqualifier from DS duty, HRC will make the final determination and notify the DS school if the Soldier will be removed from the school.

d. When a serious incident occurs requiring an investigation, the DS will be temporarily reassigned. Guidelines for continuation of SDAP for Soldiers temporarily reassigned and undergoing investigation are found in para 3-23e(8). Mere occurrence of an incident or the conduct of an investigation is not intended to be a basis for removal from the program. Decisions on removal must be based on the circumstances or the completed investigation. Reports of removal are not required if Soldiers are cleared and returned to DS duty. (Soldiers who are pending removal or who are temporarily suspended from duties pending completion of investigation will be counted in total (assigned) DS strength.)

) However, when AA Soldiers are removed from the DS Program, they will—

(1) Be removed from the school or unit.

(2) Be assigned other duties at the installation (if possible).

(3) The Soldier's SDAP will be terminated in accordance with paragraph 3–23e(8).

(4) Have SQI “X” removed for reasons listed in paras 8–17a(6) through 8–17a(8), above.

- (5) Award and revocation of the drill sergeant identification badge is governed by AR 600-8-22, para 8-39.
- e.* DA Form 1059 will be completed for Soldiers (excluding those who were unqualified upon arrival) removed from DS school. The names of Soldiers who were unqualified upon arrival at DS school will be reported, in writing, to HRC (AHRC-EPD-D). Soldiers removed for—
- (1) Academic failure may reapply for DS school after meeting the training objectives outlined in DA Form 1059.
 - (2) Reasons listed in *a*(4) or (5), above, will normally be rescheduled for a later DS class.
- f.* Soldiers removed from the DS Program for pregnancy will receive AIs to report back to DS duties or school, as applicable, normally 6 months after anticipated delivery, unless Soldier had completed 12 months or more of DS status when removed.
- g.* Removal packets are required when Soldiers are removed from the DS program for reasons listed in paras 8-17*a* (2) and 8-17*a* (6) through (10), above. As a minimum, the following must be included:
- (1) Letter of intent to remove.
 - (2) Soldier's acknowledgment statement required by AR 600-37 or a statement by removal authority as to why acknowledgement statement is not included.
 - (3) Soldier's rebuttal statement, if provided.
 - (4) All chain of command correspondence.
 - (5) Approval correspondence signed by approval authority (see 8-17*a*, above) with removal paragraph and reason cited.
 - (6) Justification—copies of formal counseling, Article 15, Court Martial orders, permanent physical profiles (when pregnancy is reason include expected delivery date), as applicable.
 - (7) Copy of orders revoking SQI "X" (when applicable).
- h.* Soldiers removed from the DS Program for reasons listed in *a*(6) through (9), above, when medical profile is permanent or is based on mental evaluation, are not eligible for reentry in the program.
- i.* When a Soldier is removed from the DS Program for reasons prescribed in AR 380-67, DA Form 5248-R will be forwarded to U.S. Army Central Personnel Security Clearance Facility.
- j.* The appeal and reinstatement approval authority for DS removed from the DS program will be no lower than the first general officer in the Soldier's chain of command and will always be a general officer higher in grade than the designated removal authority.
- k.* Appeals to DS removal actions must be acted upon and final decision provided to HRC (AHRC-EPD-D) within 20 calendar days from the date of the Soldier's removal from the DS Program. An appeal that is not acted upon within the allotted time period must be forwarded to the CG, HRC, for action. Appeals that must be acted upon by the CG, HRC, as indicated in *j*, above, must be submitted to the CG, HRC, within 20 calendar days of the date the Soldier was removed from the DS Program.
- l.* When removal from the DS Program is HRC directed, the DCS, G-1 will act as the appeal and reinstatement authority. These appeals must be submitted to the DCS, G-1 (DAPE-MPE) within 20 calendar days from the date of the Soldier's removal.
- m.* Appeals submitted to the CG, HRC, and the DCS, G-1 must be processed through the highest general officer on the installation who is an appeal authority and is in the Soldier's chain of command.

Section IV

First Sergeant Positions

8-18. Scope

The most highly qualified and motivated senior Soldiers must be selected and assigned to 1SG positions. Moreover, these assignments are career enhancing and serve as professional development for Soldiers in a CMF where 1SG opportunities are available.

8-19. Eligibility

Soldiers in the grade of SFC through MSG will be assigned as 1SGs based on the following:

- a.* Outstanding qualities of leadership.
- b.* Dedication to duty.
- c.* Integrity and moral character.
- d.* Professionalism.
- e.* MOS proficiency.
- f.* Appearance and military bearing.
- g.* Physical fitness.

8-20. Criteria

a. All requisition authorities in CONUS/OCONUS are required to identify 1SG positions with the appropriate SQI identifier of “M.”

b. Initial entry training 1SG positions should be filled with Soldiers who have previously served successful tours as DSs.

c. When possible, the 1SG will possess the PMOS of the authorized duty position, particularly in TOE company-level organizations. Soldiers will only be assigned outside their PMOS or CMF as an exception and with prior approval from HRC. These Soldiers must possess SQI “M” and be the only qualified Soldiers available to fill the vacancy.

d. Installation or division commanders may reassign Soldiers within their command to fill 1SG positions. Soldiers who have been issued HQDA reassignment instructions through EDAS will normally not be approved for the position. However, HRC will consider requests for deletion from AIs in exceptional cases.

e. Selection priorities of Soldiers for assignment to 1SG positions are outlined below. Exceptions may be made when the commander deems it essential to mission accomplishment.

(1) MSGs who possess the proper PMOS and have been awarded the SQI “M.”

(2) MSGs who do not possess the SQI “M” but possess the proper PMOS and are considered by local commanders to have 1SG potential.

(3) MSGs who possess the SQI “M” and a PMOS in the CMF appropriate to the type unit.

(4) MSGs who do not possess the SQI “M” but possess a PMOS in the CMFs appropriate to the type unit and are considered by local commanders to have 1SG potential.

(5) As an interim measure, until a MSG who meets the above priorities can be assigned, the following applies (with no designated precedence):

(*a.*) MSGs who possess the SQI “M” but do not possess PMOS/CMF appropriate to the type unit.

(*b.*) SFC(P) who possess the proper PMOS and has been awarded the SQI “M.”

(*c.*) SFC(P) who does not possess the SQI “M” but possesses the proper PMOS and are considered by local commanders to have 1SG potential.

(*d.*) SFC who possesses the proper PMOS.

f. Soldiers will be stabilized as 1SG for 24 months, except that OCONUS stabilization will not involuntarily exceed normal tour length. Immediately upon Soldier’s assignment to 1SG position, request for stabilization must be submitted to HRC (AHRC-EPO-P). Effective start date of stabilization is date Soldier is assigned to 1SG position. Request for stabilization must include one of the following:

(1) FSC school graduation date.

(2) Date scheduled to attend FSC.

(3) GO-approved waiver for deferred school attendance.

g. The initial period of stabilization will not be adjusted for Soldiers reassigned from one 1SG position to another 1SG position at the same station. Clearance from HRC (AHRC-EPO-P) will be obtained before stabilizing a Soldier in a 1SG position immediately after completing a stabilized tour in another duty position located at the same station as the 1SG position.

h. In order to be a 1SG, Soldier must be assigned to a 1SG position. When loss of position or authorization occurs, personnel will revert back to their former grade.

i. Repetitive assignments to 1SG duty will be based on—

(1) Needs of the Army.

(2) Soldier’s performance as 1SG.

(3) Soldier’s desires and professional development needs.

8-21. Awarding skill qualification identifier “M”

a. The award of the SQI “M” will be made based on the criteria in DA Pam 611-21, table 12-1. Approval authority for award of the SQI “M” will remain with the Soldier’s battalion commander (or equivalent), and the BCT/BDE S-1 will publish orders awarding the SQI.

b. As an exception, Soldiers in short tour areas may be awarded the SQI “M” by the first GO in the chain of command after 180 days successful completion of 1SG duty. Soldiers awarded the SQI “M” for 1SG duty in short tour areas, who are not school trained, should attend the First Sergeant Course (FSC) prior to the next assignment as 1SG.

c. Soldiers serving less than 180 days as a 1SG in a short tour area will be treated as a first time 1SG upon reassignment, and all regulatory requirements must be met regarding attendance at FSC prior to future 1SG assignments.

