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PERSONNEL PROCESSING

**PREPARING INDIVIDUAL REPLACEMENTS
FOR OVERSEA MOVEMENT (POR)**

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 DEPARTMENT OF THE ARMY
 WASHINGTON, DC, 27 April 1973

PERSONNEL PROCESSING

PREPARING INDIVIDUAL REPLACEMENTS FOR
 OVERSEA MOVEMENT (POR)

Effective 1 July 1973

This revision updates references and procedures throughout. Principal changes include modification of DA Form 613; deletion of requirements no longer necessary to attain complete preparation of individuals for oversea movement, including the functions of the US Army Oversea Replacement Stations; and instructions that inspection of all health records be conducted by Army Medical Department personnel only. Limited supplementation of this regulation is permitted. If supplements are issued Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-EPP-P) 2461 Eisenhower Avenue, Alexandria VA 22331.

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*This regulation supersedes AR 612-2, 12 October 1970, including all changes; DA message DAPO-EPP-P, 071225Z Jul 72 (U), subject: Interim Change to AR 612-2 (Change 3); DA message DAPO-EPP-P, 171300Z Aug 72 (U), subject: Interim Change to AR 612-2 (Change 4); and DA message DAPO-EPP-P, 291316Z Sep 72 (U), subject: Interim Change to AR 612-2 (Change 5).

CHAPTER 1

GENERAL

1-1. Purpose. This regulation prescribes—

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

b. 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 oversea movement prior to individual's departure from the current duty station.

1-2. **Applicability.** *a.* This regulation applies to all Active Army personnel (except general officers) and all Reserve Component personnel when on active duty being assigned overseas, including those individuals being assigned from one oversea command to another.

b. Chapters 2 and 3 identify the procedures, requirements, and responsibilities of heads of Department of the Army Staff agencies, major commands, 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 oversea command.*

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

a. Assignment instructions. Instructions issued to commanders by Headquarters, Department of the Army, directing the issuance of change of station orders assigning an individual direct to an oversea organization or oversea command.

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

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

d. Organization commander. The commander responsible for maintenance and control of the individual's Military Personnel Records Jacket, US Army (DA Form 201) at the time oversea assignment instructions are received.

e. Passport. A travel document issued under the authority of the Secretary of State attesting to the identity and nationality of the bearer.

f. Personnel officer. The military personnel records custodian designated by an organization or an installation commander to be responsible for insuring that each item of DA Form 613 has been completed and that each individual is POR-qualified for oversea service prior to his departure. The personnel officer signs section III, DA Form 613.

g. Portcall request/response. The procedure under which transportation reservations are made for the movement of individuals or groups from the country of availability direct to the oversea country.

h. Visa. An indorsement made on a passport by the proper authorities (usually embassy or consular officials) of a country to be visited, showing that the passport has been examined and that the bearer may proceed to that country during the validity period of the visa.

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 (para 2-17).

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.

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

(1) The assignment eligibility and availability code for enlisted personnel is verified in accordance with appendix J, AR 614-200 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, 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.

(5) *Personnel alerted for oversea movement are trained in accordance with paragraph 2-3c, AR 350-1. These personnel must have the ability to perform their military jobs, use their individual weapons, be physically fit, and have a personal knowledge of their rights and responsibilities as soldiers of the United States.*

d. Hospital commanders. Hospital commanders will evaluate personnel who have been admitted to a hospital while en route to oversea transportation 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 an-

other overseas command, whether they are moved direct or transshipped through the continental United States, except to those overseas commands requiring specialized, nonstandard training. POR qualification of these individuals will be as prescribed by separate directives.

2-2. DA Form 613 (Checklist for Preparation of Replacement for Oversea Movement). *a.* DA Form 613 (fig. 2-1) will be used by organization commanders to insure accomplishment of all POR qualification and processing requirements prior to departure of the individuals from their current organizations. This form will also be used by overseas commanders when reporting POR deficiencies.

b. DA Form 613 will be obtained through normal AG publications supply channels. The personnel officer, or other officer designated by commander, will prepare a single copy of DA Form 613 for each individual upon alert for overseas movement. Entries on the form may be completed in blue-black ink, pencil, or by typewriter; by hand stamp; by standard addressing equipment; or any combination thereof. All entries must be accurate and legible.

2-3. POR qualifications. Immediately follow-

ing receipt of alert, the organization commander will have the designated personnel officer—

a. Review and verify POR qualifications of the individual, and accomplish necessary POR processing requirements. See DA Pam 600-8.

b. Request the medical facility custodian to complete, sign, and return the proposed medical and dental checklist for POR qualification, as shown on DA Form 4036-R (Medical and Dental Preparation for Oversea Movement (POR Qualification)) (fig. 2-2). DA Form 4036-R will be reproduced locally on 8- by 10 1/2-inch paper. Such checklist will be completed for each individual possessing orders for duty overseas, and returned to the unit personnel office by the required date shown. See AR 40-403 and AR 40-501.

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

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

2-4. Records transmittal. Transfer of records will be in accordance with chapter 2, AR 640-10.

Section II. COMPLETION OF DA FORM 613

2-5. Completion of sections I through V, 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 command or staff agency such as First US Army, MILPERCEN, or USAREUR.

b. Section II, POR Qualification. The personnel officer, or other officer designated by commander, will enter a blue-black ink or pencil checkmark in column A for items 1 through 22, as applicable, to indicate that the individual is POR-qualified. Remaining items not checkmarked will be marked "NA" (not applicable) in blue-black ink or pencil in column A to show that item is *not applicable* and was given required consideration by the personnel officer. See *g* below for requirements relative to column B of form.

c. Section II, POR Processing. The personnel officer, or other officer designated by commander, will enter a blue-black ink or pencil checkmark in column A for items 29 through 43, as applicable, to indicate that the designated POR processing actions and requirements as defined, have been completed for the individual concerned. Remaining items not checkmarked will be marked "NA" (not applicable) in blue-black ink or pencil in column A to show that item is *not applicable*, and was given required consideration by the personnel officer. See *g* below for requirements relative to column B of form.

d. Section II, Required Records. The personnel officer, or other officer designated by commander, will enter a blue-black ink or pencil 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 Military Personnel Records Jacket; or is in the individual's possession as prescribed in AR 40-501, AR 640-10, and AR 700-84. Remaining items not checkmarked will be marked "NA" (not applicable) in blue-black ink or pencil in column A to show item was given consideration by the personnel officer. The accuracy of the social security number appearing on above records, as applicable, will be verified with the number appearing on the account card in possession of the individual. See *g* below for requirements relative to column B of form.

e. Section III, Statement by the Personnel Officer or Other Officer Designated by Commander. After checking all applicable items of section II, the personnel officer, or other officer designated by commander, 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. Signature also signifies that the individual was processed and found qualified as indicated in column A of the form, and is ready to depart the current organization.

f. Section IV, Hostile Fire Area Assignment. Upon completion of POR processing and prior to a soldier's movement to a hostile fire zone, the personnel officer, or another officer designated by the commander, will review the requirements of chapter 3 with the individual concerned. If the soldier has received the required orientation, and medical and administrative processing for assignment to a hostile fire area, the individual will be requested to sign section IV. If the individual declines to sign, the signature block will contain a notation to this effect and will include the reason for the soldier's declination. Refusal of a soldier to sign will not automatically disqualify him for assignment to a hostile fire area. The reviewing officer will investigate and either substantiate or refute the reasoning upon which the individual based his justification for declination. Subsequent to the designated officer's evaluation, final determination will be made on each individual case by the reviewing officer.

g. Section V, Notification of Deficiencies. If for any reason the individual is not POR-qualified prior to date of departure from the home station assignment, the personnel officer, or other officer designated by commander, will enter a blue-black ink or pencil "X" in column B, section II opposite the item concerned. A brief signed statement of reason for failure to find the individual POR-qualified will be given by the personnel officer in section V.

