

AR 612-2

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ARMY REGULATION

AR 612-2

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PERSONNEL PROCESSING

**PREPARING INDIVIDUAL
REPLACEMENTS FOR OVERSEA
MOVEMENT (POR) AND US ARMY
OVERSEA REPLACEMENT STATION
PROCESSING PROCEDURES**

Effective 1 October 1969



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ARMY REGULATION

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HEADQUARTERS
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PERSONNEL PROCESSING

**PREPARING INDIVIDUAL REPLACEMENTS FOR OVERSEA MOVEMENT (POR) AND
U.S. ARMY OVERSEA REPLACEMENT STATION PROCESSING PROCEDURES**

The provisions of this regulation are effective 1 October 1969. This regulation consolidates AR 612-35 and AR 612-40; provides standardized procedures for use when processing an individual for oversea movement; and standardizes processing functions at all U.S. Army Oversea Replacement Stations.

Supplementation of this regulation by the Commanding General, United States Continental Army Command is permitted. If supplements are issued, the Commanding General, United States Continental Army Command will furnish one copy of each to the Chief of Personnel Operations, ATTN: EPPMP.

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* This regulation supersedes AR 612-35, 12 November 1964 including all changes; AR 612-40, 5 November 1968; and DA Messages 20546, 27 July 1965; 740140, 12 November 1965; 827437, 10 August 1967; 829866, 28 August 1967; 835073, 5 October 1967; and 847548, 16 January 1968.

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CHAPTER 1

GENERAL INFORMATION

1-1. Purpose. This regulation—

a. Prescribes the personnel processing procedures to be used in the preparation and processing of individual replacements for overseas movement, including the movement from one overseas area to another.

b. Prescribes the requirements and responsibilities of Department of the Army Staff agencies, major commands, installation commanders, organization commanders, and individuals for accomplishment of the required processing for overseas movement prior to departure from the current duty station.

c. Establishes standard procedures for U.S. Army overseas replacement stations in the processing of military personnel directed to report thereto for onward movement to overseas commands.

d. Prescribes the responsibilities and the requirements to be performed at U.S. Army overseas replacement stations, prior to the onward movement of personnel to an overseas assignment.

1-2. Applicability. This regulation applies to all military personnel (except general officers) being assigned overseas, including those individuals being assigned from one overseas command to another.

a. Chapters 2 and 3 identify the procedures, requirements, and responsibilities of heads of Department of the Army Staff agencies, major commanders, installation commanders, organization commanders, and individuals for accomplishment of the prescribed POR processing, *prior to movement of the individual member from the home station to an overseas command.*

b. Chapter 4 prescribes the procedures and requirements to be accomplished, and responsibilities of U.S. Army Overseas Replacement Station commanders, prior to the onward movement of personnel to an overseas command.

1-3. Explanation of terms. For purpose of this regulation the following terms will apply:

a. Alert. Notification to the individual concerned that he has been nominated for assignment, or that orders or assignment instructions have been received to assign him (her) to a specific overseas organization, to a major overseas command, or to an overseas replacement station for further assignment overseas.

b. Assignment instructions. Instructions issued to commanders by the Chief of Personnel Operations, directing the issuance of change of station orders which assign the individual direct to an overseas organization or overseas command, or to an overseas replacement station for further assignment overseas.

c. DODPM. The short title for "Department of Defense Military Pay and Allowances Entitlements Manual."

d. Individual replacement. Any commissioned officer, warrant officer, or enlisted person who is individually ordered to an overseas activity on a permanent change of station.

e. Installation commander. The commander of an installation (e.g., post, camp, or station) at which Army personnel are stationed upon receipt of alert for overseas movement.

f. Organization commander. The commander responsible for maintenance and control of the individual's Military Personnel Records Jacket,

U.S. Army (DA Form 201), at the time overseas assignment instructions are received.

g. POR. The short title for "Preparation of Individual Replacements for Oversea Movement." This term is applicable to the complete system of personnel policies and procedural requirements necessary for the preparation of individual replacements for overseas movement.

h. Unit Officer. The officer designated by an organization, or installation commander, who will be responsible for insuring that each item of the DA Form 613 has been completed, that each individual is POR qualified for overseas service prior to his departure, and who signs Section III.

CHAPTER 2

PREPARING INDIVIDUAL REPLACEMENTS FOR OVERSEA MOVEMENT

Section I. GENERAL

2-1. Responsibilities. *a. Department of the Army Staff agencies and major commanders.* Heads of Department of the Army Staff agencies and major commanders will establish necessary control and inspection procedures to insure that:

(1) Individual replacements are fully POR qualified and processed prior to their departure for oversea movement.

(2) Corrective action is taken to preclude recurrence of any POR deficiencies (see para 2-67).

b. Installation commanders. Installation commanders will:

(1) Provide administrative and logistical support to organization commanders in preparing personnel for oversea movement.

(2) Insure that POR processing is accomplished for individuals under their jurisdiction destined for oversea movement.

(3) Insure that corrective action is taken to preclude POR deficiencies that have been reported by major oversea commanders or by commanders of U.S. Army oversea replacement stations.

c. Organization commanders. Organization commanders will insure strict compliance with the provisions of this regulation and that all POR requirements are accomplished prior to the departure of the individual from his organization. To insure the proper execution of his responsibilities, the organization commander will establish controls to insure that:

(1) The foreign service availability (FSA) code for enlisted personnel is verified in accordance with paragraph 9-29e, AR 600-200, and

that personnel concerned maintain their POR qualification.

(2) Personnel alerted for oversea movement are POR qualified for their specific assignments, and will continue to be so qualified on the availability or reporting date. Except as indicated in (4) below, any lapse in qualification expected to occur before the availability or reporting date will be corrected at the current organization.

(3) Oversea replacements, personnel records, and baggage are completely processed, as required by this regulation, prior to their departure from the current organization.

(4) Individuals who are ordered to another installation or school, *prior* to reporting to a port of embarkation or oversea replacement station, are fully POR qualified and processed before departure from their current organization. If there is any lapse of the individual's POR qualification during the interim period, POR requalification will be accomplished by the commandant of the school or commander of the organization to which the individual was assigned or attached.

d. Hospital commanders. Hospital commanders will evaluate personnel who have been admitted to a hospital while en route to an oversea replacement station to determine their POR qualification on completion of hospitalization.

e. Oversea organization commanders. Oversea organization commanders will POR qualify those individuals who are reassigned to another oversea command, whether they are moved direct or transshipped through the continental United States.

2-2. DA Form 613 (Check list for preparation of replacements for oversea movement). *a.* This form will be used by organization commanders to insure accomplishment of all POR qualification and processing requirements, prior to departure of the individual from his current organization. The form will also be used by oversea commanders and oversea replacement station commanders when reporting POR deficiencies. DA Form 613 is illustrated in figure 3-1.

b. DA Form 613 will be obtained through normal publications supply channels. The organization commander will prepare a single copy of DA Form 613 for each individual upon alert for oversea movement. Entries on the form may be completed in ink, by typewriter, by-hand stamp, by standard addressing equip-

ment, or any combination thereof. All entries will be accurate and legible and the unit officer will personally sign Section III of the form.

2-3. POR qualifications. Immediately following receipt of alert, the organization commander will:

a. Review and verify POR qualifications of the individual, and accomplish necessary POR processing requirements.

b. Take action to correct and eliminate any deficiencies in POR qualifications of individuals.

c. Insure compliance with the provisions of AR 614-30.

Section II. COMPLETION OF DA FORM 613

2-4. Completion of Section I and II, DA Form 613. *a. Section I, Identifying Data.* This portion is self-explanatory with the exception of item 10 (Command Jurisdiction). The address shown will be the major commander or staff agency, such as Third U.S. Army, ARADCOM, AMC, OPO, and USAREUR.

b. Section II, POR Qualification. The unit officer will enter a checkmark in Column A for items 1 through 25 as applicable, to indicate that the individual is POR qualified.

c. Section II, POR Processing. The unit officer will enter a checkmark in Column A for items 29 through 42, as applicable, to indicate that the designated POR processing actions and requirements as defined have been completed for the individual concerned.

d. Section II, Required Records. The unit officer will enter a checkmark in Column A for items 50 through 66, as applicable, to indicate that each record is accurate, complete, and current, is present in the Personnel Records Jacket, or is in the individual's possession as prescribed in AR 40-501, AR 640-10, and AR 700-84.

e. Not POR Qualified. If for any reason the individual is not POR qualified prior to date of

departure from the home station assignment, the unit officer will enter an "X" in Column B, Section II opposite the item concerned. A brief signed statement of reason for failure to find individual POR qualified will be given by the unit officer in Section IV.

2-5. DA Form 613, Item 1 (Basic training). Prior to assignment to duty outside CONUS or area of residence, the training requirements prescribed by AR 614-30, and as indicated herein, are mandatory and will be completed by all officers, warrant officers, and enlisted personnel.

2-6. DA Form 613, Item 2 (MOS qualification). Enter a checkmark in Column A to indicate that the individual has been selected for an assignment in accordance with the position classification on his DA Form 20 (Enlisted Qualification Record) or DA Form 66 (Officer Qualification Record). See AR 611-101, AR 611-112 and AR 611-201.

2-7. DA Form 613, Item 3 (Weapon qualification and familiarization). Male personnel will complete the requirements of qualification and familiarization in arms within the 12 month period immediately preceding the date of ov-

overseas movement IAW AR 622-5. For individuals scheduled for movement to a hostile fire zone, see paragraph 3-2.

3-8. DA Form 613, Item 4 (Night infiltration course). *a.* All male personnel will complete the night infiltration course prior to departure from current organization for overseas assignment unless the individual is exempt as shown below and in FM 21-75.

b. The infiltration course requirements may be waived for physical incapability when so indicated by a medical officer's statement.

c. If the individual is exempt as defined herein, an "E" instead of a checkmark will be entered in Column A.

2-9. DA Form 613, Item 5 (Close combat course). *a.* All male personnel will complete the close combat course prior to departure from their current organization, unless exempt as shown below and in FM 21-75.

b. A chaplain may be exempt from the close combat course at his option.

c. Personnel classified 1-A-O (conscientious objectors) are not required to undergo the close combat course.

d. The close combat course requirements may be waived for physical incapability when indicated by a statement completed by a medical officer.

e. All personnel who have completed the same type battle indoctrination in prior training, or who have participated in actual combat under enemy fire are exempt from the battle indoctrination requirement. A statement (original only) will be accepted for any completed part of battle indoctrination training or actual combat equivalent for which no record has been made on DA Form 20 (Enlisted Qualification Record) or DA Form 66 (Officer Qualification Record). The statement will indicate the course or courses completed and approximate date of completion of each. Using the date shown on the statement for completion of a course, entry will be made on DA Form 20 or DA Form 66. After the entry has been made, the statement

will be filed as a semipermanent document in the individual's Military Personnel Records Jacket, U.S. Army (DA Form 201).

f. If the individual is exempt as defined herein, an "E" (exempt) instead of a checkmark, will be entered in Column A.

2-10. DA Form 613, Item 6 (CBR training). All personnel will complete training which provides for individual proficiency in protective measures against chemical, biological, radiological warfare. Personnel who have not completed this training or its equivalent within the 12-month period immediately preceding the date of overseas movement will complete a refresher course of not less than 2 hours duration, based on training outlined in Army Subject Schedule 21-6.