8-22. Required training

a. All AA first time 1SGs will attend the FSC through the Total Army Training System (TATS) prior to assumption of duties.

b. All Soldiers selected to fill 1SG positions in CONUS and OCONUS (long tour) will attend FSC. In the event emergency requirements preclude sending a Soldier to FSC prior to assuming 1SG duties, the Soldier must attend FSC within six months of assuming 1SG duties. Waiver authority for this deferred school attendance is delegated to the first GO in the Soldier's chain of command. This waiver authority applies to CONUS as well as OCONUS commands.

c. Short tour areas, while not exempt from the first time 1SG policy, will be given considerable latitude in complying with the policy for those 1SG positions affected by a tour of 13 months or less. Soldiers who are on short tours of 13 months or less and who are not school trained when selected to fill a valid 1SG position will not be required to attend FSC while in the short tour area. However, if these Soldiers are awarded SQI "M" (as an exception), they may be sent to the FSC—

- (1) TDY en route to their next assignment.
- (2) TDY and return prior to their next 1SG assignment.

8-23. Lateral appointments to first sergeant

a. Commanders (LTC and above) may authorize Soldiers in the grade of MSG to be laterally appointed to 1SG upon assignment to an authorized 1SG position within their command. Training required in paragraph 8-21 remains applicable upon lateral appointment.

b. Lateral appointments will be announced by DA Form 4187 or by informal memorandum. The effective date will be the date the Soldier assumes 1SG duties. The date of rank will remain unchanged.

c. Upon release from 1SG duties, unit will initiate lateral appointment action to convert Soldier's rank from 1SG to MSG. The effective date will be the date the Soldier is released from 1SG duties. Soldier's date of rank will remain unchanged. Upon removal of 1SG designation, Soldiers are no longer authorized to wear 1SG insignia.

8-24. Frocking of sergeant first class promotable to first sergeant

a. SFC(P) who are assigned to an authorized 1SG position may wear the grade of 1SG.

b. Commanders (LTC and above) may authorize and approve frocking of SFC(P) to be assigned as 1SG within their command.

c. Frocking will not be approved to provide an interim fill for a 1SG position.

d. Frocking will not be accomplished until assumption of duties as a 1SG.

e. Identification cards, official records (ERB) will not be changed to show a frocked grade.

f. Frocking may be announced by using an informal memorandum.

g. Soldiers who have been frocked as 1SG, subsequently promoted to MSG, and reassigned will retain the grade of 1SG or be laterally appointed to MSG.

8-25. Withdrawal of skill qualification identifier "M"

a. Withdrawal of SQI "M," under all circumstances, is an administrative action only. It is not to be used as a disciplinary measure or as a means to replace proper disciplinary action.

b. SQI "M" will be withdrawn when Soldiers are promoted to SGM or are no longer fully qualified to serve as 1SGs. Withdrawal may be initiated by the Soldier, the Soldier's commander, or HRC.

(1) Soldiers who feel they are no longer qualified to serve as 1SG may submit the withdrawal request through their immediate commander to the battalion commander (or equivalent) for approval or disapproval. Based on the needs of the Army, these Soldiers may be required to complete their current or scheduled 1SG assignment.

(2) When the Soldier's commander deems the Soldier not fully qualified as a 1SG, he/she may submit a withdrawal request to the battalion commander for approval or disapproval. Prior to forwarding the withdrawal request, the initiating commander will advise the Soldier and afford him/her the opportunity to submit matters in rebuttal, extenuation, or mitigation.

(3) When a review of the Soldier's OMPF and other official correspondence reveals that the Soldier's demonstrated performance, proficiency, physical standards, or other criteria are below that expected of a 1SG, HRC will submit a withdrawal request to the Soldier's installation commander for chain of command consideration. The immediate commander will advise the Soldier so he/she may submit matters in rebuttal, extenuation, or mitigation.

c. When SQI "M" has been withdrawn from the MOS of a Soldier currently performing duties as 1SG, the commander will reassign the Soldier to a position for which the Soldier is qualified. If no position is available within the command, the Soldier will be reported IA. (See para 3-16.)

d. When a Soldier is released from 1SG duties for reasons outlined in AR 380-67, the commander will forward DA Form 5248-R to Commander, U.S. Army Central Clearance Facility.

8-26. Recruiting duty

a. Information regarding selection and assignment to USAREC for recruiting duty is located in AR 601-1.

b. The USAHRC will conduct a thorough background screening. However, on a case-by-case basis, the Director, EPMD may authorize a recruiting nominee to begin training at the Army Recruiting Course based on a favorable interim screening determination while a final background screening report is pending. Interim screening approval is for

the purpose of attendance at the Army Recruiting Course only. Soldiers granted interim screening approval will not be assigned or authorized to perform duties as a recruiter until a favorable background screening determination has been completed. In addition the Commanding General, U. S. Army Recruiting Command will review any subsequent reports of potential disqualifiers pertaining to the nominee and submit a recommendation to Director, EPMD for consideration in deciding whether the candidate should be authorized an exception to policy to begin schooling in the absence of a favorable final background screening determination. Soldiers assigned to and attending recruiting school based on interim background screening, who later receive a final background screening disqualification for such duty, may be reassigned. Authority for reassignment determination or waiver for Soldiers in this category is the Director of Enlisted Personnel, HRC.

c. Soldiers with Type I reports of unfavorable information disqualifiers will be permanently excluded from recruiting duty. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded from consideration for recruiting duty for 5 years from the date of the incident

(1) Type I reports of unfavorable information disqualifiers (automatic rejection):

(a) Sexual harassment; assault characterized as moderate or severe; spouse or child abuse characterized as moderate or severe; rape; or indecent acts with minors (see table C-1, AR 608-18, and the CRC determination).

(b) Incest, bestiality, adultery, sexual activity with subordinate Soldiers, or fraternization.

(c) Conduct in violation of the Army's policy on participation in extremist organizations or activities.

(d) Any court-martial conviction in the Soldier's career, provided it has not been reversed by a higher court or other appropriate authority.

(e) Any repeat offenders (or combination) of Type II offenses (see (2)(a) through (e), below,) any time during their careers.

(2) Type II reports of unfavorable information disqualifiers (time related—any record of unfavorable information below committed within five years of recruiter consideration).

(a) DUI.

(b) Assault and/or spouse or child abuse characterized as mild (see table C-1, AR 608-18, and the CRC determination).

(c) Any drug offense.

(d) Larceny/theft.

(e) Traffic violation with six points or more assessed.

(3) Other disqualifiers—any record of unfavorable information other than the above in the past three years.

(4) The Director of Enlisted Personnel, HRC, will make the final decision on all potentially disqualifying cases which fall outside of those specifically identified in paras 8-26c(1) and (2) above. HRC will screen and/or coordinate the following records for all potential recruiter candidates based on criteria listed in para 8-26c (3) above:

(a) Department of the Army Inspector General's (DAIG) records.

(b) Personnel security and criminal records indexed in the Defense Clearance Investigations Index (CDII) as present in the Army Investigative Records Repository (AIRR), Army Crime Records Center (ACRC), the Defense Security Service (DSS), and other Federal agencies and military departments—Central Clearance Facility (CCF).

(c) OMPF-restricted files—SRDC.

(d) Family and Morale, Welfare, and Recreation Command (Family advocacy) records.

(5) The Director of Enlisted Personnel, HRC, has waiver authority for designated Type II unfavorable information disqualifiers reported during the background screening process.