2-6. DA Form 613, section II, column B and section V, Notification of Deficiencies. Except as required above, entries made in column B, section II and in section V will be made by subsequent commanders to report any deficiencies, as prescribed in paragraphs 2-16 and 2-17.

2-7. Forwarding of DA Form 613. The completed DA Form 613 will be filed in the Action Pending section of the MPRJ, together with DA Form 4036-R (fig. 2-2).

2-8. Additional DA Form 613 requirements. Blank items 23 through 28, 44 through 49, and 67 through 106 will be used for additional requirements as directed by HQDA (DAPC-EPP-P).

2-9. Completion of specific lines, section II, DA Form 613. Table 2-1 provides instructions for completion of lines 1 through 106, section II, DA Form 613.

2-10. Medical qualifications (item 4, DA Form 613). Individuals medically qualified for active duty within CONUS, with or without waiver, are considered qualified for similar duty overseas except as noted in *a* through *d* below.

a. Personnel who, for medical reasons, have assignment limitations in specific overseas 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 overseas 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.

d. Drug-dependent personnel are disqualified for oversea assignment.

e. *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 (MAAG), Missions, Defense Attaché Offices, or isolated oversea 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.

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

(a) Immediately upon alert, individuals designated for assignment to a MAAG, Mission, Defense Attaché Office, or to isolated oversea areas where medical facilities of the US Armed Forces are limited or nonexistent will be medically evaluated as prescribed 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 an isolated oversea area where medical facilities of the US 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, if possible, in order to qualify the individual for scheduled movement. The medical examining facility will immedi-

ately notify the unit commander and the personnel officer 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 personnel officer will expeditiously report these cases to HQDA (DAPC-OPZ) 200 Stovall Street, Alexandria, VA 22332, for officers of the MILPERCEN-managed branches. Enlisted personnel will be reported to HQDA (DAPC-EPC). AMEDD personnel will be reported to HQDA (DASG- (appropriate career branch)) WASH DC 20314.

(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 all personnel assigned to MAAG, Missions, Defense Attaché Offices, or isolated oversea areas who are ordered to a school or similar activity for more than 2 weeks' TDY en route overseas, will be verified by the TDY station commander rather than the current organization. This verification will be made on or about 7 days prior to departure from that station. Correction of deficiencies and reporting of disqualified individuals will be accomplished as prescribed in (3) above.

f. *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 individuals as well as others with whom they may come in contact. See AR 40-5 and AR 40-501.

g. *Tuberculin tine test and X-ray examinations.* Tuberculin tine testing and X-ray examinations, when required, will be conducted as prescribed in AR 40-26. Adequate suspense files and the timely notification of personnel to report for testing will be responsibilities of the organization commander.

h. *Immunizations, stimulating doses, and*

reimmunizations. Immunizations, as required in AR 40-562 will be administered prior to individual's reporting to the port of embarkation. All reimmunizations and, when required, the basic series of required vaccine will be administered *not sooner than 3 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."

i. Medical warning tags. Medical warning tags will be issued as prescribed in AR 40-15 when determined necessary by a medical officer. Adequate suspense will be established to insure sufficient time to emboss the required information on the aluminum plate.

j. Physically qualified for military occupational specialty. To preclude movement of personnel who have a medical condition which would prohibit their proper employment upon being assigned to an oversea command, the medical facility custodian will compare the individual's medical records with his DA Form 20 to insure that physical profile and assignment limitation entries have been properly recorded. Individuals will be required to verify that their DA Forms 20 reflect their current medical condition. The physical profile serial entered on the DA Form 20 will be compared with the minimum allowable physical serial listed in AR 611-201 or AR 611-202, as appro-

priate, for the MOS in which reassignment is being made. If any element of the physical profile serial is below that established for his MOS, it is mandatory that the individual appear before a formal reclassification board (para 2-6, AR 600-200). If it is determined by the reclassification board and approved by the appointing authority that the MOS be retained, final action will be recorded and a copy of the completed record, which contains verification by the board and the individual concerned that he can perform in the MOS in combat, will be filed in the individual's field MPRJ (DA Form 201). See paragraphs 2-41 and 2-42, AR 600-200.

2-11. Completed 16 weeks' military training (items 17 through 22, DA Form 613). *a.* 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:

(1) *For personnel inducted under the Military Selective Service Act.* BCT under ATP 21-114 or basic training under ATP 21-111 and AIT under an appropriate ATP or POI or on-the-job training, with the total of such training being not less than 16 weeks.

(2) *All other enlisted personnel.* Four months of basic training or its "equivalent." Equivalent training is not applicable for assignment to Korea, Taiwan, Southeast Asia, or other sensitive areas. Enlisted personnel assigned to these areas must have the training indicated in (1) above. Equivalent training also is not applicable for personnel awarded a combat arms MOS. These personnel must have received the full 16 weeks' training. For other personnel, a specific determination must be made in each case, as part of the POR processing, that the individual has received 16 weeks' military training or its equivalent.

b. The installation personnel officer will insure that action is taken for items 17 through 22, DA Form 613, to complete the "training equivalent" requirement set forth in *a(2)* above.

2-12. **Personal affairs orientations (item 33, DA Form 613).** *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. However, any portion of personal affairs orientations which may result in deferment or deletion from oversea assignment will be conducted as soon as alert or assignment orders are received and not be restricted to 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 personnel officer on DA Form 613. Personnel will be advised that if an emergency arises prior to reporting to transportation, they will contact the nearest military facility for assistance. Any change required in port call resulting from this emergency will be directed to the Commander, Military Traffic Management and Terminal Service, by the home station commander.

b. Compassionate reassignment deferment. Instances may arise which will require the individual to submit an application for a compassionate deferment or reassignment while in a delay en route status. Before departure on leave, all military personnel will be advised of the requirements of AR 614-30, AR 614-100 and AR 614-101 (officers), and AR 614-30 and AR 614-200 (enlisted). Further advice will be given as to procedures necessary to establish basis for a compassionate reassignment or deferment request. Importance of obtaining the proper documentation and confirmation substantiating the problem will be emphasized. If the leave granted by the losing command is insufficient to permit procurement of the required documentation, the individual concerned will contact the nearest military facility for assistance. Requests for compassionate deferment or reassignment will be sent direct to HQDA (DAPC-OPB) 200 Stovall Street, Alexandria, VA 22332, for officers; and HQDA (DAPC-EPC) 2461 Eisenhower Avenue, Alex-

andria, VA 22331, for enlisted personnel. AMEDD personnel will be reported to HQDA (DASG) WASH DC 20314.

c. Dependents. Individuals traveling overseas unaccompanied will be advised that dependents should not accompany replacements to, or join them at, the port of embarkation. There are no facilities available at surface or aerial terminals for housing of dependents of personnel traveling unaccompanied.

d. 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 608-5, 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 1947. See AR 27-20.

(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 individuals will be advised of their 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, AR 600-15, 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. Entitlement for enlisted personnel to ship privately owned vehicles overseas is limited to personnel in grade E-4 (with more than 4 years' service or with more than 2 years' service but with obligated service sufficient to increase the total active service to 6 years or more), or in a higher grade.

(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 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 will 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 22, DA Form 41.