2-11. DA Form 613, Item 7 (Code of conduct). Organization commanders will insure that overseas replacements have received the pertinent training lectures and orientations. See AR 350-30.

2-12. DA Form 613, Item 8 (Survival, evasion, and escape training). Organization commanders will insure that overseas replacements have received the pertinent training lectures and orientations. See AR 350-225.

2-13. DA Form 613, Item 9 (Overseas orientation). Organization commanders will insure that a minimum of 2 hours formal instruction is conducted covering protection of the legal rights of United States military personnel in overseas areas; proper standard of conduct, including troop-community relations; background of the situation which requires that troops be stationed overseas; geography, Government, laws, customs, and traditions of the country in which the individual will be stationed; code of conduct; and dangers of communism. See AR 360-81.

2-14. DA Form 613, Item 10 (Medical qualifications). Individuals medically qualified for active duty within CONUS, with or without waiver, are considered qualified for similar duty overseas except as noted below.

a. Personnel who, for medical reasons, have assignment limitations in specific oversea commands, see AR 40-501, AR 614-30, and chapter 10, AR 635-40.

b. Personnel who are convalescing, after treatment for disease or injury, on the date they are to be considered eligible for oversea service are disqualified until such time as the period of convalescence is completed and such fact is verified by a medical officer or board.

c. Personnel found to be medically disqualified subsequent to final POR qualification check and prior to departure from their current organization will remain disqualified until such disqualification is removed by the medical officer or board.

2-15. DA Form 613, Item 11 (Dental qualifications). The following actions and verifications will be accomplished:

a. Personnel ordered to an oversea organization (MAAG, Mission, or activity) located in an oversea area where military dental facilities are not available or are far removed, will have the necessary dental care accomplished prior to their departure from the current organization, see AR 40-501. Individuals alerted will be identified to the supporting dental surgeon at the earliest possible date so that corrective treatment may be instituted, see AR 40-3. For individuals scheduled for movement to a hostile fire zone, see chapter 3.

b. If there is TDY en route of more than 4 months duration, the dental status of individuals indicated in a above will also be verified prior to departure from the TDY station, to insure continued POR qualification. Necessary corrective actions will be taken and any correction of conditions which existed prior to departure from the current organization will be reported under provisions of paragraph 2-69.

c. If there are any dental disqualifications which cannot be corrected prior to scheduled departure of the individual from the current organization, the dental surgeon will immediately notify the personnel officer concerned. The personnel officer will then expeditiously report

these cases, in accordance with the governing regulations, to the Chief of Personnel Operations, ATTN: OPD (for officers); EPADR (for enlisted personnel in grades E-1 through E-6; and EPADS (for senior grades E-7, E-8 and E-9, and all grades of intelligence, special categories, enlisted aides, and NCO logistics personnel as defined in figure 3-2, AR 600-200).

2-16. DA Form 613, Item 12 (Remaining service qualifications). a. Provisions of AR 614-30 and AR 601-280 will apply for enlisted personnel alerted for oversea assignment who have more than four years service for pay purposes as of the availability date, and for enlisted personnel with less than four years service who volunteer for oversea service, and who have insufficient service remaining to assure completion of the prescribed oversea tour.

b. Enlisted personnel who refuse to extend their enlistment commitment or reenlistment, as required above, and other enlisted personnel who do not meet oversea service criteria established by paragraph 2-27 will be expeditiously reported to the Chief of Personnel Operations, ATTN: EPADR (for enlisted personnel in pay grades E-1 through E-6) and EPADS (for senior grades E-7, E-8, and E-9 and all grades of intelligence, special categories enlisted aides, and NCO logistics personnel identified in figure 3-2, AR 600-200).

c. Enter an "E" instead of a checkmark in column A for voluntary indefinite category officers and Regular Army officers who are exempt from remaining service requirements. Enter a checkmark for all other officers. Officers who do not meet service requirements established by paragraph 2-27 will be expeditiously reported to the Chief of Personnel Operations, ATTN: OPD.

2-17. DA Form 613, Item 13 (Additional qualifications (AR 614-30)). The individual must meet the qualifications specified in chapters 4 and 8, AR 614-30, for oversea assignment.

2-18. DA Form 613, Item 14 (Alien (BI initiated NAC completed)). Indicate if this action has been accomplished prior to the de-

departure of the individual from home station. All aliens are eligible for assignment overseas either as an individual or as a member of a deploying unit, provided a background investigation has been initiated and that portion pertaining to National Agency Check has been completed prior to departure overseas. German aliens will not be permitted to serve in Germany.

2-19. DA Form 613, Item 15 (Geneva Conventions instructions). This item requires a continuing training program under the provisions of the Geneva Conventions as indicated in AR 350-216. Enter a checkmark in column A to verify that the individual has received these instructions within the 12-month period preceding his departure from the current station.

2-20. DA Form 613, Item 16 (Under 18 years of age). For personnel in this category, see paragraph 3-5 (hostile fire zone assignment).

2-21. DA Form 613, Item 17 (Fulfillment of enlistment or reenlistment options). This item pertains to personnel who enlisted or reenlisted under the provisions of AR 601-210 or AR 601-280. (In the event of failure to fulfill enlistment or reenlistment commitment, provisions of AR 614-205 will apply.)

2-22. DA Form 613, Item 18 (Personnel action pending). The losing command will determine if there are any personnel actions pending prior to the departure of the individual for oversea movement. These actions will be completed prior to departure of the individual. Individuals who are approved applicants for OCS will be reported for deletion in accordance with AR 614-215. Individuals whose applications for OCS are pending approval will be retained at the installation until report of selection or non-selection is received in accordance with AR 351-5.

2-23. DA Form 613, Item 19 (Has individual been a prisoner of war). Personnel who have been in a Prisoner of War status, may request removal from alert or orders which assigns

them to a country in which they were previously held as a prisoner of war or a country by which so held. See paragraph 3-6 and AR 614-30.

2-24. DA Form 613, Item 20 (Has individual served previously in RVN). See paragraph 3-7 (hostile fire zone assignment).

2-25. DA Form 613, Item 21 (Is individual a sole surviving son—signed waiver). See paragraph 3-8 (hostile fire zone assignment).

2-26. DA Form 613, Item 22 (Family member deferment/exemption). See paragraph 3-9 (hostile fire zone assignment).

2-27. DA Form 613, Item 23 (Required service remaining for oversea assignment). Personnel are ineligible for oversea service or for reassignment between oversea commands unless they have 6 or more months of service remaining until ETS as of scheduled date of arrival at the oversea replacement station or port of embarkation. Individuals assigned to units deploying to an oversea area are eligible for deployment providing they have at least 90 days remaining until ETS on the personnel shipment readiness date. See AR 601-280, AR 614-30, and AR 614-215.

2-28. DA Form 613, Item 24 (Completed 16 weeks training). Assignment of enlisted personnel to an installation outside the 50 United States, or its possessions (Puerto Rico, Canal Zone, and Virgin Islands) is prohibited in the case of personnel without prior service who have not received training as outlined below:

a. For personnel inducted under the Military Selective Service Act of 1967. Basic combat training under ATP 21-114 or basic training under ATP 21-111 and advanced individual training under an appropriate ATP or POI or on-the-job training, with the total of such training being for not less than 16 weeks.

b. All other personnel entering service (by appointment or enlistment). Four months' basic training or its "equivalent." (Equivalent training is not applicable for assignment to

Korea, Taiwan, Southeast Asia, or other sensitive area without Chief of Personnel Operation's approval. Enlisted personnel assigned to these areas must have the training indicated in a above.) For male enlisted personnel, the "equivalent" consists of eight weeks' basic combat training and sufficient civilian acquired skill to be awarded one of the prescribed Military Occupational Specialties, or Reserve duty training as follows:

(1) Two years of satisfactory participation as a member of a troop program unit of a Reserve component, including two periods of active duty for training of at least 15 days each; and

(2) Two months of active duty, or active duty for training (other than Reserve component annual active duty for training), encompassing advanced individual training under appropriate ATP's; a course of instruction of two months' duration in an Army service school; practical training with a unit performing its operational or training role (other than during a Reserve component unit's annual active duty for training); or any combination of the foregoing equal to two months of active duty.

c. For enlisted women. The eight weeks' basic military training program for newly enlisted women and advanced individual training under an appropriate POI or on-the-job training, the total of such training being for not less than 16 weeks.

2-29. DA Form 613, Item 25 (SAEDA orientation (AR 381-12)). Insure that all personnel have received an orientation on Subversion and Espionage Directed Against U.S. Army and Deliberate Security Violations (SAEDA) within the last 6 months as prescribed by AR 381-12.

2-30. DA Form 613, Item 29 (Preparation and distribution of orders). Orders will be prepared and distributed in accordance with AR 310-10. Special orders will include specific port call instructions for each individual traveler. The reporting date established in orders will be computed in accordance with AR 680-8. Organization commanders will insure that in all cases five copies of each assignment order revocation

and amendment thereto for each individual port called to or through an oversea replacement station are immediately forwarded to the oversea replacement station. Distribution of orders to the gaining unit commander is mandatory to insure proper strength accountability.

2-31. DA Form 613, Item 30 (Security processing). *a. Security clearance.* Immediately after receipt of assignment instructions, the organization commander will initiate a request for the appropriate security clearance in accordance with AR 604-5 for individuals with assignments requiring a higher level security clearance than the individual possesses. Interim security clearance will be initiated as appropriate, to reduce delays in oversea movement pending completion of required clearance. Individuals will not be withheld from shipment to await final clearances unless the Chief of Personnel Operations assignment instructions specifically state that the individuals will not proceed from home station without final clearance.

b. Transmission of intelligence files. When it is deemed necessary that the gaining oversea organization commander possess full background information on a replacement, the organization commander will initiate action to have the intelligence files forwarded through normal intelligence channels to the appropriate gaining commander. This procedure applies to assignment of personnel to, from, and between oversea commands, see AR 381-130.

c. Security measures. All personnel will be thoroughly oriented in the safeguarding of military information as prescribed in AR 380-5, and will be cautioned specifically against the dangers of jeopardizing the military mission of the Army by discussing security matters.

d. Suitability determination for nuclear duty positions.

(1) Immediately upon alert, individuals designated for assignment to a critical, limited, or nuclear weapons controlled position, as described in AR 50-3, will be screened and determined suitable for such assignment in accordance with the provisions of AR 611-15. Individ-

uals determined to be unsuitable for an assignment to a critical, limited, or nuclear weapons controlled position will be expeditiously reported by the organization commander to the Chief of Personnel Operations, ATTN: OPD (for officers); EPADR (for enlisted personnel in grades E-1 through E-6); and EPADS (for senior grades, E-7 through E-9 and all grades of intelligence, special categories, enlisted aides, and NCO logistics personnel as defined in figure 3-2, AR 600-200).

(2) DA Form 3180, Nuclear Duty Position Screening Evaluation, will be completed by the organization commander, as appropriate, and the form will be filed in the semipermanent portion of the individual's Military Personnel Records Jacket (DA Form 201).