(6) Soldiers who are disqualified for recruiting duty based on background screening will be notified via AKO e-mail. The e-mail message includes the agency that reported the potentially disqualifying information (see *parab*(4), above) and the agency's address. The Soldier is informed that he/she may request appeal of the decision within 12 months of date disqualification e-mail was sent, by submitting a written appeal to CDR, HRC (AHRC-EPO-A), Enlisted Background Screening Section, 2461 Eisenhower Avenue, Alexandria, VA 22331-0450. The appeal request must be endorsed by the first GO in the chain of command. The Director, EPMD, is the approval authority for all waivers and may request decision from CG, HRC or the DCS, G-1 when warranted.

d. During the initial orientation at the recruiting and retention school, recruiting candidates will fill out the Sensitive Duty Assignment Eligibility Questionnaire indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II Reports of Unfavorable Information (see paras 8-26c (1) and (2)) within the previous 12 months. Forms will be forwarded to HRC (AHRC-EPO-A, ATTN: EBSS), 2461 Eisenhower Avenue, Alexandria, VA 22331-0450. If a Soldier indicates possible misconduct, which could be a disqualifier from recruiting duty, HRC will make the final determination and notify the recruiting and retention school if the Soldier will be removed from the school.

8-27. Equal opportunity advisor

Information regarding training and assignment for duty as an Equal Opportunity Advisor is located in AR 600-20.

8–28. United States Army Criminal Investigation Command

Information regarding training and assignment for duty in the U.S. Army Criminal Investigation Command Program is located in AR 195–3.

8–29. Army Foreign Language Program

The Army Foreign Language Program is designed to ensure the Army trains and maintains proficient linguists to respond to worldwide roles, missions, and contingencies. Information on the Army Foreign Language Program is located in AR 11–6.

Chapter 9

Miscellaneous–type assignments

Section I

Homebase and Advance Assignment Program

9–1. Scope

a. The practice of returning Soldiers to their previous permanent duty station or a different location after completing a dependent restricted short tour is referred to as the Homebase and Advance Assignment Program (HAAP). The two types of assignments in the HAAP are—

(1) *Homebase assignment.* Soldiers are projected to return to the installation where they were stationed prior to completing a dependent–restricted 12–month OCONUS short tour.

(2) *Advance assignment.* Soldiers are projected to return to a different installation than they were stationed prior to completing a dependent–restricted 12–month OCONUS short tour.

b. Participation in the HAAP is optional. However, the Soldier’s desire not to participate in the HAAP will be indicated in his/her PCS orders.

9–2. Criteria

a. Active Army Soldiers, CPL(P)/SPC(P) (and those CPL/SPC on a second or subsequent enlistment) through MSG (except MSG(P)), are eligible to participate in the HAAP when they are issued AI to a dependent–restricted 12–month OCONUS short tour area.

b. Primary determining factors for the HAAP are—

(1) The needs of the Army.

(2) Assignment preference or volunteer location of the Soldier.

(3) Professional development considerations.

(4) Least cost factors.

c. Hawaii and Alaska residents may be provided a homebase or advance assignment to their respective states. All others will not be given a homebase or advance assignment in Hawaii or Alaska without their consent.

d. Eligible Soldiers stationed in an OCONUS accompanied long tour who volunteer for an intertheater transfer will be notified in advance of their projected homebase or advance assignment.

e. The intent of both the home base and advance assignment program is to reduce PCS costs and to increase stability for the Soldier and his or her Family. Soldiers who receive a homebase assignment under the HAAP must sign a statement indicating that they understand the intent of the program and that they are expected not to use their dependent PCS entitlements unless the assignment is cancelled. Soldiers who receive a HAAP advance assignment to a different installation will sign a statement indicating that they understand the intent of the program and are expected not to use their dependent travel and transportation allowances except to the locale of the advance assignment.

f. Soldiers with SQI “P” (parachutist) are provided a homebase or advance assignment to installations authorized parachutists, unless the installation is overstrength parachutists.

g. The homebase or advanced assignment may be changed or canceled due to changing needs of the Army (authorizations), or because the Soldier—

(1) Declines to participate.

(2) Voluntarily extends his/her FST for any length of time.

(3) Is selected to attend the SGM course.

(4) Is selected for promotion to SGM while serving on a dependent–restricted 12–month short tour.

h. Soldiers who participated in the HAAP may also request a change of homebase or advance assignment. Each request will be considered on a case–by–case basis.

i. If either the Soldier’s current home base or advance assignment is canceled or changed based on the needs of the Army, then the Soldier may use dependent PCS entitlements and allowances not yet executed for movement to next assignment. Similarly, if the Soldier, executes his or her dependent PCS entitlements and allowances contrary to

provisions contained in para 9-2e above, then the Army may cancel or change the previously approved home base or advance assignment.

Section II

Assignment of Choice for Department of the Army Noncommissioned Officer/Soldier of the Year

9-3. Objective

To provide an incentive for improved career management, a DA NCO/Soldier of the year will be given choice of available assignments.

9-4. Criteria

a. Soldiers selected as DA NCOs/Soldiers of the year will be given their choice of assignment, provided valid requisitions exist and they meet applicable statutory and regulatory provisions. When Soldiers have received AIs prior to being selected, and the AIs are not to their choice of location, the AIs will be deleted.

b. When no choice is made, because no valid requisitions exist or other reasons, the Soldier's CMIF will be suspended. Every reasonable effort will be made to assist Soldiers in obtaining their selected choice of assignment.

Section III

Special Assignments

9-5. Scope

Special assignments include special management command and joint, HQDA, and HRC assignments that have special missions and require personnel with specific qualifications. Soldiers assigned to these positions will be stabilized for a period of 36 months. However, HRC may reassign Soldiers with less than 36 months in accordance with para 3-8a(10) of this regulation. This section establishes policies for assignments to the following agencies:

a. International and OCONUS joint HQ, U.S. military missions, military assistance advisory groups (MAAGs), joint U.S. military advisory groups (JUSMAGs), and similar activities.

b. U.S. Central Command.

c. HQDA and HRC.

d. U.S. Disciplinary Barracks.

e. U.S. Army Intelligence and Security Command (INSCOM).

f. Office of the Assistant Chief of Staff for Intelligence and field activities.

g. Defense Courier Service.

h. U.S. Criminal Investigation Command.

i. U.S. Transportation Command (USTRANSCOM).

j. U.S. Army NATO (USANATO).

k. U.S. Military Academy, US Army Command and General Staff College, US Army War College, and US Army Officer Candidate School.

l. U. S. Army Special Operations Command (USASOC), and its subordinate commands and units.

m. Joint Communications Support Element (JCSE).

9-6. General selection criteria

Soldiers may volunteer or be nominated provided the following criteria are met:

a. Be a high school graduate or GED equivalent.

b. Be a U.S. citizen (by birth or naturalization).

c. Have or be able to obtain applicable security clearance that is required for the position.

d. Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment or last three years, whichever is longer.

e. Have no record of civil conviction, except for minor offenses that do not disqualify for TS security clearance under AR 380-67.

f. Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability. (Does not include Soldiers who are declared rehabilitation successes under the Army Substance Abuse Program (ASAP))

g. Have a minimum GT score of 100.

h. Meet body composition requirements in AR 600-9.

i. Have 36 months time remaining in-Service upon arrival at assignment, unless designated OCONUS tour is less.

j. Soldiers must not be suspended from favorable personnel actions; however, a disqualifying flagging action for a

minor infraction is waiverable. For the purposes of this regulation, a minor infraction is that which would permit a flagging action to be transferred (see AR 600–8–2, para 1–13). HRC assignment manager is the waiver authority.

k. Soldiers assigned to an airborne position must be airborne qualified or have volunteered for airborne training.

l. Soldier must be fully MOS qualified. If there is a disqualifying permanent medical profile, it must be determined by an MMRB whether or not Soldiers are assignable (deployable) worldwide and can be properly used in an USASOC organization.

9–7. Waivers

Requests or recommendations for waivers of assignment criteria will only be considered for the following:

- a.* Time lost to be made good under 10 USC 972.
- b.* Education level.
- c.* General technical aptitude area score (not applicable to ACE assignments).
- d.* Not possessing the requisite grade (not applicable to ACE assignments).
- e.* Active Federal service time.
- f.* TOS and retainability.