(b) Personal affairs orientation will include information on the members election for savings deposits. See AR 37-104-3. Personnel will be fully informed of the "BIG TEN" program. To assist in their financial planning, personnel will be informed of the additional pay entitlements and financial benefits (e.g., hostile fire pay, special pay for foreign duty, family separation allowance, income tax exemption benefits, and station allowances) which will accrue in the oversea area.

(13) *Dislocation allowance entitlement*. Members in pay grade E-4 (with over 4 years' service or with more than 2 years' service and obligated service of 6 years), or any higher grade, who are authorized transportation of dependents at Government expense and are 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 assignment orders in their personal file. Copies of the orders will be required to substantiate entitlement to a dislocation allowance when made at a later date. See AR 37-106.

★(14) *Required oversea tour length*. Tables 7-1 and 7-2, AR 614-30 establish voluntary and involuntary extensions of oversea tours. All personnel with oversea assignment orders will be advised of the tour length they will be required to serve, including possible extensions for the area to which assigned.

2-13. Clothing, equipment, and baggage (item 38, DA Form 613). *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 (prescribed in AR 700-84) and special supplementary allowances, if authorized, will be taken unless assignment orders prescribe otherwise.

(a) All personal clothing items will be inventoried for shortages and inspected for serviceability, fit, and appearance. At the discretion of the unit commander, personnel in grades E-5 through E-9 may be authorized to furnish a signed statement that they possess all the mandatory clothing items in the required quantity, and

that items meet serviceability and appearance standards.

(b) Items of initial clothing allowances (and supplemental allowances, if authorized) 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, for individuals with less than 6 months' active duty service, will be altered or replaced in accordance with AR 700-84 and TM 10-228.

(c) Items of personal clothing which have been purchased over and above initial allowances will be retained by the individual. Excess clothing items may be included in unaccompanied baggage.

(2) *Organizational clothing and equipment.*

(a) *Enlisted men.* Items of organizational clothing and equipment listed below will be provided enlisted men prior to departure from the current organization. All other organizational clothing and equipment will be withdrawn prior to departure from the current organization and appropriate credit given on DA Form 3645 (Organization Clothing and Equipment Record).

Bag, Barracks	1 each
Buckle, Brass, Black Oxidized Finish	1 each
Cap, Insulating	1 each
Coat, Ctn, Wrs (Field Jacket)	1 each

(b) *Enlisted women.* Enlisted women possessing a medical MOS will be provided organizational clothing authorized by section II, Part A2d, CTA 50-901 prior to departure from 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 DA Form 3645.

Army Band Blue Uniform will be retained only as authorized in CTA 50-906.

(3) *Individual equipment.* Enlisted personnel will be provided at the current organization with items of individual equipment listed in section II, Part A1a, CTA 50-901. Items will be recorded on DA Form 3645. (See AR 606-5 for

information required to be embossed on identification tags.)

b. *Commissioned officers and warrant officers.*

(1) Officers and warrant officers are responsible for procuring and maintaining uniforms appropriate to their assigned duties. (See AR 670-5 and 670-30 for information on Army blue uniforms.)

(2) Army white (male and female) and Army white mess uniforms (male) may be required for officers ordered to duty in the tropics or semitropics. For further information see AR 670-5 and AR 670-30.

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 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 service 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-5 through E-9 will be informed that they are permitted to limit their clothing and equipment to be 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 them to replace, at

their own personal expense, any item of clothing or equipment considered essential, until their clothing and equipment are received.

(3) Enlisted personnel in grades E-4 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 through 30 April will be provided with clothing shown in (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 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 specified below during the period 1 October through 30 April:

(a) *All personnel:*

Cap, insulating helmet-helmet liner	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
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(7) Personnel destined for US Army, Europe and Korea during the winter months (October through March) will be required to have an overcoat with liner in their possession when reporting to the port of embarkation.

(8) Personnel destined for US Army Forces Southern Command normally will report during all seasons of the year wearing the Army khaki uniform. Exceptions, as required, will be made during the winter months to insure comfort and health of the individual in travel.

d. Clothing, equipment and baggage (when destined for Republic of Vietnam). See paragraph 3-10.

e. Clothing for individuals on flight status. Individuals authorized indefinite flight status are, upon reassignment, authorized to retain those items of flying clothing previously issued which will be required at their new duty stations. Authorization within specific clothing allowance zones is prescribed in CTA 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—airial transportation.

(1) The normal baggage allowance for air travelers is 66 pounds except when the or-

der or other document authorizing travel specifies that excess baggage is authorized for the traveler. See AR 55-71 and DOD 4515.13-R. 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 1 to 2 weeks' delay between the individual's arrival overseas 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-4 and below will include in their accompanied 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 exceeding the prescribed allowance, civilian clothing, and 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.*

(a) Personnel proceeding direct to a port of embarkation will hand-carry their baggage in order to insure its arrival simultaneously with the individual at the port of embarkation. 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.

(b) Personnel traveling by commercial transportation will insure, when 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 *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 *h* above will apply.

(2) *Surface transportation.*

(a) *Baggage of commissioned and warrant officers.* Commissioned 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): one trunk locker, duffel bag or folding suit bag (not over 50 pounds), and one piece of hand luggage (not over 40 pounds). 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. 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 their possession. If it is necessary to separate individuals from their duffel bags or folding suit bag aboard ship, the duffel bag or folding suit bag will be properly stored and returned prior to debarkation.

k. Marking personal baggage.

(1) All personal baggage (duffel bags, folding suitbags, 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, social security number, grade, organization, present station, destination, and home address. Organization 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.

l. 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.

2-14. Travel and MTA (DD Form 1482 Document) (item 43, DA Form 613). *a. 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 movement, as shown in their port call instructions. See AR 55-28. In all instances when port call instructions are issued, individuals concerned will be informed that a reservation for overseas movement has been made. They will also be informed that their failure to report to the appropriate port of embarkation at the prescribed*

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

(2) Upon completion of (1) above, the individuals will be required to sign a statement indicating they understand the seriousness of failure to comply with such overseas movement order. The statement may be typed or rubber stamped and will be placed on a copy of individual's orders or a separate sheet of paper and attached to a copy of such order. After signature has been obtained, the statement and/or order will be placed in individual's MPRJ.

b. Port call request and response.

(1) Losing station requests a port call from HQ MTMTS which, in turn, furnishes instructions to report direct to transportation.

(2) Commanders of temporary duty activities to which personnel are attached en route to an overseas 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 authorization and information.

(1) The losing station commanders will insure that individuals are issued necessary travel authorization documents—MAC Transportation Authorization (MTA) (DD Form 1482) for travel by MAC-controlled aircraft or United States of America Transportation Request (SF 1169) for Category Z travel by commercial aircraft—prior to departure from the installation. It will be emphasized that computation of travel time is based on the mode of transportation and the official distance between the authorized points.

(a) Persons port-called direct to transportation will be issued a DD Form 1482 by the installation transportation officer, or his designated agent, if MAC-controlled airlift is to be used.

(b) If HQ MTMTS has authorized the use of commercial common carriers (Category Z or standard note), the Installation Transportation Office will issue SF 1169.

(2) Instructions will include the fact that the members are responsible for judging the time required to complete travel necessary to

enable them to report at the time and place specified in the orders. See AR 37-106. Individuals will be advised how to proceed to the place to which port-called and the cost and means of procurement of local transportation.

(3) *Unauthorized absence.* Upon receipt of orders to proceed to a transportation area 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 services; * * *

is guilty of desertion.