2-32. DA Form 613, Item 31 (Medical Processing). *a. Medical examination and reviews.*

(1) *General.* Medical evaluation will not be required for personnel assigned overseas except for personnel ordered to Military Assistance Advisory Groups (MAAGs), Missions, Defense Attaché Office, or isolated overseas areas and for those individual cases in which the record of performance or medical condition indicates that an apparent disqualifying condition has developed since the last determination of medical qualifications. To preclude movement of personnel who have a medical condition which would prohibit proper utilization upon being assigned to an overseas command, the unit officer will compare medical records and DA Form 66 or DA Form 20, as applicable, to verify proper physical profile entries. Where considered appropriate, the individual will be interviewed to verify physical qualifications. Discrepancies will be referred to the appropriate medical officer.

(2) *Initial evaluation/examination for personnel ordered to MAAG, Missions, Defense Attaché Offices, or isolated overseas areas.*

(a) Immediately upon alert, individuals designated for assignment to a MAAG, Mission, Defense Attaché Office, or for assignment to isolated overseas areas where medical facilities of the U.S. Armed Forces are limited or nonexistent will be medically evaluated as pre-

scribed by AR 40-501. The medical fitness standards applicable to these individuals and their accompanying dependents are contained in AR 40-501.

(b) Individuals who are expected to perform flying duty during assignment to MAAG, Defense Attaché Office, Mission, hostile fire area, or to an isolated overseas area where medical facilities of the U.S. Armed Forces are limited or nonexistent will undergo a type B medical examination as prescribed in AR 40-501, within 75 days prior to their arrival at the port of embarkation. The medical fitness standards contained in AR 40-501 are applicable.

(3) *Interim processing.* Deficiencies revealed by the above evaluations or examinations will be corrected wherever possible, in order to qualify the individual for scheduled movement. The medical examining facility will immediately notify the organization commander of any disqualification of individuals that cannot be corrected prior to their scheduled departure from the station, so that POR processing may be suspended pending receipt of further assignment instructions. The organization commander will expeditiously report these cases, in accordance with the governing regulations, to the Chief of Personnel Operations, ATTN: OPD (for officers); EPADR (for enlisted personnel in grades E-1 through E-6); and EPADS (for senior grades E-7 through E-9, and all grades of intelligence, special categories, enlisted aides and NCO logistics personnel as defined in figure 3-2, AR 600-200).

(4) *Medical status review.* If the initial evaluation or examination prescribed above is administered more than 30 days prior to the scheduled departure of the individual from the current organization, physical status of the individual will be verified not more than 7 days prior to departure, to insure that no disqualifying change in the individual's medical status has occurred since the initial examination. The medical status of personnel assigned to MAAG, Missions, Defense Attaché Offices, or isolated overseas areas who are ordered to a school or similar activity for more than two weeks of TDY en route overseas, will be verified by the TDY station commander rather than the cur-

rent organization. This verification will be made on or about seven days prior to departure from that station. Correction of deficiencies and reporting of disqualified individuals will be accomplished as prescribed in (3) above.

b. Physical inspections. A physical inspection for communicable diseases will be conducted when medically indicated. The medical officer will take whatever action is necessary to safeguard the health of the individual as well as others with whom he may come in contact. See AR 40-5 and AR 40-501.

c. Tuberculin test and X-ray examinations. Tuberculin tine testing (TTT) and X-ray examinations, when required, will be conducted as prescribed by AR 40-26. Adequate suspense files and the timely notification of personnel to report for testing will be the responsibility of the organization commander.

d. Immunizations, stimulating doses and reimmunizations. Immunizations, as required by AR 40-562 will be administered prior to reporting to the port of embarkation or oversea replacement station. All reimmunizations and, when required, the basic series of cholera vaccine will be administered not sooner than three months or later than 15 days, when possible, prior to the individual's reporting date at the port of embarkation. These immunizations will be administered at either the permanent or temporary duty station. Individuals performing TDY en route to the port of embarkation who require immunization subsequent to departure from permanent station will have DA Form 613 annotated "Immunization to be administered by last TDY station." When assignment alert notification does not permit administering of the second inoculation to complete the basic series required on immunization prior to departure of the individual from the current organization, the installation commander will affix the following statement to the immunization records, both personal and Health Record, of individuals: "Due to insufficient processing time at this installation, this command was unable to administer the second inoculation to complete the basic series of immunizations required."

2-33. DA Form 613, Item 32 (Spectacles and hearing aids). *a. Spectacles.* Each individual requiring spectacles will have two pair in serviceable condition in his possession. In addition to this basic requirement, certain personnel are required to have one pair of special type spectacles such as inserts for protective field masks, aircrew sunglasses, or aircrew clear coated spectacle (see AR 40-3). Any spectacles received at the organization after the departure of personnel will be shipped immediately to the individual concerned in care of the ultimate unit of oversea assignment.

b. Hearing aids. Each individual requiring a hearing aid will have two hearing aids in serviceable condition in his possession in accordance with AR 40-3.

2-34. DA Form 613, Item 33 (Personal affairs orientations). *a. Personal affairs requirements.* Orientations on personal affairs will be conducted for all oversea replacements within the 30 day period prior to departure from the current organization. Personnel will be advised and counseled in their personal affairs and assistance will be given in accomplishing any desired actions. All actions in personal affairs matters will be completed prior to the final check on the individual's POR qualification, or signature by the unit officer on DA Form 613. Personnel directed to report to an oversea replacement station en route overseas will be advised that if an emergency arises prior to reporting to the oversea replacement station, they will contact their current organization. Any changes required in port call resulting from this emergency, will be directed to the home station commander by the individual. Personnel port called direct to transportation will contact their current organization until such time as they have departed CONUS.

b. Dependents. Individuals traveling overseas unaccompanied will be advised that dependents should not accompany replacements to, or join them at, the port of embarkation or the oversea replacement station. There are no facilities available at oversea replacement stations or surface and aerial terminals for housing of de-

pendents of personnel traveling unaccompanied.

c. Other personal affairs subjects.

(1) *Uniformed Services Health Benefits Program.* See AR 40-121 and insure that each family has a copy of DA Pam 360-505.

(2) *Travel of dependents.* Personnel with dependents will be counseled as prescribed by AR 55-46. See also AR 37-106, DA Pam 608-1, DA Pam 608-5, and Joint Travel Regulations.

(3) *Legal assistance.* See AR 600-11, AR 608-50, DA Pam 360-524, and DA Pam 608-2.

(a) Wills.

(b) Power of attorney.

(c) Joint bank accounts.

(d) Income tax. See Department of Defense Military Pay and Allowances Entitlements Manual (DODPM).

(e) Military Personnel Claims Act of 1945. See AR 27-20 and AR 27-29.

(4) *Six months' death gratuity pay.* See DODPM and AR 600-10.

(5) *Insurance.* See AR 608-2 and AR 608-5.

(a) National Service Life Insurance.

(b) United States Government Life Insurance.

(c) Servicemen's and Veterans' Survivor Benefits Act (AR 608-5).

(d) Serviceman's Group Life Insurance (SGLI). Upon receipt of alert and prior to departing from the home station, the individual will be advised of his waiver, coverage and restoration rights which may be applicable as shown in AR 608-2.

(e) Air trip accident insurance. Personnel selected to travel by air will be oriented on air trip accident insurance and the availability of this insurance at the military and commercial air terminals.

(6) *Army Emergency Relief.* See AR 930-4.

(7) *American Red Cross.* See AR 930-5.

(8) *Settlement of commercial accounts and indebtedness.* See AR 210-7 and AR 600-20.

(9) *Travel by privately owned vehicle.* Personnel desiring to travel to their assignment

in Alaska, the island portion of Newfoundland, or Central America (including the Panama Canal Zone) by privately owned vehicle must obtain authorization for such mode of travel from the appropriate oversea commander, prior to commencement of travel. See AR 55-46, AR 310-10, and Joint Travel Regulations.

(10) *Shipment of privately owned vehicles.*

(a) Individuals will be instructed on the provisions of chapter 11, Volume 1, Joint Travel Regulations, and AR 55-71 with respect to shipping privately owned vehicles overseas. Enlisted personnel in grades E-1, E-2, E-3, and E-4 (with less than four years' service) are not authorized to ship privately owned vehicles overseas.

(b) Personnel will be strongly advised to examine carefully any contracts entered into with respect to vehicles purchased on credit. Normally, contracts with finance companies, banks, and other lending organizations which cover such purchases on installment plans, prohibit the removal of a vehicle from continental United States prior to final payment to the lending institution. See AR 55-71.

(c) Personnel will also be advised that when they arrive at the port of embarkation or oversea replacement station in accordance with port call instructions, they are immediately available for shipment and arrangements for shipping their privately owned vehicle must be made prior to the reporting time specified in the port call instructions.

(11) *Hardship or dependency discharge.* See AR 635-200.

(12) *Savings Deposits Program Public Law 89-538.*

(a) Eligible members may make a contingency election for deposit of residue of pay in Savings Deposits by making an entry on their Record of Emergency Data (DA Form 41). This option is to be made to provide for any residue of pay in the event the individual should enter into a missing person status. This election will be entered in item 19 of the duplicate (yellow) copy only of DA Form 41 as follows: "Sav Dep for pay residue if missing—yes" or "Sav Dep for pay residue if missing—no." This entry is to be initialed by the member.

(b) Personal affairs orientation will include information on the members election for savings deposits, see AR 37-104-2.

(13) *Dislocation allowance entitlement.* A member in pay grade E-4 (with over four years of service), or any higher grade, when authorized transportation of dependents at Government expense, and who is entitled to a dislocation allowance in connection with a permanent change of station assignment, will be alerted to the importance of retaining a duplicate copy of his assignment order in his personal file. Copies of the order will be required to substantiate his entitlement to a dislocation allowance, when made at a later date. See AR 37-106.

2-35. DA Form 613, Item 34 (Passport and visa). *a. Instructions and assistance.* Immediately after alert, personnel assigned to an overseas area where passports and visas are required will be given complete instructions and assistance regarding their application for a passport and compliance with visa requirements for themselves and any dependents who will travel concurrently with them (see AR 600-290). Personnel will be directed that immediate compliance with application requirements for passports and visas is mandatory, since it may take considerable time to obtain required copies of birth certificates, proof of citizenship, or similar documents. Individuals will be advised to request a receipt for passport application fee from the passport agent, deputy clerk of court, clerk of court, or military passport agent. They will also be advised that they will not be allowed to depart the current organization on leave, delay en route TDY en route or travel status until they and dependents who will travel concurrently have applied for their passports, and the photographs and other visa materials have been forwarded to the United States Army Service Center for the Armed Forces, Washington DC 20310. As proof of passport application, the individual will be asked to show his and his dependents' receipts for passport application fees; however, he will not be detained for lack of receipt alone. If receipts for passport applications are lost, appli-

cation for passport will be verified by calling the passport agent, deputy clerk of court, clerk of court, or military passport agent.

b. The item will not be checked in column A until all responsibilities of installation commanders concerning passport and visas (as prescribed in AR 600-290) have been fulfilled.