9–8. International and outside continental United States Joint Headquarters, U.S. military missions, Military Assistance Advisory Group, Joint U.S. Military Advisory Group, and similar activities

In addition to the criteria in paragraph 9–6, the following apply:

a. Soldiers may volunteer whether OCONUS or in CONUS, unless they are alerted or on orders for an OCONUS assignment. Soldiers who apply under a specific HRC announced volunteer program must also meet the qualifications prescribed for that program. If selected, they will be considered as IA for assignment.

b. Soldiers undergoing AIT training may volunteer provided AIs have not been received. Normally, AIT Soldiers will be selected only to fill administrative, clerical, and signal communications requirements (not applicable to ACE assignments).

c. Foreign service assignment policies prescribed in AR 614–30 will be followed.

d. If language training is required, assignment is contingent upon successful completion of the course. Soldiers selected for assignment to positions in military missions, advisory groups, or similar activities that require limited working foreign language proficiency or better must attend either of the following:

(1) The Defense Language Institute Foreign Language Center (DLIFLC).

(2) Other institution designated by DLIFLC for initial or refresher language training.

e. Soldiers (SSG and above) selected for these assignments must attend the Security Assistance Management Course conducted at the Defense Institute for Security Management, Wright Patterson Air Force Base, Ohio (not applicable to ACE assignments).

f. Medical facilities are limited at most military missions, advisory groups, and similar activities; therefore, Family members, as well as the applicants, must be medically qualified to reside in the country of assignment. Within 60 days of EDAS cycle transmittal, Family members must undergo a medical examination of sufficient scope to ensure that they meet the medical fitness standards for the area (see AR 40–501, chap 5). Conditions or limitations that might reasonably be expected to require medical care during the normal tour of duty will be remedied before departure.

g. All security investigations must be current within the last 5 years.

9–9. U.S. Central Command

In addition to the criteria in paragraph 9–6, Soldiers—

a. Must have no record in MPF of punishment under UCMJ, Art. 15, during current enlistment or last 3 years, whichever is longer.

b. Must have served a minimum of 2 years on active duty.

9–10. U.S. Army Intelligence and Security Command

In addition to the criteria in paragraph 9–6, Soldiers assigned to U.S. Army Intelligence and Security Command (INSCOM) normally require TS security clearances under AR 380–67. If new investigations are required, commanders will submit requests for investigations within 21 days of receipt of AIs.

9–11. Defense Courier Service

In addition to the criteria in paragraph 9–6, Soldiers—

a. Must possess a TS security clearance under AR 380–67, with SSBI not older than 4 years and 9 months prior to departing current duty stations.

b. Must be physically qualified for frequent aerial flights and meet minimum (class 3) flight medical standards. A Type B medical examination will be completed.

c. Must qualify with available service revolver (9mm, .45 cal, .38 cal, and so forth) with results posted to personnel records.

9–12. U.S. Transportation Command

In addition to the criteria in paragraph 9–6, Soldiers—

a. Must have no record in MPF of punishment under UCMJ, Art. 15, during current enlistment or last 3 years, whichever is longer.

b. Must have served a minimum of 2 years on active duty.

9–13. U.S. Army North Atlantic Treaty Organization

a. Includes SHAPE, Casteau, Belgium; AFNORTH, Brunssum, The Netherlands; AFSOUTH, Naples, Italy; CC Land, Heidelberg, Germany; CC Land, Madrid, Spain; Allied Rapid Reaction Corps (ARRC), Rheindahlen, Germany; HQ SACT, Norfolk, VA; Joint Warfare Center, Stavanger, Norway; NATO Rapid Deployable Corps (NRDC), Valencia, Spain; NRDC, Istanbul, Turkey; NRDC, Muenster, Germany; NRDC, Milan, Italy; 650th Military Intelligence Group, Casteau, Belgium; and Joint HQ, Lisbon, Portugal.

b. In addition to the criteria in paragraph 9–6, Soldiers—

(1) Must have no record in MPF of punishment under UCMJ, Art. 15, during current enlistment or last three years, whichever is longer.

(2) Must be SPC or above.

9–14. U.S. Military Academy, US Army Command and General Staff College, U.S. Army War College, and U.S. Army Officer Candidate School

Soldiers assigned as NCO instructors and tactical NCOs should be graduates of the advanced NCO course for their MOS. Soldiers must have demonstrated ability or possess potential ability to perform as instructors.

Section IV

Nominative Assignments

9–15. Scope

Stringent screening processes exist to ensure only the most highly qualified Soldiers are selected for nominative positions at the following agencies:

- a. Office, Secretary of Defense (OSD).
- b. Joint Staff (JS).
- c. Defense Commissary Agency (DECA).
- d. Defense Finance and Accounting Service (DFAS).
- e. Defense Information Systems Agency (DISA).
- f. Defense Nuclear Agency (DNA).
- g. Defense Logistics Agency (DLA).
- h. Defense Intelligence Agency (DIA).
- i. Defense Mapping Agency (DMA).
- j. On-Site Inspection Agency (OSIA).
- k. Uniformed Services University of Health Sciences (USUHS).
- l. U.S. Delegation NATO Military Committee (USDELNMC).
- m. Immediate Offices—Office, Secretary of the Army (OSA).
- n. Office, Army Chief of Staff (OCSA).

9–16. Overview

a. All personnel actions pertaining to nominative assignments are processed by HRC (AHRC–EPD).

b. The normal tour of duty for these assignments is three to four years, unless otherwise specified by the individual agency.

c. Soldiers assigned to these agencies are contact replacements requested by the appropriate agency approximately 9 to 12 months in advance of the incumbent's scheduled rotation date.

9–17. Selection criteria

Soldiers may volunteer or be nominated provided the following criteria are met. Soldiers must—

- a. Be high school graduates or have a GED equivalent.
- b. Have physical profile serial code "A," with allowance of "2" for eyes.
- c. Be U.S. citizens (by birth or naturalization).
- d. Have or be able to obtain applicable security clearances that are required for the position.

- e.* Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment or last three years, whichever is longer.
- f.* Have no record of civil conviction, except for minor offenses that do not disqualify for TS security clearance under AR 380-67.
- g.* Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability, and so forth. Soldiers who are declared rehabilitation successes under the ASAP are not included.
- h.* Must have a minimum GT score of 100.
- i.* Must meet body composition requirements in AR 600-9.
- j.* Have 36 months time remaining in-Service upon arrival at assignment.

Appendix A References

Section I Required Publications

AR 27–10

Military Justice (Cited in para 3–26.)

AR 40–501

Standards of Medical Fitness (Cited in paras 5–3*b*(2), 5–3*b*(15), 5–4*c*, 5–5*a*(8), 5–5 *c*(8), 5–7*b*(4), 8–14*b*(2), and 9–8*f*.)

AR 135–91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in para 7–28.)

AR 135–178

Enlisted Administration Separations (Cited in paras 7–23 and 7–28.)

AR 135–200

Active Duty For Missions, Projects, And Training For Reserve Component Soldiers (Cited in para 7–36.)

AR 135–210

Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization (Cited in para 7–36*b*.)

AR 140–10

Assignments, Attachments, Details, and Transfers (Cited in paras 7–23 and 7–35.)

AR 140–111

U.S. Army Reserve Reenlistment Program (Cited in para 7–28.)

AR 350–1

Army Training and Leader Development (Cited in paras 4–3*a*, 4–8, 6–9*g*, and 8–17*a*(2).)

AR 380–67

The Department of the Army Personnel Security Program (Cited in paras 5–9 *a*(8), 6–3*j*, 6–3*k*, 6–6*j*(2)(*d*), 7–10*a*(6), 8–2*i*, 8–17*i*, 8–25*d*, 9–6*e*, 9–10, 9–11*a*, and 9–17*f*.)

AR 600–8–2

Suspension of Favorable Personnel Actions (Flags) (Cited in table 3–1 and paras 5–4*d*(6), 5–5*a*(3), 5–9*a*(7), 5–10*a*(3), 5–10*h*(4) (*b*), 6–4*d*(3), 6–5*b*(3), 6–6*c*(3), 7–4*b*, and 8–8*b*(11).)

AR 600–8–11

Reassignment (Cited in paras 1–8, 1–10, and 5–15*e*, and 5–27*f*.)

AR 600–8–19

Enlisted Promotions and Reductions (Cited in para 7–28, 7–31, and 7–34.)

AR 600–20

Army Command Policy (Cited in paras 1–5, 5–22*g*, and 8–27.)

AR 600–35

Army Force Stabilization System (Cited in 5–5*g*(4).)

AR 600–37

Unfavorable Information (Cited in paras 8–4*b* and 8–17*g*(2).)