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

2-15. **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 Personal Financial Record, 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 apply. Emphasize to individuals who hand-carry their MPRJ to the gaining organization the importance of safeguarding such records while in their possession.

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 current commanding officer, will be forwarded in envelopes addressed as follows:

Commanding Officer of—
PVT Robert E. Roe, SSN 000-00-0000
Organization
Appropriate APO

Care will be exercised to forward correspondence direct to the gaining oversea command.

(2) See chapter 9, part 9, AR 37-104-3 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.

2-16. **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, as prescribed in paragraph 2-10.

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 614-200 for enlisted personnel, and AR 614-100 and AR 614-101 for officers.

b. Normal administrative processing of individuals and their records may also reveal some *predictable* change in status or some POR deficiency existing at time of departure from last permanent organization. In such cases, the interim commander will then enter a blue-black ink or pencil "X" in column B, section II, DA Form 613, opposite the items concerned. Finally, in section V 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.

c. For personnel performing TDY of 30 days or more in connection with PCS, request port call in accordance with AR 55-28.

2-17. Actions by oversea commanders. *a. POR checking.* The oversea organization commander will insure that a POR check is accomplished for each individual immediately after his or her arrival. This check will include discussion with the individual and a review of his/her 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 blue-black ink or pencil.

(2) POR qualifications or processing de-

iciencies or erroneous or missing records listed on the form will be indicated with a blue-black ink or pencil "X" in column B, section II, DA Form 613 opposite the item concerned.

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

b. Reporting of POR deficiencies.

(1) All DA Forms 613 checked and marked by an oversea personnel officer which reflect errors or discrepancies in POR processing will be forwarded to the major command or service as shown in section I, item 10 of form. The forms will be forwarded not later than the third 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 having jurisdiction over the interim organization.

c. Disposition of DA Form 613. DA Forms 613 not returned to the major command or service as a part of the POR deficiency reporting will be destroyed.

Table 2-1. Instructions for Completing Section II, DA Form 613

Item	Title	Instructions and Remarks
1	Basic training	Prior to assignment to duty outside CONUS or area of residence, training requirements prescribed in AR 614-30 and paragraph 2-11 are mandatory and will be completed by all officers, warrant officers, and enlisted personnel.
2	Military occupational specialty qualifications	Enter a checkmark (blue-black ink or pencil) in column A to indicate individual has been selected for assignment in accordance with the military occupational position classification or a related MOS shown on DA Form 20 (Enlisted Qualification Record) or DA Form 66 (Officer Qualification Record) (i.e., PMOS, SMOS, AMOS, etc). (See AR 611-101, 611-112, 611-201, and 611-202.)
3	Oversea orientations	<p>Organization commanders will insure that orientations are conducted covering—</p> <ul style="list-style-type: none"> a. Protection of the legal rights of US military personnel in oversea areas; b. Proper standard of conduct, including troop community relations; c. Background of the situation which requires that troops be stationed overseas; d. Geography, government, laws, customs, and traditions of the country in which individual will be stationed; e. Code of conduct; and f. Dangers of communism. <p>(See AR 360-81.)</p>
4	Medical qualifications	See paragraph 2-10.
5	Dental qualifications	<ul style="list-style-type: none"> a. Personnel ordered to MAAG, Mission, or isolated oversea areas where military dental facilities are not readily available, will have necessary dental care accomplished prior to departure from their current organization (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 (AR 40-3). (For individuals scheduled for movement to a hostile fire zone, see chap. 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 2-16. c. If there are any dental disqualifications which cannot be corrected prior to individual's scheduled departure from current organization, the dental surgeon will immediately notify the personnel officer concerned. The personnel officer will then expeditiously report these cases to HQDA (DAPC-OPZ) 200 Stovall Street, Alexandria, VA 22332, for officers of the MILPERCEN-managed branches. Enlisted personnel will be reported to HQDA (DAPC-EPC). AMEDD personnel will be reported to HQDA(DASG-(appropriate career branch) WASH DC 20314.
6	Remaining service qualifications	Enlisted personnel with 6 or less years' service for pay and officers serving on initial obligated tour of active duty are ineligible for oversea service or for reassignment between oversea commands unless they have 12 or more months' service remaining until ETS as of original scheduled date of arrival at the port of embarkation. All other personnel, enlisted and officer, are ineligible for oversea service unless they have sufficient remaining service to complete the prescribed tour for the area to which assigned. Personnel delayed in oversea movement (para 8-3a, AR

Item	Title	Instructions and Remarks
		614-30) will be moved to the oversea command without regard to number of months remaining to ETS, provided these personnel had the prescribed amount of service remaining on the original scheduled date of arrival at the port of embarkation. (See AR 614-30, 601-280, and 614-200.)
		b. Individuals assigned to units deploying to an oversea area are eligible for deployment provided they have at least 12 months remaining until ETS on the personnel shipment ready date. (See AR 601-280, 614-30, and 614-200.)
		c. Enlisted personnel other than those identified in table 1-1, AR 614-200, with 6 or more years' service for pay purposes who refuse to extend their enlistment commitment in order to complete an oversea tour and other enlisted personnel who do not meet oversea service criteria established will be expeditiously reported to HQDA (DAPC-EPC) 2461 Eisenhower Avenue, Alexandria, VA 22331.
		d. Enter an "NA" instead of a blue-black ink or pencil checkmark in column A for voluntary indefinite category officers and Regular Army officers who are exempt from remaining service requirements. Enter a blue-black ink or pencil checkmark for all other officers. Officers who do not meet service requirements established in a above will be expeditiously reported to HQDA (DAPC-OPZ).
		e. Married enlisted women will not be sent overseas if they apply for separation for marriage prior to departure from home station and are eligible for such separation within 1 year from port availability date. (See AR 635-200.)
		f. Enlisted women are ineligible for oversea service if they have less than excellent conduct and efficiency ratings on current enlistment or for the period of last enlistment, if reenlisting, amending, or extending for an oversea assignment. No waivers will be submitted.
7	Additional qualifications (AR 614-30)	Individual must meet the qualifications specified in chapter 4 and 8, AR 614-30, for oversea assignment.
8	German alien	German aliens are not permitted to serve in the Federal Republic of Germany (AR 614-30).
9	Under 18 years of age	See table 3-1.
10	Fulfillment of enlistment or reenlistment options	Pertains to personnel who enlisted or reenlisted under the provisions of AR 601-210 or 601-280. (In the event of failure to fulfill enlistment or reenlistment commitment, provisions of AR 614-200 apply.)
11	Personnel action pending	Losing command will determine if any personnel actions are pending prior to departure of individual for oversea movement. Such actions will be completed prior to individual's departure. Individuals who are approved applicants for OCS will be reported for deletion in accordance with AR 614-200. Individuals whose applications for OCS are pending approval will be retained at the installation until report of selection or nonselection is received in accordance with AR 361-5. Individuals will be interviewed or, in their absence, records will be checked to determine if requests for deferment under the provisions of chapter 3, AR 614-30 or compassionate reassignment under the provisions of AR 614-101 or 614-200, as appropriate, have been submitted.
12	Has individual been a prisoner of war	Personnel who have been in a prisoner of war (PW) status may request removal from alert or orders which assign them to a country in which they were previously held as PW or to a country by which they were held as PW. (See table 3-1 and AR 614-30.)
18	Has individual previously served in RVN	See table 3-1.