2-36. DA Form 613, Item 35 (Helpful hints pamphlet). *a. DA Pam 608-5, Information for Dependent Traveling to Oversea Areas.* Installation commanders will maintain adequate stocks of DA Pam 608-5 and will furnish a pamphlet to each member eligible for transportation of dependents overseas. At the time military personnel are furnished DA Pam 608-5, their particular attention will be directed to Section VI, Conduct Abroad, and they will be urged to read that section carefully. They will also be directed to assure that all of their adult dependents who intend to travel abroad read Section VI and are familiar with those provisions.

b. "Helpful Hints" pamphlets. Installation commanders will maintain adequate stocks of the Department of the Army "Helpful Hints" pamphlets listed below for distribution to each overseas replacement. These pamphlets will be distributed in accordance with instructions contained in each pamphlet. Oversea replacements will be advised that information provided in the personal affairs orientations and DA Helpful Hints pamphlets are important aspects in preparing for their overseas movement, and that effective use of such information will preclude personal inconveniences and hardship, and greatly reduce expenditure of personal funds upon arrival in the overseas command.

- (1) DA Pam 608-7 (Puerto Rico).
- (2) DA Pam 608-8 (Canal Zone).
- (3) DA Pam 608-9 (U.S. Army, Alaska).
- (4) DA Pam 608-10 (U.S. Army, Japan).
- (5) DA Pam 608-11 (U.S. Army, Ryukyu Islands).
- (6) DA Pam 608-12 (Germany).
- (7) DA Pam 608-13 (U.S. Army, SETAF (Italy)).
- (8) DA Pam 608-14 (U.S. Army, Hawaii).

(9) DA Pam 608-15 (Eighth U.S. Army, Korea).

2-37. DA Form 613, Item 36 (Pocket guide).

a. Pocket guides. Installation commanders will maintain adequate stocks of Pocket Guides listed below for distribution to oversea replacements. Organization commanders will distribute the applicable Pocket Guide to each oversea replacement as a part of POR processing, See AR 360-81. Where the country or area of assignment is not to be revealed or where there is no specific Pocket Guide available for the country or area of assignment,, DA Pam 360-405, *Serving Your Country Overseas*, will be issued.

- (1) France (DA Pam 360-402).
- (2) Germany (DA Pam 360-404).
- (3) Great Britain (DA Pam 360-400).
- (4) Greece (DA Pam 360-408).
- (5) Italy (DA Pam 360-401).
- (6) Japan (DA Pam 20-177).
- (7) Korea (DA Pam 20-180).
- (8) Middle East (includes Iran, Iraq, Israel, Jordan, Lebanon, Saudi Arabia, the Bahrein Islands, Kuwait, Qatar, Syrian Arab Republic, and United Arab Republic) (DA Pam 20-192).
- (9) Northeast to the Arctic (includes Iceland, Greenland, Newfoundland, and Labrador) (DA Pam 360-410).
- (10) Okinawa (DA Pam 360-413).
- (11) Portugal (DA Pam 20-197).
- (12) *Serving Your Country Overseas* (DA Pam 360-405).
- (13) Spain (DA Pam 360-409).
- (14) Taiwan (DA Pam 360-406).
- (15) Thailand (DA Pam 360-403).
- (16) The Philippines (DA Pam 20-186).
- (17) Turkey (DA Pam 360-407).
- (18) Vietnam (DA Pam 360-411).

b. Secretary of the Army letter to personnel being assigned overseas. Installation commanders will maintain adequate stocks of this letter on personal ambassadorship and on personal expenditures affecting the gold outflow for distribution to each oversea replacement. The letter will be obtained through normal publications supply channels. Organization com-

manders will furnish a copy of this letter together with orders or travel authorizations to military and civilian personnel (and to dependents traveling unaccompanied by the sponsor) destined for any oversea area except: Alaska, Hawaii, American Samoa, Guam, Midway, Virgin Islands, Puerto Rico and Wake Island.

2-38. DA Form 613, Item 37 (Instructions to replacements).

a. Payment of personnel. Personnel will be paid in even dollars for pay and allowances accrued, provided that a sufficient balance will have accrued on the last day of the month to satisfy allotments and other deductions, see AR 37-125 and AR 37-104-2. When requested, and otherwise entitled, personnel will be paid advance pay and/or travel allowances. See part four, chapter 1, DODPM; chapter 5, AR 37-104-2; and section III, chapter 1, AR 37-125 for advance of pay and chapter 5, AR 37-106 for advance of travel allowances. Organization commanders will insure that oversea replacements are advised of the following:

(1) Payment of personnel may be made at U.S. Army oversea replacement stations when finance facilities and processing time permit.

(2) Payments of advanced travel pay are made in accordance with chapter 5, AR 37-106. Individuals will be counseled with reference to possible adverse effect of personal finances during repayment period of an advance payment.

(3) To obtain emergency casual or partial payment after their departure from the current organization, members must have their FDRF or a Casual Payment Record (DA Form 2467) in their possession.

b. Reporting time.

(1) *Individuals will be advised by the home station commander to comply strictly with the date, time, and designated place they were directed to report for onward oversea movement, as shown in their port call instructions.* See AR 55-28. In all instances when port call instructions are issued, the individual concerned will be informed that a reservation for oversea movement has been made. He will also be informed that his failure to report to the appropriate port of embarkation, or oversea re-

placement station at the prescribed time may result in loss of costly transportation space and punishment under the Uniform Code of Military Justice.

(2) Commanders of temporary duty activities to which personnel are attached en route to an oversea command will determine if a port call has been obtained and procure a port call if not previously requested, see AR 55-28.

c. Travel authorizations and information. Individuals will be directed to the post transportation officer for issuance of necessary travel authorization documents and information regarding transportation requirements and entitlements. The transportation officer will issue a Government Transportation Request (GTR) when an individual is port called to a commercial airport for departure on a commercial flight, or a MAC Transportation Authorization (MTA) (DD Form 1482) when port called to a MAC terminal for departure on a MAC flight. Type of transportation document issued (GTR or MTA) will be entered on DA Form 613, item 37. It will be emphasized that computation of travel time is based on the mode of transportation used and the official distance between the authorized points. Instructions will include the fact that the member is responsible for judging the time required for performance of travel to enable him to report at the time and place specified in the orders, see AR 37-106. Post transportation officer will also advise the individual how to proceed to the place to which port called upon his arrival at the commercial airport, bus or rail station. The cost and means of procurement of local transportation will also be provided in order to assist the individual.

(1) *Unauthorized absence.* Upon receipt of orders to proceed to a transportation area or an oversea replacement station for oversea movement, the individual will be advised of the provisions of the Uniform Code of Military Justice, Article 85, concerning desertion, as follows:

“(a) Any member of the Armed Forces of the United States who—

* * * * *

(2) quits his unit or organization or place of duty with the intent to avoid hazardous duty or to shirk important service;***

* * * * *

is guilty of desertion.”

(2) *Important service.* Each individual will be informed that he is on travel orders for duty overseas, which is “important service”. All subsequent preparatory steps of oversea processing, such a preparation of records and physical inspections, have as their ultimate aim, embarkation for overseas.

d. Additional information. As applicable, the following information and/or actions will be brought to the attention of the individual replacement prior to his movement overseas.

(1) *Movement of household goods.* See AR 55-71, DA Pam 55-2, and Joint Travel Regulations.

(2) *Privately owned weapons.*

(a) Requirements and restrictions governing the transportation of privately owned weapons to oversea commands are contained in AR 55-71 and AR 310-10.

(b) Additional general information on privileges and restrictions with respect to privately owned weapons in oversea areas is indicated in Department of the Army “Helpful Hints” pamphlets.

(3) *Money.* Personnel will be informed of the provisions of AR 37-103 which are applicable to individuals moving overseas. Any personal funds to be taken overseas will be in the form of—

(a) United States currency.

(b) United States military disbursing officers payment orders.

(c) United States postal money orders

(d) Travelers checks of the issue authorized in AR 37-103.

(e) Checks drawn on the Treasurer of the United States.

e. For aviation personnel scheduled for assignment to Southeast Asia, see paragraph 3-10.

2-39. DA Form 613, Item 38 (Clothing, equipment, and baggage). *a. Enlisted personnel.* All enlisted personnel will proceed overseas with clothing and equipment indicated below (unless assignment orders prescribe otherwise):

(1) *Personal clothing.* Complete initial allowances as prescribed by AR 700-84, and special supplementary allowances, if authorized, will be taken, unless assignment orders prescribe otherwise.

(a) All personal clothing items, of personnel assigned to a command under the clothing allowances system, will be inventoried against the Individual/Organizational Clothing and Equipment Record (DA Form 3326—Female) (DA Form 3327—Male) and inspected to assure that the items meet acceptable requirements for appearance, serviceability, and fit. Noncommissioned officers in pay grades E-7, E-8, and E-9 will not be required to undergo inspections to insure compliance with this paragraph. Instead, each NCO will execute a statement to the effect that he has complied with all applicable provisions of paragraph 2-39, AR 612-2. The statement will be prepared in sufficient copies to satisfy local requirements and a copy will be included in the individual's Personnel Records Jacket (DA Form 201).

(b) Items of the initial allowance (and special supplementary allowances, if authorized) charged to the individual on his or her individual clothing record, which are found to be unserviceable or not in the individual's possession at the inspection, will be replaced at the expense of the individual. Improperly fitted garments will be altered or replaced in accordance with AR 700-84 and TM 10-228.

(c) Items of personal clothing found to be in excess of those charged to the individual on his or her individual clothing record which have been purchased over and above the initial allowance will be retained by the individual. Excess allowance of personal clothing may be included in unaccompanied baggage.

(2) *Organizational clothing and equipment.*

(a) *Enlisted men.* Items of organizational clothing listed below will be provided enlisted men, if required, prior to departure from

¹ This item will not be taken when individuals are assigned to United States Army Forces Southern Command.

² This item will not be taken when individuals are assigned in areas in climatic zones I and II, other than USARHAW unless required for comfort en route.

the current organization. For the Army Band blue uniform, see TA 50-906. Items will be recorded on DA Form 2237—Male. Organizational clothing in excess of allowances prescribed below and all organizational equipment will be withdrawn before departure from the current organization, and appropriate credit given on the DA Form 3327—Male, as appropriate. See AR 735-35.

Coat, Mans, w/in-the-collar-Hood,
Nylon Cotton Sateen, OG-107,
Wind Resistant and Water Repel-
lent Treated ----- 1 each¹
Overcoat, man's cotton AG 44 w/re-
movable liner ----- 1 each²

(b) *Enlisted women.* Enlisted women possessing a medical MOS will be issued hospital dresses (dress, hospital, women's MIL-D-1850A) as organizational equipment, prior to departure from the home station. All other organizational clothing and equipment will be withdrawn from enlisted women before departure from the current organization and appropriate credit given on the Individual/Organizational Clothing and Equipment Record (DA Form 3326—Female).

(3) *Individual equipment.* Enlisted personnel will be provided at the current organization with items of individual equipment listed in TA 50-901. Items will be recorded on the DA Forms 3326 and 3317. For information required to be embossed on identification tags, see AR 606-5.

b. *Commissioned officers.*

(1) Officers will be advised that the "Required Purchase" section in TA 50-901 series will be used as a guide. Officers and warrant officers may take additional items of summer or winter clothing which may be required for comfort.