AR 600–110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV) (Cited in para 3-10h.)

AR 611–1

Military Occupational Classification Structure Development and Implementation (Cited in paras 3–14b(4)(b), 3–17, 3–18, and 7–6f.)

AR 614–30

Overseas Service (Cited in paras 1–1, 3–10h, 5–22q, 7–9h(2), 7–10b(1)(b), 7–12c, 8–11f, 8–12d, and 9–8c.)

AR 623–3

Evaluation Reporting System (Cited in paras 7-30, 7-37, and 3-31).

AR 635–200

Active Duty Enlisted Administrative Separations (Cited in paras 3–10g, 3–19a(4)(b), 4–6l, 5–4m(5)(b), 5–5n(5)(b), 5–9g(4)(b), 5–10h(4)(b), 5–12i, 7–23a, 7–23d(2), 7–28a(8)(a), 7–35d, table 3–1.)

AR 640–30

Photographs for Military Human Resources Records (Cited in para 7-30.)

AR 680–29

Military Personnel—Organization and Type of Transaction Codes (Cited in paras 3–3e and 7–15c(1)(h).)

DAGO 1995–15

Transfer of the United Army Marksmanship Unit (Cited in para 5–8.)

DA Pam 611–21

Military Occupational Classification and Structure (Cited in paras 2–3n(3), 3–10a(10), 3–10c(1), 3–10d(8), 3–14a, 3–14b, 3–14b(2), 3–14b(4)(b), 3–18, 3–19a(2)(b), 3–19a(4)(b), 3–19h(3), 4–3a, 4–3g(2), 5–3o, 6–3a, 6–3e(1), 6–4c, 6–5a, 7–6f, 8–21a.)

DOD 5200.33–R

Defense Courier Service Regulation (Cited in para 5–26.)

DODI 1325.7

Administration of Military Correctional Facilities and Clemency and Parole Authority (Cited in paras 3–26 and 3–27.)

Title 10 AGR

Command Leadership Program (Cited in para 3–21d.)

UCMJ, Article 92

Failure to Obey Order or Regulation (Cited in para 3–28c.) Available at <http://www.ucmj.us>

USAREC Pam 601–25

In-Service Special Forces Recruiting Program (Officer and Enlisted) (Cited in para 5–5f.) Available at <http://www.usarec.army.mil>

42 USC 14071

Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program (Cited in para 3–26.) Available at <http://uscode.house.gov>

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Army regulations and pamphlets are available on the Army Publishing Directorate's Web site at <http://www.apd.army.mil>. Department of Defense directives, instructions, and manuals, and United States codes can be accessed from the Army Home page at <http://www.army.mil>.

AR 11-6

Army Foreign Language Program (Cited in para 3-25.)

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 37-104-4

Military Pay and Allowances Policy

AR 50-5

Nuclear Surety

AR 50-6

Chemical Surety

AR 55-46

Travel Overseas

AR 135-18

The Active Guard Reserve (AGR) Program

AR 190-47

The Army Corrections System

AR 190-56

The Army Civilian Police and Security Guard Program

AR 195-3

Acceptance, Accreditation, and Release of United States Army Criminal Investigation Command Personnel

AR 215-1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 340-21

The Army Privacy Program

AR 600-8-10

Leaves and Passes

AR 600-8-14

Identification Cards For Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel

AR 600-8-22

Military Awards

AR 600-8-101

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

AR 600-8-104

Military Personnel Information Management/Records

AR 600-8-105

Military Orders

AR 600-9

The Army Weight Control Program

AR 600-43

Conscientious Objection

AR 600-60

Physical Performance Evaluation System

AR 600-85

Army Substance Abuse Program (ASAP)

AR 601-1

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

AR 601-210

Active and Reserve Components Enlistment Program

AR 601-270

Military Entrance Processing Station (MEPS)

AR 601-280

Army Retention Program

AR 608-18

The Army Family Advocacy Program

AR 608-75

Exceptional Family Member Program

AR 612-201

Initial Entry/Prior Service Trainee Support (RCS MILPC—17(R1))

AR 630-10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

AR 635-40

Physical Evaluation for Retention, Retirement, or Separation

AR 700-84

Issue and Sale of Personal Clothing

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation. (Available at <http://www.asafm.army.mil/budget/di/di.asp>.)

DODD 1304.21

Policy on Enlistment Bonuses, Accession Bonuses for New Officers in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members

DODI 1304.27

Award and Administration of Special Duty Assignment Pay

DODI 1315.18

Procedures for Military Personnel Assignments

DODI 7000.14

Department of Defense Financial Management Policy and Procedures

EDAS Users Manual

Copies of this publication are available from HRC, ATTN: AHRC-EPO-E, 2461 Eisenhower Ave., Alexandria, VA 22331-0450.

FM 3-21.220

Statics Line Parachuting Techniques and Training (Available at <http://www.adtdl.army.mil/atdls.htm>.)

JFTR

Joint Federal Travel Regulations (Available at <http://www.dtic.mil/perdiem/JFTR.html>.)

NGR (AR) 600–200

Enlisted Personnel Management (Available at <http://www.ngbpdn.ngb.army.mil/>.)

TRADOC Regulation 350–16

Drill Sergeant Program (<http://www.tradoc.army.mil>)

10 USC 815

Commanding Officers Non-Judicial Punishment

10 USC 972

Members: effect of time lost

10 USC 3914

Twenty to thirty years: enlisted members

10 USC 3917

Thirty years or more: regular enlisted members

UCMJ, Art. 15

Commanding Officer's Non-Judicial Punishment (<http://www.ucmj.us>)

Section III**Prescribed Forms**

Except where otherwise indicated below, the following forms are available on the U.S. Army Publishing Directorate's Web site (<http://www.apd.army.mil>).

DA Form 3739

Application for Compassionate Actions. (Prescribed in para 5–15 and 5–16.)

DA Form 4873

Certificate of Appointment to Command Sergeant Major. (Prescribed in paras 7–4 and 7–8.) (Available through normal forms supply channels.)

DA Form 5011

Training Evaluation Summary. (Prescribed in para 3–31.)

DA Form 7424

Sensitive Duty Assignment Eligibility Questionnaire (Prescribed in paras 8–13*f* and 8–17*c*.)

Section IV**Referenced Forms**

Except where otherwise indicated below, the following forms are available: DA, DD, and SF forms are available on the U.S. Army Publishing Directorate's Web site (<http://www.apd.army.mil>).

DA Form 2

Personnel Qualification Record – Part I

DA Form 2–1

Personnel Qualification Record – Part II

DA Form 11–2–R

Management Control Evaluation Certificate Statement

DA Form 1059

Service School Academic Evaluation Report

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2166-8

Noncommissioned Officer Evaluation Report

DA Form 2166-8-1

Noncommissioned Officer Evaluation Report Counseling and Support Form

DA Form 2446

Request for Orders

DA Form 4187

Personnel Action

DA Form 4856

Developmental Counseling Form

DA Form 5248-R

Report of Unfavorable Information for Security Determination

DA Form 5500

Body Fat Content Worksheet (Male)

DA Form 5501

Body Fat Content Worksheet (Female)

DD Form 1172

Application for Uniformed Services Identification Card DEERS Enrollment

SF 86

Questionnaire for National Security Positions

**Appendix B
E-mail Addresses****B-1. E-mail capability**

E-mail addresses are provided as a convenient means of sending correspondence for those with automation capabilities.