Item	Title	Instructions and Remarks
14	Is individual a sole-surviving son—signed waiver	See table 3-1.
15	Family member deferment/exemption	See table 3-1.
16	Recommended list for enlisted promotion	Applicable to personnel serving in grades E-4 and E-5 only. Losing commander will insure compliance with paragraph 7-38, AR 600-200 concerning inclusion of promotion board proceedings and current command-recommended list, if applicable, in MPRJ.
17-22	Completed 16 weeks' military training.	See paragraph 2-11.
23-28		Blank. (See para 2-8.)
29	Preparation and distribution of orders	Orders will be prepared and distributed in accordance with AR 310-10. Organization commanders will insure that distribution of orders to the gaining unit commander is made to insure proper strength accountability. In addition, any revocations or amendments must be sent by certified mail with one copy of the original assignment order attached.
30	Security processing	<p>a. Security clearance.</p> <p>(1) Immediately upon alert, records will be checked of individuals designated for assignment to nuclear weapons critical, limited, or controlled positions (as described in AR 50-5) to determine whether the appropriate minimum security standards for nuclear weapon duty positions are possessed by the individuals. If not, organization commander will initiate a request for appropriate security clearance in accordance with AR 604-5, indicating the appropriate check; i.e., background investigation or national agency check.</p> <p>(2) Except as noted in (1) above, immediately after receipt of assignment instructions, 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 currently possessed. Interim security clearance will be initiated, as appropriate, to reduce delays in oversea movement, pending completion of required clearance.</p> <p>(3) Individuals will not be withheld from shipment to await final clearance unless assignment instructions specifically state that individuals will not process from home station without final clearance.</p> <p>b. Transmission of intelligence files. When 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.</p> <p>c. Security measures. All personnel will be thoroughly oriented concerning safeguarding of military information (as prescribed in AR 380-5) and cautioned specifically against the dangers of jeopardizing the military mission of the Army by discussing security matters.</p> <p>d. Suitability determination for nuclear duty positions.</p> <p>(1) If screening and evaluation under provisions of AR 50-5 have not been initiated, immediately upon alert, an individual designated for assignment to a nuclear weapon critical, limited, or controlled position (AR 50-5) will be screened and evaluated to determine suitability for such assignment. Individuals determined to be unsuitable for such assignment will be temporarily removed from oversea assignment and expeditiously reported by the organization commander to HQDA (DAPC-OPB) 200 Stovall Street, Alexandria, VA 22332, for officers; or HQDA-</p>

Item	Title	Instructions and Remarks
		(DAPC-EPC) 2461 Eisenhower Avenue, Alexandria, VA 22331, for enlisted personnel.
		(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 permanent portion of the individual's MRPJ.
31	Drug orientation	<p>a. Drugs. Prior to movement from home station, all military personnel assigned to an oversea area are required to attend counseling and orientation programs relative to illegal or improper use of narcotics, marihuana, and other dangerous drugs.</p> <p>b. Orientation. Item will not be checked in column A until all drug orientation responsibilities of the installation commander have been fulfilled based on policy, written guidance, and other informational material furnished field commanders.</p>
32	Spectacles and hearing aids	<p>a. Spectacles. All individuals requiring spectacles will have in their possession two pairs of spectacles which are in serviceable condition. In addition, 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 spectacles (see AR 40-3). Any spectacles received at the organization after departure of personnel will be shipped immediately to the individual concerned in care of the ultimate unit of oversea assignment.</p> <p>b. Hearing aids. All individuals requiring a hearing aid will have in their possession two hearing aids which are in serviceable condition (AR 40-3).</p>
33	Personal affairs orientation	See paragraph 2-12.
34	Passport and visa	<p>a. Immediately after alert, personnel assigned to an oversea area requiring passports and visas will be given complete instructions and assistance regarding 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:</p> <p>(1) To request a receipt for passport application fee from the passport agent, deputy clerk of court, clerk of court, or military passport agent.</p> <p>(2) 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 US Army Service Center for the Armed Forces, Washington, DC 20310.</p> <p>As proof of passport application, personnel will be asked to show receipts of application fees for themselves and dependents; however, they will not be detained for lack of receipt alone. If passport application receipts are lost, application for passport will be verified by calling the passport agent, deputy clerk of court, clerk of court, or military passport agent.</p> <p>b. Item will not be checked in column A until all passport and visa responsibilities of installation commanders (as prescribed in AR 600-290) have been fulfilled.</p>
35	Helpful Hints pamphlets	a. DA Pam 608-5, Information for Dependent Traveling to Oversea Areas. Installation commanders will maintain adequate stocks of

Item	Title	Instructions and Remarks
36	Pocket guide	<p>DA Pam 608-5 and will furnish a copy to each member eligible for transportation of dependents overseas. At the time military personnel are furnished DA Pam 608-5, their attention will be directed to section IV, Conduct Abroad; they will be urged to read that section carefully. They will also be directed to insure that all their adult dependents who intend to travel abroad read section V and are familiar with those provisions.</p> <p>b. Helpful Hints pamphlets. Installation commanders will maintain adequate stocks of DA "Helpful Hints" pamphlets listed in the appendix for distribution to each oversea 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 oversea 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 oversea command.</p>
37	Instructions to replacements	<p>a. <i>Pocket guides.</i> Installation commanders will maintain adequate stocks of pocket guides listed in the appendix for distribution to oversea replacements. Personnel officers will distribute the applicable pocket guide to each oversea replacement as a part of POR processing. (See AR 360-81). When the country or area of assignment is not to be revealed or when there is no specific pocket guide available for the country or area of assignment, DA Pam 360-405, <i>Serving Your Country Overseas</i>, will be issued.</p> <p>b. <i>Assigned to Iran.</i> Personnel assigned to Iran will experience abnormally high expenses for the first few months. Personnel assigned to Tehran will experience high expenses largely due to payment of rent in advance, embassy commissary deposit, hotel and food bills while awaiting more economical quarters, and expenses incidental to furnishing such quarters. It is advisable that, prior to departing, accompanied officers have a minimum of \$1,000 and accompanied enlisted men have a minimum of \$750 in checking accounts in the United States. Government barracks or quarters are not available to personnel assigned to ARMISH MAAG in Tehran. ARMISH MAAG teams outside Tehran and several smaller units in Tehran and other locations maintain Government-leased quarters for unaccompanied officers and enlisted personnel. Furnished economy quarters are difficult to find. Accompanied personnel must secure economy quarters, and should bring household furnishings as locally purchased furnishings are limited and expensive.</p> <p>a. <i>Payment of personnel.</i> Personnel will be paid in even dollars for pay and allowances accrued, provided a sufficient balance will have accrued on the last day of the month to satisfy allotments and other deductions. (See AR 37-104-3.) When requested, and if otherwise entitled, personnel will be paid advance pay and/or travel allowances. (See AR 37-104-3.)</p> <p>b. <i>Additional information.</i> As applicable, the following information and/or actions will be brought to the attention of the individual replacement prior to his movement overseas. (See chap. 10, AR 37-106.)</p> <p>(1) Movement of household goods. See AR 55-71, DA Pam 55-2, and the <i>Joint Travel Regulations</i>.</p> <p>(2) Privately owned weapons.</p> <p>(a) Requirements and restrictions governing transportation to privately owned weapons to oversea commands are provided in AR 55-71 and 310-10.</p>