(2) White dress and white mess uniforms may be required for male officers ordered to duty in the tropics or semi-tropics. For further information see AR 670-5.

c. *Clothing and equipment upon assignment overseas other than to Vietnam.*

(1) Emphasis will be placed on the individual's personal responsibility for clothing and equipment. Individuals will be advised that

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they will be required to have in their possession complete allowances of clothing and equipment on their departure from the current organization and upon arrival in the oversea command. They will be informed that shortages noted will be replaced at their expense. Military personnel whose orders authorize wearing of civilian clothing en route to oversea assignment will not be required to buy or wear military uniform while en route, provided other requirements are satisfied. All other military personnel will embark and debark in class A uniform unless otherwise directed by Headquarters, Department of the Army. They will also be instructed that they and their accompanying dependents will wear appropriate clothing and maintain standards of dress and good taste while in a traveling status.

(2) Commissioned officers, warrant officers, and enlisted personnel in grades E-7, E-8, and E-9 will be informed that they are permitted to limit their clothing and equipment hand-carried and shipped as troop-space baggage to that necessary for comfort, health, and appearance en route. They will be advised that if their unaccompanied baggage is delayed or lost en route, the oversea commander may require the individual to replace, at his personal expense, any item of clothing or equipment considered essential, pending receipt of clothing and equipment.

(3) Enlisted personnel in grades E-6 and below will be instructed to hand-carry the full prescribed allowances of clothing and equipment for shipment as troop-space baggage.

(4) All personnel will be warned that under no circumstances will clothing and equipment necessary for comfort, health, and appearance, while in transit, be included in the unaccompanied baggage.

(5) Personnel destined for Alaska, Greenland, Newfoundland, Labrador or Iceland will be advised that, regardless of the season, they will be required to have the winter uniform in their possession upon arrival at the aerial or surface port of embarkation. Personnel scheduled for surface transportation during the

period 1 October-30 April, will be provided with clothing shown in paragraph (6) below.

(6) When personnel are to be moved by aerial movement to Alaska, Greenland, Iceland, Labrador, or Newfoundland, the organization commander will provide proper Arctic clothing for survival under emergency conditions. The clothing items specified in appendixes A and B, AR 700-84 are considered adequate for comfort and cold weather protection for personnel traveling to Arctic areas in aircraft designed to transport personnel. Those individuals who travel to Arctic areas in aircraft not designed to transport personnel; i.e., cargo transport that are nonpressurized and/or nonheated, will be required to have those items of protective clothing as specified below during the period 1 October-30 April:

(a) *All personnel:*

Cap, field, wool, pile lined	1 each
Hood, winter, OG	1 each
Parka, man's cotton-nylon, OG-107..	1 each
Liner, parka, man's cotton-nylon,	
OG-107	1 each
Mitten set, Arctic	1 pair

(b) *Male officers and enlisted men:*

Mitten inserts, wool and nylon	
knit, 3 finger, OD	1 pair
Boots, combat, man's rubber black ..	1 pair

(c) *Female officers and enlisted women:*

Overshoes, rubber, women's high	
lace fastening	1 pair

(7) Personnel destined for United States Army, Europe during the winter months (October through March) will be required to have an overcoat with liner in their possession when reporting to the oversea replacement station or port of embarkation.

d. Clothing, equipment and baggage (when destined for Vietnam). See paragraph 3-11.

e. Clothing for individuals on a flying status. Individuals transferred in flight status are authorized to retain only those items of flying clothing previously issued which will be required by the individual at his new duty station. Authorization within specific clothing allowances zones is prescribed by TA 50-901.

f. Special measurement clothing. All serviceable items of special measurement clothing and

equipment, both personal and organizational, including leather footwear, even if in excess of prescribed allowances, will be retained by the individual and not withdrawn on assignment to an oversea destination. Any special measurement items received by the organization, after departure of the individual, will be shipped immediately to the individual concerned in care of the ultimate unit of assignment.

g. Marking clothing and equipment. Clothing and equipment will be inspected to insure that items are marked legibly in accordance with AR 746-10.

h. Baggage processing—Aerial transportation.

(1) The normal baggage allowance for air travelers is 66 pounds except when the order or other document authorizing travel specifies that excess baggage is authorized for the traveler. (See AR 55-71 and AR 59-12.) Within prescribed weight allowances, all other personal baggage will be processed and shipped as unaccompanied baggage in accordance with "PRIBAG" shipment procedures prescribed in AR 55-71. Pets will not be taken aboard aircraft operated by the Military Airlift Command (MAC).

(2) There will normally be from one to two weeks' delay between arrival overseas of the individual and the arrival of his unaccompanied baggage. Therefore, the accompanied baggage must include not only the clothing and equipment for comfort, health, and appearance en route, but also any additional clothing and equipment necessary for performance of duty until arrival of the unaccompanied baggage. Enlisted personnel in grades E-6 and below will include in their unaccompanied baggage the prescribed allowance of clothing and equipment.

(3) Personnel en route to oversea assignment will hand-carry accompanied baggage to the aerial port of embarkation.

i. Surface transportation. See AR 55-71, and DA Pam 55-2 for allowances and procedures for shipping personal baggage, household effects, and professional books, papers, and equipment.

(1) *Unaccompanied baggage.* Clothing and equipment above the prescribed allowance, civilian clothing, personal gear such as radios and cameras ((2) below), may be shipped overseas as either accompanied or unaccompanied baggage. Any prescribed clothing and equipment not required in cabin or troop-space baggage will be shipped overseas as unaccompanied baggage. *Under no circumstances will clothing and equipment necessary for comfort, health and appearance, while in a traveling status, be included in the unaccompanied baggage.*

(2) *Electric and photographic equipment.* Radios, electric razors, and cameras may be shipped either as cabin or troop-space baggage or as unaccompanied baggage, provided all other requirements are met. Use of these items aboard ship will be governed by regulations prescribed by the military commander or master of the ship. Possession and use of photographic equipment will also be governed by appropriate security regulations.

(3) *Shipment of baggage from the current organization to a port of embarkation or an oversea replacement station.*

(a) Personnel proceeding direct to a port of embarkation or oversea replacement station will handcarry their baggage in order to insure its arrival simultaneously with the individual at the port of embarkation or oversea replacement station. Personnel directed to a transportation area, but authorized a delay en route, will hand-carry baggage containing at least those items necessary for comfort, health, and appearance en route to oversea command. They may ship all other baggage to the transportation area. In no instance will baggage be shipped to an oversea replacement station.

(b) Personnel traveling by commercial transportation will insure, wherever practicable, that their baggage is properly transferred between carriers each time the individual changes carriers.

j. Classified movement. When movement of an individual is classified, the provisions of paragraph *h* above will be modified to limit the weight of personal baggage authorized to be

carried or to accompany personnel. Specific modifications are as follows:

(1) *Aerial transportation.* The provisions of paragraph *h* above will apply.

(2) *Surface transportation.*

(a) *Baggage of each commissioned officer and warrant officer.* Commissioned officers and warrant officers will be limited to the following, not to exceed 175 pounds (additional weight may be authorized for flying clothes and equipment in the case of personnel on flying status traveling by water):

1. One trunk locker.

2. Duffel bag or folding suit bag (not over 50 pounds).

3. One piece of hand luggage (not over 40 pounds).

4. Officers will be limited to one piece of hand luggage and the duffel bag or folding suit bag in their cabins. As a general rule, trunk lockers will not be accessible during the voyage.

5. A denominational field or flight kit will be permitted in the cabins of chaplains.

(b) *Baggage of enlisted personnel (all grades).* Enlisted personnel will be limited to their individual clothing and equipment prescribed for the movement, and one duffel bag or folding suit-bag will remain in the possession of the individual. If it is necessary to separate the individual from his duffel bag or folding suit-bag aboard ship, the duffel bag or folding suit-bag will be properly stored and returned to the individual prior to debarkation.

k. Marking personal baggage.

(1) All personal baggage (duffel bags, folding suit-bags, officers' trunk lockers and similar baggage) shipped from the current organization to the transportation area will be tagged and marked in accordance with AR 55-71 and AR 746-10.

(2) Each individual whose baggage is shipped to a transportation area will be required to secure within each piece of baggage, complete identification which will show the owner's full name, service number, social security account number, grade, organization, present station, destination, and home address. Or-

ganization, present station, and destination will be omitted when orders and/or movement are classified.

(3) The address to which the baggage is shipped will be specified in orders furnished to the individual.

1. *Flammables and explosives.* The provisions of AR 55-355 apply in the movement of flammables and explosives. Lighters, lighter fluid, cleaning fluid, and matches will be kept in the personal possession of the individual.

2-40. **DA Form 613, Item 39 (Notice—change of address).** Prior to departure from the current organization, each individual will complete and mail change of address cards, as provided in AR 65-75. Mail address will be included in the Special Instruction Section of travel orders. This address will be determined by all orders issuing agencies:

a. *Dependents.* Mail for dependents will be in care of sponsor at military address when they are authorized to accompany the sponsor.

b. *Personnel ordered to an oversea assignment other than Vietnam.*

(1) For personnel ordered to specific oversea assignments, show organization and APO address only. Do not include geographical location address unless individuals are assigned to oversea locations not served by APO. Information as to organizational address will be obtained from the Directory and Station List of the United States Army, except that addresses of Defense Attachés will be obtained from AR 341-50.

(2) For all other personnel, show appropriate addressee listed below. (Commanders concerned will report changes in mail addresses listed below to The Adjutant General, ATTN: AGAP, Washington, D.C. 20315.)

<i>Destination of personnel</i>	<i>Address</i>
Alaska -----	Casual Mail Directory APO Seattle 98732
Caribbean Area ----- (Puerto Rico)	Casual Mail Directory APO New York 09851
Caribbean Area ----- (Panama CZ)	Casual Mail Directory APO New York 09834

<i>Destination of personnel</i>	<i>Address</i>
Europe -----	Casual Mail Directory APO New York 09743
Hawaii ----- (Officers and enlisted personnel) (ANC and Female AMEDS Officers)	Casual Mail Directory APO San Francisco 96558 (Tripler General Hospital) APO San Francisco 96438
Japan -----	Casual Mail Directory APO San Francisco 96503
Korea -----	Personnel Mail Section APO San Francisco 96335
Marianas ----- Bonins area (Guam)	Casual Mail Directory APO San Francisco 96334
Okinawa -----	Area Postal Directory (APD) APO San Francisco 96331

c. For personnel scheduled for assignment to Southeast Asia, see paragraph 3-12.

2-41. DA Form 613, Item 40 (Compassionate reassignment or deferment from overseas service). Final decision of the appropriate authority must be made on all applications for compassionate reassignment or deferment from overseas service prior to the individual's departure from home station. The Unit officer will enter a checkmark and initial in Column A to verify that final action has been completed. All personnel will be advised of the provisions of AR 614-30.

2-42. DA Form 613, Item 41 (Allotments). *a. Allotments.* POR orientations will include a discussion on the initiation of allotments of all types, particularly class "S". All personnel will be encouraged to initiate appropriate allotments at the current organization prior to their departure. Allotments will not be initiated or discontinued at overseas replacement stations except for mandatory discontinuance in the case of AWOL, or when an individual requires special consideration because of emergency or dependency changes. See AR 37-125 and DODPM.