B-2. Human Resources Command

The e-mail address for HRC is [userid@conus.army.mil](mailto:user@conus.army.mil) or [userid@us.army.mil](mailto:user@us.army.mil). For offices in EPMD, the "user id" is the office symbol, unless otherwise indicated below:

- a. a. CSM/SGM Branch: AHRC-EPS
- b. Maneuver and Fires Division: AHRC-EPA
- c. Infantry Branch: AHRC-EPA-I
- d. Special Forces Branch: AHRC-EPA-C
- e. Air Defense Artillery Branch: AHRC-EPA-D
- f. Field Artillery Branch: AHRC-EPA-S
- g. Armor Branch: AHRC-EPA-R
- h. Aviation Branch: AHRC-EPA-A
- i. Operational Support and Effects Division: AHRC-EPB
- j. Engineer Branch: AHRC-EPB-E
- k. Military Police Branch: AHRC-EPB-P
- l. Military Intelligence Branch: AHRC-EPB-M
- m. Language Branch: AHRC-EPB-M
- n. Signal Branch: AHRC-EPB-G
- o. Chemical Branch: AHRC-EPB-C
- p. Force Sustainment Division: AHRC-EPC

- q.* Transportation Branch: AHRC-EPC-T
- r.* Soldier Support Branch: AHRC-EPC-G
- s.* Ordnance Branch: AHRC-EPC-O
- t.* Quartermaster Branch: AHRC-EPC-Q
- u.* Health Services Branch: AHRC-EPC-H
- v.* Readiness Division: AHRC-EPD
- w.* Detailed Assignment Branch: AHRC-EPD-D

B-3. Pentagon

The e-mail address for the Pentagon is userid@hqda.army.mil.

Appendix C Management Control Evaluation Checklist

C-1. Function

The function covered by this checklist is Special Duty Assignment Pay (SDAP), AR 614-200.

C-2. Purpose

The purpose of this checklist is to assist Commanders, ACOM/ASCC/DRUs and installation managers in evaluating their key management controls. It is not intended to cover all controls.

C-3. Instructions

- a.* Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation.
- b.* Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation.
- c.* These management controls must be evaluated at least once a year. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Management Control Evaluation Certification Statement).

C-4. Test questions

- a.* Are Soldiers on active duty or IDT and entitled to basic pay?
- b.* Do Soldiers hold a pay grade of private first class or higher?
- c.* Are Soldiers assigned to an authorized special duty assignment position and performing the duties?
- d.* Are Soldiers receiving correct rate of pay for their category?
- e.* Are orders issued to start, terminate, and reinstate SDAP?
- f.* Is a monthly review conducted to ensure that only fully qualified Soldiers are awarded SDAP?
- g.* Are standing operating procedures established and maintained?
- h.* Have Soldiers completed the required schooling or equivalent OJT for qualification for SDAP?

C-5. Supersession

This checklist replaces any checklist for Event Cycle 4 of the Strength Management published.

C-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to Commander, HRC (AHRC-EPO-P), 2461 Eisenhower Ave., Alexandria, VA 22331-0450.

Glossary

Section I Abbreviations

1SG

First Sergeant

AA

Active Army

AAP

appointment advisory panel

ABCP

Army Band Career Program

ACRC

Army Crime Records Center

AC

Active Component

ACASP

Army Civilian Acquired Skill Program

ACCP

Army Correspondence Course Program

ACOM

Army command

AD

active duty

ADOS

active duty for operational support

ADOS-RC

active duty for operational support-Reserve Component

ADOT

active duty other than training

ADT

active duty for training

AE

active enlisted

AEA

assignment eligibility and availability

AEL

Army Electronic Library

AFSOUTH

Allied Forces Southern Europe

AG

adjutant general

AGR

Active Guard and Reserve

AI

assignment instruction

AIP

assignment incentive pay

AIRR

Army Investigative Records Repository

AIT

advanced individual training

AKO

Army Knowledge Online

AMEDD

Army Medical Department

AMOS

additional military occupational specialty

ANCOC

Advanced Noncommissioned Officer Course

APD

Army Publishing Directorate

APO/AE

Army post office/Army Europe

APFT

Army physical fitness test

AR

Army regulation

ARCOM

Army Reserve Command

ARNGUS

Army National Guard of the United States

ARRC

Allied Rapid Reaction Corps

ARSOF

Army Special Operations Forces

ART

article

ASAC

apprentice special agent course

ASA(M&RA)

Assistant Secretary of Army (Manpower & Reserve Affairs)

ASAP

Army Substance Abuse Program

ASCC

Army Service Component Command

ASI

additional skill identifier

ASK

assignment satisfaction key

ASVAB

Armed Services Vocational Aptitude Battery

AT

annual training

ATC

air traffic controller

ATRRS

Army Training Requirements and Resource System

ATTN

attention

AWOL

absent without leave

BCT

brigade combat team

BCTP

Battle Command Training Program

BDE S-1

Brigade S-1

BEAR

Bonus Extension and Retraining Program

BG

brigadier general

BN

battalion

BNCOC

basic noncommissioned officers course

BOLC

basic officer leader course

BT

basic training

BTAP

Buddy Team Assignment Program

CA

combat arms

CAR

Chief, Army Reserve

CATA

Combined Arms Training Activity

CBHCO

Community-based Health Care Organization

CCF

Central Clearance Facility

CC Land

Allied Land Command Component

CDII

Defense Clearance Investigations Index

CDR

commander

CG

commanding general

CID

Criminal Investigation Division Command

CLANG

control language

CMF

career management field

CMIF

career management individual file

CMNCO

career management noncommissioned officer

CMTC

combat maneuver training complex

CNGB

Chief, National Guard Bureau

CO

combat operations

COL

colonel

COLA

cost of living allowance

CONAP

continental United States area of preference

CONUS

continental United States

COT

consecutive overseas tour

CPL

corporal

CPMOS

career progression military occupational specialty

CRC

case review committee

CSA

Chief of Staff of the Army

CSM

command sergeant major

CSM(D)

command sergeant major (designee)