<i>Item</i>	<i>Title</i>	<i>Instructions and Remarks</i>																								
		(b) Additional general information on privileges and restrictions concerning privately owned weapons in oversea areas is indicated in DA "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) US currency.																								
		(b) US military disbursing officers payment orders.																								
		(c) US postal money orders.																								
		(d) Travelers checks of the issue authorized in AR 37-103.																								
		(e) Checks drawn on the Treasurer of the United States.																								
		c. Aviation personnel. See table 3-1 (item 37) for aviation personnel scheduled for assignment to a hostile fire area.																								
38	Clothing, equipment and baggage	See paragraph 2-13.																								
39	Notice—change of address	<p>Prior to departure from current organization, each individual will complete and mail change of address cards (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.</p> <p>a. Dependents. Mail for dependents authorized to accompany the sponsor will be in care of the sponsor at military address.</p> <p>b. Personnel ordered to an oversea assignment other than Republic of Vietnam.</p> <p>(1) For personnel ordered to specific oversea assignments, show organization and APO address only. Do not include geographic 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 addresses of Defense Attachés will be obtained from AR 340-25 and 614-200.</p> <p>(2) For all other personnel, show appropriate address listed below. (Commanders concerned will report changes in mailing addresses listed below to HQDA(DAAG-MAO) WASH DC 20314.)</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><i>Destination of personnel</i></th> <th style="text-align: left;"><i>Address</i></th> </tr> </thead> <tbody> <tr> <td>Alaska</td> <td>Casual Mail Delivery APO Seattle 98732</td> </tr> <tr> <td>Caribbean Area (Puerto Rico)</td> <td>Casual Mail Directory APO New York 09851</td> </tr> <tr> <td>Caribbean Area (Panama CZ)</td> <td>Casual Mail Directory APO New York 09834</td> </tr> <tr> <td>Europe</td> <td>Casual Mail Directory APO New York 09743</td> </tr> <tr> <td>Hawaii</td> <td>Casual Mail Directory</td> </tr> <tr> <td>(Officers and enlisted personnel)</td> <td>APO San Francisco 96558</td> </tr> <tr> <td>(ANC and female AMEDS officers)</td> <td>(Tripler General Hospital) APO San Francisco 96438</td> </tr> <tr> <td>Japan</td> <td>Casual Mail Directory APO San Francisco 96503</td> </tr> <tr> <td>Korea</td> <td>Casual Mail Section APO San Francisco 96335</td> </tr> <tr> <td>Marianas, Bonins Area (Guam)</td> <td>Casual Mail Directory APO San Francisco 96334</td> </tr> <tr> <td>Okinawa</td> <td>Area Postal Directory (APD) APO San Francisco 96331</td> </tr> </tbody> </table>	<i>Destination of personnel</i>	<i>Address</i>	Alaska	Casual Mail Delivery 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	Europe	Casual Mail Directory APO New York 09743	Hawaii	Casual Mail Directory	(Officers and enlisted personnel)	APO San Francisco 96558	(ANC and female AMEDS officers)	(Tripler General Hospital) APO San Francisco 96438	Japan	Casual Mail Directory APO San Francisco 96503	Korea	Casual 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
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40	Compassionate reassignment or deferment from oversea service	Final decision of the appropriate authority must be made on all applications for compassionate reassignment or deferment from oversea service prior to individual's departure from home station. Personnel																								

Item	Title	Instructions and Remarks
41	Allotments	<p>officer will enter a blue-black ink or pencil 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.</p> <p>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 departure.</p> <p>a. Classes B and B-1 (United States Savings Bonds).</p> <p>b. Class E (Support of dependents of members in pay grades E-4 (over 4 years' service) and above, credit to a savings or checking account of the allotter, payment of premiums on commercial insurance, other purposes as provided in DODPM).</p> <p>c. Class N (Payment of premiums on US Government Life Insurance and/or National Service Life Insurance (NSLI)).</p> <p>d. 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.) Emphasis will be placed on adequate support of dependents. As a minimum, service members will be counseled concerning provisions of chapter 5, section II, AR 600-20.</p> <p>e. Class S. Emphasis will be placed on the advantages of initiating a Class S allotment of the Uniformed Services Savings Deposits Program by members. (See para 2-12d(12).) (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 1341A (Allotment Authorization—To Start an Allotment) will be prepared as prescribed in AR 37-104-3. (DA Form 1341 has been replaced by DA Forms 1341A, 1341C, and 1341S.)</p> <p>(1) The member's organization will be left blank.</p> <p>(2) The effective date and amount will be left blank. The partially completed DA Form 1341 series will be placed in the member's DA Form 3716 (JUMPS—Army, Personal Financial Records) and will be completed upon the member's arrival at the assigned oversea 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 his oversea organization.</p>
42	Tour election	<p>a. All officers and enlisted personnel in pay grade E-4 (with over 4 years' service or with more than 2 years' service and obligated service of 6 years), or higher grade, who are assigned to an oversea 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. Tour election procedures are contained in AR 55-46.</p> <p>b. Item will not be checked until all tour election actions have been completed. 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.</p>
43	Travel and MTA (DD Form 1482 Document)	See paragraph 2-14.
44-49		Blank. (See para 2-8).
50	Identification tags	Verify that identification tags are in individuals' possession prior to departure from current organization. Individual will be required to produce such identification tags for inspection. (See AR 606-5.)
51	Identification card	Verify that information is correct and current. ID cards will be reissued to personnel promoted from E-5 to E-6 and to correct an error other than changes in weight. (See AR 606-5.)

Item	Title	Instructions and Remarks
52	Military Personnel Records Jacket	Verify that individual's records include DA Form 201a (Field Personnel File Divider) and official contents which, together, constitute service member's military personnel file as maintained in the field. (See AR 640-10.)
53	Enlisted/Officer Qualification Record	Verify that DA Form 20 or DA Form 66 is placed in the MPRJ. (See AR 640-2 and 640-10.)
54	Proficiency Pay Special Order (If applicable)	Verify that a copy of the special orders awarding proficiency pay is filed in the Personal Financial Records of each individual currently authorized to receive such pay. (See AR 37-104-3, 600-200, and 640-10.)
55	Personal Financial Record	Verify that individual's Personal Financial Record (DA Form 3716) or Financial Data Records Folder (DA Form 2143) accompany the MPRJ (DA Form 201). (See AR 640-10 and JUMPS—Army operating procedure.)
56	JUMPS—Army control and transfer out statement	Verify that individual records contain the military pay voucher required in chapter 5, part 9, AR 37-104-3.
57	Employee's Withholding Exemption Certificate	Verify that an Employee's Withholding Exemption Certificate (Form W-4, US Treasury Department, Internal Revenue Service) is placed in and is a part of the Personal Financial Record, in accordance with AR 37-104-3.
58	Personal clothing record	Verify that DA Form 3326 or 3327, as appropriate, is a part of the required records for grades E-1 through E-5 with less than 6 months' active duty service.
59	Record of emergency data	Verify that DA Form 41 has been completed in accordance with AR 608-2.
60	Armed Forces Security Questionnaire	Verify that DD Form 98 is present in the MPRJ and individual is aware of its contents, in accordance with AR 604-45.
61	Military Leave Record	Verify that DA Form 481 is included in the Personal Financial Record (DA Form 3716) of the individual, in accordance with AR 37-104-3.
62	Health Record	Verify that DD Form 722 (Health Record) contains all health records, in accordance with AR 40-403. DD Form 722 will contain complete, current, and accurate entries. Health Record will be combined with MPRJ. Personnel records will be hand-carried except when the restrictive provisions of AR 640-10 apply. Regardless of whether individuals hand-carry their medical records or the record is forwarded by another means, the Health Record will be transmitted in accordance with AR 40-403.
63	Immunization Certificate	Verify that the Health Record contains SF 601 (Health Record—Immunization) initiated at time of initial immunization upon entry of the individual into the Army. PHS Form 731 (International Certificates of Vaccination) must remain in custody of the individual (with passport) when performing international travel. (See AR 40-403 and 40-562).
64	Fingerprint card—reverse of DD Form 369	Verify that Armed Forces Fingerprint Card (reverse side of DD Form 369 (Police Records Check)) is filed in the permanent section of the individual's MPRJ. (See AR 601-210 and 640-10.)
65	Health Record—Dental	Verify that DD Form 722-1 (Health Record—Dental) is a part of the required records in accordance with AR 40-403, and is included with the MPRJ in accordance with AR 640-10. Health Record—Dental folder will contain complete, current, and accurate entries. (See AR 40-403.)
66	SGLI (VA Form 29-8286)	Verify that Servicemen's Group Life Insurance (SGLI) Election has been completed and filed in individual's MPRJ. (See AR 608-2.)
67-106		Blank. (See para 2-8).