(1) Classes B, B-1, V and V-1 (United States Savings Bonds and Notes).

(2) Class D (Payment of premiums on U.S. Government Life Insurance).

(3) Class E. (Support of dependents of members in pay grade E-4 (over 4 years of

service) and above, credit to a savings or checking account of the allotter, payment of premiums on commercial insurance, and other purposes as provided in DODPM).

(4) Class N (Payment of premiums on NSLI).

(5) Class Q. (Support of dependents of enlisted members in pay grades E-1 through E-4 (4 years' service or less).) See DA Pam 608-26.

b. Allotments—Class S. Emphasis will be placed on the advantages of initiating a class S allotment for the Uniform Services Savings Deposits Program by the members. (Funds placed in this program will accrue interest at the rate of 10 percent per annum compounded quarterly during the time spent by personnel in an oversea command.) DA Form 1341 (Allotments Authorization) will be prepared as prescribed in AR 37-104-2, except for the following:

(1) The member's organization will be left blank.

(2) The effective date and amount will be left blank. The partially completed DA Forms 1341 will be placed in the member's Financial Data Records Folders (DA Form 2143) and will be completed upon the member's arrival at the assigned overseas organization. The member will be advised that class S allotments registered at this time will become effective the first full pay period after arrival at their overseas organization.

2-43. DA Form 613, Item 42 (Tour election). *a.* All officers and enlisted personnel in pay grades E-4 (with over 4 years' service) or in a higher grade, who are assigned to an overseas area where application for concurrent travel of dependents—categories 1 and 2 is authorized—are required to elect either the "with dependents" tour or the "all others" tour. Procedures pertaining to tour election are contained in AR 55-46.

b. This item will not be checked until all actions have been completed in respect to tour election. This includes signing of the statement prescribed in paragraph 15c(2)(b), AR 55-46, by the member for filing in MPRJ if the "all others" tour is elected.

2-44. DA Form 613, Item 50 (Identification tags). Verify that identification tags are in the individual's possession prior to departure from current organization. The individual will be required to produce his identification tags for this inspection.

2-45. DA Form 613, Item 51 (Identification card). Verify that information recorded on the DD Form 2A of individual is correct and current. Except for personnel assigned to Berlin, identification cards will not be reissued to show promotion to E-5 or below and changes in weight in accordance with AR 606-5. DD Form 2A will not be reissued solely for inclusion of SSAN.

2-46. DA Form 613, Item 52 (Personnel records jacket). Verify that the individual's records include DA Form 201a (Field Personnel File Divider) and official contents, which together constitute the service member's military personnel file as maintained in the field.

2-47. DA Form 613, Item 53 (Enlisted/officer qualification record). Verify that above record is present in MPRJ.

2-48. DA Form 613, Item 54 (Prof P SO (if applicable)). Verify that a copy of the special orders awarding proficiency pay is filed in the Financial Data Records Folder of each individual currently authorized to receive such pay, see AR 37-104-2 and AR 600-200.

2-49. DA Form 613, Item 55 (Financial data records folder). Verify that individual records contain the financial data records folder.

2-50. DA Form 613, Item 56 (Military pay voucher). Verify that individual records contain the military pay voucher required by paragraph 3-21 b(5), AR 37-104-2.

2-51. DA Form 613, Item 57 (Employees w/holding exemption certificate). Verify that an Employee's Withholding Exemption Certificate (Form W-4, US Treasury Department, Internal Revenue Service) has been submitted by the member and that it is filed as part of the Financial Data Records Folder, IAW AR 37-104-2.

2-52. DA Form 613, Item 58 (Individual organizational clothing and equipment record). Verify that DA Forms 3326 or 3327, as appropriate, are a part of the required records. A statement by noncommissioned officers in pay grades E-7, E-8, and E-9 that they have complied with all applicable provisions of paragraph 2-39 (item 38, DA Form 613) will be included in the MPRJ.

2-53. DA Form 613, Item 59 (Record of emergency data). Verify that DA Form 41 has been completed IAW AR 600-10.

2-54. DA Form 613, Item 60 (Armed forces security questionnaire). Verify that DD Form 98 is present in the MPRJ and the individual is aware of its contents IAW AR 604-45.

2-55. DA Form 613, Item 61 (Military leave record). Verify that DA Form 481 (Military Leave Record) is included in the Financial Data Records Folder (DA Form 2143) of the individual IAW AR 37-104-2.

2-56. DA Form 613, Item 62 (Health record jacket). Verify that DD Form 722 (Health Record) contains all health records IAW 40-403. DD Form 722 will contain complete, current, and accurate entries. The Health Record Jacket will be combined with the MPRJ and forwarding will be accomplished as prescribed in AR 640-10.

2-57. DA Form 613, Item 63 (Immunization certificate). Verify that the Health Record contains Standard Form 601 (Health Record—Immunization) and Public Health Service PHS Form 731, (International Certificate of Vaccination) which are initiated at the time of initial immunization upon entry of the individual into the Army, IAW AR 40-403 and AR 40-562.

2-58. DA Form 613, Item 64 (Enlisted efficiency report). Verify that any required Enlisted Efficiency Reports (DA Form 2166) are included in the MPRJ IAW AR 600-200.

2-59. DD Form 613, Item 65 (Fingerprint card—reverse DD 369). Verify that the Armed Forces

Fingerprint Card (reverse side of DD Form 369, Police Record Check) is filed in the Military History section of the MPRJ.

2-60. DA Form 613, Item 66 (Health record dental folder). Verify that DD Form 722-1 (Health Record—Dental) is a part of the required records IAW AR 40-403. The Health Record Dental Folder will contain complete, current and accurate entries.

2-61. Additional DA Form 613 requirements. Blank items 26-28, 43-49, and 67-106 will be used for additional requirements as directed by Headquarters, Department of the Army.

2-62. DA Form 613, Section III, Statement by the unit officer. After checking all applicable items of Section II, the unit officer will sign and date the statement in Section III, signifying that the individual possesses the qualifications and that required actions have been accomplished for POR. Individual was processed and found qualified as indicated in column A of the form, and is ready to depart the current organization.

2-63. DA Form 613, Section II, Column B and Section IV, Notification of deficiencies. Except as required in paragraph 2-4e, entries made in column B, Sections II and IV will be made by subsequent commanders to report any deficiencies, as prescribed in paragraphs 2-66 and 2-67.

2-64. Forwarding of DA Form 613. The completed DA Form 613 will be filed in the MPRJ.

2-65. Checking and forwarding personnel records and official correspondence. *a. Personnel records.* Organization commanders will insure that all personnel records, including the Health Record Jacket and the Financial Data Records Folder, are complete, accurate, current and in proper order prior to departure of the individual from the current organization. Personnel records will be hand-carried except when the restrictive provisions of AR 640-10 will apply.

b. Official correspondence.

(1) Correspondence, other than that pertaining to Army financial matters, which cannot be addressed direct to the individual concerned, but requires the attention of his current commanding officer, will be forwarded in envelopes addressed as follows:

Commanding Officer of—
PVT Robert E. Roe, SSAN 000-000-000
Organization
Appropriate APO

Care will be exercised to forward correspondence directly to the gaining oversea command *except* when individuals are *actually assigned* to a US Army oversea replacement station.

(2) See Section II, chapter 3, AR 37-104-2, for procedure to be followed when official correspondence relating to Army financial matters is received subsequent to transfer of financial records.

(3) When there are several letters pertaining to the same individual, they may be enclosed in a single large official envelope addressed as indicated in (1) or (2) above, as applicable.

2-66. Actions by interim commanders. Commanders of schools and commanding officers of other organizations to which replacements may be attached or placed on TDY en route overseas will not accomplish any formal check on POR qualifications except for a verification of required immunizations, and as prescribed by paragraph 2-32.

a. If any *unpredictable* change in an individual status occurs, such as a deferment, court action, or disqualifying change in medical condition which cannot be corrected as indicated in paragraph 2-1c, the individual will be reported to the Department of the Army for further instructions as prescribed in the regulations governing the individual's assignment; e.g., AR 600-200, AR 614-203, and AR 614-215, for enlisted personnel and AR 614-100, and AR 614-140, for officers.

b. Normal administrative processing of the individual and his records may also reveal some *predictable* change in status, such as a lapse of weapon qualification, or some POR deficiency

existing at time of departure from his last permanent organization. In such cases, the interim commander will correct the deficiency if at all possible. The interim commander will then enter a *green* checkmark in column B, Section II of the DA Form 613, opposite the items concerned. Finally, in Section IV of the form, the interim commander will briefly indicate the corrections made, or the reason why the correction could not be made. Deficiencies will not be reported unless personnel records or other factual data verify that the deficiency was clearly the fault of the last permanent organization.

2-67. Actions by oversea replacement station commanders. *a. POR checking.* The Oversea Replacement Station commander will insure that a POR check will be accomplished for each individual immediately after his arrival thereat. This check will include discussion with the individual, and a review of his clothing and equipment, personnel records and the DA Form 613. Deficiencies will be annotated on the DA Form 613 (a deficiency is an item of POR processing which the losing command did not correct or complete prior to departure of the individual from the home station for oversea movement). Deficiencies will not be reported unless personnel records or factual data verify that the deficiency was clearly the fault of the last permanent organization or of the interim commander.

(1) Errors in entries in Section I will be circled in red.

(2) POR qualifications or processing deficiencies or erroneous or missing records listed on the form will be indicated with a red check-

mark in column B, Section II of the form opposite the item concerned.

(3) A brief identification of the error or deficiency will be recorded in Section IV.

b. Reporting of POR deficiencies.

(1) All DA Forms 613 checked and marked by the U.S. Army oversea replacement station commander which reflect errors or discrepancies in POR processing will be retained and forwarded to the major command or service as shown in Section I, item 10 of form. Forms to be forwarded not later than the 3rd day of the following month.

(2) If an individual with an immunization deficiency passed through a school or other interim organization without correction, a reproduced copy of the DA Form 613, will be returned to the major commander or staff agency with jurisdiction over the interim organization.

c. Disposition of DA Form 613. Final disposition of DA Forms 613 not returned as a part of POR deficiency reporting will be accomplished in accordance with AR 640-10.

2-68. Action by oversea commanders. *POR Checking.* A POR check is required by the oversea unit commander *only* when the replacement *did not transit a U.S. Army oversea replacement station* en route overseas to the unit of assignment. When a POR check is required, deficiencies will be reported by the oversea commander as provided by paragraph 2-67.

2-69. Corrective action on POR deficiencies. Major commanders will forward returned DA Forms 613 indicating POR deficiencies as specified in paragraph 2-67b.

CHAPTER 3

PREPARING REPLACEMENTS FOR OVERSEA MOVEMENT—HOSTILE FIRE ZONE

3-1. Assignment to hostile fire zones. *a.* The provisions of this chapter, and chapter 2, concerning preparation of placements for oversea movement, is limited to individuals destined for assignment to a hostile fire zone. Heads of Department of the Army Staff agencies and major commanders will use the same control requirements and inspection procedures as prescribed by chapter 2, to insure that individual replacements from activities under their command jurisdiction are fully qualified and prepared for oversea movement prior to their departure from the present organization.

b. Information contained in the following paragraphs after each DA Form 613 item, constitute the additional POR requirements which must be accomplished prior to oversea movement of an individual to a hostile fire zone.