CSRB

critical skills retention bonus

CTC

Combat Training Center

CTLT

cadet troop leadership training

DA

Department of the Army

DAIG

Department of the Army Inspector General

DCPC

direct combat position coding

DCS

Defense Courier Service

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-2

Deputy Chief of Staff, G-2

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DCS, G-4

Deputy Chief of Staff, G-4

DCSS

declination of continued service statement

DECA

Defense Commissary Agency

DEERS

Defense Enrollment Eligibility System

DEP

Delayed Entry Program

DEROS

date eligible for return from overseas

DFAS

Defense Finance and Accounting Service

DIA

Defense Intelligence Agency

DIS

defense investigation code

DISA

Defense Information Systems Agency

DLA

Defense Logistics Agency

DLAB

Defense Language Aptitude Battery

DLI

Defense Language Institute

DLIELC

Defense Language Institute English Language Center

DLIFLC

Defense Language Institute Foreign Language Center

DLPT

Defense Language Proficiency Test

DMA

Defense Mapping Agency

DMOS

duty military occupational specialty

DNA

Defense Nuclear Agency

DOD

Department of Defense

DODD

Department of Defense Directive

DODI

Department of Defense Instruction

DOR

date of rank

DOS

days of Service

DPLI

deployment indicator

DRU

Direct Reporting Unit

DS

drill sergeant

DSN

defense switched network

DSS

Defense Security Service

DTRA

Defense Threat Reduction Agency

DUI

driving under the influence

EB

enlistment bonus

EDAS

Enlisted Distribution and Assignment System

EDTM

enlisted distribution target model

EFMP

Exceptional Family Member Program

EKG

electrocardiogram

eMILPO

electronic Military Personnel Office

ENTNAC

entrance national agency check

EOA

equal opportunity advisor

EOD

explosive ordnance disposal

EPMD

Enlisted Personnel Management Directorate

EPMS

Enlisted Personnel Management System

EPMS-IRR

Enlisted Personnel Management System - Individual Ready Reserve

ERB

enlisted records brief

ETS

expiration term of service

EUSA

Eighth U.S. Army

FAO

foreign area officer

FCP

family care plan

1SG

first sergeant

FORSCOM

U.S. Army Forces Command

FSC

First Sergeant Course

FST

foreign service tour

FTM

full-time manning

FTNGD

full-time National Guard duty

GCM

general court-martial

GCMCA

general court-martial convening authority

GED

general education development

GO

general officer

GOCOM

general officer command

GT

general technical

HAAP

Homebase and Advance Assignment Program

HIV

human immunodeficiency virus

HFA

hostile fire area

HQ

headquarters

HQDA

Headquarters, Department of the Army

HRC

U.S. Army Human Resources Command

HRC–St. Louis

U.S. Army Human Resources Command–St. Louis

HSSR

high school senior

IA

immediately available

IAP

Initial Accessions Program

IDT

inactive duty for training

IET

initial entry training

IG

inspector general

IMA

individual mobilization augmentee

IRR

Individual Ready Reserve

JCSE

Joint Communications Support Element

JD

joint domicile

JFTR

Joint Federal Travel Regulations

JRTC

Joint Readiness Training Center

JS

joint services

JUSMAG

joint U.S military advisory group

LCM

low cost moved

LGL
language grade level

LIC
language identification code

LM
life cycle managed

LTC
lieutenant colonel

MAAG
Military Assistance Advisory Group

MACP
Married Army Couples Program

MDW
Military District of Washington

MEB
medical evaluation board

MECCAP
Middle Enlisted Cryptologic Career Advancement Program

MEPS
military entrance processing station

MESAP
Military Electronic Intelligence Signals Analyst Program

MG
major general

MILPER
military personnel

MINSAP
Military Intern Signal Intelligence Analyst Program

MLANG
mission language

MMRB
Military Occupational Specialty Medical Reclassification Review Board

MOI
memorandum of instruction

MOS
military occupational specialty

MOSC
military occupational specialty code

MOSLS
military occupational specialty level system

MPD

military personnel division

MPF

military personnel file

MPTAO

military personnel and transportation assistance officer

MSC

Major Subordinate Commands

MSG

master sergeant

MSO

military service obligation

MTOE

modification table of organization and equipment

NAC

national agency check

NATO

North Atlantic Treaty Organization

NCO

noncommissioned officer

NCOER

noncommissioned officer evaluation report

NCOES

noncommissioned officer education system

NCR

National Capital Region

NET

new equipment training

NGB

National Guard Bureau

NPS

non prior Service

NRDC

North Atlantic Treaty Organization Rapid Deployment Corps

NTC

National Training Center

O/C

observer/controller

OCAR

Office of the Chief, Army Reserve

OCONUS

outside continental United States

OCSA

Office, Army Chief of Staff

OJCS

Organization of the Joint Chiefs of Staff

OJT

on-the-job training

OMPF

official military personnel file

OPFOR

opposition force

ORGDB

organizational data base

ORSAP

overseas area of preference

OSA

Office of the Secretary of the Army

OSD

Office of the Secretary of Defense

OSIA

On-site Inspection Agency

OSUT

one station unit training

P

promotable

PCS

permanent change of station

PDS

permanent duty station

PEB

physical evaluation board

PEBD

pay entry basic date

PEP

Personnel Exchange Program

PFC

private first class

PMAD

personnel manning authorization document

PMOS

primary military occupational specialty

POC

point of contact

POV

privately owned vehicle

PS

prior Service

PSG

platoon sergeant

PSYOP

psychological operations

PV1

private

PV2

private enlisted two

PW

Project Warrior

RA

regular Army

RC

Reserve Component

RCN

reenlistment control number

RCCC

Reserve Component Career Counselor

RCP

retention control point

RDMS

Reserve Database Maintenance System

reclass

reclassification

RETAIN

Reenlistment/Reclassification System

REFRAD

release from active duty

REQDB

requisition data base

RETAIN

U.S. Army Reenlistment System

RGL

reading grade level

RH

Rhesus factor

ROTC

Reserve Officers Training Corps

RRC

Regional Readiness Command

RSC

Regional Support Command

RTB

Ranger Training Brigade

RTD

return to duty

S-1

adjutant

SA

Secretary of the Army

SACT

Headquarters, Supreme Allied Commander Transformation

SD

special duty

SDAP

special duty assignment pay

SERE

search, evasion, resistance, escape

SES

Senior Executive Service

SF

Special Forces

SFAS

Special Forces Assessment and Selection Course

SFC

sergeant first class

SFQC

Special Forces Qualification Course

SGM

sergeant major

SGT

sergeant

SI

special instructions

SIGINT

Signal Intelligence

SIMOS

space imbalanced military occupational specialty

SL

skill level

SMA

Sergeant Major of the Army

SMC

Sergeants Major Course

SMOS

secondary military occupational specialty

SMU

special mission units

SOAR

Special Operations Aviation Regiment

SOFA

Status Of Forces Agreement

SOJT

supervised on-the-job training

SOLT

Special Operations Language Training

SON

School of Other Nations Program

SOPC

Special Operations Preparatory Conditioning

SORB

Special Operations Recruiter Battalion

SOUTHCOM

South Command

SPC

specialist

SQI

skill qualification identifier

SRB

selective reenlistment bonus

SRDC

Soldier Record Data Center

SRR

service remaining requirement

SSBI

single scope background investigation

SSG

staff sergeant

SSN

social security number

ST

Skilled technical

STATDB

statistical data base

TAPDB

Total Army Personnel Data Base

TASS

Total Army School System

TATS

Total Army Training System

TCS

temporary change of station

TDA

table of distribution and allowances

TDPFO

temporary duty pending further orders

TDY

temporary duty

TE

technical escort

TEC

training extension course

TIG

The Inspector General

TLA

temporary lodging allowance

TOE

table of organization and equipment

TOS

-on-station

TPU

troop program unit

TRADOC

U.S. Army Training and Doctrine Command

TS

top secret

UCMJ

Uniform Code of Military Justice

UIC

unit identification code

UMS

Unit Manning System

USACAPOC

United States Army Civil Affairs and Psychological Operations Command

USACCF

U.S. Army central Personnel Security Clearance facility

USAESOM

U.S. Army Element School of Music

USAIGA

U.S. Army Inspector General Agency

USAINSCOM

United States Army Intelligence and Security Command

USAJFKSWC

U.S. Army John F. Kennedy Special Warfare Center

USAMA

U.S. Army Military Academy

USAMU

U.S. Army Marksmanship Unit

USAMEDCOM

U.S. Army Medical Command

USANATO

U.S. Army North Atlantic Treaty Organization

USAPT

U.S. Army Parachute Team

USAR

U.S. Army Reserve

USARC

United States Army Reserve Command

USAREC

U.S. Army Recruiting Command

USAREUR

U.S. Army, Europe

USARPAC

U.S. Army, Pacific

USASAM

United States Army School of Aviation Medicine

USASMA

U.S. Army Sergeants Major Academy

USASMC

U.S. Army Sergeants Major Course

USASOC

U.S. Army Special Operations Command

USASOM

United States Army School of Music

USASRDC

U.S. Army Soldier Record Data Center

USC

United States Code

USDELNMC

U.S. Delegation NATO Military Committee

USMA

U.S. Military Academy

USMEPCOM

U.S. Military Entrance Processing Command

USTRANSCOM

U.S. Transportation Command

USUHS

Uniformed Services University of Health Sciences

VET

voluntary early transition

VRB

variable reenlistment bonus

WHCA

White House Communication Agency

WHMO

White House Military Office

WHTA

White House Transportation Agency

WLC

Warrior Leader Course

WTU

Warrior Transition Unit

Section II

Terms

Accompanied Tour

The tour length that is the longest a specific overseas duty station and usually means that a Soldier is accompanied by command-sponsored dependents.

Active Army

a. The Active Army consists of—

- (1) Regular Army Soldiers on active duty.
- (2) Army National Guard of the United States and Army Reserve Soldiers on active duty except as excluded below.
- (3) Army National Guard Soldiers in the service of the United States pursuant to a call.
- (4) All persons appointed enlisted or inducted into the Army without component.

b. Excluded are Soldiers serving on—

- (1) Active duty for training.
- (2) Active Guard Reserve status.
- (3) Active duty for special work.
- (4) Temporary tours of active duty for 180 days or less.
- (5) Active duty pursuant to the call of the President (10 USC 12304)

Active duty

Full time duty in the active military service of the United States, including full time training duty, annual training duty, and attendance while in active military service at a school designated as a Service school by law and the Secretary of the military department concerned. It does not include full time National Guard duty. For the RC, AD is comprised of the categories ADT and ADOT.

Additional MOS

Awarded MOS other than primary or secondary MOS.

Additional skill identifier

Identifier of specialized skills that are closely related to and in addition to those required by the MOS.

Announcement of Proficiency Pay/Selective Reenlistment Bonus MOS

Personnel placement action to satisfy a valid military manpower requirement.