27 April 1973

SECTION I - IDENTIFYING DATA									
1. NAME (Last, First, Middle Initial) AND SOCIAL SECURITY NO. Jones, Harris P. 412-24-0000		2. GRADE SP E-4	3. ETS 18 Aug 74	4. DATE PREPARED 10 Jun 72					
		5. PRIMARY MOS 31B20	6. PHYSICAL PROFILE 111111 A						
		7. LAST RETURN FROM OVERSEAS (Date) 20 Oct 70	8. NAME OF OVERSEA COMMAND USAREUR						
9. FROM (Leaving Organization) HHC, 613th Engr Bn, Ft Carson CO 80913		10. COMMAND JURISDICTION CONARC							
11. PARAGRAPH AND S.O. NUMBER 51 44	12. PORT CALLED THROUGH McGuire AFB, NJ								
13. TOY AT (School or Organization) NA		14. TO (Overseas Gaining Organization) 21st Replacement Bn APO NY 09757		15. WILL PROCEED (Date) 5 Jul 72					
16. NLT (Date) NA	17. REPORTING DATE 25 Jul 72	18. TRAVEL <input type="checkbox"/> GROUP <input checked="" type="checkbox"/> INDIVIDUAL		19. RECORDS <input type="checkbox"/> MAILED <input checked="" type="checkbox"/> HAND CARRIED					
20. LEAVE ADDRESS (Include ZIP Code) 3417 Oak St, Denver, CO 80232									
SECTION II - POR QUALIFICATION AND PROCESSING									
ITEM	POR QUALIFICATION		A	B	ITEM	POR PROCESSING (Continued)		A	B
1	BASIC TRAINING				38	HELPFUL HINTS PAMPHLET			
2	MOS QUALIFICATIONS				39	POCKET GUIDE			
3	OVERSEA ORIENTATIONS				37	INSTRUCTIONS TO REPLACEMENTS			
4	MEDICAL QUALIFICATIONS				38	CLOTHING, EQUIPMENT AND BAGGAGE			
5	DENTAL QUALIFICATIONS				39	NOTICE - CHANGE OF ADDRESS			
6	REMAINING SERVICE QUALIFICATIONS				40	COMPARE RSG DFR FR OS			
7	ADDITIONAL QUALIFICATIONS (AR 614-30)				41	ALLOTMENTS, CLASS 3 ETC.			
8	GERMAN ALIEN				42	TOUR ELECTION			
9	UNDER 18 YEARS OF AGE (if applicable)				43	TVL AND MTA (DD Form 1482 Docu)			
10	FULFILLMENT OF ENL OR REENL OPTIONS				44				
11	PERSONNEL ACTION PENDING				45				
12	HAS INDIVIDUAL BEEN A PRISONER OF WAR				46				
13	HAS INDIVIDUAL SERV PREVIOUSLY IN RVN				47				
14	IS INDIV A SOLE SURV SON - SIGNED WAIVER				48				
15	FAMILY MEMBER DEFERMENT/EXEMPTION				49				
16	RECOMMENDED LIST FOR ENL PROMOTION				REQUIRED RECORDS				
17	COMPLETED 18 WEEKS MILITARY TRAINING (MAND FOR INDUC AND PER AWARD COMBAT ARMS MOS				50	IDENTIFICATION TAGS			
18	OR				51	IDENTIFICATION CARD			
19	HAS NOT COMPLETED 18 WEEKS MIL TNG BUT HAS EQUIV TNG AS FOLLOWS:				52	MILITARY PERSONNEL RECORDS JACKET			
20	A. COMP BASIC/BASIC COMBAT TNG. AND				53	ENL/OFF QUALIFICATION RECORD			
21	B. BEEN AWARDED AN MOS AND				54	PROFICIENCY PAY 50			
22	C. COMP CIV TNG, EDUCATION OR EXPER IN THE SKILL IN WHICH AWARDED HIS PMOS (SEE PARA 3-25)				55	PERSONAL FINANCIAL RECORD			
23					56	JUMPS - ARMY CONTROL AND TRANS OUT ST			
24					57	EMPLOYEES W/HOLDING EXEMP CERTI			
25					58	PERSONAL CLOTHING RECORD			
26					59	RECORD OF EMERGENCY DATA			
27					60	ARMED FORCES SEC 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	FINGERPRINT CARD - REVERSE DD FORM 389			
31	DRUG ORIENTATION				65	HEALTH RECORD DENTAL FOLDER			
32	SPECTACLES AND HEARING AIDS				66	SGLI (VA Form 29-8286)			
33	PERSONAL AFFAIRS ORIENTATIONS				67				
34	PASSPORT AND VISA				68				

DA FORM 1 APR 73 613

PREVIOUS EDITION CHECKLIST FOR PREPARATION OF REPLACEMENTS FOR OVERSEA MOVEMENT IS OBSOLETE.

For use of this form, see AR 612-2; the proponent agency is the US Army Military Personnel Center.

Figure 2-1.

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

SECTION III - STATEMENT BY THE PERSONNEL 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
20 Jun 72	JOE R. DOE, CPT, Inf	<i>Joe R. Doe</i>

SECTION IV - HOSTILE FIRE AREA ASSIGNMENT

I have received the required training and orientation specified in Chapter 3, AR 612-2, for assignment to a hostile fire zone.

DATE	TYPED NAME AND GRADE OF INDIVIDUAL	SIGNATURE
20 Jun 72	HARRIS P. JONES, SP E-4	<i>Harris P. Jones</i>

SECTION V - NOTIFICATION OF DEFICIENCIES

Figure 2-1—Continued.