3-2. DA Form 613, Item 3 (Weapon qualification and familiarization). Male personnel below the rank of lieutenant colonel scheduled for oversea movement to a hostile fire zone, unless qualified, will complete the emergency proficiency course for the M16 rifle. The proficiency course is designed to provide minimum marksmanship training of 16 hours as provided in AR 622-5, Section III, TC 23-20 and Section II, ASubjScd 23-20. For enlisted individuals who have not served a tour in Vietnam, or have not undergone Vietnam oriented training during AIT, see Appendix I, Annex B, CON Regulation 350-1, Mandatory, Mission and Special Emphasis Training.

3-3. DA Form 613, Item 11 (Dental qualifications). Personnel ordered to an oversea organization or activity located in an oversea area where military dental facilities are not available or are far removed, will have the necessary

dental care accomplished prior to their departure from the current organization.

3-4. DA Form 613, Item 12 (Remaining service qualifications). Individuals assigned to units deploying to a hostile fire zone are eligible for deployment provided they have at least 90 days remaining until ETS, as of the personal shipment readiness date, see AR 614-30.

3-5. DA Form 613, Item 16 (Under 18 years of age). Upon receipt of orders pertaining to an individual assigned to a hostile fire zone who will not reach his 18th birthday prior to reporting to the oversea replacement station, home station commanders will report the individual to the Chief of Personnel Operations, ATTN: EPADR, for deletion in accordance with paragraph 8-1, AR 614-30.

3-6. DA Form 613, Item 19 (Has individual been a prisoner of war). Home station commanders will insure that, in accordance with paragraph 8-1, AR 614-30, personnel who have been in a prisoner-of-war status are offered an opportunity to request removal from alert of orders which assigns them to a country in which previously held as a prisoner or a country by which so held.

3-7. DA Form 613, Item 20 (Has individual served previously in RVN). *a.* Enlisted personnel who have previously served in Vietnam and who have been credited with completion of a normal tour will not again be involuntarily assigned to Vietnam from CONUS (area of residence) or from oversea areas, unless expressly affirmed by the Chief of Personnel Operations, see AR 614-30.

b. An individual is not eligible for a second or subsequent involuntary Vietnam tour when an-

other member of his family has been killed or died as a result of services in Vietnam in accordance with AR 614-30.

3-8. DA Form 613, Item 21 (Is individual a sole surviving son—signed waiver). Individuals who are sole surviving sons are required to sign a waiver indicating that they have no objection to being assigned to a combat zone or to an area subject to hostile fire. See AR 614-75.

3-9. DA Form 613, Item 22 (Family member deferment/exemption). *a.* Any member who is being assigned to a hostile fire zone, and who has another immediate family member serving in a hostile fire zone, will be advised of the provisions of AR 614-30 relative to the deferment of family members and, if eligible, they may elect to request such deferment. If deferment is declined, a statement indicating the declination will be signed by the service member and placed in the MPRJ.

b. Individuals will also be advised that if a member of the same family has been killed or dies from injuries or diseases as a result of serving in Vietnam or other areas designated as hostile fire zones, a surviving family member will, upon his request, be exempt from serving in Vietnam or in other designated hostile fire zones. If he declines this exemption, a statement indicating the declination will be signed by the service member and placed in his MPRJ. Similar combat exemptions will be extended where a member of the family is listed as missing-in-action or as a prisoner of war.

3-10. DA Form 613, Item 37 (Instructions to replacements). In addition to the information and instructions in paragraph 2-38, the following actions will be accomplished by unit officers for aviation personnel assigned to Southeast Asia.

a. All aviation personnel assigned in a flying status to Southeast Asia, without regard to projected duty assignment, will be photographed as indicated below:

(1) One full length face-on photograph in fatigue clothing without helmet.

(2) One each front and side view of head and shoulders in fatigue clothing, without helmet.

b. Polaroid photographs are acceptable, but if prints are made, one print and negative of each of three photographs will be required.

c. Photographs will be standard size 3 $\frac{1}{4}$ by 4 $\frac{1}{4}$ inches, black and white. Identification by full name and social security account number will be typed on the back of each photograph.

d. Personnel will hand-carry the photographs to SEA.

3-11. DA Form 613, Item 38 (Clothing, equipment, and baggage). Enlisted personnel reassigned to a command not under the clothing allowance system, will be advised that they will have in their possession only those items and allowances authorized by chapter 7, AR 700-84. The overcoat OG107, will be issued for wear to the oversea replacement station when necessary for health and comfort en route. A checklist will be provided as a handout, which will identify accompanying items and quantities—items and quantities to be stored at home of record, place of residence, or non-temporary storage location and those items to be recovered for return to the supply system. Those clothing allowances authorized for the oversea area will not be shipped as unaccompanied baggage. Local reproduction of the handout is authorized.

3-12. DA Form 613, Item 39 (Notice—change of address). *a.* Those individuals whose orders specify further assignment to an organization other than a replacement unit, show organization and APO address to the final unit of assignment; e.g., if an individual's orders specify assignment to the USARV Transient Detachment for further assignment to the 2d Signal Detachment, the mail address in the travel orders will read: "2d Signal Detachment, APO San Francisco 96 "

b. For personnel whose orders specify further assignment from the USARV Transient

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Detachment to a replacement unit, the mail address in the travel orders will read: "Personal Mail Section, APO San Francisco 96381." (CG

USARV will promptly report changes in this mail address to The Adjutant General, ATTN: AGAP, Washington, D.C. 20315.)

SECTION I - IDENTIFYING DATA			
1. NAME (Last, First, Middle Initial) AND SOCIAL SECURITY ACCOUNT NUMBER		2. GRADE	3. ETS
		4. DATE PREPARED	
		5. PRIMARY MOS	6. PHYSICAL PROFILE
9. FROM (Leaving Organization)		7. LAST RETURN FROM OVERSEAS (Date)	8. NAME OF OVERSEA COMMAND
		10. COMMAND JURISDICTION	
11. PARAGRAPH AND S.O. NUMBER		12. THROUGH (Transportation Area or Overseas Replacement Station)	
13. TDY AT (School or Organization)		14. TO (Overseas Gaining Organization)	15. WILL PROCEED (Date)
16. NLT (Date)	17. EDCSA	18. TRAVEL <input type="checkbox"/> GROUP <input type="checkbox"/> INDIVIDUAL	19. RECORDS <input type="checkbox"/> MAILED <input type="checkbox"/> HAND CARRIED
20. LEAVE ADDRESS			

SECTION II - POR QUALIFICATION AND PROCESSING								
ITEM	POR QUALIFICATION	A		ITEM	POR PROCESSING (Continued)	A		B
1	BASIC TRAINING			35	HELPFUL HINTS PAMPHLET			
2	MOS QUALIFICATION			36	POCKET GUIDE			
3	WEAPON QUALIFICATION AND FAMILIARIZATION			37	INSTRUCTIONS TO REPLACEMENTS			
4	NIGHT INFILTRATION COURSE			38	CLOTHING, EQUIPMENT AND BAGGAGE			
5	CLOSE COMBAT COURSE			39	NOTICE - CHANGE OF ADDRESS			
6	CBR TRAINING			40	COMPLETE RSG DFR FR OS			
7	CODE OF CONDUCT			41	ALLOTMENTS, CLASS S, ETC.			
8	SURVIVAL, EVASION AND ESCAPE TRAINING			42	TOUR ELECTION			
9	OVERSEA ORIENTATION			43				
10	MEDICAL QUALIFICATIONS			44				
11	DENTAL QUALIFICATIONS			45				
12	REMAINING SERVICE QUALIFICATIONS			46				
13	ADDITIONAL QUALIFICATIONS (AR 614-30)			47				
14	ALIEN (BI Initiated NAC Comp)			48				
15	GENEVA CONVENTIONS INSTRUCTIONS			49				
16	UNDER 18 YEARS OF AGE (If applicable)				REQUIRED RECORDS			
17	FULFILLMENT OF ENL OR REENL OPTIONS			50	IDENTIFICATION TAGS			
18	PERSONNEL ACTION PENDING			51	IDENTIFICATION CARD			
19	HAS INDIVIDUAL BEEN A PRISONER OF WAR			52	PERSONNEL RECORDS JACKET			
20	HAS INDIVIDUAL SERVED PREVIOUSLY IN RVN			53	ENL/OFF QUALIFICATION RECORD			
21	IS INDIVIDUAL A SOLE SURV SON-SIGNED WAIVER			54	PROF P SO (if applicable)			
22	FAMILY MEMBER DEFERMENT/EXEMPTION			55	FINANCIAL DATA RECORDS FOLDER			
23	REQUIRED SVC REMAINING FOR OS ASG			56	MILITARY PAY VOUCHER			
24	COMPLETED 16 WEEKS TRAINING			57	EMPLOYEES W/HOLDING EXEMPTION CERTIFICATE			
25	SAEDA ORIENTATION (AR 381-12)			58	INDIV ORG CLO AND EQUIP REC			
26				59	RECORD OF EMERGENCY DATA			
27				60	ARMED FORCES SECURITY QUESTIONNAIRE			
28				61	MILITARY LEAVE RECORD			
	POR PROCESSING			62	HEALTH RECORD JACKET			
29	PREPARATION AND DISTRIBUTION OF ORDERS			63	IMMUNIZATION CERTIFICATE			
30	SECURITY PROCESSING			64	ENLISTED EFFICIENCY REPORT			
31	MEDICAL PROCESSING			65	FINGERPRINT CARD - REVERSE DD 369			
32	SPECTACLES AND HEARING AIDS			66	HEALTH RECORD DENTAL FOLDER			
33	PERSONAL AFFAIRS ORIENTATIONS			67				
34	PASSPORT AND VISA			68				

DA FORM 613 1 JUL 69 PREVIOUS EDITIONS ARE OBSOLETE. CHECK LIST FOR PREPARATION OF REPLACEMENTS FOR OVERSEA MOVEMENT For use of this form, see AR 612-2; the proponent agency is Office of the Chief of Personnel Operations.

ADDITIONAL ITEMS					
ITEM	A	B	ITEM	A	B
69			88		
70			89		
71			90		
72			91		
73			92		
74			93		
75			94		
76			95		
77			96		
78			97		
79			98		
80			99		
81			100		
82			101		
83			102		
84			103		
85			104		
86			105		
87			106		

SECTION III - STATEMENT BY THE UNIT OFFICER

The above named individual has been processed for overseas movement in accordance with AR 612-2. The checkmarks entered in Column A signify that the individual possesses the qualifications and that required actions have been accomplished. The personnel records checked in Column A are present as required, and are accurate and current.

DATE	TYPED NAME AND GRADE OF OFFICER	SIGNATURE

SECTION IV - NOTIFICATION OF DEFICIENCIES

Figure 3-1—Continued.