Area command

The following are defined as area commands:

- a.* U.S. Army Europe (USAREUR).
- b.* U.S. Army Pacific Command (USARPAC).
- c.* U.S. Army South Command (SOUTHCOM).
- d.* U.S. Army Special Operations Command (USASOC).
- e.* U.S. Army Reserve Command (USARC).
- f.* Eighth U.S. Army.

Area commander

Commander of an area command.

Army National Guard (ARNG)

Army Soldiers under the control of individual States and Territories.

Army National Guard of the United States (ARNGUS)

ARNG Soldiers who are mobilized and come under control of Federal authorities.

Awarded MOSC

MOS that includes skill-level character that identifies capability of a Soldier to perform duties required at current or higher grade. (Classification authority will record it on ERB.)

Borrowed military manpower

The use of military manpower from a MTOE unit to perform duties within a TDA activity where a ACOM/ASCC/DRU-approved manpower requirement exists but for which no manpower space has been authorized. Additionally,

borrowed military manpower may be employed in those cases where manpower spaces have been authorized but where the positions are vacant. (See also special duty and troop diversion.)

Career management field

Grouping of related MOSs that provides logical progression to SGM.

Career Soldier

Soldiers who are serving under second or subsequent enlistment contracts.

Centrally managed personnel

Soldiers in pay grades SSG through SGM for whom HRC exercises centralized management controls. These controls include assignment, promotion (with exception of grade SSG), reclassification, education, qualification, and evaluation.

Classification in MOS

An initial award of primary or secondary MOS by the classification authority.

Combatant Command

A command with a broad and continuing mission under a single Commander, composed of significant assigned components of two or more military departments.

Continuous active duty

Active Federal service in any of the Armed Forces of the United States without a break in service of more than 90 days. Does not include ADT.

Dependency Status

a. Acquired dependent. A Soldier's dependent acquired through marriage, adoption, or other action during the course of the Soldier's current overseas tour of duty. This term does not include those individuals dependent upon the Soldier or children born of a marriage that existed before commencement of the current overseas tour.

b. Command-sponsored dependents. Dependents residing with the Soldier at his or her duty station outside the CONUS, where the accompanied tour is authorized and the Soldier is authorized to serve said tour, and where dependents meet the following conditions:

(1) Are authorized by the appropriate authority to be at the Soldier's duty station.

(2) As a result of their residence in the vicinity of the Soldier's duty station, authorizes the Soldier Cost of Living Allowance (COLA) and Temporary Lodging Allowance (TLA) at the "with dependents" rate.

c. Noncommand-sponsored dependents. Dependents residing with the Soldier at his or her duty station outside the CONUS, where the accompanied tour may or may not be authorized. These dependents shall not be provided transportation to and from the Soldier's overseas duty station at Government expense. Their presence shall not authorize the Soldier COLA and/or TLA at the "with dependents" rate. These dependents may be either "acquired dependents" or "individually sponsored by the Soldier" into the command without endorsement by the appropriate authority. Depending on individual Status of Forces Agreements (SOFAs), U.S. statutes, congressional guidance, DoD policy, or Army regulations, these dependents may be denied access to certain dependent support facilities.

Dependent

This term is defined by 37 U.S.C. 401 as contained in the JFTR, Appendix A. However, the spouse of a Soldier who is also a Soldier shall not be considered a dependent as outlined in 37 U.S.C. 421.

Duty MOS

MOS that identifies authorized manning table positions to which a Soldier is assigned and for which he/she is performing duty or the MOS of the duty that the Soldier is performing if not assigned to an authorized manning table position.

Dwell time

The time a Soldier spends at home station between combat deployments, operational deployment (noncombat), or dependent restricted tour. The addition of these service types does not change the long and short tour policies in any way.

Enlisted Personnel Management System

Total process for which enlisted personnel are professionally developed in order to satisfy force structure authorizations

(for example, accessing, recruiting, training, assigning, promoting, rotating, professional developing, transferring, discharging, reenlisting, and retiring military personnel).

Expiration of Term of Service (ETS)

The date a Soldier is expected to complete the military service required by his or her enlistment contract.

First term

Enlisted member of the Army on an initial enlistment.

Frocking

A process whereby Soldiers are authorized to wear the insignia of a higher grade so that their grade title is commensurate with their duty position even though no pay or allowances are authorized in the higher grade.

General or Flag Officer

Officers in the grade of O-7 through O-10. To request and/or approve certain actions outlined in this regulation by a general or flag officer, officers must actually be serving in a general or flag officer grade or an equivalent Federal civilian grade including officers of the Foreign Service of the Department of State.

Household

The Soldier and those dependents, who reside with the Soldier or are dependent on the Soldier for over one-half of their support.

Low Cost Move (LCM)

A PCS for which the total expected cost, including the Soldier's travel and transportation allowances and DLA, if applicable, does not exceed \$1,000.00. LCMs are not curtailments and do not require general or flag officer waivers of time-on-station (TOS) that are required for other moves. It is not necessary to adjust the member's original tour completion date, nor for the member to have service retainability beyond the original tour completion date.

New equipment training

Service school courses or OJT directed by a major commander or higher authority based upon a change in unit mission or equipment.

On-the-job experience

Serving in the PMOS in a duty position authorized at current or higher grade.

On-the-job training

Training in which Soldiers learn through actual hands-on experience under competent supervision under an approved planned program.

Overseas Long Tour

A tour of duty in an overseas location where the tour length is equal to or greater than the 36-month accompanied tour and the 24-month unaccompanied tour.

Overseas Short Tour

A tour of duty in an overseas location where the tour length is less-than the 36-month accompanied tour or the unaccompanied tour is less than 24 months.

Permanent Change of Station

As defined in the JFTR, Section A, the assignment, detail or transfer of a Soldier to a Different permanent duty station (PDS) under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

Permanent Duty Station

As defined in the JFTR, Section A, The Soldier's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under JFTR relating to the residence and the HHG and Soldier's personal effects, PDS also means the residence or other quarters from (to) which the Soldier regularly commutes to (and from) work, except where the PDS is in a remote area where adequate Family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the Soldier's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

- a. The corporate limits of the city or town in which stationed.
- b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the Soldier is stationed. When a reservation ,station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station , other established area or established large reservation subdivision.

Personnel management

Actions taken by HRC enlisted career divisions to identify, select for training, assign, and manage Soldiers in various programs. Management tools used to accomplish these actions include the CMIF and related documents for SGT and above.

Prescribed Tour Length

The period of time established for tours in specific geographic locations in the CONUS or overseas

Primary MOS

Awarded MOS that is most important to the Army in terms of training, experience, demonstrated qualifications, and Army needs.

Reclassification authority

Level of command or activity designated by HRC to change a PMOS or SMOS or to withdraw any AMOS.

Reclassification MOS

Action by a reclassification authority, with or without board action, that results in a change of AMOS.

Secondary MOS

AMOS in a specialty different than PMOS. Second in importance to the Army when evaluated in training, experience, demonstrated qualifications, and the Army's needs.

Space imbalanced MOS

Situation at a given time (present or projected) in which overseas MTOE and TDA authorizations or requirements for a given MOS exceed those documented for CONUS installations.

Special duty

Performance of duty with an organization other than that to which assigned while continuing to be administered and accounted for by the unit of assignment. Includes borrowed military manpower and troop diversions.

Special duty assignment pay

Additional monthly pay awarded to Soldiers performing designated special duty.

Temporary Duty (TDY)

Duty at one or more locations, other than the permanent station, where a Soldier performs TDY under orders providing for further assignment, or pending further assignment, to a new permanent station or for return to the old permanent station when completing the TDY.

Theater

The geographical area outside the CONUS for which a Commander of a Combatant Command has been assigned military responsibility.

Tour of Duty

Military duty when assigned to a military installation or activity permanently located at a land station either inside the CONUS or overseas.

Troop diversion

Use of Soldiers, not meeting the borrowed military manpower definition, to perform recurring duties with an organization or unit other than that to which assigned while continuing to be administered and accounted for by the unit of assignment. (See also special duty and borrowed military manpower.)

Unaccompanied Tour

The authorized tour length at a specific overseas duty station for Soldiers who are not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is considered to be a dependent-restricted tour.

Volunteer

Soldiers who, on their own, write to HRC through proper channels expressing a desire for specific designated duty.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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