27 April 1973

MEDICAL AND DENTAL PREPARATION FOR OVERSEA MOVEMENT (POR QUALIFICATION)	
For use of this form, see AR 612-2; the proponent agency is the US Army Military Personnel Center.	
TO (Include ZIP Code):	FROM (Include ZIP Code):
NAME OF INDIVIDUAL BEING ALERTED	GRADE SOCIAL SECURITY NUMBER
INDIVIDUAL HAS BEEN ALERTED FOR AN OVERSEA ASSIGNMENT TO (List unit and/or area)	
Request the following checklist be completed and returned to this organization not later than _____ Further request that Health Record (DD Form 722) and Health Record - Dental (DD Form 722-I) be completed, inserted in an envelope, and sealed, not later than _____ to enable the individual to pick them up.	
TYPED NAME AND GRADE OF PERSONNEL OFFICER	SIGNATURE
MEDICAL AND DENTAL POR CHECKLIST	
1. THE ABOVE INDIVIDUAL MEETS ALL MEDICAL QUALIFICATIONS IN ACCORDANCE WITH AR 40-501.	g. Spectacle inserts have been ordered and will be shipped to the individual at his new duty station.
2. THE ABOVE INDIVIDUAL MEETS ALL DENTAL QUALIFICATIONS IN ACCORDANCE WITH AR 40-501.	h. Does not possess two hearing aids.
3. INDIVIDUAL IS NOT QUALIFIED FOR FOLLOWING REASONS:	i. Hearing aids have been ordered and will be shipped to the individual at his new duty station.
	j. Requires the following immunizations: (List each immunization required.)
a. Does not meet medical fitness standards in accordance with AR 40-501 due to the following defects: (List each condition of unfitness.)	k. Dental Class 5 (emergency dental treatment).
b. Has assignment limitations to:	l. Dental disqualification (adequate treatment not available at new duty station).
(1) Geographical area (Specify)	m. If item k or l above is applicable, list date when treatment will be completed _____
(2) Climatic area (Specify)	
c. Medically convalescing with return to duty on or about _____	n. Is drug dependent.
d. Does not possess two pairs of spectacles.	o. Medical profile of the above individual is:
e. Spectacles have been ordered and will be shipped to the individual at his new duty station.	
f. Does not possess one pair of spectacle inserts for protective mask (Visual acuity is poorer than 20/70)	
TYPED NAME AND GRADE OF MEDICAL OFFICER	SIGNATURE
TYPED NAME AND GRADE OF DENTAL OFFICER	SIGNATURE

DA FORM 4036-R, 1 Apr 73

Figure 2-2.

CHAPTER 3

PREPARING REPLACEMENTS FOR OVERSEA MOVEMENT—HOSTILE FIRE AREA

3-1. Assignment to hostile fire areas. The provisions of this chapter are limited to individuals destined for assignment to a hostile fire area. These provisions are in addition to those in chapter 2 concerning preparation of replacements for oversea movement. Heads of Department of the Army Staff agencies and major commanders will use the same control requirements and inspection procedures prescribed in chapter 2 to insure that individual

replacements from activities under their command jurisdiction are fully qualified and prepared for oversea movement.

3-2. Additional POR requirements. Information contained in table 3-1 constitutes the additional POR requirements which must be accomplished prior to oversea movement of an individual to a hostile fire area.

**TABLE 3-1. ADDITIONAL POR REQUIREMENTS—HOSTILE FIRE AREA
(DA FORM 613)**

<i>Item</i>	<i>Title</i>	<i>Instructions and Remarks</i>
5	Dental qualifications	Personnel will have necessary dental care accomplished prior to departure from their current organization (chap. XIII, AR 40-3).
6	Remaining service qualifications	Individuals are eligible for deployment provided they have at least 12 months remaining until ETS as of personnel shipment ready date. (See AR 614-30.)
9	Under 18 years of age	Upon receipt of orders pertaining to an individual assigned to a hostile fire area who will not reach his 18th birthday prior to reporting to the oversea transportation station, home station commander will report the individual to HQDA(DAPC-EPC) for deletion (para 8-1, AR 614-30).
12	Has individual been a prisoner of war	Home station commanders will insure that, in accordance with paragraph 1-5, AR 614-200, individuals who have been in a prisoner of war status in Southeast Asia will not be assigned to such area.
13	Has individual served previously in RVN	Enlisted personnel who have previously served in Vietnam and have been credited with completion of normal tour will not again be involuntarily assigned to Vietnam from CONUS (area of residence) or from oversea areas, unless expressly affirmed by MILPERCEN. (See AR 614-30 and 614-200.)
14	Is individual a sole-surviving son—signed waiver	Individuals who are sole-surviving sons are required to sign a waiver indicating they have no objection to being assigned to a combat area or to an area subject to hostile fire. (See AR 614-75 for officers and AR 615-200 for enlisted personnel.)
15	Family member deferment/exemption	a. Any member being assigned to a hostile fire area who has another immediate family member serving in a hostile fire area will be advised of the provisions of AR 614-30 relative to the deferment of family members and, if eligible, he 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.

Item	Title	Instructions and Remarks
		<p>b. Individuals will also be advised that if, since 1 January 1961, a member of the same family has been killed or dies from injuries or has a 100-percent disability classification from the VA as a result of serving in Vietnam or other areas designated as hostile fire areas, as surviving family member will, upon his request, be exempt from serving in designated hostile fire areas. If he declines this exemption, a statement indicating declination will be signed by the service member and placed in his MPRJ. Similar combat exemptions will be extended when a member of the family is listed as missing in action or as a prisoner of war.</p>
37	Instructions to replacements	<p>In addition to the information and instructions in table 2-1 (item 37), the following actions will be accomplished by personnel officers for aviation personnel assigned to hostile fire areas:</p> <p>a. All aviation personnel assigned in a flying status to a hostile fire area, without regard to projected duty assignment, will be photographed as indicated below:</p> <p>(1) One full-length face on photograph in fatigue clothing without helmet.</p> <p>(2) One each front and side view of head and shoulders in fatigue clothing, without helmet.</p> <p>b. Polaroid photographs are acceptable, but two prints each of the three photographs will be required.</p> <p>c. Photographs will be standard size—3¼ by 4¼ inches—black and white. Identification by full name and social security number will be typed on the back of each photograph.</p> <p>d. Personnel will hand-carry the photographs to hostile fire area.</p>
38	Clothing, equipment, and baggage	<p>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 prescribed in AR 700-84. The overcoat, AG44, will be issued for wear to oversea transportation when necessary for health and comfort en route. A checklist will be provided, as a handout, which will identify accompanying items and quantities to be stored at home or record, place of residence, or nontemporary 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 checklist (tables D-1 and E-1, AR 700-84) is authorized.</p>



APPENDIX**LIST OF DA "HELPFUL HINTS" PAMPHLETS AND
POCKET GUIDES TO BE DISTRIBUTED TO
OVERSEA REPLACEMENTS**

A-1. "Helpful Hints" Pamphlets:

DA Pam 608-7 (Puerto Rico)
DA Pam 608-8 (Canal Zone)
DA Pam 608-9 (US Army, Alaska)
DA Pam 608-10 (US Army, Japan)
DA Pam 608-11 (US Army, Ryukyu Islands)
DA Pam 608-12 (Germany)
DA Pam 608-13 (US Army, SETAF (Italy))
DA Pam 608-14 (US Army, Hawaii)
DA Pam 608-15 (Eighth US Army, Korea)
DA Pam 608-16 (Republic of Vietnam)

A-2. Pocket guides:

Caribbean (DA Pam 360-412)
Germany (DA Pam 360-404)
Great Britain (DA Pam 360-400)
Greece (DA Pam 360-408)
Italy (DA Pam 360-401)
Japan (DA Pam 360-418)
Korea (DA Pam 360-414)
Middle East (includes Iran, Iraq, Israel, Jordan, Lebanon, Saudi Arabia, the Bahrein Islands, Kuwait, Qatar, Syrian Arab Republic, and United Arab Republic (DA Pam 360-417))
Okinawa (DA Pam 360-413)
Portugal (DA Pam 20-197)
Serving Your Country Overseas (DA Pam 360-405)
Spain (DA Pam 360-409)
Taiwan (DA Pam 360-406)
Thailand (DA Pam 360-403)
The Philippines (DA Pam 360-415)
Turkey (DA Pam 360-407)
Vietnam (DA Pam 360-411)

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA(DAPC-EPP-P) 2461 Eisenhower Avenue, Alexandria, VA 22331.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

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