CHAPTER 4

PROCESSING AT U.S. ARMY OVERSEA REPLACEMENT STATIONS

Section I. GENERAL

4-1. Responsibilities of U.S. Army oversea replacement station commanders. U.S. Army oversea replacement station commanders will:

- a.* Receive, mess, billet, and discipline transient personnel.
- b.* Receive, safekeep, and transmit records.
- c.* Verify and correct, where possible those items which could preclude oversea movement of personnel.
- d.* Adjust emergency personal matters which have occurred since the individual departed from his last permanent organization or temporary duty activity.
- e.* Accomplish payments as determined necessary.
- f.* Initiate or discontinue allotment, when required by emergency or unusual circumstances, see paragraph 2-42.
- g.* Issue or amend orders, when required.
- h.* Authorize leave prompted by emergency circumstances.
- i.* Process baggage.
- j.* Procure passports from the area Military Traffic Management and Terminal Service (MTMTS) if applicable.
- k.* Provide reception and POR processing for certain personnel reenlisting at recruiting main stations for an oversea assignment to include retired personnel returning to active duty as prescribed by AR 601-210 and AR 601-250.
- l.* Provide POR processing as necessary for officers recalled to active duty status and destined for an oversea assignment and newly commissioned officers with first permanent duty station in an oversea area, with or without TDY en route.
- m.* Provide clothing and equipment for health, comfort and appearance en route overseas, when necessary.
- n.* Obtain port calls IAW AR 55-28, when required.
- o.* Move personnel to transportation terminals in accordance with instructions received from the area MTMTS.
- p.* Provide administrative support and command jurisdiction to include courts-martial jurisdiction, for personnel who report to transportation terminals, when required.
- q.* Submit reports required by higher headquarters.
- r.* Provide *POR Check* to include the individual, his clothing and equipment, and records. DA Form 613 will be checked to insure that it has been properly completed and those items which could preclude oversea movement will be verified. The check will include whether individual is an applicant for OCS (see provisions of paragraph 2-22). If any unpredictable change has developed which cannot be corrected, the individual will be reported to the Chief of Personnel Operations for further instructions, as prescribed in the regulations governing the individual's assignment; e.g., AR 600-200, AR 614-203, and AR 614-215.
- s.* Forward DA Forms 613 to the appropriate major command or service in accordance with paragraph 2-69.

4-2. Organization, staffing and equipment. Guidance pertaining to organization structure, manpower requirements, and types of positions required to perform personnel processing functions in U.S. Army overseas replacement sta-

tions is provided in DA Pamphlet 616-552. Allowance for necessary equipment for the operation of the station are contained in the TDA of the overseas replacement station.

Section II. PROCESSING

4-3. Processing requirements. *a. Scope of processing.*

(1) Except as indicated in (2) below, only those personnel processing procedures prescribed herein will be mandatorily accomplished.

(2) Necessary reception processing under the provisions of AR 612-10 will be accomplished for personnel who reenlist at recruiting main stations. Complete POR processing under the provisions of chapters 2 and 3 of this regulation will be accomplished for those warrant and recently enlisted personnel whose initial assignment is overseas and who are ordered to proceed *direct* to an overseas replacement station for subsequent movement to the overseas assignment.

(3) Requirements imposed by other commands may be fulfilled providing no individual is delayed in overseas movement.

b. Processing schedule. The U.S. Army overseas replacement station commander may conduct required processing in any order desired providing that all mandatory processing of personnel, except as indicated in *a(2)*, is completed within 1 workday after arrival of the individual at the station. Reception and POR processing of personnel will be expedited to enable movement overseas at the earliest date. Personnel scheduled for air movement to overseas destinations who are directed to report to an overseas replacement station will be port called to provide sufficient time for processing and submission of passenger names to the area MTMTS for manifesting by the Military Airlift Command.

4-4. Incoming orders. Overseas replacement station commanders will insure control and accountability of all incoming orders, and amendments or revocations thereof. Orders will be indorsed to indicate the date the individual ar-

rived at and departed from the overseas replacement station (see para 4-5c). Two copies of the indorsed orders will be placed in the individual's personnel records jacket.

4-5. Incoming personnel. *a. Accountability.* Incoming personnel will be identified on morning reports as prescribed in AR 335-60.

b. Status and location of nonarrival personnel. Action will be taken as prescribed by AR 630-10 to ascertain the status and location of personnel who fail to arrive on the reporting date contained in orders that have been received by the overseas replacement station.

c. Early arrivals. Personnel who report to an overseas replacement station prior to their established port call date will have their leave status terminated, and they will be placed on a duty status at the station to await the first available transportation for their overseas assignment, see AR 630-5. Personnel who report to an overseas replacement station upon expiration of leave and who have not been furnished port call instructions, will have their orders indorsed to acknowledge their arrival and will be placed in a duty status.

d. Late arrivals. When an individual reports subsequent to the established port call date, determination of the status of the individual for the period between the date prior to the established port call date and the actual reporting date will be made in accordance with AR 630-10.

e. Onward movement of early or late arrivals. Early or late arrivals will be moved overseas on the first available transportation, providing movement will not delay shipment of other replacements issued specific port calls for movement on specified transportation.

f. Initial welcome talk. Incoming personnel will be given a brief initial welcome talk by the commanding officer or his military representative. Information provided will include, but not be limited to the following:

- (1) Explanation of required processing steps.
- (2) Facilities available on post for health, welfare, and morale.
- (3) Security of personal valuables, clothing, and equipment.

4-6. POR deficiencies. *a. Correction.* Checking and correction of POR deficiencies encountered at U.S. Army overseas replacement stations will be accomplished as prescribed by paragraph 2-67.

b. Forwarding DA Form 613. DA Forms not returned to the major command or service, as a part of the POR deficiency reporting, will be inserted in the individual's MPRJ.

4-7. Check for baggage and essential records. A check will be made of each overseas replacement upon arrival to insure that his baggage and the following records have been received. Action as prescribed by paragraph 2-67 will be taken if any deficiencies are noted.

a. ID tags.

b. ID card. Verify that the information recorded on the DD Form 2A (Identification Card) of the individual is correct and current. Except for assignment to Berlin, cards will not be reissued to show promotion up to E-5 and changes in weight (see AR 606-5).

c. Health Record—Immunization Record (SF 601).

d. Military Personnel Records Jacket (DA Form 201).

e. Health Record Jacket (DD Form 722).

f. Military Personnel Financial Data Records, U.S. Army (DA Form 2143).

g. Health Record Dental Folder (DD Form 722-1).

4-8. Adjustment of emergency personnel matters. *a. Action will be taken to resolve emer-*

gency personal problems of overseas replacements. Conscientious objectors classified 1-A-O will be processed in accordance with Section III, chapter 3, AR 600-200. Applications for hardship or dependency discharge, or compassionate reassignment will be processed in accordance with AR 635-200 and AR 614-6, as appropriate. Applications which are accepted at the overseas replacement station will include the reasons the applications were not submitted prior to departure from the last permanent organization.

b. Applications for enlistment, reenlistment (see para 4-9), airborne assignment, attendance at schools, or transfer or detail from basic branch (officers only), will not be accepted at a U.S. Army overseas replacement station. Individuals will be informed that such applications may be submitted in the overseas command. Applications for Special Forces will be accepted from officer personnel, but acceptance will not affect their overseas movement.

4-9. Inter-theater transfer (ITT). Upon arrival of inter-theater transfer personnel, records will be reviewed to determine whether the individual's remaining service is adequate to complete the designated overseas tour. (See para 2-16). If the individual does not possess the required remaining service and declines to accomplish a personal action to acquire sufficient service to complete the full tour, the individual will be reported to OPO, ATTN: EPADR for appropriate disposition. Pending receipt of disposition instructions, the individual will remain assigned to the U.S. Army overseas replacement station. See AR 614-30.

4-10. Payments. Individuals may be paid at U.S. Army overseas replacement stations when finance facilities and processing time permit. Payments to include cases of emergency where the individual has insufficient funds to cover expenses while en route or to cover international requirements. Payments will be processed as partial payments (see chap. 5, Sec IV, AR 37-104-2) when the personnel officer has custody of the member's Financial Data Record Folder. In other cases, payments will be

made by the local finance and accounting officers as casual payments (see chap. 5, Sec III, AR 37-104-2). If the member is not entitled to any type of payment, he will be referred to a representative of the Army Emergency Relief or American Red Cross for financial aid.

4-11. Allotments. Allotments will not be initiated or discontinued at the U.S. Army overseas replacement station, except for:

a. Mandatory discontinuance in case of AWOL.

b. Class E allotment to Army Emergency Relief.

c. Individuals who have acquired dependency changes since departure from their old organization.

4-12. Leave. Leave will not be granted after arrival at a U.S. Army overseas replacement station except for emergency reasons verified through the American Red Cross or other bona fide source.

4-13. Mail service. Mail service will be provided by the commander in accordance with AR 65-1, as required.

4-14. Organizational clothing. When enlisted personnel destined for overseas commands by surface transportation have shipped the items of organizational clothing listed in paragraph 2-39a(2), as unaccompanied baggage contrary to the provisions of paragraph 3-11 and need such items for comfort, health, and appearance while in transit, the following procedure will be followed:

a. Items of organizational clothing required for comfort, health, and appearance in transit will be issued and entered on DA Forms 3326—Female and 3327—Male, as applicable.

b. Notification of the issuance of the items of clothing in excess of allowances will be furnished the gaining overseas organizational commander by airmail, to insure withdrawal items of clothing in excess of allowances.

4-15. Processing of baggage. Baggage of over-

sea replacements will be processed in accordance with AR 55-71.

4-16. Procurement of passports. The U.S. Army overseas replacement station commander will procure passports from the area MTMTS for those individuals assigned to an overseas area where passports are required. See AR 600-290.

4-17. Processing of outgoing personnel records. Records will be mailed to overseas commanders in accordance with AR 640-10, when they do not accompany the individual overseas.

4-18. Issuance of Orders. *a. Assignment orders.*

(1) *Overseas assignment.* All individuals whose orders assign them to an overseas replacement station for further assignment to a specific overseas unit or other activity will be assigned by orders from the overseas replacement station to the specific overseas station.

(2) *CONUS assignment.* Personnel (assigned or attached) determined to be ineligible for overseas movement for any reason will be either assigned in accordance with instructions received from Chief of Personnel Operations, or if discharge or release from active duty has been approved, be processed for separation at the on-post transfer activity. See AR 635-10.

(3) *Reporting date.* See AR 680-8 for establishment of reporting date.

b. Travel orders. Group travel orders will be issued, if required, for the movement of personnel from the U.S. Army overseas replacement station to the transportation terminal.

4-19. Air trip accident insurance. Prior to departing the overseas replacement station, personnel selected to travel via MAC or commercial aircraft will be oriented on air trip accident insurance and the availability of this insurance at the MAC or commercial terminal. Movement of overseas replacements to air terminals will be coordinated with flight schedules to insure that personnel are furnished adequate time and opportunity to purchase air trip insurance, if they so desire.

4-20. Onward transportation of personnel. U.S. Army overseas replacement station commanders will maintain liaison with area MTMTS to insure the maximum utilization of available surface and aerial transportation in transporting overseas replacements to overseas commands. If group travel orders are not required for surface movement (para 4-18b), in-

formation required by the area MTMTS concerning the personnel being transported will be furnished prior to the departure of personnel from the overseas replacement station.

4-21. Operations report. This report will be submitted to the Department of the Army as prescribed by AR 612-90.

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to the Chief of Personnel Operations, ATTN: EPPMP, Department of the Army, Washington, D.C. 20310.

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

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